AzEIP Programmatic Meeting - Eligibility
June 25, 2024
Updated July 31, 2024

Purpose of Today's Presentation

To ensure all Service Providing Agencies, Service Coordinators and Early Intervention Providers have a thorough understanding of the AzEIP Eligibility Process including:

- AzEIP Eligibility Criteria
- Record Review
- Developmental Evaluation
- Eligibility Prior Written Notice and Consents
- Supporting Families When Not Eligible for AzEIP
- Actions Taken When Child is Identified as Eligible
- ASDB Eligibility
- DDD Eligibility

45 Day Timeline

The Initial Planning Process (IPP) must be completed by the AzEIP service providing agencies within 45 days from the date a referral is received by the AzEIP central referral agency or an AzEIP service providing agency.

When scheduling eligibility activities, the team should schedule with enough time for the team to complete the Child and Family Assessment and the Initial Individualized Family Service Plan within 45 days of the referral date.

If the team encounters an exceptional family circumstance, they should identify options on how to meet timelines or proceed once the family circumstance has been resolved.

Please refer to Family Delay AzEIP Programmatic Meeting - August 2023 for additional information.

AzEIP Eligibility Criteria

AzEIP Eligibility Criteria is defined as an infant or toddler between birth to 36 months of age who has one of the following:

- <u>An established condition</u> that has a high probability of resulting in a developmental delay

- <u>A significant developmental delay</u> in one or more developmental domains

Established Condition

An Established Condition is defined as a diagnosed physical or mental condition that has a high probability of resulting in a significant developmental delay.

- The list of established conditions provided in the AzEIP policy manual are examples and **not an exhaustive list**
- AzEIP Service Providing Agencies utilize their clinical expertise in determining when an infant or toddler's physical or mental condition has a high probability of resulting in a developmental delay

Please refer to the AzEIP Eligibility Criteria for Established Conditions Technical Assistance Bulletin - 11/29/2023 for additional information

Significant Developmental Delay

A significant developmental delay is defined as an infant or toddler who demonstrates at least two (2) standard deviations (approximately 50%) below the mean in one or more of the following developmental areas:

1. physical: fine motor, gross motor, and sensory which includes vision and hearing
2. cognitive
3. language/communication (composite score)
4. social or emotional
5. adaptive (self-help)

Record Review

Review of Records Eligibility

A child may be determined eligible for AzEIP by a review of medical and/or developmental or other records documenting that the child has:

- an established medical condition OR
- a significant (50 percent) developmental delay in one or more developmental domains

Team members who may complete a record review:

- Developmental Special Instructionist, Occupational Therapist, Physical Therapist, Speech Therapist, Social Worker, Psychologist, Teacher of the Visually Impaired, or Teacher of the Deaf/Hard of Hearing

Completing a Record Review

- The Service Coordinator sends a copy of the child's medical and/or developmental or other records to the core team member who will be completing the record review.
  - If reviewing records for significant developmental delay, the team member must be of the <u>same discipline</u> as the professional who identified the delay in the records
- The assigned core team member:
  - Reviews the records
  - Completes the Record Review Report
  - Sends the completed Record Review Report to the Service Coordinator
- The Record Review Report should be completed as soon as possible once assigned to the core team member.

After the Record Review is Completed

- Within ten (10) days from the completion of the Record Review Report, the Service Coordinator provides and explains to the family the:
  - Record Review Report, including the reason for the eligibility determination
  - Prior Written Notice of the eligibility decision
- The Service Coordinator documents in their contact log the conversation with the family and that the Record Review Report and Prior Written Notice were provided to the family.
- The Prior Written Notice identifies description of action and reason for action.

Please refer to the Record Review Report/Prior Written Notice Technical Assistance Bulletin - 03/27/2024 for additional information

Tips and Tricks from SPAs for Obtaining Medical Records and Documents

What strategies, tips or tricks do you use to obtain medical records and documents?

