



# INTERAGENCY COORDINATING COUNCIL (ICC)

## FOR INFANTS AND TODDLERS

### Transit Committee Agenda & Minutes

August 6, 2021 9:00 a.m. – 10:30 a.m.

#### Members

Stephanie Collier, Chair  
Suzanne Perry, ADE  
Sonia Samaniego, ACDHH

#### Public Members

Kristy Thornton  
Mary Rimron  
Alexandra Oropeza  
Anthony Hodges

#### Staff

Chantelle Curtis

1. Call to Order: 9:04 am
  - a. Present: Stephanie Collier (Chair, Phoenix Head Start), Suzanne Perry (Part B 619 Coordinator), Alexandra Oropeza (City of Phoenix Public Health), Annie Converse (AzEIP data manager), David Dillon (AzEIP data analyst), Chantelle Curtis (AzEIP Professional Development Coordinator), Kristy Thornton (Dynamite Therapy Program Manager), Sonia Samaniego (Arizona Commission for the Deaf and the Hard of Hearing – ACDHH), Lori Reyna (Division of Developmental Disabilities – AzEIP Liaison - public)
2. Discussion Items/topics
  - a. Reminder: Those interested in being members of the committee need to apply and be approved by ICC Chair per ICC bylaws.
    - i. Susie would like to have one of her staff commit to this committee exclusively; Chantelle will send the application to Susie.
  - b. Updates on prior Transition Committee activities: **Will address next meeting**
  - c. What next? **Will address next meeting**
    - i. AzEIP Policy & Procedure Updates
    - ii. AzEIP has Transition training focused on compliance but could use quality practice-based training that could be used by AzEIP and partnering agencies
      1. Would Transition Committee be interested in taking DEC Connect Transition module (<https://connectmodules.dec-sped.org/connect-modules/learners/module-2/>) and making this Arizona specific?
  - d. Public Education Agency (PEA) Notification data
    - i. Kristy feels that late referrals cause the most difficulty; policy change would be helpful to compliance

ii. Annie:

1. We don't have data for most recent year (July 2020-June 2021), will have a new report and tool with most recent data soon, David will be helping Annie so she can focus on this
2. Data system updates: working on data linking project with Arizona Department of Education (ADE), will help with timely data sharing, there have been some challenges with finalizing data sharing agreement but should be completed soon.
3. Annie shared AzEIP public report:
  - a. PEA data for statewide performance was 87% for FY2019;
  - b. discussed historical data, including significant drop in 2014 due to system not collecting what we were actually looking for;
  - c. data has been continuously trending upward, we just aren't quite where we need to be;
  - d. PEA has been our lowest compliance item for several years; when policy was updated, it was meant to align with IDEA Part C; AzEIP policy for children eligible after 2 yrs 6 mos, PEA notification must be sent within 1 business day but service coordinator (SC) is not usually present when eligibility is determined, causing delays;
  - e. data system has been updated to include PEA notification updates in case of moves or other circumstances in which family changes their minds, additional complexities; complexities not necessarily captured in IGA with ADE; additional technical assistance (TA) needed to ensure SCs record data correctly and follow policy and procedures;
  - f. some programs have high referrals, some much lower, percentages may skew data, Annie making a note to look at a way to filter for small, medium, large programs;
  - g. Alexandra asked if SCs are recording why PEA was late and if we capture that in data system, Annie responded that we report on reasons such as SC delay vs. Policy/Procedure issue but that they are not captured in data system;
  - h. Annie would like for PEA process to eventually be automated; won't be right away, working out logistics with data linking with ADE;
  - i. AzEIP does send notifications for State Education Agency (SEA) on the 15<sup>th</sup> of each month
  - j. Service coordinator delays account for 33 delayed notifications; Service coordinator did not document the notification for 25 children; Timely notification to the LEA but service coordinator delayed notification to the SEA for 50 children; Timely notification to the LEA but the Lead Agency's process of bulk notifications delayed notification to the SEA for one child.
  - k. Connecticut tends to do really well with transition, Annie feels they likely have better automation
  - l. For performance report data, COVID likely did not have an impact because we monitor kids exiting April-June 2020, who would have had their transitions done January-March 2020

- m. Susie shared In By 3 data, which indicated that data dropped significantly for 2020 and will be able to share more details with the committee soon
- n. Stephanie asked Annie what support the committee can provide for PEA; Annie mentioned the videos and webinar will be helpful as well as addressing some of the complex situations for PEA notifications; ADE ESCE Program Specialists are developing TA; Chantelle and Tanya Goitia of AzEIP have been meeting with ADE Program Specialists weekly, addressing alerts for late PEA notification, working on “If This, Then” document but this has been more an internal guide than guidance for the field due to the amount of complex situations that could arise; ADE cohort meetings – collaborating with AzEIP team to provide TA and PSAs regarding transition; data linking with ADE will help also;
- o. Stephanie asked if there could be a more basic/broad document that could go out to the field to address some of the more common complex situations; Chantelle will take this to the AzEIP team and ADE Program Specialists to discuss how to do this; Kristy will share scenarios, Chantelle will bring Caroline in for her perspective also; Susie mentioned we may be lacking school district representation; Annie suggested there might be ways program leadership could check on timeliness within their teams and maybe the committee can make recommendations; Stephanie asked about a guidance doc for leaders on how to use contract report; Kristy interested in what other highly compliant programs are doing; Alexandra suggested having program managers frame this with a sense of urgency to SCs, developmental special instructionists (DSIs), and therapists so all team members understand the importance of communicating and ensuring timeliness, also naming docs something other than “TA documents” so they are not just glossed over, really communicating urgency and that the whole state is out of compliance; Susie mentioned additional TA for schools so they know they have to participate and so they understand what the purpose is of Transition Conference; Lori suggested pulling everyone together to review and agree upon whose responsibility is what; Susie reiterated that this is what we are doing at the next Cohort Meetings – AzEIP/DDD leadership has been informed so they can invite SCs, were informed that they could attend one of the other 4 meetings if they are not able to make it to their own Cohort.

3. Action/follow up:

- a. We were unable to get to some agenda items (b, c) will address at next meeting.
- b. Committee will consider the discussion today and think about what we can work on going forward, bring ideas to the next meeting.
- c. Chantelle will bring items to AzEIP and ADE teams to plan for guidance documents/TA

4. Public Comment: None

5. Schedule Next Meeting: August 20, 2021, 9:00-11:00 am

6. Adjourn: 10:39 am