



**To: Service Providing Agencies, Service Coordinators and Early Intervention Providers**



**Date: September 2024**



**Subject:  
Documenting Other Services on the IFSP**

## Arizona Early Intervention Program Technical Assistance Bulletin

### AzEIP Policy

**3.7.1** AzEIP partners with families to understand their unique resources, priorities, concerns, and interests related to their child's development and the activities and settings in which the child and family spend time. The child and family assessment guides and documents this discovery process and ensures that the role of early intervention in the life of each family is specifically tailored to meet the priorities of each family.

**3.7.3** For all children determined eligible for AzEIP, the following is required:

- a. A thorough multidisciplinary assessment of the unique strengths and needs of the child and the identification of services appropriate to meet those needs
- b. A family-directed assessment of the resources, priorities, and concerns of the family and the identification of the supports and services necessary to enhance the family's capacity to meet the developmental needs of their child.

**3.8.4(e)** Other services, including medical or other services the child or family needs or is receiving through other sources, but that are neither required nor funded under IDEA, Part C, early intervention. For services not currently being provided, include a description of the steps the service coordinator or family will take to secure those other services.

**3.8.16** The team's understanding of the family's outcomes, existing and desired resources, and the child's strengths and interests form the basis for the discussion and determination of services that will support the achievement of the identified outcomes.

### AzEIP Procedure

**3.8.4** With consent from the family, the Service Coordinator facilitates and documents on the CFA pages of the IFSP a discussion about the family's:

- A. Priorities, resources, and concerns related to their child's present levels of development.
- B. Routines, activities, and relationships with which they would like support in enhancing their capacity to meet their child's developmental needs and his/her participation in everyday life
- C. Informal and formal support systems.

**3.9.6** The IFSP Team develops participation-based outcomes that reflect the family's priorities and interests, and the routines and activities with which they would like support from early intervention and documents the outcomes and strategies on the IFSP Outcomes page.

**3.9.16** The Service Coordinator documents existing and/or needed community resources under the "Other Services" section of the Payment Arrangements page.

**3.10.3** The Service Coordinator assists the family with identifying and/or accessing community activities and resources of interest to the family that are noted in the "Natural Resources" section of the IFSP Child and Family Assessment page or "Other Services" section of the IFSP Payment Arrangements page, such as Early Head Start, health insurance, Supplemental Security Income, parent information and outreach and/or advocacy organizations for support and information.

### Purpose

This bulletin is meant to provide clarification to Early Intervention Providers regarding AzEIP's policies and procedures on how to support families who receive other services not funded by AzEIP.

# AzEIP Clarification and Guidance

## Other Services

Other services include any medical, recreational, religious, social or any other child and/or family related services that contribute or are needed to contribute to the child and family outcomes, but are not required or funded under Early Intervention.

Other services may include, but are not limited to:

- ABA Therapy
- Behavioral Health Services
- Community Resources (WIC, SNAP, Social Security, Housing Assistance, etc.)
- Early Head Start / Home Visiting Programs
- Respite
- Social Play Groups
- Therapy services outside of AzEIP

Other services should be discussed with all families as part of the Child and Family Assessment and considered when completing the IFSP.

Any other services that a family needs or has in place **must be documented** throughout the Child and Family Assessment (CFA) and Individualized Family Service Plan (IFSP).

## Child and Family Assessment (CFA)

The Individualized Family Service Plan (IFSP) begins with a thorough assessment of the child's routines, activities and the family's resources, priorities and concerns. This includes any services the family currently has in place and/or express interest in.

## Documentation of Other Services on the CFA

- The child's routines and activities pages should document information about any services the family currently receives, including:
  - How the services are supporting the child and family with the family's concerns and priorities.
- Frequency of the services.
  - How the services impact the family's daily routines and activities.
- The "Natural Resources" section is where the IFSP team should document all people and resources that support the family.
- The "Areas of Interest" section is where the IFSP team should document if the family expresses interest in additional services.
- The "Priorities" section is utilized by the IFSP team to document the family's priorities including those that will be supported by AzEIP as well as by other services.

## AzEIP Clarification and Guidance (Continued)

### Child and/or Family Outcomes

Child and/or family outcomes are created based on the information collected within the Child and Family Assessment (CFA).

