


































Do We Need to Have a Meeting?

What is being discussed?	Do we need to Meet?	
	YES	NO
Initial, Periodic Annual and other IFSP Reviews	✔	
Change in Services Whether adding or removing	✔	
Change in Intensity of Services	✔	
Change in Frequency of Services Whether increasing or Decreasing	✔	
Change in Duration of Services Whether ending or extending	✔	
Change in Funding of Services Meeting must occur within 10 days of funding change	✔ <ul style="list-style-type: none">• 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)	✔ When child is already DDD eligible with public insurance and changes to ALTCs funding.
Change in Outcomes Whether adding, removing or revising	✔	
Change in Activities and/or Strategies to Support the Outcome		✔
Changing name of Team Member		✔
Transfer from one team to another		✔
Transition Planning Meeting 🕒 Between the child's age of 2.6 and 2.9 years old This meeting is not required if child is eligible after 2.9	✔	
Transition Conference 🕒 Between the child's age of 2.6 and 2.9 years old	✔ If parent wants a TC	

Who Must Attend the Meeting?

Meeting	Role/Participant				
	SC	IFSP Team Members	Family	Family's requested Participants (Child Care/Early Head Start/Other Caregivers)	School District or other potential Education Provider (Head Start, Private Child Care, etc)
Initial IFSP ASAP after eligibility and no later than 45 days from referral	 EIP and, DDD, or ASDB	 at least one other team member involved in the evaluation or assessment			
Creating the first IFSP following DDD Eligibility Determination (Set in Stone Date) Within 10 days of the child eligible for DDD	 DDD or EIP if retaining SC	 Team Lead unless additional services will be added, then all active team members			
Periodic and Annual IFSP Reviews Annual Reviews require 2 Team Members	 EIP, DDD, or ASDB	 All active Team Members ***			
AHCCCS eligible child becomes targeted for case management Within 10 days of the child becoming targeted	 EIP, DDD, or ASDB	 Team Lead			
ALTCS Review NOT changing the IFSP services Within 10 days of the child becoming ALTCS eligible	 DDD	 Team Lead			
Transition Planning Meeting Between the child's age of 2.6 and 2.9 years old	 EIP, DDD, or ASDB	 All active Team Members			Not required to attend, but may attend when combined with TC
Transition Conference Between the child's age of 2.6 and 2.9 years old	 EIP, DDD, or ASDB	 All active Team Members			 When requested by the parent
Team Meeting	 EIP, DDD, or ASDB				

*****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