

AzEIP Service Coordinator (SC) Responsibilities for Transition

Conduct IFSP meeting closest the child's 2nd birthday – For children eligible before 2.6

- ❑ discuss required PEA Notification/Referral and Opt-out policy (decision made by 2.8)
- ❑ discuss Transition Conference and Transition Planning Meeting (and parent choice not to have one, or hold separate or combined meetings)
- ❑ ask who parent would like to invite to conference(s)
- ❑ if family does not want a conference, SC must still send PEA Notification/Referral form to PEA and ADE (C2BInbox@azed.gov) by 2.9, unless parent opts out by 2.8
- ❑ explain to family early childhood options when child turns three; help families identify what they'd like for their child and their needs
- ❑ document discussion on IFSP Transition page
- ❑ develop an IFSP outcome on transition for the family, if appropriate

Schedule, Coordinate, and Facilitate the Transition Conference and Planning Meetings

- ❑ Schedule Transition Conference and Transition Planning Meeting that must occur between child's age of 2.6 - 2.9* (meetings can be combined)
 - *If child is found eligible for AzEIP services > 2.6 but < 2.9, schedule ASAP to occur before 2.9. Discuss combining initial IFSP and Transition meetings*
 - *If child is found eligible for AzEIP services > 2.9 but < 2.10^{1/2}, Transition Meetings are not required, but SC must help family with transition and send PEA Notification/Referral form to school and ADE (unless parent opts out)*
- ❑ Complete and send the Invitation to Participate in a Transition Conference/Transition Planning Meeting to early childhood programs identified by family. May also send Transition Conference Agenda.
- ❑ Ensure developmental and medical history on the IFSP Summary of Present Levels of Development page is updated prior to Transition Conference
- ❑ Obtain parent signature on Consent to Share Early Intervention Information form to discuss child at Transition Conference before meeting starts. Remember - information may not be shared until parent has given written consent.
- ❑ Share early intervention records with programs. Records may be shared before, during or after the transition conference, depending on family preference, and only with parental consent.
- ❑ Facilitate the Transition Conference; may use Transition Conference Agenda to guide discussion
- ❑ Discuss with family who they would like to attend the MET and/or IEP with them
- ❑ Complete AZ Transition Conference Summary form during conference and provide copies to all participants as soon as possible. **Provide PEA Notification/Referral form to PEA and ADE (C2BInbox@azed.gov) , unless family opts out**
- ❑ SC must send PEA Notification/Referral form for all children before child turns 2.9 (or by 2.10 ½ if the child has initial IFSP ≥ 2.9) **UNLESS** parent opts out in writing before then, by signing Opt-Out portion of the PEA Notification/Referral form.

Other responsibilities

- ❑ Attend the Preschool Eligibility Conference/MET and IEP Conference when parent requests
 - Provide information to assist with determination of eligibility and for ESY services (e.g., IFSP Summary of Present Levels of Development page; hearing/vision info)
 - Provide information to assist team in development of IEP for eligible children
 - If child not eligible for special education services, assist parents in identifying support through community agencies and resources

♣ This is a Part C compliance indicator and requires 100% compliance