

Referral – Day 1 of 45-day timeline , Begin [AzEIP Child Data Form](#) and [database](#) entries
 * All referrals go through an AzEIP contractor; in areas with more than one contractor, the central referral system will assign one
 * AzEIP contractor may confer with ASDB as appropriate to determine who should contact family to determine interest in EI services.

Child is potentially eligible based on record review

Child is potentially eligible based on % delay (needs evaluation)

Documentation is available or team is confident documentation will be available before the initial IFSP

Documentation is not available and/or team is not confident that they can get the documentation within timelines

Family has concerns about child’s development; no documentation of % of delay or established condition

* If [records](#) available- reviewed by appropriate team member (PT, OT, SLP, VI, HI, SW, Psych, DSI)
 * % delay to establish eligibility- [documentation](#) reviewed by team member from same discipline as the qualified professional who signed the record
 • DDD determines DDD eligibility; ASDB determines ASDB eligibility
 • If ASDB determines ASDB eligibility, they may retain SC duties at this point or request the AzEIP contractor to do so.
 • If records establish DDD eligibility, the AzEIP contractor provides SC responsibilities until initial IFSP meeting

Initial Visit- AzEIP-contractor SC (day 10 of timeline)
 * Explanation of Early Intervention: 7 key principles card
 * [Consent for Screening- PWN](#) and [screening tool](#) (if indicated; may not need screening as determined through observation, discussion, or if sent with referral)
 * [Vision Screen Checklist and Hearing Screen Tracking](#),
 * [Consent for Eval-PWN – or - PWN \(refuse to eval\)](#)
 If refusing, provide resources, address re-referral
 *[Child and Family Rights in AzEIP](#)
 * Discussion of all funding sources: private/ public/FCP
 Forms: [Family Guide for Funding](#) , [% to pay table](#), [Consent for Insurance](#)
 * Consents, as appropriate: [Consent to Obtain](#), [Consent to Share](#), [Authorization to Disclose Protected Health Info](#).

If child was potentially eligible by records review, and [records](#) become available at this point, process can change.

Initial visit- SC AzEIP contractor or in some cases, ASDB SC (day 10 Of 45-day timeline)
 * Explanation of Early Intervention: 7 key principles
 * [Vision Screen Checklist & Hearing Screen Tracking](#)
 * [Child and Family Rights in AzEIP](#)
 * Complete and provide [PWN of eligibility](#)
 * Discussion of all funding sources: private/public/FCP
 Forms: [Family Guide for Funding](#) , [% to pay table](#) , [Financial Information Form](#), [Hardship form](#), [Rate Sheet](#), [Consent for Insurance](#),
 * As appropriate: [Consent to Obtain](#), [Consent to Share](#), [Authorization to Disclose Protected Health Info](#).
 * Required: [Consent for Child Assessment](#);
 * Explanation of Child and Family Assessment:
 Provide parent copy of [Child and Family Assessment Guide for Families](#)

Evaluation – 2 core team members, not the SC
 * AzEIP approved eval instrument; [AzEIP Developmental Evaluation Report](#)
 • Conducted by 2 (PT, OT, SLP, VI, HI, SW, Psych, DSI)
 * If eligible: Explanation of Assessment; [Consent for Child Assessment](#) and Provide parent a copy of the [Child and Family Assessment Guide for Families](#)
 * Address financial matters: [Financial Information Form](#) (if not already provided)
 * [Child and Family Rights in AzEIP](#) (offer but family can decline another copy)
 * If not eligible, provide community resources and process for re-referral
 * [PWN eligible/ineligible](#) (given to family or mailed later)
 • DDD and/or ASDB eligibility may be determined. ASDB SC can transition at assessment and/or IFSP, DDD SC transitions at initial IFSP only.

Initial Assessment- SC from AzEIP, or ASDB (If ASDB is providing SC at this point) schedules and participates in the Child and Family Assessment with the family and:
If eligible based on record review: 2 core team members (PT, OT, SLP, VI, HI, SW, Psych, DSI)
If eligible based on evaluation: 1 team member (PT, OT, SLP, VI, HI, SW, Psych, DSI,)
If ASDB is conducting the IPP, 2 team members, one of whom may be certified vision or hearing professional with ASDB
The Initial Assessment must be completed prior to the Initial IFSP Meeting
 * Explain early intervention- 7 key principles; explain assessment process (eval shows us areas of delay, assessment shows us how that may impact child and family life)
 * Ensure [Consent for Child Assessment](#) has been obtained
 * Family should have their copy of the [Child and Family Assessment Guide](#) or offer them another one to follow along in the discussion
 * SC and team members facilitate discussion and complete the [Child and Family Assessment](#) pages of the IFSP
 * Complete [Child Indicators](#) as part of the assessment process; [Child Entry Indicator Summary](#) and [Decision Making Tree](#)

