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# DEPARTMENT OF ECONOMIC SECURITY

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*Your Partner For A Stronger Arizona*



**Indicator 8: Transition Activities TA**

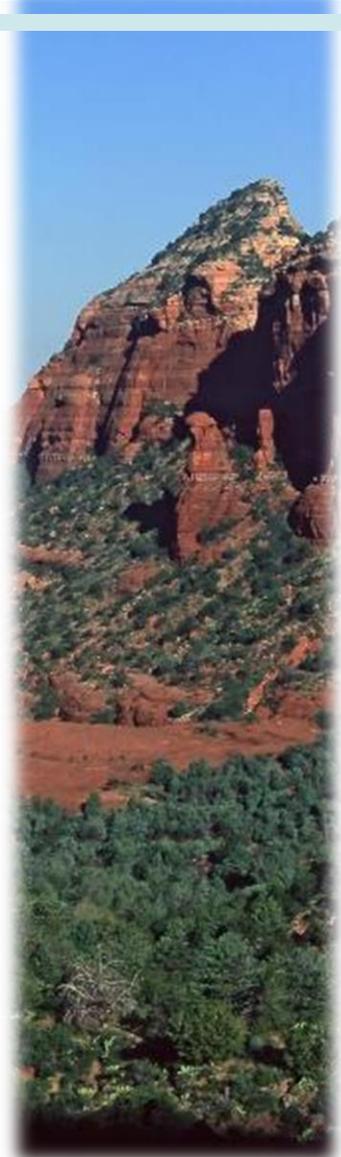
# Objectives

- Review Arizona's Statewide Performance
- Review IDEA, Part C
- Review AzEIP Policy
- Available Resources
- Overcoming Common Problems
- Transition Conference Expectations
- Taking it Back to Practice

