

To: Service Providing Agencies and Providers

Date: 11-30-2023

Subject: Updated AzEIP Early Intervention Contact Log (GCI-1094A)

This bulletin is meant to:

- Identify the Primary Caregiver Visit Log has been renamed to Early Intervention Contact Log
- Highlight changes to the Primary Caregiver Visit Log to align with [Part C IDEA 303.224\(b\)](#) and AzEIP Policy 3.13
- Reminder for Service Providing Agencies to ensure that all contact logs meet AzEIP Policy requirements

The Primary Caregiver Visit Log has been updated and renamed as the “**Early Intervention Contact Log**” (**GCI-1094A**) and is now available on the AzEIP website and in the DES Document Center. Early Intervention Service Providers may continue using its own agency contact log if it meets all Arizona Early Intervention Program (AzEIP) policy requirements as outlined in AzEIP Policy.

Please refer to the AzEIP Policy Manual 3.13 and the [Contact Logs AzEIP Programmatic Meeting - March 2023](#) to review all the components required in a contact log. If you have further questions, please reach out to your Technical Assistance Specialist or email AzEIPQualityImprovement@azdes.gov.

The updated Early Intervention Contact Log has additional fields that are not required per AzEIP policy but Early Intervention Service Providers may find beneficial for documentation and record keeping. The new form has been divided into sections. Below is a list of the sections and new features that have been included in the form:

- Child Demographics
 - Added I-TEAMS Number
 - Spot to identify if child is DDD and/or ASDB eligible
- Provider
 - Number of visits on the IFSP: The drop down should be selected for the specific provider completing the form. Enter the number of visits identified on the IFSP
 - Place to identify the Planned Start Date and Actual Start Date
 - Number of visits completed, including this visit: enter how many visits have been used including today’s visit.
- Outcomes
 - List all the outcomes identified in the child’s IFSP
- Visit / Visit Participants
 - Location of Visit: select from drop down list
 - If Community or Other selected: identify the specific location (example: park, childcare, church, library, grandmother’s house, hospital, Bogden House)

- o Family/Caregivers: list who participated in the visit
- o Early Intervention Providers: list names and disciplines of all EI Providers who participated in the visit
- o Other/Relationship to child: list anyone else who participated in the visit
- Review of Joint Planning-Family / Caregiver Input
 - o Title Updated
 - o Additional detail in the prompts added
- Coaching Opportunities (no changes)
- Family Comments (no changes)
- Family Planning for Next Visit
 - o Additional detail in prompts added
- Confirmation of Visit Details
 - o Title Updated
 - o Reduction to only one provider signature line
- QR Code for Child and Family Rights Booklet

Reminders:

- Each provider must create their own individual contact log for all service deliveries including but not limited to
 - o IFSP service deliveries
 - o Evaluations
 - o Transition Activities
 - o IFSPs.
- When a visit is “Canceled” or is a “No Show” the circumstance must be documented on the provider’s contact log.
- All direct visits occurring with the family must include the parent signature or initials, when applicable (AzEIP Policy 3.13.1.E). As clarified during the March 2023 Programmatic Meeting, AzEIP defines “as applicable” as all IFSP service delivery visits, evaluations, IFSPs and meetings conducted directly (in-person and alternative) with the family.