



## Birth-3 Application Process

This flyer helps families navigate educational and healthcare supports for children who may be eligible for Arizona Early Intervention Program (AzEIP), Division of Developmental Disabilities (DDD), and Arizona Long Term Care Systems (ALTCS). It is recommended that a DDD referral is submitted before or at the same time as an ALTCS application to help support a smoother process.

### AzEIP

The Arizona Early Intervention Program (AzEIP) provides home-based services for families of children, birth to three, who have a developmental delay or disability. No out of pocket cost for families. For a child to be identified as eligible for AzEIP the child must be a resident of Arizona and have a significant developmental delay or an established condition that has a high probability of resulting in a developmental delay. AzEIP will determine eligibility and create an Individualized Family Service Plan (IFSP) within **45 days** of receipt of referral.



### Ways to Apply for AzEIP

- AzEIP Website - [des.az.gov/azeip](https://des.az.gov/azeip).
- Online portal- [azeip.azdes.gov/AzEIP/AzeipRef/Forms/Categories.aspx](https://azeip.azdes.gov/AzEIP/AzeipRef/Forms/Categories.aspx).
- Referral Phone: (888) 592-0140
- Fax: (602) 357-1978

Parents may consent to have their information shared by signing the Consent to Share Early Intervention Records and Release of Information. These consents and any supporting documentation can be sent using encrypted email to [AzEIP.Info@encirclefamilies.org](mailto:AzEIP.Info@encirclefamilies.org). Consent forms assist the referral source with following up on the results of the referral and eligibility decision.



After an AzEIP referral has been submitted, the parent should be contacted by a Service Coordinator within 2 days of the referral to begin the eligibility process. Check the status of a referral:

- Email: [AzEIP@azdes.gov](mailto:AzEIP@azdes.gov)
- Call: (602) 532-9960



### Process

AzEIP Service Providing Agency determines eligibility by reviewing medical records and/or by completing a developmental evaluation.



#### Eligible

If eligible, the Service Coordinator will assist the family with an application with the Division of Developmental Disabilities (DDD).



#### Eligible

If eligible for DDD, the Service Coordinator may change to Support Coordination depending upon the child's health insurance.



#### Denied

If not AzEIP eligible, the Service Coordinator supports the family with identifying other community resources.

# DDD

The AZ Department of Economic Security's Division of Developmental Disabilities (DDD) Provides services to eligible people with autism, cerebral palsy, epilepsy, cognitive disability, down syndrome or at-risk. For individuals who qualify for AZ Long Term Care system (ALTCS), DDD coordinates & contracts with providers for acute & long-term care services. For people with a qualifying diagnosis but don't meet ALTCS functional levels, DDD coordinates community resources – but doesn't provide services.



## DDD Application

1. Under 3 refer to AzEIP process.
2. Over 3 visit: [des.az.gov/services/disabilities/developmental-disabilities/determine-eligibility](https://des.az.gov/services/disabilities/developmental-disabilities/determine-eligibility) and complete the checklist and completed signed application.



## Process

- Under 3 - 30 days / Over 3 - 60 days.
- Application is submitted then assigned to an Eligibility Specialist by 60 days.
- Review docs and make a decision. Complete ALTCS screening tool and send referral if indicated.



### Eligible

Under 3 assigned a Support Coordinator. AzEIP team, DDD and family will work together to coordinate supports and resources for child/family. Over 3 assigned a Support Coordinator.



### Denied

Under 3, if AzEIP eligible you will continue with your current service. If you do not agree with this decision you can appeal by contacting the Office of Administrative Review no later than **30 days** from the date of notice. For additional information contact DDD Office of Compliance and review. Telephone: (602) 771-8163. Email: [DDDOfficeofCompliance@azdes.gov](mailto:DDDOfficeofCompliance@azdes.gov)



## Next Steps

Assigned Support Coordinator will reach out for next steps and to coordinate resources. For additional information please contact customer service (844) 770-9500 option 1.

# ALTCS

ALTCS is Arizona's Medicaid long-term care program. It provides services at little or no cost, to financially and medically eligible Arizona residents who are aged, blind, disabled, or have a developmental disability. The Arizona Health Care Cost Containment system (AHCCCS) determines financial & medical eligibility. ALTCS can not make a determination without AzEIP/DDD having a determination first.



## Ways to Apply for ALTCS

1. Online at [Healtharizonaplus.gov](https://Healtharizonaplus.gov)
2. Call (888) 621-6880
3. Email: [altcsregistration@azahcccs.gov](mailto:altcsregistration@azahcccs.gov)



## Process

- Financial - Child/applicant income only.
- Medical - Medical records.
- Interview and ask questions.



## Next Steps



### If Eligible

AzEIP and DDD will work together to coordinate services for your child and family. A health plan is assigned automatically. You have **30 days** to change plans if needed.

1-844-770-9500 ext 7.



### If Denied

If you do not agree with this decision, appeal within **60 days** of the denial by contacting (602) 417-4232 to request necessary forms or file an appeal orally.



If not eligible for DDD but Eligible for ALTCS the EPD (Elderly/Physically Disabled Program) Program will coordinate benefits and services.