



INTERAGENCY COORDINATING COUNCIL (ICC)

FOR INFANTS AND TODDLERS

Transition Committee Agenda & Minutes

August 20, 2021, 9:00 a.m. – 11:00 a.m.

Members

Stephanie Collier, Chair
Suzanne Perry, ADE
Sonia Samaniego, ACDHH
Kendra Benedict, ASDB

Public Members

Kristy Thornton
Mary Rimron
Alexandra Oropeza

Staff

Chantelle Curtis

1. Call to Order: 9:11 am
 - a. **Present:** Stephanie Collier, Suzanne Perry, Kristy Thornton, Alexandra Oropeza, Chantelle Curtis, Lori Reyna (public), Crystal Ghica (public)
 - b. Stephanie read ICC committee standards
2. Discussion Items/topics
 - a. Updates on prior Transition Committee activities
 - i. Webinar: Almost complete; under review by AzEIP staff.
 - ii. Transition brochure:
 1. Complete; needs final approval
 2. Will be translated to Spanish
 3. Determining availability in programs to order
 - iii. Transition overview video is complete! Can be viewed here:
<https://vimeo.com/583458094>
 1. Spanish subtitles have been added. American Sign Language interpretation will be complete and available at a separate URL. To view with Spanish subtitles, click on "CC" and select "Español (latinoamerica)."
 2. Distribution plan is in process; need to determine best avenue to reach the most families
 3. Suzie suggested the phrase "a few days a week" instead of "a couple days a week" is clearer when describing preschool programs.
 - b. What next?
 - i. Follow up from the Public Education Agency (PEA) referral/notification conversation at last meeting
 1. Questions or thoughts?

- a. Kristy: trying to figure out a way to support programs to better track timelines – what is the process of programs who have been more successful with this? Maybe survey the field on what's working well or tips they can share, then create Technical Assistance around this.
- b. Most problematic element is the flow of the process, especially for late referrals (needing to be sent within one business day of eligibility)
 - i. Can we ask AzEIP to help identify programs that are doing this well and survey them on their processes?
 - ii. Could we also look at other states that are doing well and see what their processes are?
- c. Suzie: At least annually (August Cohorts) Arizona Department of Education (ADE) updates school districts about preschool transition process; service coordinators (SCs) are invited to cohort meetings to discuss joint processes; ADE has person-to-person coaching for districts who may have more trouble meeting the timelines; sometimes evals from AzEIP don't include all the info needed, especially hearing and vision; Suzie feels specific areas of breakdown are more programmatic, it seems there are areas that consistently do well and areas that consistently struggle. Cohort meetings have specific topics and experts to present on those topics.
- d. Alexandra: are these regional? Can we break down which districts and programs are struggling so they have a space to discuss where the breakdowns are. Larger groups may have a dispersion of responsibility. AzEIP and ADE are able to provide info on who is struggling to meet timelines.
- e. So far, TA has been on a case-by-case basis, not necessarily with specific school districts and specific programs meeting together. Alexandra suggested developing a pilot with a school district and AzEIP program together with targeted TA to get feedback from both sides. ADE is at 98% and AzEIP is at 87% (PEA notification), however ADE has one overall score and AzEIP looks at 3 different activities. It would be helpful to get specific information. Perhaps the committee could develop a practice profile for what an ideal process would be and what would be an unacceptable process.
- f. Relationships: what are the relationships like between school districts and SCs? Those who are doing well likely communicate well and have good relationships.
- g. Chantelle can share results of preschool transition survey asking which school districts SCs work well with and what are some of those practices.
- h. What do we want to be working toward?
- i. Self-assessment for transition process? Kristy has a list of bullets used with a specific school district, Chantelle shared ECTA checklist – can use checklist in a supervisory manner to help SCs work through the process, not for SCs to fill out each time

- ii. AzEIP Policy & Procedure Updates
 - iii. AzEIP would benefit from quality practice-based training for internal and external partners
 - 1. Would the Transition Committee be interested in taking Division for Early Childhood (DEC) Connect Transition module (<https://connectmodules.dec-sped.org/connect-modules/learners/module-2/>) and making it Arizona specific?
3. Action/follow up:
- i. AzEIP will provide report of which programs are doing well with PEA notifications: see 2021 public report: <https://datastudio.google.com/reporting/e3dc5cd5-fe72-416b-9e7f-c6e0060cc34b/page/luVVC>
 - ii. Create Practice Profile for best practices (DEC module could be used to gather info for best practices)
 - iii. Create short survey to ask programs what helps them be successful or where there may be barriers then follow up with communities of practice
 - iv. Create broad If This Happens, Then Do That document
 - v. Determine the rules around people who are not part of the committee being on a workgroup. If this is allowed, request people relay what workgroups they are interested in
4. Public Comment:
- a. Crystal: willing to share Utah's reports – Utah has automated system that is at 100%
5. Schedule Next Meeting; September 16, 3:00 pm
6. Adjourn: 11:06 am