



**To:**  
Service Providing  
Agencies and Data  
Managers



**Date:**  
July 1, 2026



**Subject:**  
Requests for Data  
Corrections

## Arizona Early Intervention Program Technical Assistance Bulletin

### Infant-Toddler Electronic Administration and Monitoring System (I-TEAMS)

Data entered into I-TEAMS, the primary DES data system used by the Arizona Early Intervention Program (AzEIP), for recording early intervention information, is used in a variety of ways including the following:

- Monitoring of services and activities and enforcing legal requirements provided to children referred for early intervention services;
- Analysis of data patterns and trends;
- Identifying technical assistance and Planning improvement activities for compliance, functional outcomes and results for infants and toddlers;
- Ensuring appropriate use of funds and timely payments to providers;
- Ensuring state policies and procedures are followed regarding early intervention services;
- Annual reporting to the Office of Special Education Programs (OSEP) within the State Performance Plan/Annual Performance Report (SPP/APR) and Section 618 data collections; and
- Ongoing reporting to stakeholders and the general public.

#### Purpose

To support Service Providing Agencies and their service coordinators in making corrections within I-TEAMS to ensure timely, accurate, and complete data.



## Data Responsibilities

Service Providing Agencies, Data Managers and staff are responsible for:

- Referring to the documentation from the activity when entering data into I-TEAMS;
- Reviewing data already in I-TEAMS for accuracy prior to entering new information;
- Entering data into I-TEAMS within ten (10) calendar days of the activity;
- Ensuring data is accurate and complete;
- Regularly reviewing reports and data for accuracy and anomalies;
  - Complex or nuanced situations;
  - Untimely entered data;
  - Missing data; and
  - Inaccurate data.
- Verifying the accuracy of the compliance decision and the responsible agency on the:
  - 45-Day Timeline Report; and
  - Transition Compliance Report;
- Reporting any issues with data entry to the AzEIP Helpdesk; and
- Annually certifying that all data for the fiscal year has been entered accurately and completely.

## Ongoing Data Corrections

- A Service Providing Agency staff including its practitioners should use all available tools to regularly review the data entered in I-TEAMS is entered accurately, timely, and completely including *My Reports* in I-TEAMS and Data Studio dashboards..
- Service Providing Agencies are encouraged to review their data at least once a month rather than waiting until the end of the monitoring period.
- When AzEIP staff, a Service Providing Agency, or a practitioner identifies inaccurate data within I-TEAMS, a data correction must be completed.
- A data correction refers to the correction of inaccurate or incomplete data within I-TEAMS.
- A data correction should be made as soon as possible after discovery.
- In many cases, the service coordinator and/or Service Providing Agency can correct the data themselves.
- If the Service Providing Agency and/or service coordinator is unable to correct the data, they may submit a request for a data correction by notifying the I-TEAMS Help Desk.



## Submitting Program Data Corrections

Each year, Service Providing Agencies receive a monitoring data package that includes data used for monitoring with federal indicators, related requirements, and state identified priorities.

- Monitoring data packages identify potentially noncompliant records.
- Each record that may affect an agency's compliance will be accessible within their data package.
- Service Providing Agencies are responsible for reviewing their data package for accuracy and completeness of data prior to certifying their data.
- If the Service Providing Agency identifies missing, incomplete, or incorrect data, they should complete a request for data correction by:
  - First attempting to correct the data in I-TEAMS;
  - *If unable to correct, the agency must*
    - *Open their Monitoring Data Package;*
    - *View the Reference Tab to locate the link to the Requests for Data Correction Google Form; and*
    - *Submit a request to correct the missing or incomplete data.*
- Required information to submit a request for data correction includes:
  - Ticket type
  - Email address of the person submitting the ticket
  - Existing ticket number, if applicable
  - I-TEAMS ID of the child
  - Indicator impacted by the data
  - Type of support needed for the data correction
  - Identification of all agencies assigned to the child
  - Identification of the Team Based Early Intervention contractor(s) and region(s)
  - Root cause of the data correction
  - Requested correction
  - Indicate whether or not the data has been updated in I-TEAMS
  - Any additional information AzEIP needs to know to process the request
  - Supporting documentation, if applicable

## Request for Program Data Correction Processing

- Upon successfully submitting a ticket, the request will populate on the *Requests for Data Correction* tab of the agency's Monitoring Data Package.
- Requests for Data Correction are viewable by all agencies that may be affected by a data correction even if they did not submit the request.
- Agencies may view the status of their request under "Status of Data Corrections".
  - Pending - Request received, the request is in the review process.
  - Accepted - After a review of data, AzEIP has approved the request for data correction.
  - Denied - After a review of data, AzEIP has denied the request for data correction.
- A notification will be emailed to the individual who submitted the request after it has been processed.

## Annual Program Data Certification

At the end of the fiscal year, Service Providing Agencies are responsible for certifying that their data has been completely and accurately entered into I-TEAMS. After the certification, AzEIP pulls final reports to analyze each program's performance in preparation for the following:

- Issuing findings of noncompliance for federal indicators, related requirements, and state-identified priorities;
- Calculating Service Providing Agencies' annual determinations in meeting the requirements of IDEA Part C;
- Public reporting of the Service Providing Agencies' performance compared to the targets; and
- Reporting to OSEP for the:
  - SPP/APR; and
  - Section 618 Child Count and Exit Report.

AzEIP holds Service Providing Agencies' accountable for incomplete, inaccurate, or untimely entered data.

To ensure accountability and accurate reporting of data, AzEIP has implemented the following measures:

- All data corrections must be submitted prior to Service Providing Agencies certifying their data.
- All Service Providing Agencies must certify their data is entered accurately and completely by the annual timeline established by AzEIP.
- When making compliance decisions, AzEIP will not consider any further changes or entries in I-TEAMS after the program certifies their data and AzEIP pulls the final report.



1789 West Jefferson Street Phoenix, Arizona 85007 (602) 532-9960