- Sometimes families have access to them in paper form or through their medical portal
- Ask the parent first if they have any documents in possession or if they have access to patient portal
- I request medical records from the moment I get the referral. If I haven't received it, I request it again after my initial meeting with the parent
- SC sends in requests - they also scan if in the home and parents have copies

Evaluation

Evaluations

With a parent's written consent, an evaluation is conducted by a multidisciplinary evaluation team to determine AzEIP Eligibility when:

- There are no available medical records or other records indicating the child has a significant delay (50% delay) in a developmental domain
- The child does not have an established condition
- The screening identifies that the child is suspected of having a delay
- The parent has requested an evaluation

Multidisciplinary Evaluations

- Conducted by two (2) qualified individuals of different disciplines
- Evaluators must be trained to use appropriate methods and procedures to evaluate children birth to 36 months
- Multiple procedures are utilized to determine eligibility
- All developmental domains are evaluated

Evaluation Eligibility

A child may be determined to meet AzEIP eligibility criteria if one of the following is established through evaluation:

- Child has a significant (50%) developmental delay in one or more of the developmental domains
- Multidisciplinary evaluation team identifies through their use of informed clinical opinion (ICO) that the child has a significant delay that was not identified through the evaluation protocol

Informed Clinical Opinion

The team utilizes informed clinical opinion to determine a child meets AzEIP eligibility criteria when the child is identified as having a significant developmental delay in one or more developmental domains that has not been identified by the evaluation instrument.

The Developmental Evaluation Report and the Prior Written Notice must fully describe the developmental domain identified as being significantly delayed and provide a thorough explanation of the team's reason for their decision.

Consent for Evaluation - Prior Written Notice

- Prior to completing the evaluation, the Service Coordinator:
  - Explains what is involved in the evaluation process
  - Describes steps taken after eligibility has been determined
  - Reviews the family's dispute resolution rights
  - Obtains the family's written consent on the Consent For Evaluation - Prior Written Notice (GCI-1038B)
  - Provides a copy of the consent to the family serving as prior written notice of intent to evaluate
- After obtaining the parent's written consent for evaluation, the Service Coordinator:
  - Updates the I-TEAMS Eligibility Page within ten (10) days of the date the Consent for Evaluation - Prior Written Notice was signed
  - Retains a copy of the Consent for Evaluation- Prior Written Notice in the child's file

Scheduling the Evaluation

- The Evaluation Team offers the family multiple dates and times to ensure the date chosen is convenient for the family.

- The Evaluation Team schedules the evaluation:
  - With enough time to complete a thorough and complete evaluation
  - In a setting the child is familiar and comfortable with
  - To occur when the child is awake and alert
  - When possible around an activity or routine that the family seeks support with family-identified priorities
  - With enough notice for all family identified participants to be present

- The Evaluation should be scheduled to occur in person unless the family requests otherwise.

Tips and Tricks from the field

What are some tips and tricks that you or your agency utilize to ensure the evaluation is scheduled as soon as possible so that timelines can be met?

- Add it to Team Meeting agenda to discuss within 15 days before 45th day

- SCs ask the families for days/times that are best for them to let staff know what the family is looking for with times

- We work around the parent's schedule and their availability

- Eval team will call SC at the eval if eligible to schedule IFSP

- Get IFSP availability when the Developmental Evaluation or Record Review is completed
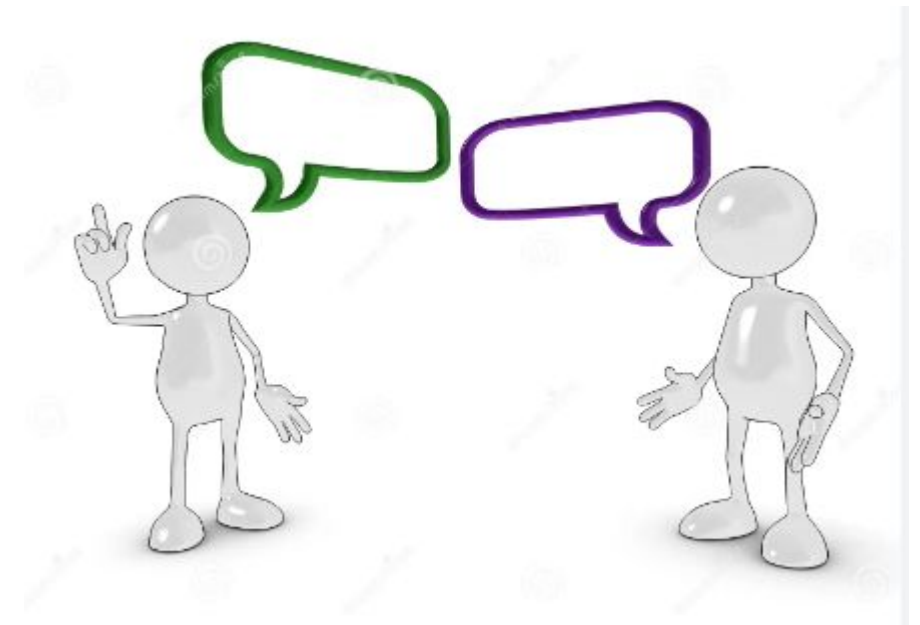
Culturally and Linguistically Appropriate

