AzEIP Transition Timeline

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| **Activities** | **Child Eligible for AzEIP prior to 2 years 6 months old** | **Child Eligible for AzEIP Between 2 years 6 months and 2 years 9 old** | **Child Eligible for AzEIP between**  **2 years 9 months and 2 years**  **10 ½ months old** |
| **IFSP Transition Planning Meeting (TPM)- Mandatory**  The TPM must meet the requirements of an IFSP meeting and the transition steps must be documented on the IFSP. | The TPM must occur the month the child is 2 years 6 months old, but can occur as early as 2 years 3 months if all parties agree. | The TPM must occur at the initial IFSP meeting with the family. | The TPM must occur at the initial IFSP meeting with the family. |
| **Public Education Agency (PEA) Notification Decision**  Service Coordinator discusses the required PEA Notification/Referral to the school district and Arizona Department of Education (ADE) including the sharing of demographic information about the child and family.  SC explains the process for **opting out** of the PEA notification. | The PEA decision must be made by the end of the TPM.  **If the PEA decision is YES:** Service Coordinator will send the PEA Notification/Referral form to the school district by the next business day following the TPM.  **If the PEA decision is NO:** Parent wants to opt-out. Service Coordinator obtains parent signature in the **opt-out** portion of the PEA Notification/Referral form*. The form is then maintained in the child’s record and is not sent to the school district or ADE.* | The PEA decision must be made by the end of the visit in which AzEIP eligibility is determined.  **If the PEA decision is YES:** Service Coordinator will send the PEA Notification Referral form to the school district by the next business day following the visit in which AzEIP eligibility is determined.  **If the PEA decision is NO**: Parent wants to opt-out. Service Coordinator obtains parent signature in the **opt-out** portion of the PEA Notification Referral form. *The form is then maintained in the child’s record and is not sent to the school district or ADE.* | The PEA decision must be made by the end of the visit in which AzEIP eligibility is determined.  **If the PEA decision is YES:** Service Coordinator will send the PEA Notification Referral form to the school district **and ADE** by the next business day following the visit in which AzEIP eligibility is determined.  **If the PEA decision is NO:** Parent wants to opt-out. Service Coordinator obtains parent signature in the **opt-out** portion of the PEA Notification Referral form. *The form is then maintained in the child’s record and is not sent to the school district or ADE.* |
| **Transition Conference**  The parent can agree or not agree to have this meeting. If the parent agrees, the school district **must be invited**. The Transition Conference must meet the requirements of an IFSP meeting. | If the parent agrees to a Transition Conference, it must be held on or before the day the child is 2 years 9 months old.  *The school district* ***must be invited,*** *but if a representative from the school district is unable to attend, the Service Coordinator must still hold the Transition Conference.* | If the parent agrees to a Transition Conference, it must be held on or before the day the child is 2 years 9 months old. It may be combined with the Initial IFSP/TPM. When this occurs, the Transition Conference immediately follows completion of the Initial IFSP/TPM.  *The school district* ***must be invited,*** *but if a representative from the school district is unable to attend, the Service Coordinator must still hold the Transition Conference.* | If the parent agrees to a Transition Conference, it may be combined with the Initial IFSP/TPM. When this occurs, the Transition Conference immediately follows completion of the Initial IFSP/TPM.  *The school district* ***must be invited,*** *but if a representative from the school district is unable to attend, the Service Coordinator must still hold the Transition Conference.* |

Updated by Sunrise Therapy from AzEIP Transition Timeline document on [www.azdes.gov/azeip](http://www.azdes.gov/azeip) 09/2017