

January 2023
AzEIP
Programmatic
Meeting!
We will begin
shortly.

A FEW REMINDERS:

- ❑ Please place your phone on **mute** when you are not talking
 - ❑ Please turn camera on when you are talking, if possible
 - ❑ Please turn camera off when you're not talking
 - ❑ Please do not place this call on hold
 - ❑ Please do not answer a second line during the call as this sometimes creates a disruption
 - ❑ To Mute/Unmute your phone dial ***6** (**star 6**)
 - ❑ Please enter questions by clicking on the Activities Icon (circle, square, triangle) Q&A section so we can be sure to answer your questions
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- ★ Recordings available in the calendar invite and may also be in your Google Drive under “Shared with Me”.
- ★ This meeting includes interpretations and a deep dive into policy and procedure. Please consult AzEIP Policy and Procedures to ensure your program is implementing local procedures appropriately.
- ★ For guidance on specific situations or families, please contact your program’s assigned CQIC.
- ★ AzEIP Procedures are under continual improvement. Please consult the AzEIP office for the most up-to-date information if you are watching this after the live session.
- ★ This recording will be available to view for up to 6 months after the recording date.



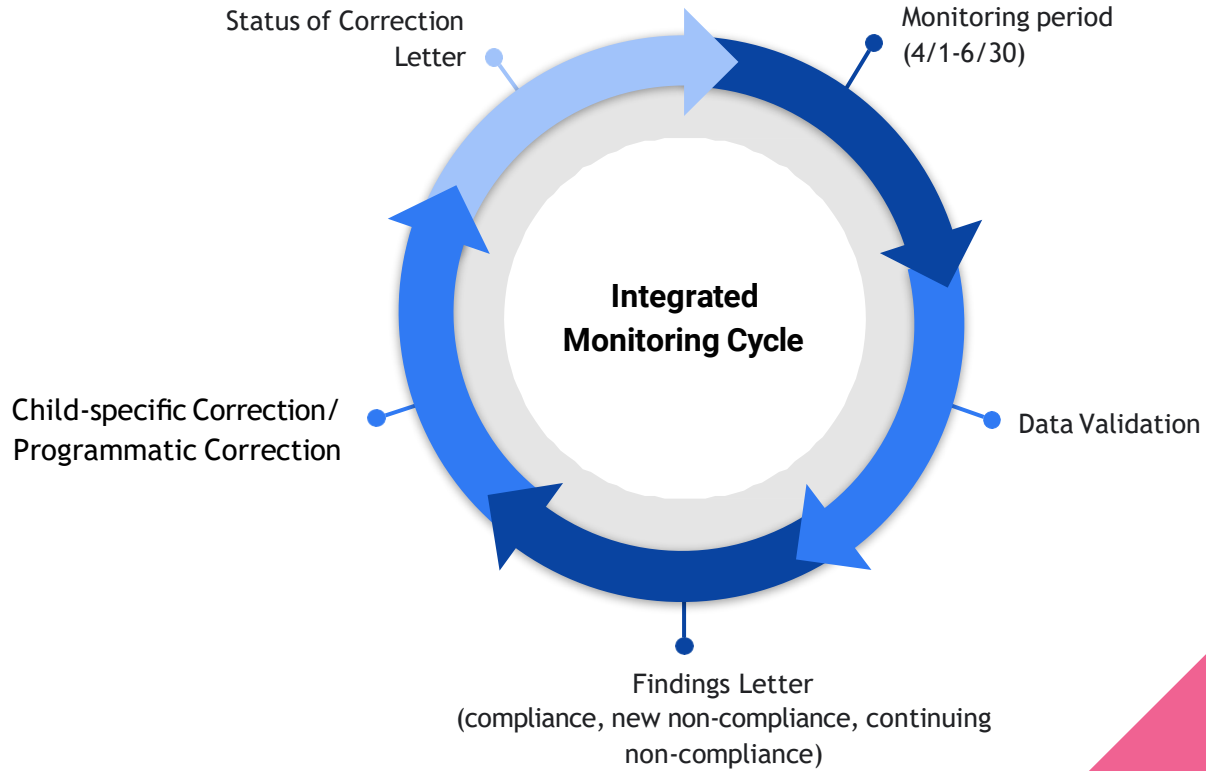
AzEIP Programmatic Meeting

January 31, 2023

AzEIP Programmatic Meetings

will have a different topic each month that will provide technical assistance around AzEIP Policy and Procedure.


