



AzEIP— Where Every Family Has a Team!

A Word from the Director

Dear AzEIP providers, administrators, DDD staff and ASDB staff,

Welcome to the first issue of the Quarterly AzEIP Newsletter! It has been an incredibly busy year. I want to begin by thanking you all for your incredible work transitioning over three thousand children and their families. We appreciate all of your hard work to contact new families, meet with teams, review and revise, as appropriate, IFSPs and continue to provide services and supports. All while getting your organizations up and running and learning how to navigate I-TEAMS.

In this issue we have im-



portant articles regarding Implementing Team Based Early Intervention, the Central Referral System, Contract Reminders, Family Cost Participation and Updates from the Interagency Coordinating Council. We hope you find this newsletter informative and helpful.

We at the AzEIP office look forward to working together to build on the hard work by

individual providers, programs and localities in implementing new contracts and the Team Based Early Intervention Services as we embark on the next year.

I look forward to seeing many of you at the November 2013 Interagency Coordinating Council Stakeholder's meeting and once again, I thank you for your continued commitment to improving outcomes for infants and toddlers with disabilities.

Karie Taylor

Acting Executive Director

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What's New at AzEIP:

- All children and their families are assigned to a team
- Referrals are processed through a Central Referral system in 5 counties
- Streamlined eligibility process
- Child and Family Assessment
- Utilizing all funding sources

AzEIP—Where every Family has a team!

We are excited to introduce our new tagline. The redesign of AzEIP incorporates a few important changes which we would like to remind you about and hope you will share with your community partners.

Every family of a child referred to AzEIP has a team! The team shares a caseload, meets weekly, and may coach one another, and the family, during that meeting or during joint visits with the family. Every family is

discussed at least once a quarter during the weekly meetings. Families decide how they would like to participate in the meeting discussing their child and family. Here are some guidelines for Team meetings: http://fipp.org/Collateral/casetools/casetool_vol4_no2.pdf

Team Based Early Intervention Services are evidence based practices: <http://ectacenter.org/topics/natenv/approaches-models.asp>. By

ensuring that every family has a team, supports can be more flexible and responsive to the needs of families. These supports can address family concerns and priorities in a holistic and family-centered manner.

Streamlined Eligibility

For children with an established condition with a high probability of developmental delay or an evaluation which has been completed in the last 6 months that shows a 50%

Family Cost Participation and Billing Update

All families enrolled in AzEIP are required to complete and submit a Financial Information Form annually.

“Family Cost Participation does not apply to the responsible person(s): A. of a child(ren) enrolled in early intervention through DDD and eligible for the Arizona Long-Term Care System (ALTCS); B. of a child(ren) in the legal custody of DES, A tribe, or another state’s child welfare agency; or C. of a child(ren) included on a signed, Arizona adoption subsidy agreement.”

Families that do not fall into the population above may have a percent to pay. A financial information form must be submitted and attached income documentation otherwise they will be re-

sponsible for 100% of all applicable billable charges.

“Within ten business days of eligibility or a request from DES or ASDB (unless an extension is granted by DES or ASDB), the responsible person(s) must complete and submit the Financial Information Form with the required



documentation to their AzEIP Service Providing Agency as set out on the

form.”

Please review your processes to ensure all team members are aware of this requirement. It is important that families understand that forms must include the child’s name, date of birth and the responsible person’s contact information. We appreciate all the work and assistance that you provide to our families in understanding the Family Cost Participation aspect of AzEIP. If you have any questions about this process or have suggestions about additional tools that may be beneficial to you, please let us know.

The AzEIP Family Cost Participation Team



The Family Cost Participation Policies, Family Guide to Funding Early Intervention Services in Arizona and forms can be found on the [AzEIP website](#).

Interagency Coordinating Council

The Interagency Coordinating Council, or ICC, is a Governor-appointed body that is required under the Individuals with Disabilities Education Act—Part C (IDEA—Part C) to advise and assist the Lead Agency, DES/AzEIP, in the implementation of Early Intervention. The Arizona ICC meets six times a year, and recently welcomed new members at its September meeting. Please help us in

welcoming the following new members of the Arizona ICC:

Erin Carr-Jordan—Institution of Higher Education

Rosemarie Strout—Provider

Tina Johnson—Division for Developmental Disabilities

The ICC will hold its next meeting on

November 8, 2013 at the Arizona Department of Education building, 3300 Central Avenue, 16th Flr. The November, ICC meeting is traditionally known as the Stakeholder’s meeting for the development of the Annual Performance Report and State Performance Plan (APR/SPP) submitted to the US Department of Education’s Office of Special Education Programs (OSEP).

