

CHILD FILE REVIEW FORM: INDICATOR 8B PEA NOTIFICATION (GUIDANCE)

Child's Name: _____ DOB: _____ I-TEAMS ID: _____

Service Coordinator: _____ Region: _____ Service Providing Agency: _____

File Review Completed by: _____ File Review Date: _____

AzEIP Eligibility Date: _____ Date Child is 2.3: _____ Date Child is 2.6: _____ Date Child is 2.9: _____

TPM Date: _____ PEA Opt Out Date*: _____ PEA Sent Date*: _____ ADE Sent Date*: _____

***Enter date if the above activity occurred or N/A if it did not.**

Indicator 8: Children and families receive timely transition activities to support the child's transition to preschool and/or other appropriate community services by the child's third birthday.

INDICATOR 8B: PEA NOTIFICATION- OPT OUT	GUIDANCE
<p>Was the initial opt out decision made timely?</p>	<ul style="list-style-type: none"> • When a parent chooses to opt out of PEA notification: <ul style="list-style-type: none"> ◦ The parent must opt out in writing by signing the bottom of the PEA Notification and Referral form at the transition planning meeting for children who are determined AzEIP eligible prior to 2 years, 6 months, or at AzEIP eligibility determination for children who are determined AzEIP eligible after 2 years, 6 months (2022 AzEIP Policy Manual 4.4.3.A.) • Child Eligible for AzEIP prior to 2 years, 6 months of age: The PEA decision must be made by the parent by the end of the TPM. (AzEIP Transition Timeline) • Child Eligible for AzEIP between 2 years 6 months and 2 years 10½ months of age: The PEA decision must be made by the parent by the day AzEIP eligibility is determined. (AzEIP Transition Timeline)
<p>Does the PEA 'Opt Out Date' in I-TEAMS match the date the parent signed the 'PEA Notification/Referral' form to opt out of PEA notification?</p>	<ul style="list-style-type: none"> • The Data Manager is responsible for ensuring all required activities are entered timely and accurately into the ADES data system(s) (2022 AzEIP Policy Manual 2.4.7.A.) • Each EIP ensures that: <ul style="list-style-type: none"> ◦ Electronic data for each eligible infant or toddler and his/her family are accurate and contained in a record ◦ All required data, including new demographic, evaluation, service, and/or other required information, are entered in the ADES data system(s) within ten (10) calendar days of the activity or event ◦ A written process is in place to follow-up and/or track when data is submitted or entered late; and ◦ All information contained in a child's file, including data on the IFSP and other required forms, are accurate and updated timely. (2022 AzEIP Policy Manual 2.4.8.A.-D.) • The service coordinator ensures the date the form is sent to the PEA and ADE, if applicable, or the date on which the parent opted out of PEA notification, and the name of the school district is entered into the ADES data system(s) within ten (10) calendar days of the PEA decision. (2022 AzEIP Policy Manual 4.4.6.) • The service coordinator ensures the date the PEA Notification is sent to the PEA or the date the parent opts out and the name of the School District is entered in the ADES data system within ten (10) calendar days after the PEA decision. (2022 AzEIP Procedure Manual 4.3.5.) • I-TEAMS must be updated within ten (10) calendar days of completion of each transition activity, including changes in the PEA decision. (AzEIP Transition Timeline)

