

# CHILD RECORD FORMAT

The AzEIP Service Coordinator is responsible for creating and maintaining a record (paper or electronic) for each child referred to AzEIP. Organizing your files will ensure that you have everything in the file and can easily find and share that information when requested. The following section headers may guide you in preparing your files:

**Front:** Record Access/Release Log

**Section 1:** Notes/Services

**Section 2:** Intake/Referral

**Section 3:** Medical

**Section 4:** Screening/Evaluation/Eligibility

**Section 5:** Child and Family Assessment/  
Individualized Family Service Plan(s)

**Section 6:** Consent/Legal

**Section 7:** Insurance/Data

**Section 8:** Correspondence/Miscellaneous

**Where is “THE” child record?**

The family’s assigned service coordinator is responsible for the child record. While providers may have created a working file for their visits, all documentation must be furnished in a timely manner to the Service Coordinator who is responsible for maintaining the child’s record. If the TBEIS provider is providing Service Coordination for DDD, the TBEIS SC maintains the child record.



**Can the file be kept electronically, or must it be retained in paper format?**

The file may be maintained in either method. However, the IFSP must be written up when with the family. Teams should not be returning to their offices to type up their notes. Teams should either use a tablet, assign the team member with the best handwriting or write as legibly as possible, and have the family sign the IFSP at that time.

# SUGGESTED CHILD FILE FORMAT, AS APPLICABLE:

## Front of Record: Record Access/Release Log

This is log of all individuals who access or review the record.

The service coordinator may be noted as such, and is then not required to sign the log each time it is reviewed.

A copy of a Record Release/Access.

## Section 1: Notes/Service Implementation

Notes should be written by the service coordinator for every contact or activity.

Service coordinator log

Notes should be kept in chronological order with the most recent notes on top.

## Section 2: Intake/Referral

Information should be kept in chronological order with the most current information on top.

Referral forms

Copy of Referral Acknowledgement letter

Demographic information

Letter regarding Insufficient Referral Information

No contact letter

## Section 3: Medical

Information should be kept in chronological order with the most current information on top.

Hospital and physician records with pertinent medical diagnosis for eligibility (such as discharge summaries)

Other pertinent records and medical information, such as evaluations

## Section 4: Screening/Evaluation/ Eligibility

Information should be kept in chronological order with the most current information on top.

Screening and Evaluation records

Screening and Evaluation protocols

Collateral information/reports used for eligibility determination

Progress and other notes generated by staff

Vision screenings, evaluations and other information, including the Vision Screening Checklist

Hearing Screening Tracking form and audiological reports

Prior Written Notice Regarding Eligibility/Not Eligible

## Section 5: Child and Family Assessment and Individualized Family Service Plan

If eligible, Child Entry Indicators Summary form

IFSPs should be kept in chronological order with the most current information on top.

IFSPs, Reviews, and Addendums

Transition Conference Summary

If applicable, Child Exit Summary Form

## Section 6: Consent/Legal

Information should be kept in chronological order with most current information on top.

Prior Written Notice/Consent to Screen and Evaluate

Prior Written Notice/Notices of Action

Consent to share information and consents to release records

Family Rights booklet notification (signature page)

IFSP meeting notification

Permission to videotape, photograph, etc.

Court Orders regarding surrogate parent and other parental responsibility orders, if applicable

## Section 7: Insurance /Data

Information should be kept in chronological order with most current information on top.

Documentation of Insurance/Medicaid

Medicaid (AHCCCS/ALTCS) eligibility information

Consent to use insurance

Family Funding booklet notification (signature page)

Invoices and billing (may be kept in a separate child-specific file)

## Section 8: Correspondence/Miscellaneous

Copies of correspondence sent and received by the program

Copies of PEA notification sent to LEA and ADE

Court Orders regarding surrogate parent and other parental responsibility orders, if applicable

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