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Central Referral

In April, 2013 AzEIP created a Central Referral Line for all referrals in the following five counties: Gila, Maricopa, Pima, Pinal and Santa Cruz. Between April and September, the Central Referral staff processed over 5000 Referrals.

Referral sources can continue to utilize our [online referral application](#) which automatically submits the referral to the Central Referral Line in the five counties or is transmitted directly to our contractors in counties with only

one AzEIP provider. Referral sources have been encouraged to add their email address to the online referral form so that the Central Referral staff can let them know to which AzEIP provider the referral was sent. AzEIP providers must still acknowledge the referral using the Referral Letter ([Form GCI-1046A](#)), as this helps to develop that relationship between the AzEIP provider and our local referral sources.



The Central Referral Line staff add referrals to I-TEAMS, AzEIP’s new database, alerting our providers to the referral. They answer questions from families about the AzEIP process and what they can expect once their referral is processed. Central Referral line staff also handle calls from referral sources, AzEIP providers, DDD and ASDB staff.



Contract Reminders

Billing Manual Please [review](#)

Insurance Certificates. Many Contractors Insurance Certificates have expired, please submit updated certificates to DeniseDombrowski@azdes.gov or fax to (602)200-9820 ASAP.

Subcontract Agreements. Continue to send AzEIP any new subcontract agreements for our review. If using Sole Proprietor Waiver forms and/or Independent Contractor forms for your subcontractors, they need to be signed by ADES Risk management. Please scan and email them to DeniseDombrowski@azdes.gov to have them signed.

Central Registry. The Central Registry Process must be completed every year

for all employees who provide direct service to children. The request must be submitted 60 days prior to your contract renewal date. All new Early Intervention Contracts have a renewal date of 1/31/14, so please have your Central Registry Request submitted no later than **12/2/13**.



New Employees who will be providing direct services to children must have

the following completed:

Background checks through the central registry process.

Fingerprinting completed and a copy sent to MCasey@azdes.gov.

Resumes sent to MCasey@azdes.gov.

Employee username and profile updated in I-TEAMS.

Required Insurance and certificate sent to DeniseDombrowski@azdes.gov

Please make sure all employee information in I-TEAMS is complete and accurate.

Complete and submit paperwork to be an AHCCCS provider.



Continued...Interagency Coordinating Council

During the stakeholders meeting, the ICC advises and assists the AzEIP office as it plans for submission of the APR/SPP. In past years the APR/SPP utilized data that demonstrated compliance with timelines—the number of IFSPs that met the 45 day timeline from referral to development of an IFSP. All states are asked to identify the data analysis, focus for improvement, infra-

structure to support improvement and build capacity and the theory of action.

We invite you to join us at the November Stakeholders Meeting and bring your ideas about how we can continue to implement Team Based Early Intervention Services to improve outcomes for infants and toddlers with disabilities and their families.



Join us at the ICC Stakeholder's Meeting on November 8, 2013 at 3300 Central Avenue, 16th Flr.

Continued....AzEIP—Where Every Family Has a Team!

delay in one or more developmental domains—a record review can be accomplished quickly if documentation is provided. For other children, a screening may be performed and/or an evaluation, using approved tools may be used to determine eligibility. Referral sources have been encouraged to submit documentation to support the referral to the assigned AzEIP provider.

This family-directed process is an important step in ensuring that the AzEIP provider understands the child and family's everyday routines and activities.

Using All Available Funds

AzEIP uses funds from multiple sources to provide supports and services to eligible children and their families. All of these funds are weaved together to ensure that we can support the



families of all potentially-eligible children.

Assessment



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](#).

Send us your story!

We'll save this spot just for you! Send us your story--tell us what's going well, brag, share. We want to know what your Early Intervention Program is doing.

Take the time to write us 75—150 words and you can be showcased right here!

Send your story to Maureen Casey, mcasey@azdes.gov

We look forward to hearing from you!

Have you found a unique way to collaborate between the AZEIP contractor staff, the DDD staff and the ASDB staff? Are you holding your own book club to study the Teaming and Coaching books? Have you found new ways to share resources and support families?

