

INDICATOR 8C: TRANSITION CONFERENCE (TC) 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*: _____ TC 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. Is there documentation that the Transition Conference occurred within [required timelines](#) based on the child's AzEIP eligibility date?
2. Is there documentation of the 'IFSP Transition Meeting Invitation Prior Written Notice' (GCI-1032A) being sent?
3. Is there documentation that the school district attended the Transition Conference?
4. If the school district did not attend the Transition Conference, is there documentation that the 'Transition Conference Invitation' (GCI-1032A) was sent early enough to allow for the school district to attend?
5. Does the 'Transition Conference Summary' (GCI-1033A) include actions/steps needed for transition?
6. Does the Transition Conference meet the requirements of an IFSP?

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

I-TEAMS Child Transition Page	Matches	Documentation
Conference Date		Date of Transition Conference IFSP AND Transition Conference Summary (GCI-1033A)
Date School District Invited to Transition Conference		Date of email or fax confirmation sheet in which IFSP Transition Meeting Invitation Prior Written Notice (GCI-1032A) was sent to school district OR Date of SC Contact Log entry documenting IFSP Transition Meeting Invitation Prior Written Notice (GCI-1032A) was mailed or hand delivered to the school district
Did School District Attend Transition Conference		Transition Conference Summary (GCI-1033A)
Reason for Late Transition Conference		SC Contact Log

<p align="center">Transition Conference Documentation <i>It is the submitter's responsibility to confirm that all possible documentation to support compliance has been submitted through the Google Form for verification.</i></p>	
<p>8. Required Documentation</p> <ul style="list-style-type: none"> Complete Transition Conference IFSP, including transition pages Transition Conference Invitation (GCI-1032A) E-mail or fax confirmation showing the Transition Conference Invitation was sent Transition Conference Summary SC Contact Log(s) 	<p>9. Supporting Documentation <i>(upload all documents that support compliance)</i></p> <ul style="list-style-type: none"> Team Meeting Notes No Contact Letter Incident Report Any Written Correspondence

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.)**
- During development of the transition plan, the service coordinator, family, and team discuss and document the activities, steps, and tentative timelines to support the transition of the child from AzEIP, including but not limited to: Parent's decision to hold or not hold a transition conference and who they would like invited if they would like one **(AzEIP Policy 4.3.3.F.6.)**
- The purpose of the transition conference is to:
 - Revise and update as needed the transition plan developed at the mandatory transition planning meeting
 - Provide the parent with information about the various programs in which they are interested
 - Identify the steps that will be taken by whom and by when to support the parent's decision-making. Steps may include but are not limited to visiting available preschool programs, completing additional evaluations
 - Review program options for the child for the period from the child's third birthday through the end of the school year. **(AzEIP Policy 4.5.2.A.-D.)**
- When a parent agrees to hold a transition conference, it must be held on or before the day the child is 2 years, 9 months old and no earlier than the day the child is 2 years, 3 months old (9 months before the child's third birthday), if all parties agree. If held later, the transition conference must be held on the same day and immediately following the initial IFSP. **(AzEIP Policy 4.5.3.)**
- The transition conference must meet the requirements of an IFSP meeting as follows:
 - Held in a setting and at a time that is convenient for the family
 - Conducted in the native language of the family or other mode of communication used by the family
 - Arranged with, and written notice provided to, the family and other participants far enough in advance to ensure that they have the opportunity to attend
 - Fully explained to the family with consent obtained to initiate services, if needed
 - Include the required participants at the meeting **(AzEIP Policy 4.5.6.A.-E.)**
- The IFSP transition plan must include documentation of the following: The parent's agreement or disagreement with holding a transition conference with the local school district to discuss possible preschool options **(AzEIP Procedure 4.2.6.G.)**
- The Transition Conference must meet the requirements of an IFSP meeting and must be:
 - Held in a setting and at a time that is convenient for the family
 - Conducted in the native language of the family or other modes of communication used by the family, unless it is clearly not feasible to do so
 - Fully explained to the family so that appropriate consent may be obtained to initiate services, if needed. **(AzEIP Procedure 4.4.2.A.-C.)**
- The service coordinator sends the 'Invitation to Participate in a Transition Conference/IFSP Transition Planning Meeting,' which serves as the PWN for the Transition Conference, to all participants. **(AzEIP Procedure 4.4.4.)**
- During the Transition Conference, the service coordinator ensures the following steps are taken and any additional action steps needed are documented on the Transition Conference Summary:
 - Review and revise, as needed, the transition plan developed at the mandatory Transition Planning Meeting
 - Review the potential program options/continuum of services available on the child's third birthday
 - Establish tentative timelines and activities for the child's transition into the PEA, if eligible

- Establish a plan for parental visitation to the education programs available (if requested by the parent and not already completed)
- Review existing data including vision and hearing screening information; and
- Plan for the collection of additional information, including evaluation and procedures to assist in determining eligibility for IDEA, Part B and appropriate IEP services, including ESY. **(AzEIP Procedure 4.4.7.A.-F.)**
- The service coordinator ensures that information related to the Transition Conference is entered in the ADES data system within ten (10) calendar days after completion of this meeting. **(AzEIP Procedure 4.4.8.)**
- Transition Conference (TC)- The parent may agree or not agree to have this meeting. **(AzEIP Transition Timeline)**
- Transition Conference (TC)- If the parent agrees, the school district must be invited in a timely manner to ensure a PEA representative is in attendance. **(AzEIP Transition Timeline)**
- Child Eligible for AzEIP prior to 2 years 6 months of age: If the parent agrees to a TC, it must be held on or before the day the child is 2 years 9 months (2.9) of age and may be held as early as the day the child is 2 years 3 months (2.3) of age if all parties agree. **(AzEIP Transition Timeline)**
- Child Eligible for AzEIP between 2 years 6 months and 2 years 9 months of age: If the parent agrees to a TC, it must be held on or before the day the child 2 years 9 months (2.9) of age. The TC may be combined with the initial IFSP/TPM. When this occurs, the TC is held the same day and immediately following completion of the initial IFSP/TPM. **(AzEIP Transition Timeline)**
- Child Eligible for AzEIP between 2 years 9 months and 2 years 10½ months of age: If the parent agrees to a TC, it may be combined with the initial IFSP/TPM. When this occurs, the TC is held the same day and immediately following completion of the initial IFSP/TPM. **(AzEIP Transition Timeline)**
- Transition Conference (TC)- The TC must meet the requirements of an IFSP meeting. **(AzEIP Transition Timeline)**

Additional Guidance

- [IDEA 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	OSEP: Office of Special Education Programs
ADES: Arizona Department of Economic Security	PEA: Public Education Agency
AzEIP: Arizona Early Intervention Program	PWN: Prior Written Notice
DOB: Date of Birth	SC: Service Coordinator
IDEA: Individuals with Disabilities Education Act	SPA: Service Providing Agency
IFSP: Individualized Family Service Plan	TC: Transition Conference
I-TEAMS: Infant-Toddler Electronic Administration & Monitoring System	TPM: Transition Planning Meeting