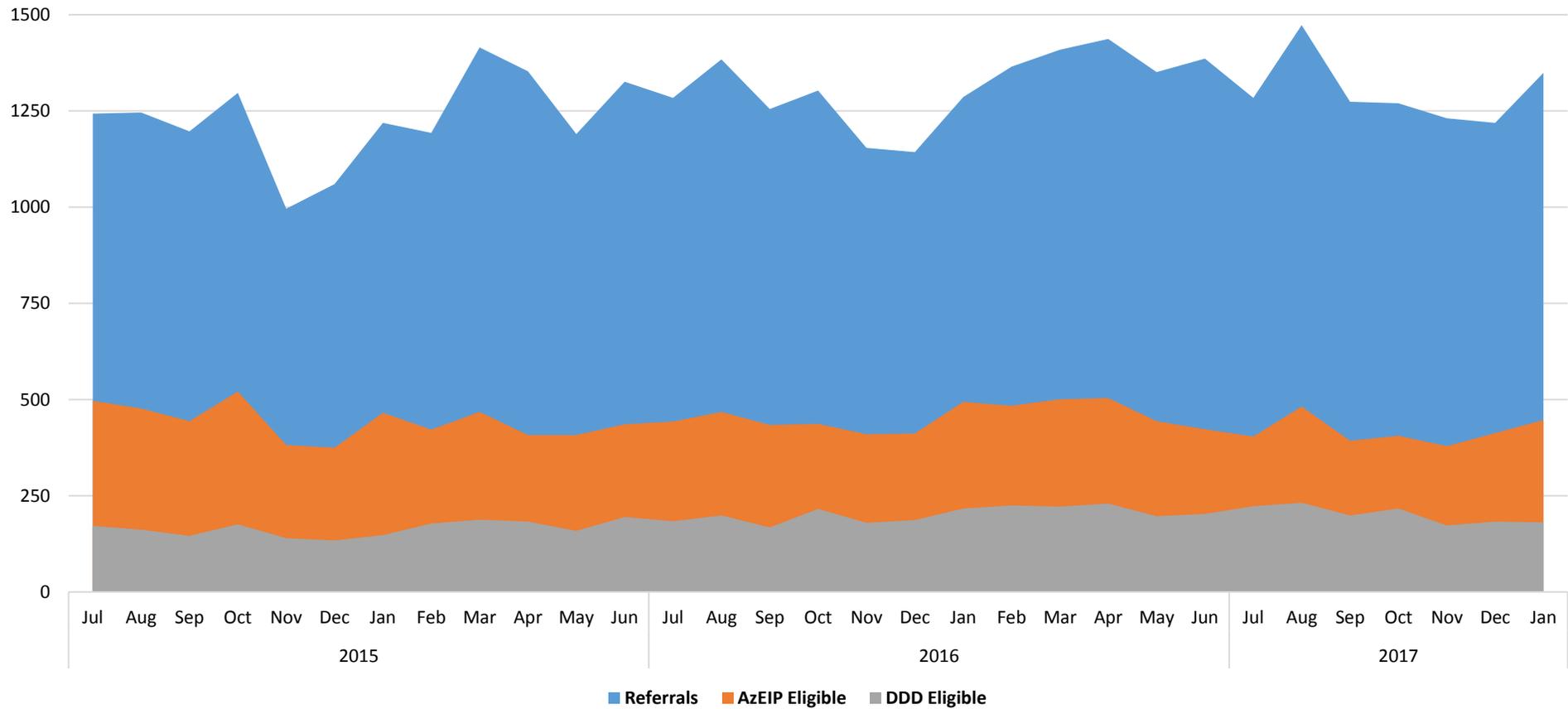


# Individuals with Disabilities Education Act (IDEA)

- Part A: General Provisions of the law.
- Part B: Special Education for individuals 3-21yrs old
- **Part C: Early Intervention for children and toddlers 0-3yrs old. AzEIP is the lead agency for IDEA Part C.**
- **AzEIP contracts with 37 local early intervention programs (EIPs)**
  - **EIPs consist of contractor, DDD, and as applicable ASDB**
- Part D: National Activities to Improve Education of Children with Disabilities. Supporting agencies include Raising Special Kids and Pilot Parents.



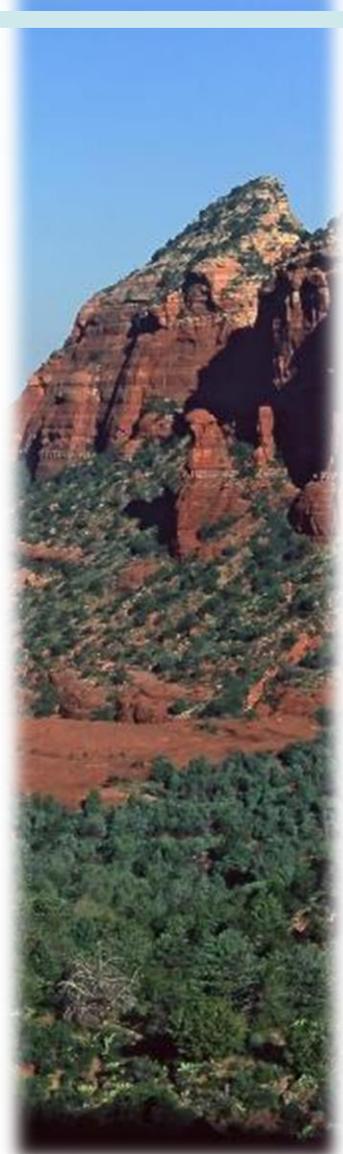
# AzEIP Referrals vs. Eligibility Category



# Arizona's Performance

- FFY 2015 (April 2016- June 2016)
  - Indicator 8A Transition Planning Meetings (TPM)
    - Trending in the right direction but we need to reach the next benchmark
  - Indicator 8B PEA Referrals (PEA)
    - Trending in the right direction but we need to reach the next benchmark
  - Indicator 8C Transition Conferences (TC)
    - **Decrease in compliance**

Transition Indicator	FFY 2013	FFY 2014	FFY 2015
8A: TPM	57%	79%	82%
8B: PEA	70%	70%	84%
8C: TC	70%	81%	<b>78%</b>



