

# Arizona Early Intervention Program

## Delay Reason Examples

The Individuals with Disabilities Education Act (IDEA), Part C requires that certain activities like the 45-day timeline (determination of eligibility and, if eligible, creating the initial IFSP within 45 days, transition activities, and timely services occur on time for all children. However, when these activities do not occur on time either due to exceptional family circumstances or due to system delays, they are required to be reported. The following tables include some common scenarios of delay reasons that may occur as well as how they should be reported in the AzEIP data system. Accurately reporting delay reasons will support with monitoring each program and the overall Statewide adherence to IDEA, Part C and AzEIP policy.

### Reminder

Delay reasons are not needed if an activity occurs within the timeframes specified in policy.

### Indicator 7: 45-Day Timeline

Percentage of eligible infants and toddlers with IFSPs for whom an evaluation and assessment and an initial IFSP meeting were conducted within Part C's 45-day timeline. Indicator 7 is a compliance indicator with a performance target of 100%.

45-Day Timeline Delay Reasons	Examples
Agency Partner	<ul style="list-style-type: none"> <li>• Central Referral provided the notification to the contracted agency significantly in to the 45-day timeline</li> <li>• DDD or ASDB received the referral first and did not send to contractor and/or Central Referral</li> </ul>
CPS	<ul style="list-style-type: none"> <li>• SC made reasonable attempts to contact the DCS worker and the DCS worker did not respond back. <b>And</b>, the SC did not move on to identifying the potential IDEA Parent in order to complete eligibility or IFSP before 45-day timeline</li> </ul>
Family	<ul style="list-style-type: none"> <li>• No show, cancelled, rescheduled</li> <li>• Family did not return phone calls after the SC made reasonable attempts to contact</li> <li>• Family not available due to being sick, on vacation, short-term military deployment</li> <li>• Family moved to another region near the end of the 45-day timeline after the team made reasonable attempts to complete the initial planning process, eligibility and/or IFSP</li> <li>• Child hospitalized and family is unable to complete interim IFSP or initial IFSP</li> <li>• Child was moved to a different DCS placement</li> <li>• Waiting for bio family to be available to provide consent to initial planning process, eligibility, or IFSP before moving on to determine foster placement (parent is out of state, incarcerated, treatment facility)</li> </ul>

45-Day Timeline Delay Reasons	Examples
	<ul style="list-style-type: none"> <li>Child screened out and parent did not request an evaluation. It was sent back to contractor as a re-open by Central Referral and parents requested to now complete an evaluation</li> </ul>
Family Dispute	<ul style="list-style-type: none"> <li>Parents could not agree, and they have equal decision-making rights</li> <li>SC is waiting for legal paperwork from parents to describe what to do during a dispute or when parents don't agree</li> <li>This <b>does not</b> include dispute resolution due to disagreement with family and proposed team action</li> </ul>
Other	<ul style="list-style-type: none"> <li><b>Only</b> use this reason in consultation with the AzEIP office</li> </ul>
Records	<ul style="list-style-type: none"> <li>SC was waiting for records <b>AND</b> an evaluation was not completed timely</li> </ul>
Team	<ul style="list-style-type: none"> <li>Team member cancelled, rescheduled visit, or did not show up for a scheduled visit</li> <li>Team member was sick or had an unexpected event like car trouble, family emergency</li> <li>Team member resigned or left the agency</li> <li>Team Member only offers limited scheduling options or does not document offering visits on different days and times</li> </ul>
Team SC	<ul style="list-style-type: none"> <li>SC cancelled, rescheduled visit, or did not show up for a scheduled visit</li> <li>SC was sick or had an unexpected event like car trouble, family emergency,</li> <li>SC resigned or left the agency</li> <li>SC only offers limited scheduling options or does not document offering visits on different days and times</li> <li>This <b>does not</b> include delays due to DDD SC's who are unable to attend the initial IFSP</li> </ul>
Weather/Natural Disaster	<ul style="list-style-type: none"> <li>Incident report submitted due to change of business operations due to flooding or wildfire.</li> <li>Program closed due to a declared State of Emergency</li> <li>Program operation changes due to a declared State of Emergency</li> <li><b>Only</b> use this delay reason if other delay reasons are not applicable</li> </ul>

## Indicator 8: Early Childhood Transition

Percent of all children exiting Part C who received timely transition planning to support the child’s transition to preschool and other appropriate community services by their third birthday including: an IFSP with transition steps and services; notification to Arizona Department of Education and local school district, if child potentially eligible for Part B; and a transition conference, if child potentially eligible for Part B. Indicator 8 is a compliance indicator with a performance target of 100%.

### Transition Tips

- Transition delay reasons only apply to transition conference.
- Late transition planning meetings and public education agency referrals are considered Service Coordinator delay.
- Avoid Service Coordination delays with parents that have lost contact by beginning procedures to re-establish contact and, if necessary, exiting before a child is 2 years, 9 months.

