



# INTERAGENCY COORDINATING COUNCIL (ICC)

## FOR INFANTS AND TODDLERS

### Transition Committee Agenda & Minutes

Friday, November 19, 2021 9:00 AM-11:00 AM

[meet.google.com/ogk-vxbe-ogx](https://meet.google.com/ogk-vxbe-ogx)

Join by phone: (US) +1 234-755-2370 PIN: 627 576 326#

#### Members (ICC Governor Appointees)

Stephanie Collier, Chair/Head Start

Kendra Benedict, ASDB

Suzanne Perry, ADE

Sonia Samaniego, ACDHH

#### Members (Subcommittee Appointees)

Alexandra Oropeza, Courts

Lorena (Lori) Reyna, DDD

Sandra Makrias, Catholic Charities

Jaymie Jacobs, First Things First

Kristy Thornton, Provider

Crystal Ghica, Provider

Lisa Wallman, ADE

Sue Damiata, Pinal County

#### Staff (AzEIP)

Chantelle Curtis

1. Call to Order: 9:06 am
  - a. Introductions and welcome to new members!
    - i. Present: Suzanne Perry, Sandra Makrias, Sue Damiata, Crystal Ghica, Lisa Wallman, Kendra Benedict, Lorena (Lori) Reyna, Jaymie Jacobs, Sonia Samaniego, Chantelle Curtis
  - b. Reminder to complete applications and resumes
2. Read Public Member Notice
3. Approval of August 20, 2021 meeting: Postponed until January 21, 2022.
4. Discussion items/topics
  - a. Historical overview: high level overview of transition data, including historical data included in the AzEIP 2021 Public Report (<https://datastudio.google.com/reporting/e3dc5cd5-fe72-416b-9e7f-c6e0060cc34b/page/luVVC>), and Office of Special Education Programs (OSEP) visit April 2019. AzEIP had findings of non-compliance in all Transition activities. The Transition Committee developed plans to improve compliance, including a video, brochure, and webinar for the transition process. AzEIP office would like committee to advise on Public Education Agency (PEA) Notification process.
  - b. AzEIP office updates
    - i. Transition Overview Video is being updated based on stakeholder feedback
      1. Group feedback: Use "Service Coordinator" throughout instead of "SC" for consistency.
      2. How to make it more family friendly?

3. Explain “demographic information” – child’s name, date of birth.  
Language, parent/guardian contact including name, address, phone number
4. IEP is better known as Individualized Education Plan (not program).
5. Describe the transition timeline more fully? The brochure has more details on timeline.
6. Clearly state transition conference is an IFSP meeting.
7. A more simplified graphic depiction of transition process
- ii. Brochure is going through Correspondence Control and Graphics and Design for final approval before being posted to AzEIP website.
- iii. Plan for rollout/release of these resources
  1. AzEIP office will release communications announcing the resources
- c. Utah process of transition: Crystal Ghica presented
  - i. Utah state average was 99.8% for transition planning meeting, 100% for PEA notification, and 99% for transition conference
  - ii. Root for Kids was 100% on Indicator 8a, b, and c (Transition Planning Meeting, PEA Notification, and Transition Conference, respectively).
  - iii. Utah PEA process is automated: discussion about PEA notification and opt-out process must happen before child turns 27 months old
  - iv. Database is an electronic child file, not just for data and billing, so has more information included (notes, contacts, etc. is all captured in the electronic chart)
  - v. Part C database interfaces with Part B database, information is reconciled to ensure data matches
  - vi. Part C database pops up alerts for things that are coming due
5. Action/follow up:
  - a. Form workgroups
    - i. Mission Statement
      1. A sub-group may not reflect everyone’s thoughts and opinions.
      2. If we have a facilitator, we could do as a large group.
      3. Process to be discussed with Chair for later decision.
    - ii. Quality Practices
      1. What is meant by Quality Practices? Job aid or guidance document to show what best practices would look like. AzEIP has materials focusing on compliance but would like to also have resources focused on quality and best practices.
      2. May be helpful to have the info from the surveys to the field first to guide creation of quality practices profile.
      3. Crystal, Sandra, Lori, Chantelle (lead), Li, Jaymie, Sue will participate.
    - iii. Surveys to the field
      1. Alexandra (lead), Suzie, Sonia, Crystal, Kendra will participate.
      2. Analysis of the results of Public Report to find out who is doing well, who is having challenges, what makes compliant programs successful and what the challenges might be.
      3. Surveying school districts to determine how to support the process would be helpful.

- b. Determine meeting structure: can nonmembers participate on the workgroups?  
Workgroup leads will schedule meetings; full Transition Committee will convene prior to full ICC meeting. Cadence of workgroup meetings will depend on work being done.
- 6. Public comment:
  - a. Crystal: Kudos to this group for putting together the video and brochure.
  - b. Suzie reminded the group about the Early Intervention/Early Childhood Special Education Summit. They are seeking presenters and vendors/exhibitors, and shared links to register, submit a proposal, and be a vendor/exhibitor.
  - c. Alexandra shared she is working with ASDB to host a COVID-19 vaccine event 12/16/21 from 3-7 pm at the 19<sup>th</sup> Ave. and Northern site.
- 7. Schedule next meeting: Need to double check what subgroup rules are – do they need to follow open meeting law? Find out what bylaws say.
  - a. Chantelle will schedule Transition Committee for 1/21/2022 from 9-11
- 8. Adjourn: 10:49 am