

CHILD FILE REVIEW FORM: INDICATOR 1 TIMELY PROVISION OF SERVICES (GUIDANCE)

Child's Name: _____ DOB: _____ I-TEAMS ID: _____

Service Coordinator: _____ Region: _____ Service Providing Agency: _____

IFSP Type (Initial, Annual, Review): _____ IFSP Date: _____

File Review Completed by: _____ File Review Date: _____

Indicator 1: Infants and toddlers and their families receive all services on their IFSP in a timely manner.

AZEIP GUIDANCE FOR INDICATOR 1: TIMELY PROVISION OF SERVICES

Each EIP ensures that:

- electronic data for each eligible infant or toddler and his/her family are accurate and contained in a record;
- all required data, including new demographic, evaluation, service, and/or other required information, are entered in the ADES data system within ten (10) calendar days of the activity or event;
- a written process is in place to follow-up and/or track when a data is submitted or entered late; and
- all information contained in a child's file, including data on the IFSP and other required State forms, are accurate and updated timely.
(2019 AzEIP Policy Manual 2.4.10)

The Service Coordinator or designee will input data into the ADES data system. IFSP information; Services authorized by the IFSP with expected start and end dates; Service Delivery; Services received by the family with dates. **(2019 AzEIP Policy Manual 2.4.12)**

Every record must contain a contact log that is maintained at all times by the early intervention professional and at a minimum contains:

- name of early intervention professional (SC's and core team members);
- detailed description of activity;
- time in/time out;
- hours worked;
- Parent signature or initials when applicable; and
- all communication attempts (successful and unsuccessful) must be documented. **(2019 AzEIP Policy Manual 3.2)**

The IFSP Process and the services needed and received by a child who is eligible for AzEIP and the child's family will reflect cooperation, coordination, and collaboration among all agencies providing early intervention services. **(2019 AzEIP Policy Manual 3.8.7)**

The Service Coordinator is responsible for ensuring that all early intervention services on the family's IFSP are timely. An early intervention service is timely if it begins on or before the planned start date on the IFSP, but no later than 45 days from the date the family consents to the service (i.e., signs the IFSP), unless the service has a planned start date greater than 45 days from the date of the IFSP. In these instances, the service is timely if it starts on or before the planned start date. **(2019 AzEIP Policy Manual 3.9.6)**

All home visits by IFSP team members (other than the service coordinator or during an IFSP meeting) must be documented using a home visiting log, signed by the family, which includes the IFSP outcomes and the appropriate elements of coaching used during the session, including the joint plan made by the team member(s) and the family at the end of the session. **(2019 AzEIP Policy Manual 3.9.11)**

Each early intervention service must be provided in accordance with the IFSP planned start date, which should be as soon as possible after the IFSP meeting where the parent consents to the service, and in a manner that best supports the IFSP outcome and recognizes the family's priorities and schedules.

(2019 AzEIP Policy Manual 3.10.7)

The IFSP team determines the Planned Start Date (PSD) of each service, considering the family's priorities and availability, and documents the date(s) on the IFSP Services page. The PSD should be as soon as possible after the IFSP and, unless the provider will be conducting a separate service visit after the initial IFSP meeting concludes, should not be the date of the IFSP meeting. **(2019 AzEIP Procedure Manual 3.6.12)**

After the initial IFSP is completed, the service coordinator ensures that the child and family receive the early intervention services identified on the IFSP by the planned start date (PSD). **(2019 AzEIP Procedure Manual 3.7.1)**

The service coordinator documents the actual start date (ASD) of each early intervention service in the child's record, including any delays and the reasons for delays of service(s) starting timely. **(2019 AzEIP Procedure Manual 3.7.2)**

Unless the provider will be conducting a separate service visit after the annual IFSP meeting concludes, the PSD should not be the date of the IFSP meeting, but should be the date the family and team agree or project for the team member to visit again. **(2019 AzEIP Procedure Manual 3.9.9E)**

If a child is exiting due to being unable to contact the parent, the service coordinator must ensure:

- Prior to exit at least three (3) attempts to contact the family occur over the course of three (3) weeks at different times of day, including evenings, and that each contact attempt has been documented in a contact log. The last contact attempt must be made in writing using the PWN form. The family must be given at least 30 days to respond before exiting the record, so a proposed exit date 30 days from the PWN date must be included in the Description of action(s) section of the PWN.
- If the family contacts the EIP at any point prior to the record being exited, but does not follow through after making that contact, the service coordinator must begin the exit process again.
- Case closure procedures are coordinated with ASDB prior to the child's exit if the child is enrolled in ASDB;
- Case closure procedures are coordinated with DDD prior to the child's exit if the child is enrolled in DDD. **(2019 AzEIP Procedure Manual 3.12.3D)**

For all children exiting AzEIP for any reason, the service coordinator ensures the child's record is up to date including the following steps:

- The child record is up to date including all progress notes, home visit logs and all information required for the child record.
- The electronic record must have current data and is exited in the AzEIP data system no later than ten (10) calendar days from the date on the PWN. **(2019 AzEIP Procedure Manual 3.12.3.E.4)**

Additional Guidance

- An IFSP service is considered timely if it occurs on or before the planned start date as listed on the IFSP Service Page.
- An IFSP service may be considered compliant even if it is not timely if it meets AzEIP policy requirements. See [AzEIP Indicator 1, 7, 8 Delay Reasons](#).
- If marked not timely, provide reason, detailed explanation and action taken to provide service after the reason for delay has been resolved. Contact notes provided must document explanation.
- Documentation submitted must include home visit log for actual start date.
- If a visit is considered compliant but not timely, documentation submitted must include reason service did not occur by planned start date and attempts to schedule/reschedule.
- If a service is removed from the IFSP without being provided, contact log(s) that describe the reason(s) that service was removed without being provided must be submitted. Documentation must include a summary of the conversation the IFSP team, which includes the family, had about removal of the service.
- Dates entered in I-TEAMS, on provider logs and child file review form must be accurate and match.