Transition Conference Delay Reasons	Examples
Family	<ul style="list-style-type: none"> <li>• No show, cancelled, rescheduled</li> <li>• Family did not return phone calls after the SC made reasonable attempts and/or loss of contact</li> <li>• Family not available due to being sick, on vacation, short-term military deployment</li> <li>• Family moved to another region or district close to time of transition</li> <li>• Child hospitalized and family is unable to complete transition activities</li> <li>• Child was moved to a different DCS placement</li> <li>• Family changed their mind and no longer wants to have a transition conference</li> </ul>
Parent opted-out initially and has chosen to transition	<ul style="list-style-type: none"> <li>• Parent initially declined a transition conference but changed their mind <b>AND</b> after reasonable attempts to schedule, it is scheduled after the child is 2 years, 9 months.</li> </ul>
SC	<ul style="list-style-type: none"> <li>• SC scheduled meeting before the child was 2.3 and did not complete it within the 2.3-2.9 age range</li> <li>• Child eligible before 2.6 <b>AND</b> SC did not complete transition conference before the child was 2.9</li> <li>• Child eligible after 2.6 <b>AND</b> SC did not complete the transition conference at the initial IFSP.</li> <li>• School was not available <b>AND</b> the SC did not complete the transition conference by 2.9</li> </ul>

# Indicator 1: Timely Services

Percent of infants and toddlers with IFSPs who receive the early intervention services on their IFSPs in a timely manner. Indicator 1 is a compliance indicator with a performance target of 100%.

Timely Services Delay Reasons	Examples
N/A: Service is not on the IFSP	<ul style="list-style-type: none"> <li>The service is not an active service on the IFSP</li> </ul>
N/A-No Delay: Actual Start Date on or Before Planned Start Date	<ul style="list-style-type: none"> <li>Home visit documentation shows the actual start date is on or before the planned start date written on the IFSP</li> </ul>
Severe Weather/Natural Disaster	<ul style="list-style-type: none"> <li>Incident report submitted due to change of business operations due to flooding or wildfire.</li> <li><b>Only</b> use this delay reason if other delay reasons are not applicable</li> </ul>
COVID-19 Emergency Declaration	<ul style="list-style-type: none"> <li>Program closed due to a declared State of Emergency</li> <li>Program operation changes due to a declared State of Emergency</li> <li><b>Only</b> use this delay reason if other delay reasons are not applicable</li> </ul>
Family Reason	<ul style="list-style-type: none"> <li>No show, cancelled, rescheduled</li> <li>Family did not return phone calls after the Team Member and SC made reasonable attempts and/or loss of contact</li> <li>Family not available due to being sick, on vacation, short-term military deployment</li> <li>Family moved to another region before the planned start date</li> <li>Child hospitalized before the planned start date</li> <li>Child was moved to a different DCS placement before the planned start date</li> <li>Waiting for bio family to be available for example, when parent is out of state, incarcerated, or in a treatment facility</li> <li>Documentation of multiple dates offered but family declined</li> </ul>
SC: Contracted SC	<ul style="list-style-type: none"> <li>Contracted SC did not provide IFSP by planned start date</li> <li>Contracted SC did not document attempts to gather home visit logs or delay reason</li> <li>Contracted SC wrote the planned start date on the IFSP as the IFSP date when team member did not stay after meeting</li> </ul>
SC: DDD SC	<ul style="list-style-type: none"> <li>DDD SC did not provide IFSP by planned start date</li> <li>DDD SC did not document attempts to gather home visit logs or delay reason</li> <li>DDD SC wrote the planned start date on the IFSP as the IFSP date when team member did not stay after meeting</li> </ul>
Team Reason: Contracted Team Member Reason	<ul style="list-style-type: none"> <li>Team member cancelled or rescheduled visit, no show by team member</li> <li>Team member was sick or had an unexpected event like car trouble, family emergency, etc.</li> </ul>

Timely Services Delay Reasons	Examples
	<ul style="list-style-type: none"> <li>• Team member resigned or left agency</li> <li>• Team Member only offers limited scheduling options or does not document offering visits on different days and times</li> <li>• Agency capacity issue</li> <li>• Team member did not provide documents to SC showing visit occurred</li> <li>• First session offered to family was after planned start date</li> <li>• Miscommunication about planned start date between team lead and joint visitor</li> <li>• Documentation of delay reason not provided to SC</li> <li>• Pending insurance prior authorization</li> <li>• Scheduling difficulty by or between team members</li> </ul>
<p>Team Reason: ASDB Team Member Reason</p>	<ul style="list-style-type: none"> <li>• ASDB Team member cancelled or rescheduled visit, no show by team member</li> <li>• ASDB Team member was sick or had an unexpected event like car trouble, family emergency, etc.</li> <li>• ASDB Team member resigned or left agency</li> <li>• ASDB Team Member only offers limited scheduling options or does not document offering visits on different days and times</li> <li>• ASDB capacity issue</li> <li>• ASDB Team member did not provide documents to SC showing visit occurred</li> <li>• First session offered to family was after planned start date</li> <li>• Miscommunication about planned start date between team lead and joint visitor</li> <li>• Documentation of delay reason not provided to SC</li> <li>• Pending insurance prior authorization</li> <li>• Scheduling difficulty by or between ASDB team members and contracted early intervention program</li> </ul>