<p>INDICATOR 8B: PEA NOTIFICATION</p>	<p>GUIDANCE</p>
<p>Was the 'PEA Notification/Referral' form sent to the PEA (school district) timely?</p>	<ul style="list-style-type: none"> • When a parent does not opt out of PEA notification, the service coordinator must send the PEA Notification and Referral Form including the child's name, date of birth, AzEIP eligibility date, parent contact information, native language of the parent and the service coordinator's name and contact information (EIP and phone number): <ul style="list-style-type: none"> ◦ To the PEA within one business day of the transition planning meeting for children determined AzEIP eligible prior to two years, six months ◦ To the PEA and ADE within one business day of the AzEIP eligibility date if the child is determined AzEIP eligible after two years, six months. (2022 AzEIP Policy Manual 4.4.4.A.-B.) • If the parent does not sign the bottom of the PEA Notification/Referral form to opt out of PEA notification within the required timeframe, the Service Coordinator and/or AzEIP must send the PEA Notification/Referral form to the PEA and ADE as outlined in the AzEIP Transition Timeline . (2022 AzEIP Procedure Manual 4.3.3.A.) • Child Eligible for AzEIP prior to 2 years 6 months of age: If the parent does not opt out in writing by the end of the TPM, the Service Coordinator sends the PEA Notification/Referral form to the school district within one (1) business day following the TPM. (AzEIP Transition Timeline) • Child Eligible for AzEIP between 2 years 6 months and 2 years 9 months of age: If the parent does not opt out in writing the day AzEIP eligibility is determined, the Service Coordinator sends the PEA Notification/Referral form to the school district and ADE at C2BInbox@azed.gov within one (1) business day following the day AzEIP eligibility is determined, and no later than the day the child is 2.9 years of age. (AzEIP Transition Timeline) • Child Eligible for AzEIP between 2 years 9 months and 2 years 10½ months of age: If the parent does not opt out in writing the day AzEIP eligibility is determined, The Service Coordinator sends the PEA Notification/Referral form to the school district and ADE at C2BInbox@azed.gov within one (1) business day following the day AzEIP eligibility is determined. (AzEIP Transition Timeline)
<p>Does the PEA Sent Date in I-TEAMS match the date the PEA Notification/Referral form was sent to the PEA (school district)?</p>	<ul style="list-style-type: none"> • The Data Manager is responsible for ensuring all required activities are entered timely and accurately into the ADES data system(s) (2022 AzEIP Policy Manual 2.4.7.A.) • Each EIP ensures that: <ul style="list-style-type: none"> ◦ Electronic data for each eligible infant or toddler and his/her family are accurate and contained in a record ◦ All required data, including new demographic, evaluation, service, and/or other required information, are entered in the ADES data system(s) within ten (10) calendar days of the activity or event ◦ A written process is in place to follow-up and/or track when data is submitted or entered late; and ◦ All information contained in a child's file, including data on the IFSP and other required forms, are accurate and updated timely. (2022 AzEIP Policy Manual 2.4.8.A.-D.) • The service coordinator ensures the date the form is sent to the PEA and ADE, if applicable, or the date on which the parent opted out of PEA notification, and the name of the school district is entered into the ADES data system(s) within ten (10) calendar days of the PEA decision. (2022 AzEIP Policy Manual 4.4.6.) • The service coordinator ensures the date the PEA Notification is sent to the PEA or the date the parent opts out and the name of the School District is entered in the ADES data system within ten (10) calendar days after the PEA decision. (2022 AzEIP Procedure Manual 4.3.5.)

INDICATOR 8B: PEA NOTIFICATION (CONTINUED)	GUIDANCE (CONTINUED)
<p>Was the PEA Notification sent to the SEA (ADE) timely (either by the SC or AzEIP)?</p>	<ul style="list-style-type: none"> • When a parent does not opt out of PEA notification, the service coordinator must send the PEA Notification and Referral Form including the child's name, date of birth, AzEIP eligibility date, parent contact information, native language of the parent and the service coordinator's name and contact information (EIP and phone number): <ul style="list-style-type: none"> ◦ To the PEA and ADE within one business day of the AzEIP eligibility date if the child is determined AzEIP eligible after two years, six months. (2022 AzEIP Policy Manual 4.4.4.B.) • For children determined AzEIP eligible prior to two years, six months of age, ADES/AZEIP sends notification of children potentially eligible for IDEA, Part B Services to the ADE prior to the date the child reaches two years, nine months of age when the parent has not opted out of PEA notification and this decision and the child's school district is entered into the ADES data system timely. (2022 AzEIP Policy Manual 4.4.5.) • If the parent does not sign the bottom of the PEA Notification/Referral form to opt out of PEA notification within the required timeframe, the Service Coordinator and/or AzEIP must send the PEA Notification/Referral form to the PEA and ADE as outlined in the AzEIP Transition Timeline. (2022 AzEIP Procedure Manual 4.3.3.A.) • Child Eligible for AzEIP prior to 2 years 6 months of age: If the parent does not opt out in writing by the end of the TPM, the AzEIP Office notifies ADE when the school district and a PEA decision of YES have been entered on the I-TEAMS Transition page. (AzEIP Transition Timeline) • Prior to 4/1/2022: Child Eligible for AzEIP between 2 years 6 months and 2 years 9 months of age: Service Coordinator will send the PEA Notification/Referral form to the school district within one (1) business day after the AzEIP eligibility date, and in no circumstances no later than the day the child reaches two years, nine months of age. The AzEIP office notifies ADE when a child is eligible prior to 2 years 9 months old. (Appendix 6: AzEIP Transition Timeline) • On or after 4/1/2022: Child Eligible for AzEIP between 2 years 6 months and 2 years 9 months of age: If the parent does not opt out in writing the day AzEIP eligibility is determined, the Service Coordinator sends the PEA Notification/Referral form to the school district and ADE at C2BInbox@azed.gov within one (1) business day following the day AzEIP eligibility is determined, and no later than the day the child is 2 years 9 months of age. (AzEIP Transition Timeline) • Child Eligible for AzEIP between 2 years 9 months and 2 years 10½ months of age: If the parent does not opt out in writing the day AzEIP eligibility is determined, the Service Coordinator sends the PEA Notification/Referral form to the school district and ADE at C2BInbox@azed.gov within one (1) business day following the day AzEIP eligibility is determined. (AzEIP Transition Timeline)

