



# AzEIP— *Where Every Family Has a Team!*

## *A Word from the Director*

*Hello*

We have been busy out in the field this Spring, and that should continue through the Summer. The Continuous Quality Improvement team, Fiscal team and Professional Development team have been out separately, and together, meeting with and providing training and technical assistance to EIPs.

One of my favorite parts of my job at AzEIP has always been the opportunity to sit down with early intervention practitioners and their supervisors and talk about their experiences. I love to hear the passion for the work and to have the opportunity to problem-solve collaboratively. Using our team approach here in the DES/AzEIP office, we are often heading out to these



meetings separately and then coming back together as a team and using our coaching questions to identify next steps. We endeavor to provide EIPs with supports and resources to assist them to provide high quality early intervention to infants and toddlers and their families.

We are also excited about our State Identified Measurable Result and how it will ensure that we are not only improving results for young children with disabilities and their families, but documenting that improvement and sharing it with our community partners. Together we can use our data to paint the incredible picture of our collective efforts to support families to assist their children to engage and participate in everyday learning opportunities.

We look forward to meeting with you and working together!

*Karie Taylor*  
Executive Director

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## State Systemic Improvement Plan

As we reported in past Newsletters, we worked with stakeholders to develop a State Systemic Improvement Plan (SSIP). The SSIP, a three to five year plan, includes measurable and achievable goals that will increase the capacity of Early Intervention Systems to implement, scale up and sustain evidence-based practices. The plan must focus on improving outcomes for children with disabilities and their families.

In February, DES/AzEIP submitted the SSIP to the Office of Special

Education Programs. A copy of the [SSIP Executive Summary](#) can be found on the [AzEIP State Identified Measurable Result webpage](#).

Together, with stakeholders, Arizona completed a data analysis and an infrastructure analysis and reviewed early childhood initiatives likely to have an impact on infants and toddlers with disabilities

Arizona’s State Identified Measurable Result (SiMR) is to increase the number of children who exit early

intervention with greater than expected growth in their social emotional development. The SiMR, will build on the statewide implementation of Team Based Early Intervention Services, as TBEIS focuses on improving child engagement and family participation in everyday routines and activities.

The Theory of Action includes three strands:

- ◆ Using High Quality Data for Monitoring and Accountability

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### 3-Pronged Approach to Fiscal Sustainability

In April, DES/AzEIP sent emails to the field, held webinars, and developed job aids to support the implementation of the three-pronged approach to fiscal sustainability.

This approach, intended to ensure that AzEIP remains a fiscally viable program includes the following:

- ◆ **Completing the Consent for Insurance** form at every initial visit meeting, an IFSP meeting that adds or increases services, and again annually. See the Service Coordinator Job Aids for more information. This form, must be completed by Service Coordinators, reviewed by Supervisors and submitted to the DES/AzEIP office.

- ◆ **Adhering to the Definition of AzEIP Eligibility**, ensuring that a child either has a diagnosed condition with a high probability of developmental delay or a significant developmental delay in one or more domains. This means that children over age 1 who have significant delays in expressive language only, are



not eligible, as they do not have a 50% delay in the communication domain, and should be referred to programs

designed to support children with mild or moderate delays (see the AzEIP resource guide on our website for more information).

- ◆ **Completing the Request for DDD Eligibility Tool** for all children. This form was designed to support teams to better identify which children are potentially DDD Eligible and to support sending relevant documents to assist DDD to determine eligibility for those children who are potentially DDD eligible. See the Service Coordinator Job Aids for more information.)

Together we can ensure that we are utilizing all funding sources prior to accessing Part C funds, as required by federal law, and ensure that all children and families have access to services for which they are eligible.



The Master Teams Institute focuses on how to use natural learning opportunities, coaching and teaming to support families of infants and toddlers with disabilities.

### Master Teams

In 2014, nineteen teams participated in the two day Master Teams Institutes, and 35 individuals attended the one day Master Coach Institute. Each team also completed the AzEIP Fidelity Checklist at specific points in the process.

Seventeen teams and 20 coaches have



completed the process! Submission packets for the 2015 Master

Teams Institutes to be held in Prescott in October and Tucson in December are

due on **June 27, 2015**. This will be the last round with M'Lisa and Dathan and we look forward to seeing teams from Regions who have not participated.

A Master Coach submission packet will be forthcoming, the Master Coach Institute will take place in Tucson in December.



### Fiscal Reviews

As part of our continued efforts to support EIPs to ensure that their fiscal data complies with the Individuals with Disabilities Education Act, DES/AzEIP staff has scheduled meetings with AzEIP providers.

