



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

Arizona Early Intervention Program Technical Assistance Bulletin

This bulletin is meant to:

Provide guidance and assistance to enhance knowledge, confidence, and performance of IDEA, Part C, AzEIP policies and procedures, and State initiatives including:

- Technical assistance on the process for reviewing medical records/documentation to identify if a child meets AzEIP eligibility criteria based on an AzEIP established condition or a significant developmental delay
- Families receiving Prior Written Notice (PWN) before a child can be identified as eligible for AzEIP
- Introduction of the new Record Review Report / Prior Written Notice form (GCI-1157A) **and** Record Review Report form (GCI-1157B)
 - Service Providing Agencies (SPAs) may decide which option will work best for them
 - Documentation identified on the form should be documented by the provider completing the record review. The form is highly recommended to be utilized to ensure all information is documented.

Completion of the Record Review

Record Review may be completed:

- During the Initial Planning Process (IPP)
- When updating eligibility following Informed Clinical Opinion (ICO)

If records are not available, the Service Coordinator (SC) obtains a copy of the child's medical records/documentation by:

- Family providing documentation to the SC
- SC requesting the family's consent on the Authorization to Disclose Protected Health Information ([GCI-1020A](#), [GCI-1020AS](#)) in order to obtain records



To: Service Providing Agencies, Service Coordinators and Early Intervention Service Providers



Date: Revised: September 2024



Subject: Record Review Report / Prior Written Notice



Completion of the Record Review (Continued)

SC assesses documentation to confirm that medical records/documentation includes:

- Child's name
- Date of document
- Identity of the diagnosing professional and/or facility.
(Note: for a DDD application, the professionals signature must also be included)
- Diagnosis of medical condition or developmental delay

One of the following core team members may determine eligibility based upon medical or other records prepared or authorized by a qualified physician, audiologist or other professional:

- Developmental Special Instructionist (DSI)
- Occupational Therapist (OT)
- Physical Therapist (PT)
- Speech Language Pathologist (SLP)
- Social worker (SW)
- Psychologist (Psych)
- Teacher of the Visually Impaired (TVI)
- Teacher of the Deaf/Hard of Hearing (TOD).

The TVI or TOD determines ASDB eligibility and may determine AzEIP eligibility of a significant visual impairment or hearing difference.

Core Team member reviews the medical records/documentation to determine if the child meets AzEIP eligibility criteria through the identification of a:

- Diagnosis of an AzEIP established condition *(Please refer to the [AzEIP Eligibility Criteria for Established Conditions Technical Assistance Bulletin - 11/29/2023](#)),*
OR
- A significant developmental delay (50%)
 - Record documenting the delay must be not more than 6 months old
 - Record documenting the delay must have been established using an AzEIP approved evaluation instrument



Completion of the Record Review Report / Prior Written Notice Form

After a record review is complete, the core team member:

- Completes page 1 of the [GCI-1157A: Record Review Report / Prior Written Notice](#) form **OR** the [GCI-1157B: Record Review Report](#) form and sends to the SC
- Documents service delivery on their Provider Contact Log including start time, end time and duration
 - Record reviews are billed for the actual time taken to review the records and complete the Record Review Report (up to one hour for one provider)
 - The date on line 15 of the Record Review Report form should match the providers Contact Log and the date billed in I-TEAMS

When ASDB reviews records, the ASDB provider:

- Determines eligibility for ASDB and if child meets AzEIP eligibility criteria
- Completes the [GCI-1157B: Record Review Report](#) form for every record review completed by ASDB. (Including when the child is determined not eligible for ASDB)
- Sends Record Review Report to the SC

Upon receiving the [GCI-1157A: Record Review Report / Prior Written Notice](#) form for a child that meets AzEIP eligibility criteria, the SC:

- Speaks with the family about:
 - AzEIP eligibility criteria, and proposes to identify the child as eligible for AzEIP
 - Child and Family Rights in AzEIP
- Completes the Prior Written Notice section of the Record Review Report / Prior Written Notice form
- Provides a copy of the Record Review Report / Prior Written Notice form and the Child and Family Rights in the Arizona Early Intervention Program booklet to the family

OR

Upon receiving the [GCI-1157B: Record Review Report](#) form for a child that meets AzEIP eligibility criteria, the SC:

- Speaks with the family about:
 - AzEIP eligibility criteria, and proposes to identify the child as eligible for AzEIP
 - Child and Family Rights in AzEIP
- Completes a Prior Written Notice form (GCI-1050A)
- Provides a copy of the Record Review Report (GCI-1157B), the PWN (GCI-1050A), and the Child and Family Rights in the Arizona Early Intervention Program booklet to the family

If a child does not meet AzEIP eligibility criteria after a review of the child's records, the team conducts a multidisciplinary developmental evaluation to determine if the child meets AzEIP eligibility criteria.

Resources:

[AzEIP Policy Manual](#)

[AzEIP Procedure Manual](#)

[AzEIP Eligibility Criteria for Established Conditions TA Bulletin](#)

New Forms:

[Record Review Report / Prior Written Notice GCI-1157A](#)

[Record Review Report GCI-1157B](#)

[Instructions for Completing the Record Review Report / Prior Written Notice GCI-1157C](#)

Acronym Key:

ADES - Arizona Department of Economic Security

ASDB - Arizona State Schools for the Deaf and the Blind

AzEIP - Arizona Early Intervention Program

DDD - Division of Developmental Disabilities

DSI - Developmental Special Instructionist

ICO - Informed Clinical Opinion

IDEA - Individuals with Disabilities Education Act

IPP - Initial Planning Process

I-TEAMS - Infant-Toddler Electronic- Administration & Monitoring System

NAS - Neonatal Abstinence Syndrome

NOWS - Neonatal Opioid Withdrawal Syndrome

OT - Occupational Therapist

Psych - Psychologist

PT - Physical Therapist

PWN - Prior Written Notice

SC - Service Coordinator

SLP - Speech and Language Pathologist

SPA - Service Providing Agency

SW - Social Worker

TOD - Teacher of the Deaf/Hard of Hearing

TVI - Teacher of the Visually Impaired

1789 West Jefferson Street Phoenix, Arizona 85007 (602) 532-9960