

CHILD FILE REVIEW FORM: INDICATOR 7 45-DAY TIMELINE (GUIDANCE)

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

Service Coordinator: _____ Region: _____ Service Providing Agency: _____

File Review Completed by: _____ File Review Date: _____

Referral Date: _____ 45th Day: _____

Initial Visit Date: _____ Eligibility Date: _____ Initial IFSP Date: _____

Indicator 7: Eligible infants and toddlers receive evaluation, assessment, and an initial IFSP within 45 days from the date of referral.

FORMS	GUIDANCE
Prior Written Notice (Eligibility) (GCI-1050B)	Based on the evaluation the service coordinator: <ul style="list-style-type: none"> • provides the family a copy of the Developmental Evaluation Report, • the PWN, and the Child and Family Rights in the Arizona Early Intervention Program (AzEIP) booklet, and explains the reasons for the determination within ten (10) business days from the date of the evaluation (2022 AzEIP Procedure Manual 3.7.4-5)
Initial IFSP (GCI-1021A)	The initial IFSP shall be developed within 45 days of referral to AzEIP. If exceptional circumstances make it impossible to complete the initial IFSP within 45 days of referral, the service coordinator shall document the reason for delay in the child's record and enter it into the ADES data system(s). (2022 AzEIP Policy Manual 3.8.3-4)

RELATED REQUIREMENTS	GUIDANCE
Did the Initial IFSP meeting occur within 45 days from the date of referral as required by §34CFR303.310(a)?	<ul style="list-style-type: none"> • Except as provided in paragraph (b) of this section, any screening under §303.320 (if the State has adopted a policy and elects, and the parent consents, to conduct a screening of a child); the initial evaluation and the initial assessments of the child and family under §303.321; and the initial IFSP meeting under §303.342 must be completed within 45 days from the date the lead agency or EIS provider receives the referral of the child. Subject to paragraph (c) of this section, the 45-day timeline described in paragraph (a) of this section does not apply for any period when— <ul style="list-style-type: none"> ◦ The child or parent is unavailable to complete the screening (if applicable), the initial evaluation, the initial assessments of the child and family, or the initial IFSP meeting due to exceptional family circumstances that are documented in the child's early intervention records; or ◦ The parent has not provided consent for the screening (if applicable), the initial evaluation, or the initial assessment of the child, despite documented, repeated attempts by the lead agency or EIS provider to obtain parental consent. • The lead agency must develop procedures to ensure that in the event the circumstances described in (b)(1) or (b)(2) of this section exist, the lead agency or EIS provider must— <ul style="list-style-type: none"> ◦ Document in the child's early intervention records the exceptional family circumstances or repeated attempts by the lead agency or EIS provider to obtain parental consent;

	<ul style="list-style-type: none"> ◦ Complete the screening (if applicable), the initial evaluation, the initial assessments (of the child and family), and the initial IFSP meeting as soon as possible after the documented exceptional family circumstances described in paragraph (b)(1) of this section no longer exist or parental consent is obtained for the screening (if applicable), the initial evaluation, and the initial assessment of the child; and ◦ Develop and implement an interim IFSP, to the extent appropriate and consistent with §303.345. • The initial family assessment must be conducted within the 45-day timeline in paragraph (a) of this section if the parent concurs and even if other family members are unavailable. (IDEA Part C 34CFR303.310)
--	--

RELATED REQUIREMENTS	GUIDANCE (CONTINUED)
-----------------------------	-----------------------------

<p>Does data in I-TEAMS match data on paperwork (PWN date, IFSP date, Child File Review Form,etc.)?</p>	<ul style="list-style-type: none"> • Each EIP ensures that 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. (2022 AzEIP Policy Manual 2.4.10.B) • Each EIP ensures that: <ul style="list-style-type: none"> ◦ 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 State forms are accurate and updated timely. (2022 AzEIP Policy Manual 2.4.10)
<p>If IFSP was not completed timely, provide a description detailing what occurred including what steps the team took to meet the timelines. All steps should be documented in the submitted documentation.,</p>	<ul style="list-style-type: none"> • The 45-day timeline does not apply when: A. B. 3.2 the child or parent is unavailable to complete the screening, initial evaluation or assessment, or the initial IFSP meeting due to exceptional family circumstances that are documented in the child's early intervention records; or the parent has not provided consent to screen, evaluate or assess the child, despite documented, repeated attempts by the EIP to obtain parental consent. (2022 AzEIP Policy Manual 3.1.3)