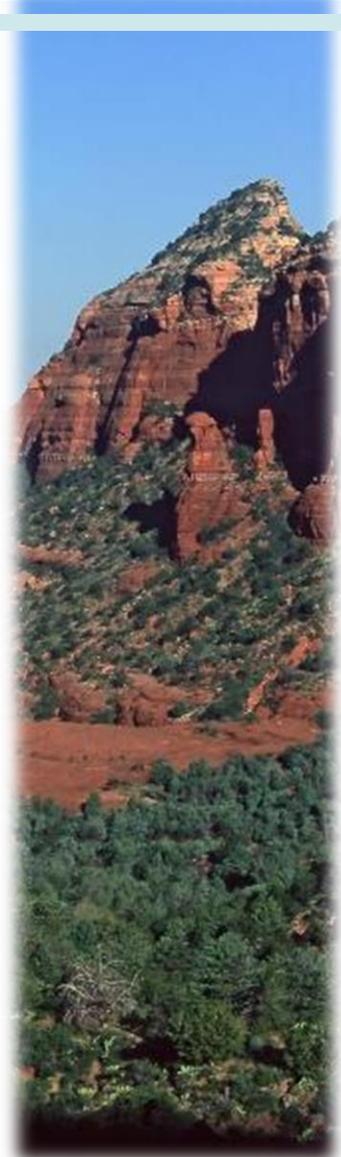
# Why Start so Early?

- The purpose of transition planning is to help make the transition from early intervention, at any time, as smooth as possible
- Timely IDEA Part C transition activities impact the timeliness of IDEA Part B services so they have enough time to complete their responsibilities
- To allow parents time to plan for transition, and learn more about available resources



# 8A Transition Plan: What does IDEA, Part C say?

- The State lead agency must ensure that for all toddlers with disabilities—
  - Programs review supports and services for the toddler with a disability including the family as a part of the child's team.
  - Programs establish a transition plan in the IFSP not fewer than 90 days (2.9) and, at the discretion of all parties, not more than 9 months (2.3) before the toddler's third birthday.
    - Must include steps: to be taken for the toddler with a disability and his or her family to exit from the part C program; and
    - Any transition services that the IFSP Team identifies as needed by that toddler and his or her family.



# 8A Transition Plan: What does AzEIP Policy say?



- The SC ensures that the mandatory IFSP Transition Planning Meeting is held no later than the end of the month in which the child reaches two years six months of age (or as early as two years, three months if all parties agree).
  - Conducting the meeting in a place and time that is convenient for the family;
  - Holding the meeting in the native language of the family or other mode of communication, unless it is clearly not feasible to do so;
  - Fully explaining the IFSP to the family and obtaining appropriate consent to initiate services, if needed; and
  - Including the required participants at the meeting:
    - Parent(s);
    - Other family members as requested by the family;
    - Service Coordinator;
    - Person(s) who provide IFSP services.
- **The SC includes the requirements of the Transition Planning Meeting during the initial IFSP meeting if the child is eligible at 2.6 or after**

# 8B PEA: What does IDEA, Part C say?



- Must occur not fewer than 90 days before the third birthday of the toddler if that toddler may be eligible for preschool services under part B of the Act,
  - The lead agency ensures notification to the SEA and the LEA for the area in which the toddler resides
- When a child is eligible for early intervention *services more than 45 but less than 90 days (2yrs 9mo – 2yrs 10.5mo)* before third birthday and if that toddler may be eligible for preschool services under part B of the Act, the lead agency, **as soon as possible after determining the child's eligibility**, notifies the SEA and the LEA for the area in which the toddler resides
- Inform parent about the impending disclosure and provide the parent with a specific time period in which the parent may confirm his or her decision to decline, or opt-out of, the disclosure

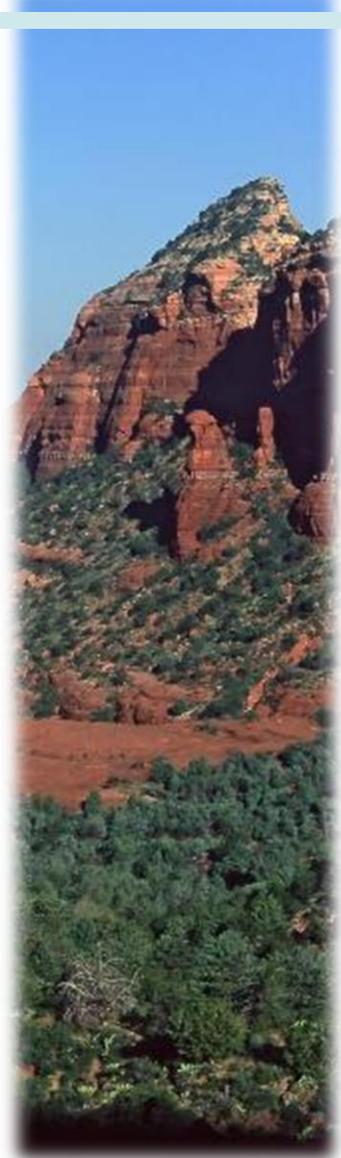
# 8B PEA: What does AzEIP Policy say?

