



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
- Requirement that a family must receive Prior Written Notice (PWN) before a child can be identified as eligible for AzEIP
- Introduce 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

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



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



**Date:** Revised:  
June 2024



**Subject:**  
Record Review Report /  
Prior Written Notice



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:

- Discusses with the family
  - The child meets AzEIP eligibility criteria and the team proposes to identify the child as eligible for AzEIP
  - Child and Family Rights in Arizona Early Intervention Program
- 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.

## 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:

- Discusses with the family
  - The child meets AzEIP eligibility criteria and the team proposes to identify the child as eligible for AzEIP
  - Child and Family Rights in Arizona Early Intervention Program
- 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:

- Discusses with the family
  - The child meets AzEIP eligibility criteria and the team proposes to identify the child as eligible for AzEIP
  - Child and Family Rights in Arizona Early Intervention Program
- 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 and Tools:

### 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