

### Instructions for Use

Service Coordinators (SC) are encouraged to use the Transition Conference Sample Script as a reference to assist in facilitating Transition Conferences.

### Introduction

- Thank you for joining us today for the Transition Conference for (child's name). My name is (SC name) and I will be facilitating today's meeting and documenting our conversations on (child's name) Individualized Family Service Plan (IFSP) and on a Transition Conference Summary. Why don't we start off by introducing ourselves and our roles in supporting (child's name) and family.

### Purpose of Transition Conference

- The purpose of this meeting is to talk about options available to you and your child when your child turns 3, including preschool and other community programs.
- It is our role to share information with you to assist in your choice and ensure you have a smooth and effective transition out of early intervention services.
- We will be updating your child's IFSP and sharing information with the preschool and other community programs present at today's meeting.
- We will take time for each of the programs present to share how they may support your child if your child is determined eligible.
- If you choose to continue, we will move forward to identify the next steps needed by the programs to determine your child's eligibility.
- At no time today or during the eligibility process are you committing your child to one program or the other. The programs we discuss today are voluntary and it is up to you as the parent to make the best choice for you and your family.
- You will receive a copy of the Transition Conference Summary and a copy of the IFSP.
- Please let us know if you have any questions, concerns or need clarification at any time during today's meeting. If we use a term or acronym during the meeting that you are not familiar with, please stop us and ask us to explain. Please remember this meeting is for you to assist you in choosing your child's path once they turn three.

### IFSP/Periodic Review

- We will now begin the IFSP/Periodic Review.
- I have reviewed the child record and we already have a signed consent to update your Child and Family Assessment or I would like to ask you for your consent to update the Child and Family Assessment on the IFSP. (Service Coordinator obtains Consent for Assessment).

See reverse for EOE/ADA disclosures



- The purpose of reviewing the IFSP is to share your child's current strengths and needs with the programs present.
- During the review, we will discuss and document changes and updates on the IFSP. This will include updates to the:
  - Child and Family Assessment
  - Child and family outcomes
  - AzEIP provided services
  - Other services
- We will also discuss your child's IFSP Child Indicators Summary. If your child is determined eligible for the preschool program, they will continue to monitor your child's progress. (SC completes or reviews IFSP Child Indicators Summary based on AzEIP required timelines)
- Before we move on to the next portion of our meeting, what other information would be helpful for the preschool or other programs to know about your child and family?

### **Program Information**

- Now we will have each of the programs here today share an overview of what their unique programs can offer you. (SC facilitates the discussion to ensure each program provides detailed information about their program, including overview, potential services and supports, eligibility process, etc.)
- Please stop us and let us know if you have any questions, need clarification or additional information.
- Before we move on with our meeting, do you have any questions for any of the programs?

### **Family Decision**

- After hearing from each of the programs about how they can support you and your family, would you like to continue to discuss how to proceed with the eligibility process with any of the programs present today? Would you like additional information to help you make this decision?
- You can continue with the eligibility process even if you have not made the final decision on whether or not the preschool program is right for you and your family.
- Your AzEIP team is here to support you in your transition process whichever choice you make.

### **Preschool Program Explanation of Next Steps**

- The preschool program will now share their eligibility steps and required documentation, and ask any additional questions that they might have. (SC documents discussion on the Transition Conference Summary)
- Do you have any questions for the preschool?

### **Other Programs Explanation of Next Steps**

- The other programs that are here with us today will now share their eligibility process and required documentation. (SC documents discussion on the Transition Conference Summary)
- Do you have any questions for the other programs that are here today?

### **Review of Procedural Safeguards**

- We will now review your Child and Family Rights in the Arizona Early Intervention Program. (SC explains family rights)
- Would you like another copy of the Child and Family Rights in the Arizona Early Intervention Program booklet?
- The preschool program has similar procedural safeguards and will share them with you now.
- Do you have any questions about your procedural safeguards under AzEIP or the preschool program?

### **Transition Conference Summary Completion**

- I will now pass the Transition Conference Summary around for each of today's participants to indicate that they were present today and ensure that their contact information is correct on the form. (SC obtains initials of all participants)
- If you have any questions or need assistance after this meeting, you may reach out to any of today's participants. We are all here to support you and your family with a smooth transition.
- Do you have any questions about your child's transition plan?

## IFSP/Periodic Review Completion

- Please take a moment to review the IFSP we completed today and let me know if you have any questions. (SC obtains family's informed written consent)
- Please indicate whether or not you agree to any or all of the services identified on the IFSP.
- If you do not agree to the proposed IFSP as written, I will provide you with a prior written notice and share with you your dispute resolution options.
- Please indicate that I have explained your rights under the Arizona Early Intervention Program.
- Who would you like for me to share a copy of this IFSP with? This could be the preschool program, pediatrician, Head Start, Early Head Start, etc.
- Please provide your informed written consent on these two signature lines indicating that you approve of this document and its contents and that I can share it with the individuals/programs you identified.
- I have reviewed the child record and we already have a signed Consent to Share for these individuals/programs or for the newly identified individuals/programs, we will need to complete a Consent to Share.

## Conclusion of Meeting

- Before we end today, do you have any additional questions?
- Does anyone else have any other questions?
- This concludes today's Transition Conference. A copy of all documents will be shared with you within ten business days.
- The Transition Conference Summary that you will receive will provide you with the phone number and email for each of us that was present today.
- If you have any questions or need to reschedule appointments, please reach out to us and let us know how we may be of assistance.

## Corresponding AzEIP Technical Assistance

- [AzEIP Transition Timeline](#)
- [Transition AzEP Programmatic Meeting](#)
- [Transition Conference Agenda](#)
- [Transition Technical Assistance Bulletin](#)