

AZEIP POLICY AND PROCEDURE REVISIONS 2019

REFERENCE GUIDE

OVERALL DOCUMENT REVISIONS

The following revisions have been made to the entire document:

1. AzEIP Policies and Procedures no longer combined; Created one AzEIP Policy Manual and one AzEIP Procedure Manual
2. Grammatical corrections and clarifications
3. Updated Address for AzEIP office
4. Removed all references to Arizona Schools for the Deaf and Blind (ASDB) Service Coordinators (ASDB no longer holds service coordination for any early intervention children in Arizona)
5. Added Appendices

CHAPTER 1 GENERAL OVERVIEW

The following revisions have been made:

1. POLICY MANUAL: Interagency Coordinating Council (ICC) section to align with current ICC By-Laws
2. POLICY MANUAL: Information About Public Participation in Policies and Procedures section to clarify Part C of IDEA revisions from 2011, and align with current AzEIP practices of public comment and public hearing participation

CHAPTER 2 GENERAL SUPERVISION

The following revisions have been made:

1. POLICY MANUAL: Updated all the State Performance Plan/Annual Performance Review (SPP/APR) Indicators with current federal indicators, due to being out of date.

CHAPTER 3 EARLY INTERVENTION SERVICES

The following revisions have been made:

1. PROCEDURE MANUAL: Added clarification for exiting children during referral and after a child has an IFSP; procedure for using evaluation to determine eligibility.
2. POLICY MANUAL and PROCEDURE MANUAL: Clarification on Child Outcome Summary (COS) process including requirement for completing at entry, at 6mo and annual reviews, and exit.
3. PROCEDURE MANUAL: Added exit and transfer process.
4. POLICY MANUAL: Clarification that every record must contain a contact log.

CHAPTER 4 TRANSITION

No changes made to this section of AzEIP Policies or Procedures.

CHAPTER 5 TECHNICAL ASSISTANCE SYSTEM

The following revisions have been made:

1. POLICY MANUAL: Chapter 5 Technical Assistance System contents were moved under Chapter 1 General Supervision: Technical Assistance section, to reduce duplication and streamline policy.

2. POLICY MANUAL: New Chapter 5 is “Financial Matters”

CHAPTER 6 COMPREHENSIVE SYSTEM OF PERSONNEL DEVELOPMENT

The following revisions have been made:

1. POLICY MANUAL: Added Developmental Special Instructionists with Assistive Technology Certification as qualified Personnel to provide Assistive Technology services
2. POLICY MANUAL: Clarified two possible licensure requirements for AzEIP Psychologists
3. PROCEDURE MANUAL: Added procedures for submitting transcripts for review, educational plans

CHAPTER 7 PROCEDURAL SAFEGUARDS

The following revisions have been made:

1. POLICY MANUAL: Revised “Child Protective Services” to current department name, “Department of Child Safety”
2. PROCEDURE MANUAL: Added clarification for dispute resolution.
3. POLICY MANUAL: Added data breach policy.

CHAPTER 8 DATA COLLECTION

The following revisions have been made:

1. POLICY MANUAL: Chapter 8 Data Collection Policy contents were moved under Chapter 1 General Supervision: Data section, to reduce duplication and streamline policy.

CHAPTER 9 FINANCIAL MATTERS

The following revisions have been made:

1. POLICY MANUAL: Chapter 9 Financial Matters is now *Chapter 5 Financial Matters*