

Collaborating With Community Partners

Children and families are often referred to AzEIP by many local community partners. Some families are referred multiple times by different community partners. As the service coordinator (SC) inform families that you can share information with their child's doctor, their Early Head Start program, or their childcare program after you have their informed written consent.

Let families know that referral sources often want to know what has happened with the referral if the child has been determined eligible for AzEIP, and, if so, what services the child is receiving. Sharing this information can help other community partners to support the child and family but can only be done if the family gives their informed written consent. Let the family know that with their consent, you can share a copy of their child and family's IFSP, and that once a quarter you can send a copy of the Quarterly Progress Report to the doctor or Early Head Start program.

What SCs need to know:

- Referral sources want to know what has happened after they make a referral.
- Families may not understand they have to consent to share information with their child's doctor, Early Head Start teacher, or child care program.
- Families may not know why a doctor or other community partner wants a copy of their IFSP; let them know how the community partner might support the team and family on their outcomes.



When should we talk about this?

During your initial visit inform families that you can share information about their involvement with AzEIP only with informed written consent.

As you develop the IFSP, ask the family again if they would like to share information with their child's doctor or other community partners, once again explaining that you will need consent.

During Annual or other periodic reviews, again ask about sharing information with community partners.

Sample Script

“Your child’s doctor may want updates on your child’s participation in AzEIP. Keeping your doctor informed about your Individualized Family Service Plan (IFSP) and your outcomes can ensure that your doctor knows how you and your family are being supported around your child’s disability. We can send a copy of your IFSP to your doctor and provide him or her with updates quarterly; however, we can only do that with your informed written consent. Do you want to consent to sharing information with your child’s doctor?”

We use a Quarterly Progress Report to update community partners when we have your consent. The report includes the outcomes from the IFSP, the progress made on those outcomes, and which team members are involved in supporting you and your child on those outcomes.

Your child’s doctor might not be the only community partner who might want updates. If you and your child are involved in Early Head Start, a home visiting program, or your child attends a preschool program, or you are involved in some other early childhood program, they may want updates as well. They may want information so that they can ensure that your child is fully included in their activities or so that they can provide you with support. Are there any other people in your life who you would like us to update?”

What community partners might want to be updated?

Primary Care Physicians

Early Head Start Programs

Child Care Programs

Home Visitors Programs

DCS