- “Child outcomes” are actions families have identified that assists them in supporting their child’s participation in routines and everyday activity settings, and promotes skill development across multiple areas that can be addressed by the IFSP Team.
  - Child outcome examples:
    - Javier will play on the playground equipment with his siblings and other children while at the park.
    - Alexa will play peek-a-boo with her father.
    - Sherry will sit and eat the family meal prepared by her grandmother at dinner time.
- “Family outcomes” are outcomes families have identified that assists them in providing care for their child and ensuring they have the resources they need to participate in their own desired family and community activities. Family outcomes support the family in:
  - Understanding their child’s strengths, abilities, and special needs.
  - Knowing their rights.
  - Advocating effectively for their child.
  - Helping their child develop and learn.
  - Developing support systems.
  - Accessing desired services, programs and activities in their community.

Every IFSP must include child and/or family outcomes.

- Child and/or family outcomes are written prior to any discussions about services.
- All of the family’s priorities and concerns should be reflected in the outcomes.
- Child outcomes may be supported by AzEIP services and/or other services.
- If an outcome is supported by other services, the IFSP should document how the services are assisting the family in meeting the outcome(s).

### **Documentation** of Other Services on the IFSP

#### *Outcome For Child and Family* pages

- **Strategies** section: The IFSP Team documents:
  - How the other services are supporting the family with the achievement of the outcome.
  - Strategies that the family is successfully using to meet their child and/or family outcomes.
  - Strategies that the family can use to bridge what is learned from the other services into the home.
  - How AzEIP services will support the family in collaboration with the other services.

## AzEIP Clarification and Guidance (Continued)

### IFSP - Identification of Early Intervention Services

The IFSP Team, which includes the family, identifies the AzEIP service(s) (including frequency, intensity and duration) to address the level of support needed for the family to achieve the family and child's outcomes.

- The team takes into consideration the other services currently in place that contribute to the achievement of the child and family outcomes.
- Identification of proposed services may be discussed prior to the IFSP but may not be decided upon until the IFSP meeting.
- If a family is receiving other services, AzEIP services should not be duplicative of the support/strategies received from other services.

*Note: A family may receive the same therapy discipline from both the other service and AzEIP service if the IFSP team, which includes the family, identifies the AzEIP services are necessary for the child and family outcomes to be achieved (This must be well documented within the IFSP).*

### Documentation of Other Services on the IFSP

"Payment Arrangements for Services" page

- "Other Services" section (in place or needed)
  - **All** services not provided by AzEIP that contribute or are needed to contribute to the achievement of the child and family outcomes must be documented in this section, including:
    - The service in place or needed.
    - Payment source if applicable.
    - Steps needed to ensure the service is in place, including timeframes and person responsible.

### Reminders

- When a family indicates to the team that they would like to receive services or are receiving services outside of AzEIP, the discussion should be fully documented within the IFSP and Contact Log(s).
- The Justification section on the "Services Needed To Make Progress Towards Outcomes" page of the IFSP **should only be**:
  - Completed when an Early Intervention Service will be provided by the AzEIP contracted Service Providing Agency in a setting other than the natural environment, including but not limited to:
    - ABA Centers.
    - Clinics.
    - Facilities that do not have children without disabilities.
    - Hospitals.
    - Skilled Nursing Facilities.
  - Utilized when the IFSP team which includes the family has identified that the child and family outcomes cannot be met within the natural environment
    - \*Note: Services provided outside of the natural environment must be provided utilizing the coaching approach
- Families may receive other services, as well as those they receive through AzEIP, but should consider any financial impact by talking to their Health Plan's Customer Service Department.



## Resources

- [Enhancing Recognition of High Quality, Functional IFSP outcomes](#)
- [Characteristics of a Primary Coach Approach to Teaming in Early Childhood Programs](#)
- [Selecting the Most Likely Primary Service Provider](#)
- [Developing High-Quality, Functional IFSP Outcomes and IEP Goals Training Package](#)
- [AzEIP TBEIS Policy Manual effective April 1, 2022](#)
- [AzEIP TBEIS Procedure Manual effective April 1, 2022](#)

## Acronym List

**ABA** - Applied Behavior Analysis

**AHCCCS** - Arizona Health Care Cost Containment System

**ALTCS** - Arizona Long Term Care Services

**AMSR** - AHCCCS Member Service Request

**AzEIP** - Arizona Early Intervention Program

**CFA** - Child and Family Assessment

**DDD** - Division of Developmental Disabilities

**IDEA** - Individuals with Disabilities Education Act

**IFSP** - Individualized Family Service Plan

**SC** - Service Coordinator

**SNAP** - Supplemental Nutrition Assistance Program

**TBEIS** - Team Based Early Intervention Services

**TL** - Team Lead

**WIC** - Women, Infants and Children



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