<table>
<thead>
<tr>
<th>What is being discussed?</th>
<th>Do we need to Meet?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial, Periodic Annual and other IFSP Reviews</td>
<td><strong>YES</strong></td>
</tr>
<tr>
<td>Change in Services</td>
<td><strong>YES</strong></td>
</tr>
<tr>
<td>Whether adding or removing</td>
<td><strong>YES</strong></td>
</tr>
<tr>
<td>Change in Intensity of Services</td>
<td><strong>YES</strong></td>
</tr>
<tr>
<td>Change in Frequency of Services</td>
<td><strong>YES</strong></td>
</tr>
<tr>
<td>Whether increasing or Decreasing</td>
<td><strong>YES</strong></td>
</tr>
<tr>
<td>Change in Duration of Services</td>
<td><strong>YES</strong></td>
</tr>
<tr>
<td>Whether ending or extending</td>
<td><strong>YES</strong></td>
</tr>
<tr>
<td>Change in Funding of Services</td>
<td><strong>YES</strong></td>
</tr>
<tr>
<td>Meeting must occur within 10 days of funding change</td>
<td>- When child was not, but now is DDD Eligible, or - When there is a change to the funding options such as. Child had no insurance (public, private or both), now they do (public, private or both)</td>
</tr>
<tr>
<td>Change in Outcomes</td>
<td><strong>YES</strong></td>
</tr>
<tr>
<td>Whether adding, removing or revising</td>
<td><strong>YES</strong></td>
</tr>
<tr>
<td>Change in Activities and/or Strategies to Support the Outcome</td>
<td><strong>YES</strong></td>
</tr>
<tr>
<td>Changing name of Team Member</td>
<td><strong>YES</strong></td>
</tr>
<tr>
<td>Transfer from one team to another</td>
<td><strong>YES</strong></td>
</tr>
<tr>
<td>Transition Planning Meeting</td>
<td><strong>YES</strong></td>
</tr>
<tr>
<td>✩ Between the child’s age of 2.6 and 2.9 years old</td>
<td><strong>YES</strong></td>
</tr>
<tr>
<td>This meeting is not required if child is eligible after 2.9</td>
<td><strong>YES</strong></td>
</tr>
<tr>
<td>Transition Conference</td>
<td><strong>YES</strong></td>
</tr>
<tr>
<td>✩ Between the child’s age of 2.6 and 2.9 years old</td>
<td>If parent wants a TC</td>
</tr>
<tr>
<td>Meeting</td>
<td>Role/Participant</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td><strong>Initial IFSP</strong></td>
<td>SC: EIP, DDD, or ASDB</td>
</tr>
<tr>
<td><strong>ASAP after eligibility and no later than 45 days from referral</strong></td>
<td>IFSP Team Members: at least one other team member involved in the evaluation or assessment</td>
</tr>
<tr>
<td><strong>Creating the first IFSP following DDD Eligibility Determination (Set in Stone Date)</strong></td>
<td>Family: Family's requested Participants (Child Care/Early Head Start/Other Caregivers)</td>
</tr>
<tr>
<td><strong>Within 10 days of the child eligible for DDD</strong></td>
<td>School District or other potential Education Provider (Head Start, Private Child Care, etc)</td>
</tr>
<tr>
<td><strong>Periodic and Annual IFSP Reviews</strong></td>
<td><strong>Annual Reviews require 2 Team Members</strong></td>
</tr>
<tr>
<td><strong>AHCCCS eligible child becomes targeted for case management</strong></td>
<td>SC: EIP, DDD, or ASDB</td>
</tr>
<tr>
<td><strong>Within 10 days of the child becoming targeted</strong></td>
<td>IFSP Team Members: All active Team Members ***</td>
</tr>
<tr>
<td><strong>ALTCS Review</strong></td>
<td><strong>NOT changing the IFSP services</strong></td>
</tr>
<tr>
<td><strong>Within 10 days of the child becoming ALTCS eligible</strong></td>
<td>SC: DDD</td>
</tr>
<tr>
<td><strong>Transition Planning Meeting</strong></td>
<td>IFSP Team Members: All active Team Members</td>
</tr>
<tr>
<td><strong>Between the child's age of 2.6 and 2.9 years old</strong></td>
<td><strong>Not required to attend, but may attend when combined with TC</strong></td>
</tr>
<tr>
<td><strong>Transition Conference</strong></td>
<td>SC: EIP, DDD, or ASDB</td>
</tr>
<tr>
<td><strong>Between the child's age of 2.6 and 2.9 years old</strong></td>
<td>IFSP Team Members: All active Team Members</td>
</tr>
<tr>
<td><strong>Team Meeting</strong></td>
<td>SC: EIP, DDD, or ASDB</td>
</tr>
</tbody>
</table>

***Exceptions*** - Team member who conducted the assessment: if unable to attend the meeting in person, may make arrangements for involvement through other means, including: conference call, having a knowledgeable authorized representative attend the meeting, or make pertinent records available at the meeting, such as a quarterly report. For 6 month and periodic reviews, Service Coordinators functioning in a Dual role may be the only active team member attending those meetings.

**DDD** Determines DDD Eligibility and serves as Service Coordinator for DDD Eligible children with AHCCCS and ALTCS DDD Participates in all team meetings

**ASDB** Determines ASDB Eligibility and if they will retain Service Coordination. ASDB Participates in all team meetings when child is ASDB eligible