ARIZONA DEPARTMENT OF ECONOMIC SECURITY
Arizona Early Intervention Program (AzEIP)

INDICATOR 1: TIMELY PROVISION OF SERVICES
CHILD FILE REVIEW FORM AND GUIDANCE

Child's Name: _____   DOB: _____   I-TEAMS ID: _____

Service Providing Agency (SPA): _____   Region: _____

Service Coordinator: _____   Name of Person Completing File Review: _____   File Review Date: _____

IFSP Type: _____   IFSP Date: _____

Indicator 1: Infants and toddlers and their families receive all services on their IFSP in a timely manner.

Compliance Requirements

1. Service Providing Agency has reviewed all documentation and determined that this record meets IDEA Part C and AzEIP compliance requirements.

2. Informed Written Consent was provided by the family prior to the Actual Start Date.

3. All services began on or before the Planned Start Date (PSD) as listed on the IFSP.

IFSP Service	Planned Start Date	Actual Start Date	Timely	If service was not timely, provide delay reason from Contact Log	Family Delay Verified by SPA

See page 4 for EOE/ADA disclosures

4. SPA has reviewed the data entry and confirmed that I-TEAMS matches documentation as indicated below:

I-TEAMS IFSP Information Page	Matches	Documentation
IFSP Date		IFSP Date on the IFSP Services Page
Planned Start Date		Planned start date on the IFSP Services Page
Planned Start Date		Planned start date on the IFSP Services Page
Planned Start Date		Planned start date on the IFSP Services Page
Planned Start Date		Planned start date on the IFSP Services Page
I-TEAMS Service Delivery Page	**Matches**	**Documentation**
Date of service		Date of session on the Provider Contact Log
Date of service		Date of session on the Provider Contact Log
Date of service		Date of session on the Provider Contact Log
Date of service		Date of session on the Provider Contact Log

Timely Provision of Services Documentation
It is the submitter's responsibility to confirm that all possible documentation to support compliance has been submitted through the Google Form for verification.

5. Required Documentation	**6. Supporting Documentation** *(upload **all** documents that support compliance)*
IFSP signed by the parent	Team Meeting Notes
Provider Contact Log(s)	No Contact Letter
SC Contact Log(s)	Incident Report
	Any Written Correspondence

AzEIP Policy and Procedure Guidance

- Indicator 1 Timely Service Delivery: Percent of infants and toddlers with IFSPs who receive the early intervention services on their IFSPs in a timely manner **(AzEIP Policy 2.14)**.
- The IFSP Process and the services needed and received by a child who is eligible for AzEIP and the child's family will reflect cooperation, coordination, and collaboration among all agencies providing early intervention services. **(AzEIP Policy 3.8.3)**
- The contents of the IFSP must be fully explained to the family and informed written consent from the parent must be obtained prior to the provision of early intervention services described in the plan. If the parents do not provide consent with respect to a particular early intervention service or withdraw consent after first providing it, that service may not be provided. The early intervention services determined by the IFSP team, written on the IFSP and to which parental consent is obtained must be provided **(AzEIP Policy 3.8.13)**.
- Every child record must contain a contact log that is maintained at all times by each early intervention service provider providing services to that child and family and at minimum contains:
  - the name(s) of the early intervention provider (SC's and core team members) and their role and credentials
  - detailed description of the activity
  - time in and time out (or start and end times) of each activity
  - total hours worked
  - parent signature or initials when applicable
  - all communication attempts (successful and unsuccessful) **(AzEIP Policy 3.13.1)**
- All services identified in a child's IFSP must be initiated on or before the planned start date **(AzEIP Policy 3.9.9)**
- Each EIP ensures that:
  - Electronic data for each eligible infant or toddler and his/her family are accurate and contained in a record
  - All required data, including new demographic, evaluation, service, and/or other required information, are entered in the ADES data system(s) within ten (10) calendar days of the activity or event
  - A written process is in place to follow-up and/or track when data is submitted or entered late; and
  - All information contained in a child's file, including data on the IFSP and other required forms, are accurate and updated timely. **(AzEIP Policy 2.4.8.A.-D.)**
- All home visits conducted by IFSP team members must be documented using a home visiting log, signed by the family. When the home visit is an ongoing IFSP service; the team member shall include the IFSP outcomes and the appropriate elements of coaching used during the session, including the joint plan made by the team member(s) and the family at the end of the session **(AzEIP Policy 3.13.2)**
- The Service Coordinator or designee will input data into the ADES data system(s) in the following general categories: IFSP information; Services authorized by the IFSP with expected start and end dates; Service Delivery; Services received by the family with dates. **(AzEIP Policy 2.4.10. E-F)**
- The Service Coordinator is responsible for ensuring that all early intervention services on the family's IFSP are timely. **(AzEIP Policy 3.9.6)**
- To be considered timely, each service identified on the IFSP must have a planned start date that is on or before 30 days from the date the family consents to the service (i.e., signs the IFSP). Only a parent can request for a service to have a planned start date greater than 30 days from the date of the IFSP. Justification for the start date must be documented on the IFSP. **(AzEIP Policy 3.9.7)**
- Each early intervention service must be provided in accordance with the IFSP planned start date, which should be as soon as possible after the IFSP meeting where the parent consents to the service, and in a manner that best supports the IFSP outcome and recognizes the family's priorities and schedules. **(AzEIP Policy 3.10.8)**
- All home visits conducted by IFSP team members must be documented using a home visiting log, signed by the family. When the home visit is an ongoing IFSP service; the team member shall include the IFSP outcomes and the appropriate elements of coaching used during the session, including the joint plan made by the team member(s) and the family at the end of the session. **(AzEIP Policy 3.13.2)**
- The IFSP team determines the Planned Start Date (PSD) of each service, considering the family's priorities and availability, and documents the date(s) on the