- Evaluations are conducted in:
  - The language and the literacy level of the family
  - A manner so as not to be racially or culturally discriminatory
- Evaluators should:
  - Recognize and reflect on the influence of their own culture in their approach to observation and evaluation
  - Consider culture, language, and context when interpreting observations and evaluations

Parents as Part of the Evaluation Team

Parents/Caregivers:

- Are an integral part of the Evaluation Team
- Know their child best
- Provide background information
- Interact with their child to assist in identifying skills
- Confirm if the information gathered is representative of their child's skills

Parts of an Evaluation

- Review of Records
- Interview / Parent Report
- Observation
- Interaction and Play-Based Measures
- Using Protocols
- Documenting Results

Evaluation - Review of Records

- Medical and developmental records may provide additional details about the child's birth history, development, medical conditions and diagnoses.
- The evaluation team uses the information from their review of medical and developmental records to assist in the evaluation.

Evaluation - Interview/Parent Report

The Evaluation Team:

- Discusses with the family:
  - The evaluation process, including protocols used
  - How information will be gathered
  - How they can assist with the evaluation
- Asks the family:
  - To elaborate on the concerns shared about their child's development
  - Open-ended questions to build on information shared by the Service Coordinator from the Initial Visit
  - About the child's behaviors and skills within their daily routines and activities

Evaluation - Observation

Observation during evaluation allows the team to:

- Learn what the child knows and can do
- See how the child uses language, communicates with others, and thinks
- Assess interactions and social skills in the child's natural environment
- Identify the child's strengths
- Pinpoint areas of concern

Team members:

- Take advantage of spontaneous conversations and interactions
- Create activities for the child to participate in
- Ask reflective questions of the family (e.g., How does this compare to how she typically eats, plays, sleeps, etc.? How does he let you know what he wants?)

Evaluation - Interaction and Play-Based Measures

Importance of using Interaction and Play-Based Measures during evaluation:

- Allows for authentic assessment of the child
- Children naturally apply skills, abilities, knowledge and understanding
- When a child is comfortable they can display skills needed to complete the evaluation
- The evaluator can obtain a rich understanding of what the child knows, understands and can do
- Cognitive, Communication, Physical, Social Emotional, and Adaptive Skills can be assessed
- Child will engage when it's an activity he is interested in

Evaluation - Using Protocols

- Evaluation must include the use of an AzEIP-approved global evaluation instrument/tool that covers the five areas of development
- An AzEIP-approved discipline specific tool may also be used to evaluate a specific developmental domain
- Evaluation Protocols are used to obtain standardized scores to determine the child's skill level in each of the domains
- Evaluation instruments must be administered in the language typically used by the child and family
- A copy of the completed Evaluation Protocol should be stored within the child record

Evaluating Very Young Children

- Evaluation instruments/tools may not adequately capture the abilities and delays of a very young child
- Evaluation teams may need to place their focus on parent interview, observation and review of records and documents
- If the evaluation team observes a significant developmental delay that is not reflected in the evaluation protocol, Informed Clinical Opinion (ICO) should be used to determine the child eligible

Developmental Evaluation Report

The multidisciplinary evaluation team documents the global evaluation on the [Developmental Evaluation Report (DER)](#) (GCI-1043A).

All sections of the Developmental Evaluation Report must be completed.

