

CHAPTER 4: TRANSITION

REVISION DATES: 07/01/2021, 12/14/2018

EFFECTIVE DATES: 04/01/2022, 07/01/2019

INTENDED USER(S): All ADES/AzEIP personnel, AzEIP Service Providing Agencies including all employees, contractors, subcontractors, and volunteers.

REFERENCES/AUTHORITY: 20 U.S.C. §§1436((d)(8); 1437(9); 34 C.F.R. §§303.209, -.342(d), and (e), -.343(a), -.344(h), and -.401(d) and (e); A.R.S. §41-2022

4.2 Transition Planning Meeting (TPM)

4.2.1 A TPM must be held to develop and document on the IFSP the child and family's transition plan, including the steps, outcomes, and any services needed to support the child and family's transition out of AzEIP.

4.2.2 The TPM must meet the following requirements of an IFSP meeting:

- A. Held in a setting and at a time that is convenient for the family
- B. 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
- C. Fully explained to the family so appropriate consent may be obtained to initiate services, if needed.

4.2.3 The TPM must include the following required participants:

- A. The parent(s)
- B. Other family members as requested by the parent
- C. The service coordinator
- D. A person(s) directly involved with conducting the evaluation or assessment, if the TPM is being held in conjunction with the initial IFSP
- E. All active IFSP team members.

4.2.4 The service coordinator sends the Invitation to Participate in a Transition Conference/IFSP Transition Planning Meeting, which serves as the PWN for the TPM, to all participants.

4.2.5 Prior to the beginning of the TPM, the service coordinator obtains written consent from the parent to share early intervention information if there are individuals who are not involved in early intervention at the meeting.

4.2.6 The IFSP transition plan must include documentation of the following:

- A. Date of the child's most recent vision screening within the past 12 months
- B. Date of the child's most recent hearing screening within the past 12 months or steps that will be taken to obtain one
- C. Preschool options, community resources, and options available through the child's insurance or other public agencies that may be available to the child and family upon transition out of early intervention, including steps and

tentative timelines to obtain them

- D. The need for the parent to provide informed consent before information about the child and family will be shared with anyone involved with the transition process
 - E. The family's questions, concerns, and priorities regarding transition, including any outcomes or services needed to support the child and family through the transition process
 - F. The parent's understanding that the service coordinator will share the child and family's demographic information with the local school district and Arizona Department of Education (ADE) unless the parent opts out of this notification
 - G. The parents' agreement or disagreement with holding a transition conference with the local school district to discuss possible preschool options
 - H. If the parent would like to hold a transition conference with the school district, names of the people and/or programs they would like to attend the meeting
 - I. Any other activities identified by the IFSP team to support the child and family's transition out of early intervention.
- 4.2.7 Refer to Appendix 4 AzEIP Transition Timeline to determine when the mandatory Transition Planning Meeting must be completed based on the child's age at AzEIP eligibility determination.
- 4.2.8 The service coordinator ensures information from the Transition Planning Meeting is entered into the ADES data system within ten (10) calendar days after completion of this meeting.