INDICATOR 8B: PEA NOTIFICATION (CONTINUED)	GUIDANCE (CONTINUED)
Does the ADE Sent Date in I-TEAMS match the date the PEA Notification/Referral form was sent to ADE (either by the SC or AzEIP)?	<ul style="list-style-type: none"> • The Data Manager is responsible for ensuring all required activities are entered timely and accurately into the ADES data system(s) (2022 AzEIP Policy Manual 2.4.7.A.) • Each EIP ensures that: <ul style="list-style-type: none"> ◦ Electronic data for each eligible infant or toddler and his/her family are accurate and contained in a record ◦ All required data, including new demographic, evaluation, service, and/or other required information, are entered in the ADES data system(s) within ten (10) calendar days of the activity or event ◦ A written process is in place to follow-up and/or track when data is submitted or entered late; and ◦ All information contained in a child’s file, including data on the IFSP and other required forms, are accurate and updated timely. (2022 AzEIP Policy Manual 2.4.8.A.-D.) • The service coordinator ensures the date the form is sent to the PEA and ADE, if applicable, or the date on which the parent opted out of PEA notification, and the name of the school district is entered into the ADES data system(s) within ten (10) calendar days of the PEA decision. (2022 AzEIP Policy Manual 4.4.6.)

Mark the box(es) below for each type of supporting documentation used to verify compliance. At minimum, items in bold are required.

PEA Notification/Referral Form(s) Email/Fax Confirmation (if family did not opt out)
 IFSP, including transition pages Service Coordinator Notes Other

Documentation Requirements:

- File audits must include: PEA Notification / Referral Form(s), email/fax confirmation showing PEA Notification Form was sent if family did not opt out, complete copy of IFSP, including transition pages.
- Additional documentation may include: SC notes, Transfer Request Form, No Contact Letter, Incident Report, Prior Written Notice (PWN).
- If parent initially opted out of PEA notification and later requested PEA notification:
 - PEA Notification/Referral Update section of original PEA Notification/Referral Form should be used to capture the change in decision.
 - PEA Notification/Referral Update Form should be sent to both the school district and c2binbox@azdes.gov.
 - PEA Notification/Referral Update Form and email/fax confirmation should be included with file review.
- If child moved outside of initial school district boundaries after initial PEA Notification/Referral Form was submitted:
 - PEA Notification/Referral Update section of original PEA Notification Form should be used to capture the child's change in address.
 - PEA Notification/Referral Update Form should be sent to both the school district and c2binbox@azed.gov.
 - PEA Notification/Referral Update Form and email/fax confirmation should be included with file review.
- If parent opted out of PEA notification:
 - PEA Opt Out Date in I-TEAMS should match date parent signed the opt out section of the PEA Notification/Referral Form.
 - Date of PEA Opt Out in I-TEAMS should match opt date on PEA Notification/Referral Form.
- If parent did not opt out of PEA notification:
 - PEA Notification Sent Date in I-TEAMS should match date of email/fax confirmation to the school district.
 - ADE Notification Sent Date should match date of email/fax confirmation to c2binbox@azed.gov if sent by SC.
 - If AzEIP notified ADE, ADE Notification Sent Date must be before date child is 2.9.

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