The Multidisciplinary Evaluation Team records in the summary section the child's:

- Birth, medical, developmental history
- Medical records information
- Observations and Interactions
- Parent/Caregiver report
- Objective description of child's actions displayed during completion of the evaluation instrument

Explaining Evaluation Results to Family

Within ten (10) days from the completion of the Multidisciplinary Developmental Evaluation, the Service Coordinator:

- Provides and explains the Developmental Evaluation Report to the family including the reason for the eligibility determination
- Provides and explains to the family the Prior Written Notice of the eligibility decision

The Service Coordinator documents in their contact log the conversation with the family and that the Developmental Evaluation Report and Prior Written Notice were provided to the family.

AzEIP Eligibility Determination

Prior Written Notice

Prior to determining the child's eligibility for AzEIP, the family must receive Prior Written Notice of the team's decision.

The Prior Written Notice must be detailed enough to provide the family with:

- The eligibility decision
- Description of the action
- Reason for the action
- Procedural safeguards available, including dispute resolution options

If the child meets AzEIP eligibility criteria, AzEIP highly recommends that the Service Coordinator identifies the date they propose to make the child eligible for AzEIP within the Prior Written Notice.

The Prior Written Notice must be both written in the language of the family and understandable to the family.

Prior Written Notice Example

Description of action(s): Example: Abby Cadabby, will be identified as eligible for AZEIP on 06/24/2024 after the completion of a global developmental evaluation.

Reason for the action(s): Example: The developmental evaluation was completed using the DAYC-2, review of records, observation, and parent report. The team identified through the use of all tools that the child has a significant developmental delay in the areas of communication and cognitive development as well as a moderate delay in social development.

Prior Written Notice GCI-1050A Example

GCI-1050A FORFF (5-24)　　ARIZONA DEPARTMENT OF ECONOMIC SECURITY　　Page 1 of 2
Arizona Early Intervention Program (AzEIP)

PRIOR WRITTEN NOTICE

Parent(s) Name: _____

Child's Name: _____

Address (No., Street): _____

City _____ State _____ ZIP Code _____

As the parents of a child who is involved with the Arizona Early Intervention Program, you have protections under the Individuals with Disabilities Education Act. These protections are found in the AzEIP booklet, which is provided to you with this notice. Prior written notice is one such protection. It means that we will let you know ahead of time about certain changes that we want to make and give you the chance to say "yes" or "no" to those changes. The following is the change(s) that is being proposed/refused and the reason(s) for the change(s).

☑ Propose　☐ Refuse

☐ Evaluate to determine AzEIP eligibility. You have the right to request an evaluation anytime during the screening process

☑ Identify your child as eligible for AzEIP

☐ Initiate provision of early intervention services

☐ Change in provision of early intervention services

☐ Change (no longer eligible for AzEIP)

☐ Other (specify): _____

Description of action(s):

Abby Cadabby, will be identified as eligible for AZEIP on 06/24/2024 after the completion of a global developmental evaluation.

Reasons for the action(s):

The developmental evaluation was completed using the DAYC-2, review of records, observation, and parent report. The team identified through the use of all tools that the child has a significant developmental delay in the areas of communication and cognitive development as well as a moderate delay in social development.

See page 2 for EOE/ADA disclosures

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☐ The family has been informed of their rights and safeguards and received a written description of those rights and safeguards.

☑ The family has been informed of their rights and safeguards and has access to a written description of those rights and safeguards.

Notice was: ☐ handed or ☑ sent to the ☑ parent/responsible party　Date 06/21/2024

Please contact me as soon as possible if you have any questions about this action or your procedural safeguards.