This month's topic will be feedback from FFY 2020 Programmatic Corrections and FFY 2021 File Validation






Tips for Future File Review Submissions

General Reminders

- The SC must maintain the child's official record including all current and past consents, IFSPs, forms, notes, correspondence.
 - Child -Specific emails must so that all important details are visible including but not limited to:
 - Date sent
 - Recipient(s)
 - Body
 - Attachments
 - Use [Delay Reasons](#) guide to accurately document any delays in the child record and I-TEAMS and provide documentation to support the delay.
 - Ensure AzEIP forms, including the IFSP, are
 - The current version
 - Filled out completely (use N/A if a field/section is not applicable)
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Reminders (continued)

- Ensure timely data entry (within 10 days of each activity)
 - All data entered into I-TEAMS must be supported by documentation
 - SPAs should have internal procedures in place for their teams to elevate challenges to their SPA leadership when a situation may lead to noncompliance
 - If a child is transferred,
 - The current SPA ensures the complete file is sent to the newly assigned SPA
 - The receiving SPA reviews file and follows up on missing documentation if applicable.
 - Once a family signs a consent/IFSP/document, no changes may occur unless the amendment process is followed.
 - Written Signatures must be in written or valid electronic format
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Tips For Submitting Files for Monitoring

Before uploading documents:

- Review the documentation prior to submitting for
 - Completion
 - Clarity
 - Compliance
 - Correct Title on Document
- Verify documentation is in alignment with I-TEAMS.
- If updates are required to either documentation or I-TEAMS, complete prior to uploading the documentation.


When uploading:

- For each question on the Google Form, upload only the requested documentation.
- The IFSP must be
 - Complete
 - In proper order
 - Include all addendums
 - Merged into one document
- Use the supplied field on the audit tool to add additional information supporting compliance.
- Ensure all documents are uploaded that will be needed to verify compliance.



Indicator 1: Timely Services

Indicator 1: Timely Services 2

- Ensure a process is in place for service coordinators to follow up on actual start dates from service providers and obtain documentation
 - Home visit logs
 - Quarterly reports
 - Team meeting discussion and documentation
 - If an initial visit has not occurred, SC Notes should indicate steps taken to follow up with family and team to initiate service as soon as possible after reason for delay has resolved
 - If AT is listed on the IFSP, an AT contact note and billing must be used
 - Contact Notes submitted for Joint Visits should include specific coaching by joint visitors
 - Non direct services should not be listed on the IFSP Services page
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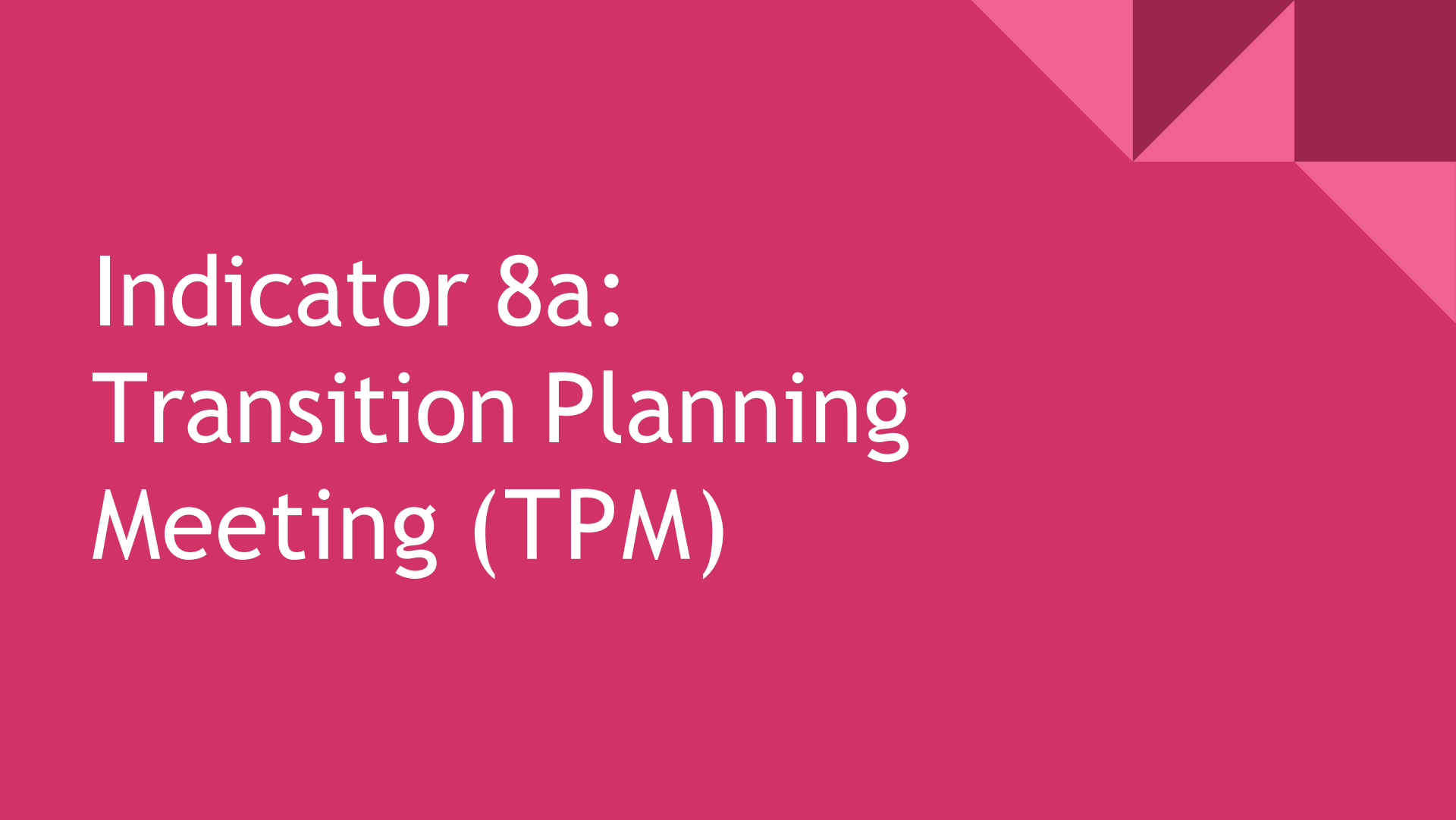


