ARIZONA DEPARTMENT OF ECONOMIC SECURITY

INDICATOR 8B: PEA NOTIFICATION
CHILD FILE REVIEW FORM AND GUIDANCE

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

Service Providing Agency (SPA): _____ Region: _____

Service Coordinator: _____ Name of Person Completing File Review: _____ 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 N/A if activity did not occur.

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.

Compliance Requirements

1. SPA has reviewed all documentation and determined that this record meets IDEA Part C and AzEIP compliance requirements. _____

2. Did the parent sign the PEA Notification/Referral form to opt out of PEA notification? _____

3. Was the initial opt out decision made timely? _____

4. Was the 'PEA Notification/Referral' form sent to the PEA (school district) timely? _____

5. Was the 'PEA Notification/Referral' form sent to the State Education Agency (Arizona Department of Education- ADE) timely (either by the SC or AzEIP)? _____

6. SPA has reviewed the data entry and confirmed that I-TEAMS matches documentation as indicated below:

I-TEAMS Child Transition Page	Matches	Documentation
PEA Notification Decision		Parent's PEA Notification decision documented on the IFSP Transition page
Opt Out Date		Date parent signed the opt out section of the PEA Notification/Referral form
PEA Notification Sent Date		Date of PEA Notification email or fax confirmation to school district **OR** Date of SC Contact Log entry documenting PEA Notification was mailed or hand delivered to the school district
School District		Full Name of School District of Residence on the PEA Notification/Referral form
ADE Notification Sent Date		Date of PEA Notification email or fax confirmation to c2binbox@azed.gov (if sent by SC) **OR** must be before date child is 2.9 (if sent by AzEIP)

PEA Notification Documentation
It is the submitter's responsibility to confirm that all possible documentation to support compliance has been submitted through the google form for verification.

7. Required Documentation

Complete TPM IFSP, including transition pages

PEA Notification/Referral Form(s)

SC Contact Log(s)

*E-mail or fax confirmation showing the PEA Notification was sent to the PEA (*Required unless parent opted out of PEA notification)

*E-mail or fax confirmation showing the ADE Notification was sent (*required unless parent opted out of PEA notification or AzEIP sent notification to ADE)

AzEIP Policy and Procedure Guidance

- The Data Manager is responsible for ensuring all required activities are entered timely and accurately into the ADES data system(s) **(AzEIP Policy 2.4.7.A.)**
- Each EIP ensures that:
  - 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. **(AzEIP Policy 2.4.8.A.-D.)**
- When a parent chooses to opt out of PEA notification:
  - 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 **(AzEIP Policy 4.4.3.A.)**
- 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):
  - 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. **(AzEIP Policy 4.4.4.A.-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. **(AzEIP Policy 4.4.5.)**
- 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. **(AzEIP Policy 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. **(AzEIP Procedure 4.3.5.)**
- 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.
  - ◦ 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 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)**
- 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)**
- 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)**
- 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)**

Additional Guidance

- IDEA Part C 303.209 Transition to preschool and other programs
- Informed Written Consent on the Individualized Family Service Plan (IFSP) Technical Assistance Bulletin - 12/01/2023
- Transition Technical Assistance Bulletin - 5/11/2023
- Transition AzEIP Programmatic Meeting - September 2023
- OSEP Response to Nix, March 17.2023
- Early-Childhood-Transition-Questions-and-Answers.pdf (Nov.28,2023)
- AzEIP Transition Timeline
- AzEIP Transition Process Training.pptx.pdf

Acronym List

ADE: Arizona Department of Education

ADES: Arizona Department of Economic Security

AzEIP: Arizona Early Intervention Program

DOB: Date of Birth

IDEA: Individuals with Disabilities Education Act

IFSP: Individualized Family Service Plan

I-TEAMS: Infant - Toddler Electronic Administration & Monitoring System

OSEP: Office of Special Education Programs

PEA: Public Education Agency

SC: Service Coordinator

SPA: Service Providing Agency

TPM: Transition Planning Meeting