- The SC discusses with the parent the automatic notification to the PEA and ADE and parent's right to opt-out of the PEA Notification.
  - The SC sends notification using the PEA Notification Form the next business day following the **Transition Planning Meeting**, unless the parent opted out of the notification.
  - For children **eligible at 2.6** or after, the SC sends notification of the child and family to the **PEA and the ADE** using the PEA Notification Form the next business day following the **Eligibility Determination**
- The SC ensures the date the form is sent, or the date on which the parent documented their opt-out of notification to the PEA in writing, is entered into the state approved database within **10 business days** of completion of this activity.
- A family may opt-out of the PEA Notification, in writing, by the end of the Transition Planning Meeting in order to prevent personally identifiable information from being sent to the PEA and ADE.
- AzEIP sends notification to ADE for all children on the 15th of the following month, or the next business day following. If the parent opted out of the notification in writing, their information will not be included in the notification to ADE.



# 8C Transition Conference: What does IDEA, Part C say?

- Conduct transition conference no fewer than 90 days before 3<sup>rd</sup> birthday
- *For children older than 2.9, states are encouraged to discuss transition at the child's initial IFSP meeting.*
- Meeting arrangements must be made with, and written notice provided to, the family and other participants, early enough before the meeting date to ensure that they will be able to attend.
- ***Parental consent must be obtained to hold a transition conference***
- ***Members of the IFSP Team are required to attend the transition conference***
- If a toddler with a disability may be eligible for preschool services under part B of the Act, the lead agency, with the approval of the family of the toddler, convenes a conference, among the lead agency, the family, and the LEA not fewer than 90 days—and, at the discretion of all parties, not more than 9 months—before the toddler's third birthday to discuss any services the toddler may receive under part B of the Act; and.
- If the lead agency determines that a toddler with a disability is not potentially eligible for preschool services under part B of the Act, the lead agency, with the approval of the family of that toddler, makes reasonable efforts to convene a conference among the lead agency, the family, and providers of other appropriate services for the toddler to discuss appropriate services that the toddler may receive.



# 8C Transition Conference : What does AzEIP Policy say?



- The SC documents whether the family would like a TC and who they want to participate along with completing the Transition Summary
- Consent to share information must be obtained prior to the beginning of the Transition Planning Meeting and/or Transition Conference when there are individuals who are not involved in early intervention at the meeting (such as PEA representatives)
- When parents agree to have a Transition Conference, it must occur when the child is between 2 years, 3 months and 2 years, 9 months
- The SC is responsible for scheduling and facilitating the Transition Conference and documenting the revisions of the transition planning steps and activities.
- The focus of the Transition Conference is to:
  - Revise the transition plan developed at the mandatory Transition Planning Meeting (or develop the transition plan if the combined Transition Planning Meeting and Transition Conference is also the initial IFSP meeting); and
  - Provide the parents with information about the various programs they are interested in, as well as, the steps that Transition Conference attendees will take to support the parents in their decision-making, such as to make a visit to the programs.
- The Transition Conference must be held at a time and location convenient for the family, and includes:
  - Required: the educational parent(s) of the child, the Service Coordinator, the providers from the family's IFSP team,
  - As requested by the parent: a PEA representative(s), other early childhood program representatives, as requested by the parent. other family members, an advocate or person outside of the family
- **In the event that a representative from the PEA does not attend the Transition Conference for a child, the SC shall conduct the conference as scheduled.**
- For children older than 2.9, transition conference should be held subsequent to transition planning meeting and immediately following IFSP, if the family would like one.
- Must be entered within 10 days in to the state database

# Transition Conference (TC) Expectations

- Completing TC with family, IFSP team, and any other participants the family wants.
- Discussion of elements below.
- Opportunity for discussion of other programs of interest

GOI-1033A FORFF (7-12)

ARIZONA DEPARTMENT OF ECONOMIC SECURITY  
Arizona Early Intervention Program (AzEIP)

## TRANSITION CONFERENCE SUMMARY

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Child's Name)

\_\_\_\_\_  
(Date of Birth)

