

## Chapter 8



# DATA COLLECTION AND REPORTING

## Arizona Early Intervention Program

### Table of Contents

<u>Section</u>	<u>Page</u>
8.0.0 Data Collection and Reporting	2
8.1.0 Authority	2
8.2.0 Introduction	2
8.3.0 Data Collection	2

## **8.0.0 Data Collection and Reporting**

**8.1.0 Authority:** 20 U.S.C. § 1435(a)(14); 34 C.F.R. §§ 303.124, 720 -724

### **8.2.0 Introduction**

1. AzEIP reports to the United States Department of Education, Office of Special Education Program (OSEP) and to the public on the information required under IDEA, Part C, which includes:
  - A. Six-Year State Performance Plan, updated annually;
  - B. Annual Performance Report; and
  - C. Annual 618 Data Reports.
2. AzEIP carries out these requirements by establishing procedures to ensure that data are timely and accurate.

See Chapter 2, *General Supervision* for additional detail on the data required by OSEP.

### **8.3.0 Data Collection**

#### **8.3.1 Policy**

1. Each Early Intervention Program (EIP), as defined in Chapter 2, General Supervision, Section 2.02, collects information on the activities undertaken on behalf of the children who are AzEIP eligible and served by their own system.
2. AzEIP reviews and analyzes the data entered by each EIP in order to develop required reports and to inform system monitoring and improvement efforts.
3. Each EIP shall gather and enter all required information, update information regularly, and transmit data as required to AzEIP, electronically within ten days of the activity and by paper format, as requested or required.
4. Each EIP will designate one individual who is responsible for implementing data collection policies at the local level and is able to make decisions related to EIP data entry policies and activities, ensuring alignment with AzEIP data collection policy. This individual will be considered by AzEIP to be the “EIP Data Manager” This individual will be knowledgeable of the program, data system, data/child forms, data entry, early intervention timelines, the relationship between data entry and billing/invoice preparation and error correction and report utilization.
5. Each EIP will also designate at least one individual who is responsible for the data entry activities, which may be a designated “Data Specialist” and/or the Service Coordinator assigned to work with a family and child. These individuals will be knowledgeable of the program, data system, data/child forms, data entry, early intervention timelines and report utilization.

6. The Data Manager is responsible for ensuring that each individual who has access to the data system uses the system for only its intended purpose, maintains and protects the confidentiality of the data, and upholds any proprietary rights associated with the software/hardware.
7. Each EIP, as appropriate, will ensure that:
  - A. Electronic data for each eligible child and his/her family is accurate and contained in an open record and that all required data are entered within ten days of the activity or event. New demographic, evaluation, service information, and other required intervention data will be entered as appropriate; and
  - B. All data contained in a child's files, including data on the Individualized Family Service Plan and other required State forms, is accurate and timely updated.
8. After the child's exit from AzEIP, the service coordinator or designee will ensure that the exit date is entered into the data system no later than ten days after the date of the event, this action closes the child's record in the data system.
9. All services identified on and authorized by a child's IFSP must be entered into the data system as "authorized services" within ten days of parent signature on the IFSP. This includes the service, frequency, intensity, duration, and, as appropriate, the Payor.
10. Each EIP is required to collect and enter accurate data within ten days of the event, including information on services provided to all AzEIP eligible infants and toddlers. Each EIP and contractor will have a process to follow-up and/or track when they are late in submitting and entering data.
11. Each EIP will have appropriate data procedures for collecting, and entering all data and will provide a copy of the data procedures to AzEIP annually, no more than 90 days after contract award and after contract renewal.
12. Each EIP will generate and submit data reports as required for billing and reporting to AzEIP and/or DDD, as appropriate.
13. The service providing agency within the EIP providing service coordination for a child shall input data into the data system in the following general categories:
  - A. Demographic data;
  - B. Insurance Consent data;
  - C. Medical and developmental evaluation data;
  - D. Eligibility decision data;
  - E. IFSP data;
  - F. Services authorized by the IFSP with expected start and end dates;
  - G. Services received by the family with dates (this may be entered by individual service providers);

- H. Transition activity data; and
- I. Exit date and reason

### **8.3.2 Practice Guidelines**

1. To ensure all required forms are completed and maintained in the child's file and entered into the DES/AzEIP data system, a Data Manager or other designee should implement data procedures for ensuring all data are entered (in databases or on forms), data are complete and accurate, and submitted, as appropriate to DES/AzEIP.