
To: Service Providing Agencies, Service Coordinators, and Individualized Family Service Plan (IFSP) Team

Date: 01-29-2024

Subject: Family Out of State for Extended Period of Time

This bulletin is meant to provide AzEIP recommended practices on supporting families who have notified their early intervention providers that they will be out of state or out of the country for an extended period of time including:

- Supporting the child and family
- Coordinating, facilitating, and monitoring the delivery of services
- Documentation

AzEIP recommends that once an Arizona early intervention provider is informed by the family that they will be out of state for an extended period of time, the early intervention team discusses options with the family and creates a plan to support the child and family. The child's record should include documentation of the discussion, the team's plan to support the family, and the completed actions. AzEIP encourages teams to invite families to attend the team meeting to discuss and create the plan to support the child and family.

It is recommended that all plans to support the family include:

- Date and method of when the team was notified
- Duration of time the family will not be in Arizona
- The family's expected date of departure and return
- Family's preference for the Service Coordinator's (SC) contact method and frequency
- The family's decision on how the child's early intervention team can continue to support them
- Resources provided to the family

If the team is notified the family will be out of state during the Initial Planning Process (IPP), options for the family include:

- To voluntarily close their AzEIP referral until their return
 - SC ensures
 - The child's record contains all documentation including copies of written correspondence
 - The family
 - Understands their Child and Family Rights in the Arizona Early Intervention Program
 - Has methods to contact AzEIP and/or their SC upon their

return

- All SPA team members have been notified
- Referral source is notified if family provided consent to share
- The I-TEAMS Demographic Page Comment Box identifies the family requested the referral to be exited and the family will submit a new referral upon their return
- All information within the I-TEAMS data system is accurate and up-to-date
- Child's I-TEAMS record is exited
- To suspend referral activities until the family returns
 - SC ensures
 - The family's preferences for frequency and method of regular contact by the SC is documented
 - A date/time is identified by family for the SC to contact the family upon their return
 - The child's record contains all documentation including copies of written correspondence
 - The family
 - Understands their Child and Family Rights in the Arizona Early Intervention Program
 - Has methods to contact their SC and Service Providing Agency (SPA) upon their return
 - All SPA team members have been notified
 - Referral source is notified if family provided consent to share
 - The I-TEAMS Demographic Page Comment Box identifies
 - The family requested to place the referral on hold until their return
 - The anticipated date of return
 - All information within the I-TEAMS data system is accurate and up-to-date

If the team is notified the family will be out of state and the child has an active IFSP, options for the family include:

- To voluntarily withdraw from AzEIP
 - SC ensures
 - The child's record contains all documentation including copies of written correspondence
 - The family
 - Understands their Child and Family Rights in the Arizona Early Intervention Program
 - Has methods to contact AzEIP and/or their SC if they wish to resume services either by re-opening the file or a re-referral
 - A Prior Written Notice is provided to the family identifying the team

- is proposing to close the file based on the family's request.
- Exit Activities are completed
 - Child Outcome Summary
 - Family Survey
 - Update PEA/ADE if transition activities have begun
 - Offer family a copy of the child's record
 - If child is eligible for DDD and has a Team-Based Early Intervention Services (TBEIS) SC, communicate with DDD regarding the exit
 - Resources provided to the family
 - All SPA team members have been notified
 - The I-TEAMS Demographic Page Comment Box identifies the family requested the child's record to be exited due to an extended absence from Arizona
 - All information within the I-TEAMS data system is accurate and up-to-date
 - Child's I-TEAMS record is exited
 - To suspend IFSP services until family returns
 - The team identifies how the family would like to proceed with the services identified on the IFSP
 - Hold an IFSP meeting to update the IFSP to reflect the family's absence
 - Complete the remaining IFSP services after the family returns
 - Provide a Prior Written Notice to the family identifying the team is proposing a change in the provision of services based on the family's request to not complete the services that would have been provided during the family's absence
 - The SC ensures
 - The family's preferences for frequency and method of regular contact by the SC is documented
 - A date/time is identified by family for the SC to contact the family upon their return
 - The child's record contains all documentation including copies of written correspondence
 - The family
 - Understands their Child and Family Rights in the Arizona Early Intervention Program
 - Has methods to contact their SC and SPA
 - All SPA team members have been notified
 - The I-TEAMS Demographic Page Comment Box identifies
 - The family requested their services to be placed on hold until their return
 - The anticipated date of return

- All information within the I-TEAMS data system is accurate and up-to-date

If the SC is unable to make contact with the family on the date the family has identified to be contacted by the SC, the SC follows AzEIP Loss of Contact Procedure as outlined in the AzEIP Procedure Manual 3.15.

If a child's permanent residence is no longer in Arizona, the SC supports the family by

- Providing a smooth transition to the new state
 - Sharing the new state's Early Intervention contact information with the family
 - With family's consent, sending a copy of the child's record to the new early intervention program
- Completing Exit Activities
 - Child Outcome Summary
 - Family Survey
 - Update PEA/ADE if transition activities have begun
 - Offer family a copy of the child's record
 - If child is eligible for DDD and has a TBEIS SC, communicate with DDD regarding the exit
 - All SPA team members have been notified
 - Resources provided to the family
 - The I-TEAMS Demographic Page Comment Box identifies the family requested the child's record to be exited due to an extended absence from Arizona
 - All information within the I-TEAMS data system is accurate and up-to-date
 - Child's I-TEAMS record is exited

Please contact the AzEIP Office at AzEIPQualityImprovement@azdes.gov if you have a specific case that you need assistance or guidance on.