

CHILD FILE REVIEW FORM: INDICATOR 7 45-DAY TIMELINE (GUIDANCE)

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

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

File Review Completed by: _____ File Review Date: _____

Referral Date: _____ 45th Day: _____

Initial Visit Date: _____ Eligibility Date: _____ Initial IFSP Date: _____

Indicator 7: Eligible infants and toddlers receive evaluation, assessment, and an initial IFSP within 45 days from the date of referral.

FORMS	GUIDANCE
Acknowledgement of Child and Family Rights (GCI-1115A)	<ul style="list-style-type: none"> Explain Prior Written Notice (PWN) and procedural safeguards, including reviewing and providing the Child and Family Rights in the Arizona Early Intervention Program booklet (Family Rights Booklet) with the family; (2022 AzEIP Policy 3.5.1C) If the Acknowledgement of Child and Family Rights form was not used, provide documentation that the family was given a copy of the Child and Family Rights booklet at the initial visit.
Consent For Screening - Prior Written Notice (GCI-1083A)	<p>Before conducting a screening to determine whether the child is suspected of having a developmental delay, the EIP ensures that:</p> <ul style="list-style-type: none"> a prior written notice of the EIP's intent to screen is provided to the parent, including notice that the parent may request an evaluation at any time during the screening process; and parental consent is obtained. (2022 AzEIP Policy Manual 3.3.7)
Consent for Evaluation - Prior Written Notice (GCI-1038B)	<p>With a parent's consent, an evaluation is conducted by a multidisciplinary team to determine AzEIP eligibility when one of the following criteria is met:</p> <ul style="list-style-type: none"> there are no available medical or other records indicating that the child's present level of development in one or more of the developmental areas constitutes a 50 percent developmental delay the child does not have a qualifying established condition screening results indicate that the child is suspected of having a delay, and the parent has provided consent the parent has requested and consented to an evaluation in writing (2022 AzEIP Policy Manual 2022 3.5.6)
Developmental Evaluation Report (DER) (GCI-1043A)	<p>The Multidisciplinary Evaluation Team (MET) reviews all available information and determines the information still needed to determine eligibility for AzEIP. In conducting an evaluation, no single procedure may be used as the sole criterion for determining a child's eligibility for AzEIP. Procedures must include administering an ADES/AZEIP approved evaluation tool (see AzEIP website for list of approved tools) and documents the results on the Developmental Evaluation Report. (2022 AzEIP Procedure Manual 3.7.2.A)</p>
Prior Written Notice (Eligibility) (GCI-1050B)	<p>Based on the evaluation the service coordinator:</p> <ul style="list-style-type: none"> provides the family a copy of the Developmental Evaluation Report, the PWN, <p>and the Child and Family Rights in the Arizona Early Intervention Program (AzEIP) booklet, and explains the reasons for the determination within ten (10) business days from the date of the evaluation (2022 AzEIP Procedure Manual 3.7.4-5)</p>

FORMS (CONTINUED)	GUIDANCE (CONTINUED)
Consent for Assessment (CFA) (GCI-1083A)	AzEIP ensures the family provides written consent to conduct the child assessment prior to conducting the assessment. (2022 AzEIP Policy Manual 3.7.2)
Initial IFSP (GCI-1021A)	The initial IFSP shall be developed within 45 days of referral to AzEIP. If exceptional circumstances make it impossible to complete the initial IFSP within 45 days of referral, the service coordinator shall document the reason for delay in the child's record and enter it into the ADES data system(s). (2022 AzEIP Policy Manual 3.8.3-4)
RELATED REQUIREMENTS	GUIDANCE
Did the Initial IFSP meeting occur within 45 days from the date of referral as required by §34CFR303.310(a)?	<ul style="list-style-type: none"> • Except as provided in paragraph (b) of this section, any screening under §303.320 (if the State has adopted a policy and elects, and the parent consents, to conduct a screening of a child); the initial evaluation and the initial assessments of the child and family under §303.321; and the initial IFSP meeting under §303.342 must be completed within 45 days from the date the lead agency or EIS provider receives the referral of the child. Subject to paragraph (c) of this section, the 45-day timeline described in paragraph (a) of this section does not apply for any period when— <ul style="list-style-type: none"> ◦ The child or parent is unavailable to complete the screening (if applicable), the initial evaluation, the initial assessments of the child and family, or the initial IFSP meeting due to exceptional family circumstances that are documented in the child's early intervention records; or ◦ The parent has not provided consent for the screening (if applicable), the initial evaluation, or the initial assessment of the child, despite documented, repeated attempts by the lead agency or EIS provider to obtain parental consent. • The lead agency must develop procedures to ensure that in the event the circumstances described in (b)(1) or (b)(2) of this section exist, the lead agency or EIS provider must— <ul style="list-style-type: none"> ◦ Document in the child's early intervention records the exceptional family circumstances or repeated attempts by the lead agency or EIS provider to obtain parental consent; ◦ Complete the screening (if applicable), the initial evaluation, the initial assessments (of the child and family), and the initial IFSP meeting as soon as possible after the documented exceptional family circumstances described in paragraph (b)(1) of this section no longer exist or parental consent is obtained for the screening (if applicable), the initial evaluation, and the initial assessment of the child; and ◦ Develop and implement an interim IFSP, to the extent appropriate and consistent with §303.345. • The initial family assessment must be conducted within the 45-day timeline in paragraph (a) of this section if the parent concurs and even if other family members are unavailable. (IDEA Part C 34CFR303.310)
Does data in I-TEAMS match data on paperwork (PWN date, IFSP date, Child File Review Form,etc.)?	<ul style="list-style-type: none"> • Each EIP ensures that all required data, including new demographic, evaluation, service, and/or other required information, are entered in the ADES data system(s) within ten (10) calendar days of the activity or event. (2022 AzEIP Policy Manual 2.4.10.B) • Each EIP ensures that: <ul style="list-style-type: none"> ◦ 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(s) within ten (10) calendar days of the activity or event; ◦ A written process is in place to follow-up and/or track when 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. (2022 AzEIP Policy Manual 2.4.10)

RELATED REQUIREMENTS	GUIDANCE (CONTINUED)
<p>If IFSP was not completed timely, provide a description detailing what occurred including what steps the team took to meet the timelines. All steps should be documented in the submitted documentation.,</p>	<ul style="list-style-type: none"> The 45-day timeline does not apply when: A. B. 3.2 the child or parent is unavailable to complete the screening, initial evaluation or assessment, or the initial IFSP meeting due to exceptional family circumstances that are documented in the child's early intervention records; or the parent has not provided consent to screen, evaluate or assess the child, despite documented, repeated attempts by the EIP to obtain parental consent. (2022 AzEIP Policy Manual 3.1.3)