Name: Service Coordinator

Program: AzEIP Contractor Name/Region　　Phone No.: (XXX) XXX-XXXX

Equal Opportunity Employer / Program • Auxiliary aids and services are available upon request to individuals with disabilities • TTY/TDD Services 7-1-1 • Disponible en español en línea o en la oficina local

Updating Eligibility Decision in I-TEAMS

- After the child's eligibility has been determined, the Service Coordinator updates the I-TEAMS Eligibility Page including:
  - AzEIP Eligibility Decision
  - AzEIP Eligibility Date
  - 45 Day Delay Reason (if eligibility is determined more than 45 days after referral date)
  - Date of Prior Written Notice Provided to Family

Updating Method of Eligibility Determination in I-TEAMS

If identified as Eligible for AzEIP, select **Established Condition** or **Developmental Delay**

- Established Condition
  - Eligibility Decision Based On:
    - Records
      - Select all Established Conditions that apply
      - If "Other Condition not Listed" is chosen, identify all established conditions in the text box
- Developmental Delay
  - Eligibility Decision Based On:
    - Records or Evaluation
      - Select All Developmental Delays that apply OR
      - Select Informed Clinical Opinion used to establish eligibility

Updating Method of Eligibility Determination in I-TEAMS (Chart)

If identified as Eligible for AzEIP, select: Established Condition or Developmental Delay

Established Condition	**Developmental Delay**
Eligibility Decision Based On **Records** • Select all Established Conditions that apply • If "Other Condition not Listed" is chosen, identify all established conditions in the text box	Eligibility Decision Based On **Records** or **Evaluation** • Select All Developmental Delays that apply OR • Select Informed Clinical Opinion used to establish eligibility

Updating Referral Source

The Service Coordinator should update the referral source with the results of the child's AzEIP eligibility determination if the family has provided consent to share with the referral source.

Due to the Uninterrupted Scholars Act, a Consent to Share is not required to share the eligibility results for children in the care of the Department of Child Safety (DCS) with the:

- DCS Case Manager or
- Mercy Care Department of Child Safety Comprehensive Health Plan (DCS CHP)

The Service Coordinator documents the notification of the eligibility decision discussion with the referral source in their contact log.

Child Does Not Meet AzEIP Eligibility Criteria

Does Not Meet AzEIP Eligibility Criteria

- The Service Coordinator explores with the family other community resources and activities to support their child.
- If a family does not agree with the AzEIP eligibility decision, the Service Coordinator must inform the family of their options to:
  - Initiate the dispute resolution process
  - Seek a second opinion outside of AzEIP, understanding that AzEIP is not responsible for costs the family incurs in seeking the second opinion
- Document in the Service Coordinator contact log:
  - The resources and activities explored with the family
  - All steps and activities completed during the eligibility process

Community Resources

If a child is determined to not meet AzEIP eligibility criteria, the Service Coordinator assists the family with exploring community resources and activities that can support their child's development including but not limited to:

- AzEIP Central Directory
- Early Head Start
- Childcare
- Child Resource Centers
- Library
- Playgroups

The Service Coordinator must document in their contact log how they supported the family with community resources and activities.

The Service Coordinator discusses with the family the option of utilizing their private and/or public insurance when not eligible for AzEIP.

If the family would like to utilize their health insurance, for:

Public Insurance: The Service Coordinator submits an AHCCCS Member Service Request for the child if the family consented for AzEIP to contact their health insurance on the Consent to Bill Health Insurance form.

Private Insurance: The Service Coordinator supports the family with steps they can take to share their child's Developmental Evaluation Report with their pediatrician and ask for referrals for therapy services.

GCI-1074A FORFF (7-20)	ARIZONA DEPARTMENT OF ECONOMIC SECURITY ARIZONA EARLY INTERVENTION PROGRAM (AZEIP) **AZEIP AHCCCS MEMBER SERVICE REQUEST FORM**			DATE 9/7/2023
AzEIP SERVICE COORDINATOR'S NAME ROSITA BIRD		PHONE NO. (480) 555-1212	FAX NO. (480) 555-1213	EMAIL ROSITA@SC.COM
AzEIP TBEIS CONTRACTOR AZEIP CONTRACTOR NAME AND REGION #		PHONE NO. (480) 555-1200	FAX NO. (480) 555-1210	EMAIL AZEIP_CONTRACTOR.COM

