

## Guide for AzEIP Forms and Documents from Referral Through Transition

Activity	AzEIP Forms and Documents
<b>Referral</b>	
	AzEIP Data and Information Form
	Service Coordination Log
	AzEIP Records Released and Records Access Log
	Initial Referral Source Follow-Up Letter
	Unable to Process Referral Letter
	No Contact Letter (if applicable)
<b>AzEIP Eligibility Determination by Record Review</b>	
	AzEIP Data and Information Form
	Service Coordination Log
	Prior Written Notice form
<b>Initial Visit</b>	
	Consent for Screening - Prior Written Notice, if needed
	Screening Instrument(s), if needed/appropriate
	Prior Written Notice form (e.g., when team proposes not to evaluate, if applicable)
	Consent for Evaluation - Prior Written Notice
	Vision Screening Checklist
	Hearing Screening Tracking Form
	Consent to Obtain Information
	Authorization to Disclose Protected Health Information
	Consent to Share Early Intervention Records and Information
	Consent for Insurance (for evaluation only)
	Family Cost Participation documents:
	Financial Information Form

Activity	AzEIP Forms and Documents
	Early Intervention Program Rate Sheets Percent to Pay Table Hardship Request form AzEIP Data and Information Form Interm Individualized Family Service Plan (IFSP) Family Rights Brochure A Family's Guide for Funding Early Intervention Services in Arizona <b>For Children AzEIP Eligible Based on Records Review:</b> Consent for Child Assessment Child and Family Assessment Guide for Families
<b>Evaluation Visit</b>	
	Evaluation Instrument(s) Developmental Evaluation Report Financial Information Form (If not given on initial visit) <b>For Children Determined AzEIP Eligible at end of Evaluation Visit:</b> Prior Written Notice form (eligible) Child and Family Assessment Guide for Families Consent for Child Assessment Family Rights Brochure
<b>After the Evaluation Visit, Eligibility Determined from Evaluation</b>	
	Prior Written Notice form (for eligibility/ineligibility) AzEIP Data and Information Form
<b>Child and Family Assessment Visit</b>	
	Consent for Child Assessment Child and Family Assessment Guide for Families IFSP Child and Family Assessment pages Child Entry Indicators Summary form Child Indicators Decision Tree for Summary Rating Discussions and Definition of Ratings

Activity	AzEIP Forms and Documents
	IFSP Meeting Notification (if initial IFSP date agreed upon at the end of assessment)
<b>Initial IFSP Meeting</b>	
	Completed Child and Family Assessment pages
	Individualized Family Service Plan (IFSP)
	Consent for Insurance (for ongoing early intervention services)
	Family Cost Participation documents:
	Financial Information Form
	Early Intervention Program Rate Sheets
	Percent to Pay Table
	Hardship Request form
	Family Rights Brochure
	Consent to Obtain Information (if needed)
	Consent to Share Early Intervention Records and Information
<b>Responsibilities After Initial IFSP Meeting</b>	
	Request for Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Services , if applicable
	AzEIP Data and Information Form
<b>6-Month IFSP Review / Other IFSP Update</b>	
	Current IFSP and IFSP Addendum
	PEA Notification/Referral - Opt-out Form (if applicable)
	Consent to Share Information
	AzEIP Data and Information Form
<b>Annual Child and Family Assessment (prior to, immediately before, or during Annual IFSP meeting )</b>	
	Consent for Child Assessment

Activity	AzEIP Forms and Documents
	Child and Family Assessment Guide for Families IFSP Child and Family Assessment pages IFSP Meeting Notification (if initial IFSP date agreed upon at the end of assessment)
<b>Annual IFSP Meeting</b>	
	IFSP , including child and family assessment pages Consent for Child Assessment (If a separate visit hasn't happen) AzEIP Family Survey Public Education Agency (PEA) Notification/Referral (if applicable) Hearing Screening Tracking Form Vision Screening Checklist Consent to Share Early Intervention Records and Information Consent to Obtain Information (if needed) Consent for Insurance
<b>Responsibilities After Annual IFSP Meeting</b>	
	Request for Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Services , if applicable AzEIP Data and Information Form
<b>Transition</b>	
	IFSP, including the Transition Plan and Transition Timeline pages PEA Notification/Referral Form (if applicable) Invitation to Participate in a Transition Conference/IFSP Transition Planning Meeting Transition Conference Summary Child Exit Indicators Summary form (send copy to DES/AzEIP) AzEIP Data and Information Form Checklist for Children Exiting Early intervention AzEIP Family Survey