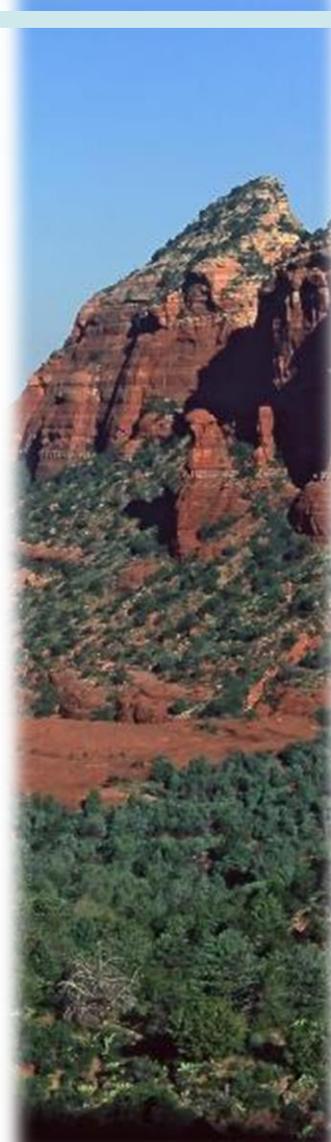
\_\_\_\_\_  
(Age)

The purpose of the transition conference is to ensure the following activities/steps are completed:

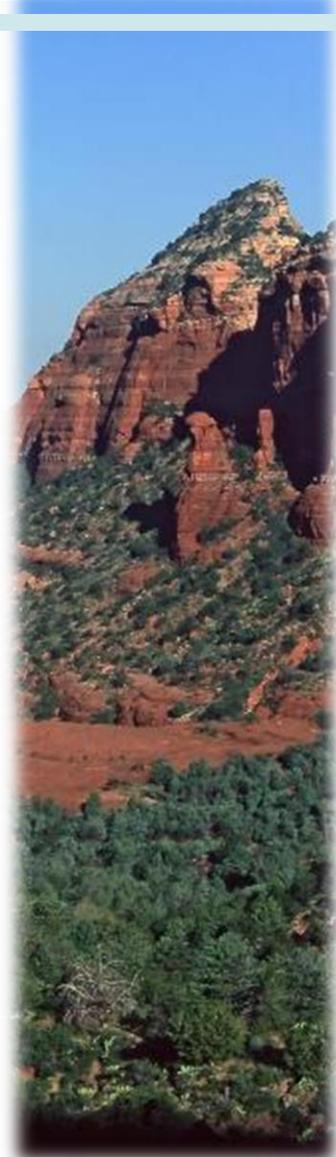
- review potential program(s) options/continuum of services available after the child's third birthday;
- establish tentative timelines and activities for the child's transition into the early childhood programs requested by the parent (such as Head Start or preschool), if eligible;
- establish a plan for parental visitation to the programs available;
- review existing data/information about the child; and
- plan for collecting additional information to determine eligibility for programs of interest to the parents, such as special education preschool.

The parent has signed a Permission to Share form to discuss/share information about the child.  
(Required before Transition Conference)

# Overcoming Common Problems

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- Team member Participation: **All active team members must participate in TPMs and TCs.** If a member is unable to make the meeting they must ensure that they are involved by telephone, sending an authorized representative or making pertinent records available.
    - **It is expected that all active team members participate in person and using telephone or other methods of participation are the exception and not the rule.**
  - **Service Coordinators must ensure participation from the active team.**
  - Late referrals= PEA at eligibility, TPM and TC at initial IFSP
  - Misconception: PEAs lead Transition Conference Meetings: **This is the SC's meeting to ensure appropriate steps are taken for transition.**
  - Parents changing their mind through opting-out then opting back in count as family delays for Transition Conference only. TPM and PEA must be sent timely and may not have delay reasons.
  - Ensure Transition Planning occurs smoothly especially when children are becoming DDD eligible and changing SCs near time of transition
    - If meeting wasn't held upon receiving a transfer the SC must ensure the transition steps are completed
  - Checking the box on the IFSP if family wants additional attendees but not listing them
  - Entering transition conference more than once in I-Teams such as when a family moves. Only enter the first TC, when additional activities are held document in file and in comments in I-Teams
  - Dates before 2.3 are not compliant: SC must remove them from I-Teams if there is still time to complete the activity between 2.3-2.9 so the Child Contract Report is more accurate.
    - There can be significant changes in the child's needs, development, and parent priorities if transition activities begin prior to the child turning 2.3.
  - Do not enter future dates for any transition activities
  - **What are some ways you overcome these common concerns?**