TYPE: ☐ Initial IFSP ☐ Six Month Review ☐ Annual IFSP ☐ Other/Addendum DATE: ▢

Child's Information

CHILD'S NAME		AHCCCS ID NO.	DATE OF BIRTH	EXPECTED MONTH/YEAR OF TRANSITION FROM AZEIP
ABBY CADABBY		A1234567	1/1/2023	▢
PARENTS'/GUARDIANS' NAME(S) MAGGIE CADABBY	PREFERRED LANGUAGE ENGLISH	AHCCCS HEALTH PLAN ABC HEALTH PLAN		PRIMARY CARE PHYSICIAN DR. KERMIT FROG
MAILING ADDRESS *(No., Street, City, State, ZIP)* 123 S WHIPPLE ST PHOENIX, AZ 85029	HOME PHONE NO. (480) 123-1234	WORK PHONE NO. ▢		CELL/MESSAGE PHONE NO. ▢

SEE ATTACHED: AzEIP Developmental Evaluation Report and results of the most recent evaluations and assessments and IFSP if applicable.

Expected outcomes (refer to IFSP as applicable):
NOT ELIGIBLE. She was evaluated and determined NOT ELIGIBLE for AzEIP. However, the child has a MODERATE DEVELOPMENTAL DELAY in the COMMUNICATION DOMAIN. Please see attached evaluation report to support identification of appropriate services through the health plan.

Dear Primary Care Physician: ~~The child identified above is eligible for AzEIP and the AzEIP Individualized Family Service Plan (IFSP) Team is recommending the EPSDT services identified below. Please review the documentation, indicate whether each requested service is medically necessary by checking "yes" in shaded box next to each service and return to the health plan MCH coordinator who will coordinate prior authorization for the services you deem medically necessary. If you feel the services are not medically necessary, or the child should not receive these services at this time, please explain below:~~
This child is NOT ELIGIBLE for AZEIP.

Example of an AHCCCS AMSR that could be submitted to the healthplan when the child is not eligible for AzEIP

Child Meets
AzEIP Eligibility Criteria

Meets AzEIP Eligibility Criteria

The Service Coordinator is responsible for:

- Discussing PEA Notification if the child is over the age of 2 years 6 months
- Discussing DDD Eligibility
- Providing the family with the Child and Family Assessment Guide for Families
- Obtaining the family's informed written consent on the Consent for Child Assessment
- Scheduling the Child and Family Assessment
- Scheduling the Initial Individualized Family Service Plan Meeting
- Documenting in their Service Coordinator contact log:
  - Family's decision to apply or not apply for DDD Eligibility
  - Family's decision on whether they would like to complete the Child and Family Assessment on the same day as the Initial IFSP
- Verifying all steps and activities completed during the eligibility process have been documented within their contact log
- Adding the child to the next team meeting agenda for discussion

PEA Notification

For all children nearing or older than 2 years 6 months at the time of the Initial Visit, the Service Coordinator discusses with the family:

- Transition
- Part B Eligibility and services
- Automatic notification to the Public Education Agency

If the child is 2.6 or older at the time of AzEIP eligibility, the SC sends the Public Education Agency (PEA) Notification Referral Form (GCI-1037A) to the School District and ADE within one business day of AzEIP eligibility determination unless the family has opted out of the notification in writing.

The SC updates the I-TEAMS Transition Page with the date the PEA Notification was sent to the School District and ADE or the date the family opted out in writing.

The SC ensures a copy of the email and PEA Notification are stored within the child's record.

DDD Eligibility

If a child is eligible for AzEIP and the family has consented to use their insurance or does not have insurance, the Service Coordinator discusses with the family about applying for DDD and completes the new AzEIP Cover Sheet for DDD Application for Eligibility Determination GCI-1154A.

- If the family declines to apply for DDD, the SC sends the Cover Sheet to DDD identifying the family's decision
- If the family consents to apply for DDD, the SC:
    - Completes the DDD Application with the family
    - Obtains the family's informed written consent on the DDD Application
    - Sends the Cover Sheet to DDD with the completed DDD application along with all required supporting documentation as soon as possible but no later than two (2) business days following the AzEIP eligibility determination and before the initial IFSP

Please refer to the [AzEIP Cover Sheet for DDD Application for Eligibility Determination Technical Assistance Bulletin](#) - 04/04/2024 for additional information

ASDB Eligibility

- The Teacher of the Visually Impaired (TVI) or Teacher of the Deaf/Hard of Hearing (TOD) determines ASDB eligibility and may determine AzEIP eligibility of a significant visual impairment or hearing difference.
- If a child is determined eligible for ASDB, ASDB is responsible for completing the Record Review Report form (GCI-1157B) and sending it to the Service Coordinator.
- If a child is determined not eligible for ASDB, the team proceeds with a multidisciplinary global evaluation.

