ARIZONA DEPARTMENT OF ECONOMIC SECURITY

CHILD FILE REVIEW FORM: INDICATOR 8C TRANSITION CONFERENCE (TC) (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*: _____ TC 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 8C: TRANSITION CONFERENCE	GUIDANCE
Did the parent agree to a Transition Conference? • If parent agreed to a transition conference, answer questions below. • If parent did not agree to a transition conference, skip remaining questions in this section and mark the box(es) of supporting documentation used to verify compliance.	• 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 **(2022 AzEIP Policy Manual 4.3.3.F.6.)** • 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 **(2022 AzEIP Procedure Manual 4.2.6.G.)** • Transition Conference (TC)- The parent may agree or not agree to have this meeting. **(AzEIP Transition Timeline)**
Is there documentation of the 'Invitation to Participate in a Transition Conference' (GCI-1032A) being sent?	• The transition conference must meet the requirements of an IFSP meeting as follows: 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 **(2022 AzEIP Policy Manual 4.5.6.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. **(2022 AzEIP Procedure Manual 4.4.4.)** • 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)**

INDICATOR 8C: TRANSITION CONFERENCE (CONTINUED	GUIDANCE (CONTINUED)

Does the 'Date School District Invited to Transition Conference' in I-TEAMS match the date the invitation was sent?	• 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:
	  ◦ 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 that information related to the Transition Conference is entered in the ADES data system within ten (10) calendar days after completion of this meeting. **(2022 AzEIP Procedure Manual 4.4.8.)**

Is there documentation that the Transition Conference occurred within required timelines based on the child's AzEIP eligibility date?	• 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. **(2022 AzEIP Policy Manual 4.5.3.)** • 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)**

INDICATOR 8C: TRANSITION CONFERENCE (CONTINUED	GUIDANCE (CONTINUED)
Does the 'Transition Conference Summary' (GCI-1033A) include actions/steps needed for transition?	• 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. **(2022 AzEIP Policy Manual 4.5.2.A.-D.)** • 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. **(2022 AzEIP Procedure Manual 4.4.7.A.-F.)**
Does the Transition Conference meet the requirements of an IFSP?	• 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 **(2022 AzEIP Policy Manual 4.5.6.A.-E.)** • 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. **(2022 AzEIP Procedure Manual 4.4.2.A.-C.)** • Transition Conference (TC)- The TC must meet the requirements of an IFSP meeting. **(AzEIP Transition Timeline)**

INDICATOR 8C: TRANSITION CONFERENCE (CONTINUED	GUIDANCE (CONTINUED)

Does the Transition 'Conference Date' in I-TEAMS match the date on the 'Transition Conference Summary' (GCI-1033A)?	• 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:
	  ◦ 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 that information related to the Transition Conference is entered in the ADES data system within ten (10) calendar days after completion of this meeting.
	(2022 AzEIP Procedure Manual 4.4.8.)

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

    IFSP, including transition pages   Service Coordinator Notes   Other

If parent agreed to a transition conference:

    Invitation to Participate in Transition Conference   **Written Correspondence**

    Transition Conference Summary

Documentation Requirements:

• File audits must include: Complete copy of IFSP, including transition pages. If parent agreed to a transition conference, must also include "Invitation to Participate in Transition Conference", email correspondence showing invitation was sent, and "Transition Conference Summary".

• Additional documentation may include: SC notes, Transfer Request Form, No Contact Letter, Incident Report, Prior Written Notice (PWN).

• "Date School District Invited to Transition Conference" in I-TEAMS should match date invitation was emailed/faxed to the school district.

• Transition "Conference Date" in I-TEAMS should match date on "Transition Conference Summary".

• If child was determined AzEIP eligible before child was 2.9, but Transition Conference was held after date child was 2.9:

  ◦ I-TEAMS should include "Reason for Late Transition Conference".

  ◦ File audit should include service coordinator notes and any, written correspondence documenting attempts to schedule transition conference before child was 2.9.