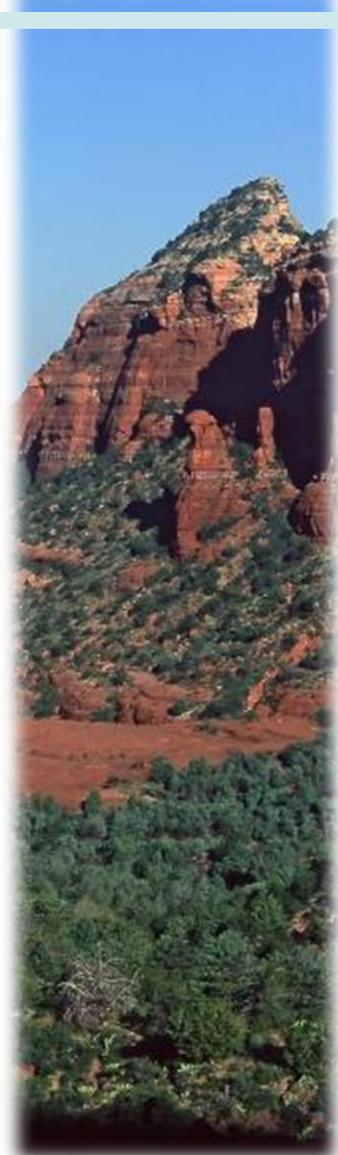
# Summary



- Transition activities between 2.3-2.9
- If AzEIP eligible after 2.6 PEA decision must be made at eligibility and TPM/TC at initial IFSP
- It is the SC's responsibility to complete the transition activities. School district delay is not an acceptable reason.
- Document on IFSP at these meetings because they should be meeting the minimum components of IFSP meeting.
- Enter in state database within 10 days

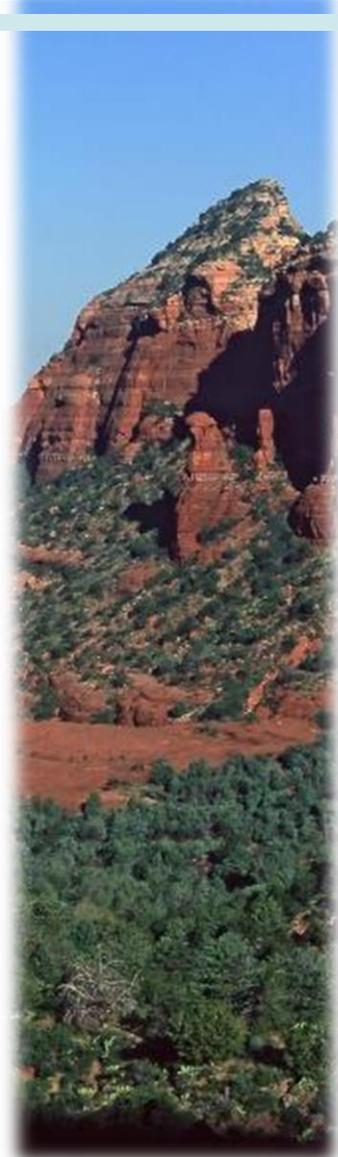
# Resources

- IDEA, Part C: <https://www.gpo.gov/fdsys/pkg/FR-2011-09-28/pdf/2011-22783.pdf>
- AzEIP Policy: [https://des.az.gov/sites/default/files/media/azeip\\_chapter\\_%25204\\_Transition\\_07\\_01\\_2015%5B1%5D.pdf](https://des.az.gov/sites/default/files/media/azeip_chapter_%25204_Transition_07_01_2015%5B1%5D.pdf)
- Forms: IFSP, Invitation, Transition Conference Summary
- AzEIP Job Aides: <https://des.az.gov/services/disabilities/early-intervention/service-coordinator-job-aids>
- Child contract report through tracking planned dates and following up with SC to see if they happened
- DDD: Focus demographics screen, case aides, huddle meetings, 1:1, Liaisons
- EIP Leadership



# Taking it Back to Practice

- **What will you, as early interventionist, do differently after this webinar to ensure change?**
- How will you support your team in making sure this is a part of your standard procedures?
- What job aides or tools will you use for tracking transition activities?
- How will ensure transition activities occurred and were entered timely in the system?



Questions?

**Questions?**