Ongoing DDD and ASDB Eligibility Determination

If during implementation of the IFSP, the IFSP team determines that the child may be eligible for DDD and/or ASDB, the AzEIP Service Coordinator is responsible for coordinating the determination of eligibility with DDD and/or ASDB.

ALTCS Application

If the Service Coordinator and the Multidisciplinary Evaluation Team (MET) believe that the child may be eligible for the Arizona Long-Term Care System (ALTCS), the Service Coordinator will share information about ALTCS and the application process.

If the family is interested in ALTCS, the Service Coordinator supports the family in applying.

Documentation Completed During Eligibility

- Consent for Evaluation - Prior Written Notice ([GCI-1038B](#))
- Record Review Report ([GCI-1157A](#) or [GCI-1157B](#))
- Developmental Evaluation Report ([GCI-1043A](#))
- Evaluation Protocols
- Prior Written Notice ([GCI-1050A](#))
- AzEIP Cover Sheet DDD Application for Eligibility Determination ([GCI-1154A](#))
- Application for DDD Eligibility Determination (if applicable) ([DDD-1972A](#))
- Consent for Child Assessment ([GCI-1083](#))
- Child and Family Assessment Guide for Families ([GCI-1088A](#))
- Service Coordinator Contact Log
- Evaluation Team or Record Reviewer Contact Log

Topic Specific Reminders

- The AzEIP Policy Manual identifies examples of established conditions but the list is not exhaustive.
- If the evaluation team observes a significant developmental delay that is not reflected in the evaluation protocol, Informed Clinical Opinion (ICO) should be used to determine the child eligible.
- Every evaluation includes a review of available records, interview/parental report, observation, and the use of an evaluation instrument.
- Service Coordinators should share the results of AzEIP referrals with both the DCS Case Manager and Mercy Care Department of Child Safety Comprehensive Health Plan (Mercy Care DCS CHP) for children who are in the care of DCS. A Consent to Share is not required due to the Uninterrupted Scholars Act.

General Reminders

- The Service Coordinator is the facilitator at Transition Conferences and ensures the family is supported in learning about program options and having their questions answered.
- The Service Coordinator ensures the PEA Notification is sent to the school district and ADE in accordance with the [AzEIP Transition Timeline](#). The Service Coordinator must meet the transition timeline even if they have not discussed the notification with the family.
- The [Public Awareness Materials Order Form](#) is now available on the AzEIP Resources page of the AzEIP Website.
- Service Coordinators are to confirm I-TEAMS has pushed to FOCUS when submitting a DDD Eligibility Application.
- Service Coordinators should be regularly sharing IFSPs and status of services with both the DCS Case Manager and Mercy Care Department of Child Safety Comprehensive Health Plan (Mercy Care DCS CHP). The Uninterrupted Scholars Act allows for sharing without the need for a Consent to Share.

IDEA Part C Regulations

- IDEA Part C 303 - Early Intervention Program for Infants and Toddlers with Disabilities
- IDEA Part C 303.310 Post-Referral Timeline
- IDEA Part C 303.321 Evaluation of the child and assessment of the child and family
- IDEA Part C 303.400 Procedural Safeguards
- IDEA Part C 303.420 Parental Consent and Ability to Decline Services

Resources we would like to share

- [AzEIP Policy Manual](#)
  - 3.4 Eligibility Criteria
  - 3.5 Eligibility Determination
- [AzEIP Procedure Manual](#)
  - 3.6 Record Review
  - 3.7 Evaluation
- [AzEIP Billing Manual](#)
  - 5.4 Record Review
  - 5.5 Initial Eligibility
- [AzEIP Transition Timeline](#)