Initial IFSP- ongoing SC and at least one team members who participated in assessment and eval (on or before day 45 from referral)

- *Begin IFSP by review of Family Priorities from the assessment visit
- *Complete the IFSP, including any transition activities as needed
- *Possible Consents: [Consent for Insurance](#) (for on-going services); Revisit [Consent to Share](#) , [Consent to Obtain Information](#)
- *Discussion of all funding sources: private/public/FCP: [Financial Information Form](#), [Rate Sheet](#), [% to Pay table](#), [Hardship Request](#)
- *Explain family rights including complaint process and ensure family has [Child and Family Rights in AzEIP](#) if not, provide another copy
- *SC follows billing procedures as appropriate and updates database information ([AzEIP Child Data Form](#))

**6 month or other update – SC and all IFSP team members**

- *[Current IFSP](#) and [IFSP Addendum pages](#)- update the pages needed to support any changes made to the IFSP services to be provided to the child and family and use addendum pages to indicate services for the next time period,
- *As appropriate: [Consent to Share](#) and [Consent to Obtain Information](#)
- *[Transition information](#) addressed as appropriate for the child's age.
- *[AzEIP Child Data Form](#) – Update pages 1 and 2 as appropriate and page 3 every time services change & enter into database

**Annual Assessment- SC and at least one IFSP team member (If current IFSP is SC-only, must pull in team member)**

The Annual Assessment may occur prior to or during the Annual IFSP; and may occur at the same or separate visits, as long as all appropriate team members are present.

- *2 weeks prior to the Annual Assessment, send the [Child and Family Assessment Guide for Families](#) to the family and either a written explanation or phone call to explain the guide to families
- *When you arrive for the assessment visit, review the purpose of early intervention using the 7 key principles and explain the assessment process
- *Obtain [Consent for Child Assessment](#)
- *Before the assessment, ensure the family has their copy of the [Child and Family Assessment Guide for Families](#) or provide a second copy for them to use in the discussion
- *Document the assessment discussion on the [Child and Family Assessment pages of the IFSP](#)
- *Ensure vision and hearing screening is updated using the [Vision Screening Checklist](#) and completing the OAE screening or using family resources, hearing screening results are documented on the [Hearing Screening Tracking Form](#)

Annual IFSP – SC and all IFSP team members working with the child and family

The annual IFSP can be held at the same time as the annual assessment or at a separate visit following the annual assessment as long as all appropriate team members are present

- * A complete, new [IFSP form](#), including the [Child and Family Assessment](#) pages from the annual assessment
- *Any transition information that may be appropriate, [Transition IFSP pages](#) and [PEA Notification/Referral form](#)
- *Annual consents as appropriate: [Consent to Share](#) , [Consent to Obtain Information](#), [Consent for Insurance](#)
- *[AzEIP Family Survey](#) and postage paid, AzEIP-addressed envelope provided to family
- [AzEIP Child Data form](#) updated and entered into data system

**Transition- SC, all IFSP team members, and all persons involved in evaluation or assessment (depending on the child's age).**

SC follows and documents transition steps on the IFSP pages appropriately for the child's age and age at time of referral.

SC coordinates, schedules and facilitates the transition meeting. There are other kinds of transitions, this process is specifically Part B.

- * Transition planning at IFSP meeting closest to child's 2nd birthday, transition discussed with family, [IFSP Transition Plan page](#) completed
- *IFSP Transition Planning Meeting- transition planning documented on the IFSP, specific steps for family and child, complete [Transition Timeline IFSP Page](#)
- * Transition Conference - revise the preliminary plan, complete [Transition Conference Summary](#)
- *Transition Planning Meeting and Transition Conference Meeting can be held at same time or separately
- * SC must send [PEA- Notification/Referral](#) to school and ADE no later than 2.9; unless family "opts out" (obtained by 2.8)
- * No "family delay" or other circumstances can delay sending the [PEA Notification Form](#) if the parent has not opted out
- * For children determined AzEIP eligible between 2.9 and 2.101/2; parent must opt out at or before initial IFSP meeting. If not, referral sent to PEA next business day
- * SC must hold transition conference no later than 2.9 with or without the school's participation- [Invitation to Transition Conference](#)
- * SC must have parent consent to share verbally or in writing to send the invitation ([IFSP page](#) or separate [Consent to Share form](#))
- * Copies of forms in Child record, [AzEIP Child Data form](#) updated
- * SC and other team members attend the IEP meeting, if invited by the family. (do your best to attend, use technology if needed)

**Exit- SC ; For DDD eligible, state-only children, coordinate with DDD system for services after 3 years of age as appropriate**

- [Child Indicators Exit Summary](#) completed with family , within 90 days of exit
- [Family Survey](#) and postage paid, AzEIP-addressed envelope provided to family
- Family offered a copy of their child's records
- [AzEIP Child Data form](#) updated; database updated with AzEIP exit data and closed; Record closed,