

AzEIP Child File Data Form Guidance Document

This form is designed to support the documentation of specific data requirements for the AzEIP Data Systems, including ACTS, FOCUS and ECFE. The information on this form should match the data in the child's file on the Individualized Family Service Plan (IFSP) and the data system. This form is provided to DDD and ASDB when requesting agency eligibility and when transferring the child's record for services.

Frequently Asked Questions

What is the Child ID ?

On page 1 and page 2, the *IPP Child ID* is the number that identifies the child in the ACTS database. On page 3, the *Primary Agency ID* is the number that identifies the child in the ongoing services database, such as FOCUS or ECFE.

What if a family identifies with one or more race?

To enter race into FOCUS, the Service Coordinator needs to choose one race to enter. Do not enter "other" if the family identifies with more than one. For ACTS and ECFE, select all that apply.

How do I know if the family provided consent to use insurance?

The *Consent for Insurance* form indicates the parent's decision to use or not use public or private insurance. It is kept in the child's file.

What if a child has an established condition and a developmental delay?

Only one eligibility category should be checked. If a child has an established condition, the service coordinator will check the 'Established Conditions' box and identify which established condition. If the child had an evaluation OR a record review that indicates a 50% delay in one area, the service coordinator will check the area of delay and indicate if the decision was based on an evaluation or records review. If child does not have an established condition or 50% delay in one or more developmental areas, but the team determines that the child is eligible for early intervention services, then check Eligible Developmental Delay, but do not check any delay area.

Where do I enter Eligibility Decision Date in FOCUS?

The Service Coordinator enters this date in the AzEIP Start Date field on the AzEIP Demographics page in FOCUS.

What would the Service Information section look like when it is filled out?

The service coordinator lists all services that were identified on the IFSP and includes the planned start date, the date the service started (actual start date) and the frequency (e.g., 1 hour/2times per month). Page 3 of the data form must be completed for each IFSP update.

ARIZONA DEPARTMENT OF ECONOMIC SECURITY
Arizona Early Intervention Program

What is the Primary Service Setting?

The Primary Service Setting indicates where the majority of early intervention services are provided.

Who is the IFSP Team?

The IFSP team includes all of the providers identified on the IFSP to support the family in achieving outcomes.

What does the 'Data Entered' column mean?

The person entering data checks the column for the appropriate agency to indicate that the information was entered into the data system. Periodically, supervisors should verify that the information on the data form matches the information in the child's file, as well as the data system. The supervisor can initial or check the column on the right when the verification is complete.