AzEIP Programmatic Presentations

- [Explaining Child and Family Rights and Dispute Resolution - March 2024](#)
- [Supporting Families with Infants in the Neonatal Intensive Care Unit AzEIP Programmatic Meeting - January 2024](#)
- [Autism Screenings AzEIP Programmatic Meeting - October 2023](#)
- [Family Delay AzEIP Programmatic Meeting - August 2023](#)
- [Service Coordination Services AzEIP Programmatic Meeting - June 2023](#)
- [Contact Logs AzEIP Programmatic Meeting - March 2023](#)
- [Consent to Bill Health Insurance Programmatic Meeting- February 2023](#)

AzEIP Technical Assistance Bulletins

- [Delay Reasons: Indicator 1, 7, 8](#)
- [Family Out of State for Extended Period of Time Technical Assistance Bulletin - 01/29/2024](#)
- [AzEIP Eligibility Criteria for Established Conditions Technical Assistance Bulletin - 11/29/2023](#)
- [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](#)
- [AzEIP Supplemental Technical Assistance IFSP Meetings and Obtaining Family Signatures - 12/22/2022](#)
- [Updated Consent to Bill Health Insurance form (GCI-1041A) Guidance 5/1/2023](#)

Evaluation Forms

- [Record Review Report GCI-1157A](#), [1157B](#)
- [Consent for Evaluation-Prior Written Notice GCI-1038B](#)
- [Developmental Evaluation Report GCI-1043A](#)
- [Prior Written Notice GCI-1050A](#)
- [AzEIP Cover Sheet DDD Application for Eligibility Determination GCI-1154A](#)
- [Child and Family Assessment Guide for Families GCI-1088A](#)
- [Consent for Child Assessment GCI-1083A](#)
- [Consent to Bill Health Insurance Form GCI-1041A](#)
- [Consent to Share Early Intervention Records and Information GCI-1040A](#)
- [IFSP Meeting Notification GCI-1044A](#)

Eligibility Acronyms

ADE: Arizona Department of Education	DER: Developmental Evaluation Report
AHCCCS: Arizona Health Cost Care Containment System	ICO: Informed Clinical Opinion
ALTCS: Arizona Long-Term Care System	IFSP: Individualized Family Service Plan
AMSR: AHCCCS Member Service Request	MET: Multidisciplinary Evaluation Team
ASDB: Arizona State Schools for the Deaf and the Blind	PEA: Public Education Agency
AzEIP: Arizona Early Intervention Program	PWN: Prior Written Notice
CFA: Child and Family Assessment	TBEIS: Team Based Early Intervention Services
DCS: Department of Child Safety	TOD: Teacher of the Deaf/Hard of Hearing
DCS CHP: Department of Child Safety Comprehensive Health Plan	TVI: Teacher of the Visually Impaired
DDD: Division of Developmental Disabilities	

Questions

Question: I thought the SC was only required to send the PEA Notification to ADE if the child was eligible for AzEIP after 2.9?

Answer: Always refer to the AzEIP Transition Timeline.

Child Eligible for AzEIP Between 2 years 6 months and 2 years 9 months of age: The Service Coordinator sends the PEA Notification/Referral Form to the school district and ADE at C2Binbox@azed.gov within one business day following the day AzEIP eligibility is determined, and no later than the day the child is 2.9 years of age.

Question: If the DDD application cannot be signed by the parent before eligibility when should we have them sign it if not at the Initial Visit?

Answer: The Service Coordinator discusses DDD and the application process during the Initial Visit. The Service Providing Agency develops their internal process to ensure that consent is obtained and the DDD application packet is submitted within two business days of the child being determined eligible.

Some Service Providing Agencies have the evaluation team obtain the consent following the evaluation if the child is determined AzEIP eligible.

Some Service Providing Agencies have the Service Coordinator meet with the family on the date the child is determined eligible to obtain the family's consent.

Thank you for attending!

AzEIP Quality Improvement Team

- **Erica Melies**, AzEIP Quality Improvement Manager

- **Tanya Goitia**, AzEIP Continuous Quality Improvement Coordinator

- **Lidia Gonzales**, AzEIP Continuous Quality Improvement Coordinator

- **Pamela Meurer**, AzEIP Continuous Quality Improvement Coordinator

- **Anissa Albert**, AzEIP Technical Assistance Specialist

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