IFSP Services page. The PSD should be as soon as possible after the IFSP and, unless the provider will be conducting a separate service visit after the initial IFSP meeting concludes, should not be the date of the IFSP meeting. **(AzEIP Procedure 3.9.12)**

- After the initial IFSP is completed, the service coordinator ensures that the child and family receive the early intervention services identified on the IFSP by the planned start date (PSD). **(AzEIP Procedure 3.10.1)**
- The service coordinator documents the actual start date (ASD) of each early intervention service in the child's record, including any delays and the reasons for delays of service(s) starting timely. **(AzEIP Procedure 3.10.2)**
- If a child is exiting due to being unable to contact the parent, the service coordinator must ensure:
  - Prior to exit at least three (3) attempts to contact the family occur over the course of three (3) weeks at different times of day, including evenings, and that each contact attempt has been documented in a contact log. The last contact attempt must be made in writing using the PWN form. The family must be given at least 30 days to respond before exiting the record, so a proposed exit date 30 days from the PWN date must be included in the Description of action(s) section of the PWN.
  - If the family contacts the EIP at any point prior to the record being exited, but does not follow through after making that contact, the service coordinator must begin the exit process again
  - Case closure procedures are coordinated with ASDB prior to the child's exit if the child is enrolled in ASDB;
  - Case closure procedures are coordinated with DDD prior to the child's exit if the child is enrolled in DDD. **(AzEIP Procedure 3.15.3.D)**
- For all children exiting AzEIP for any reason, the service coordinator ensures the child's record is up to date including the following steps:
  - The child record is up to date including all progress notes, home visit logs and all information required for the child record.
  - The electronic record must have current data and is exited in the AzEIP data system no later than ten (10) calendar days from the date on the PWN. **(AzEIP Procedure 3.15.3.E.4)**

Additional Guidance

- IDEA Part C 303.344(f) Content of an IFSP
- IDEA Part C 303.342(e) Procedures for IFSP development, review, and evaluation
- Delay Reasons: Indicator 1,7,8
- Family Delay AzEIP Programmatic Meeting - August 2023
- Informed Written Consent on the Individualized Family Service Plan (IFSP) Technical Assistance Bulletin - 12/01/2023
- Updated AzEIP Early Intervention Contact Log (GCI-1094A) and Policy Reminders Technical Assistance Bulletin - 11/30/2023

Acronym List

ADES: Arizona Department of Economic Security
ASDB: Arizona State Schools for the Deaf and the Blind
AzEIP: Arizona Early Intervention Program
DDD: Division of Developmental Disabilities
DOB: Date of Birth
DSI: Developmental Special Instructionist

IDEA: Individuals with Disabilities Education Act
IFSP: Individualized Family Service Plan
I-TEAMS: Infant - Toddler Electronic Administration & Monitoring System
SC: Service Coordinator
SPA: Service Providing Agency
PWN: Prior Written Notice