These meetings are intended to assist contractors to review their fiscal oversight policies and provide just-in-time technical assistance to fiscal staff. These collaborative meetings include an overview of the intended outcomes,

AzEIP Scope of Work and a review of available data. The group then reviews the contractor's billing procedures, data procedures and personnel files. These meetings enable state staff and provider-staff to review expectations, roles and answer questions. Providers that have participated in the process have found the meetings helpful, likewise DES/AzEIP staff have found the meetings helpful in identifying additional tech-



nical assistance needs.

These reviews will assist contractors to prepare for future audits required by the State to ensure that all IDEA and DES fiscal requirements are in place.



## Contract Reminders

### New Employees

Submit new employee resumes and fingerprint clearance cards and complete the central registry process for all new employees. You may email those to Denise as well. For any employee or subcontractor who does not have a license or degree that meets requirements you must submit their transcript for review and approval.

### ERMA Trainings

All employees and subcontractors are required to complete the DES trainings according to the [DES timelines](#). These timelines, and the [ERMA registration](#) link can be found on the AzEIP [Technical Assistance webpage](#).

For questions about using I-TEAMS for this process please contact the I-TEAMS help desk at [azeipiteams@azdes.gov](mailto:azeipiteams@azdes.gov).

For questions about billing rules please contact [MWorley@azdes.gov](mailto:MWorley@azdes.gov). For contract questions please contact [DeniseDombrowski@azdes.gov](mailto:DeniseDombrowski@azdes.gov).



## Data

Program Managers and Supervisors have been receiving a variety of data reports these last few months. Some reports can assist EIPs to identify data procedures that need to be revised, i.e., ensuring that all data is entered within 10 days of the activity. Other reports can assist with forecasting activities that will need to be completed soon, i.e., transition planning, child outcome

summary exits.

Molly Madigan, our data manager, and Kathy Coloma, Eric Tack and Elisa Monegelluzi the Continuous Quality Improvement Coordinators, have been sending out data reports to EIPs. They have also made themselves available, either via webinar, phone or on-site visit to support EIPs to review their reports, and to develop a plan for

ensuring that data is entered in a timely and accurate manner and to use the information on the reports to help manage their programs.

## Continued...State Systemic Improvement Plan

- ◆ Scaling Up and Sustaining Implementation of Evidence Based Practices
- ◆ Coordinating funding streams to leverage new and existing funds to achieve the SiMR.

Arizona now enters Phase II of the SiMR. This is a multi-year plan addressing infrastructure



development, supporting EIPs in implementing Evidence Based Practices and development of an evaluation plan.

The Arizona ICC has designated the Collaboration and Education Committee as the standing committee to support ongoing stakeholder involvement in these processes. The May ICC meeting of that committee focused on reviewing the SSIP and the Child Outcomes Data.



### Upcoming ICC Meetings

August 14, 2015

September 11, 2015

3300 N. Central Ave, 16th Flr

Phoenix, AZ 85012

Committees 9:30 to 11am

ICC from 11:30 to 2pm

\*OAE machines will be calibrated in August in Phoenix.

## DES / AzEIP

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*AzEIP -- Where every family has a team*

We're on the web!

<https://www.azdes.gov/AzEIP/>

The Arizona Early Intervention Program (AzEIP) is Arizona's statewide, interagency system of supports and services for infants and toddlers with developmental delays or disabilities and their families.

AzEIP is established by [Part C of the Individuals with Disabilities Education Act](#) (IDEA), which provides eligible children and their families access to services to enhance the capacity of families and caregivers to support the child's development.

Arizona supports the Mission and Key Principles for Providing Early Intervention Services. To view short presentations and videos to guide early intervention practices with children and families use the following link: [7 key principles of early intervention](#)



## DDD West and the Mission and Key Principles

Annie Converse, Supervisor in the DDD West Unit applied for the 2014 Master Coaches Institute. She attended the one-day Master Coach Institute with 34 other early intervention professionals from across the state. Each had the opportunity to learn from M'Lisa and Dathan how to use coaching with their colleagues. They also received special, "Coaches Only" tools to support them to implement TBEIS with fidelity. Each Master Coach supports the team by using the coaching tools and having coaching conversations with staff and colleagues. Master Coaches log their own coaching conversations and also review the logs submitted by their teams as part of the Master Teams process.

Since October Annie, like many other Master Coaches, has embraced using the Coaching style in all of her interactions

with her staff, her EIP partners and the families they collectively serve. To support her unit Annie reviewed the Mission and Key Principles over the last several months.

Once a month, she reviewed one of the Key Principles with her team.

To step it up a notch, she has added a bulletin board to their unit, with each of the components of the AzEIP Mission and Key Principles. Each Service Coordinator in her unit is now tasked with writing up a description of the Mission or Key Principle and presenting to the unit at their monthly staff meeting.

Tell us what your EIP is doing to ensure that everyone is implementing the Mission and Key Principles within every interaction with children and their families?