Indicator 7: 45-Day Timeline

Indicator 7: 45-Day Timeline

- Provide Developmental Evaluation Report and Prior Written Notice (PWN) to the family prior to the initial IFSP
- PWN must:
 - Have correct box checked to identify child as eligible for AzEIP
 - Include a specific description of action being taken
 - Be completed on or before AzEIP Eligibility Date
 - Include date PWN was given to the family
 - Match I-TEAMS (date)





Indicator 8a: Transition Planning Meeting (TPM)

Indicator 8a: Transition Planning Meeting (TPM) 2

Transition pages of IFSP should contain details unique to the child and family, including:


- Vision and hearing screening dates
- Specific transition plan: preschool, community, health insurance and/or other public agency options
- Description of family's questions and concerns
- Parent's initials for transition discussion, including:
 - PEA notification decision
 - Transition conference decision
- The transition plan must reflect how the child and family will be supported for a smooth transition from AzEIP even if the family declines preschool
- Transition steps must always be documented on the IFSP and entered in I-TEAMS





Indicator 8b: PEA Notification

Indicator 8b: PEA Notification 2

- If a family chooses to opt out of PEA notification, they must do so in writing on the bottom of the PEA form
 - If the family does not wish to opt out, the PEA form should not be signed
 - Date sent to PEA (school district) in I-TEAMS should match date on email/fax cover sheet
 - Please reference the [AzEIP Transition Timeline](#) for requirements on sending the PEA form
 - PEA form must be sent to school district and ADE within one business day of the Transition Planning Meeting and by 2.9 (or within one business day of eligibility if later) to be considered timely
 - Use the PEA Update Section of the original PEA form to report changes to original school district, new school district, and ADE
 - Double check PEA form for accuracy before submitting
- 



Indicator 8c: Transition Conference

Indicator 8c: Transition Conference (TC)

- Schedule early
- Send invitation as soon as TC is scheduled to everyone invited
 - Family
 - PEA Representative
 - Active IFSP Team Members
 - Others the family wishes to include
- Communication is key
 - If TC must be scheduled on short notice, or combined with initial IFSP, let the school district know
 - If TC is rescheduled, send new invitation and include explanation in email
- TC Summary should document family's questions/concerns, summary of discussion, and next steps
- TC must be held in conjunction with an IFSP meeting (initial, annual, or other review)



Great Strategies We Have Noticed Being Implemented!

- SCs use the audit tools on files throughout the year
- Internal checklists
- Use of I-TEAMS reports
- Adding PSD to team meeting agenda, don't remove until the ASD occurs
- Following up on all start dates, not just new services
- More collaboration within EIPs to make processes smoother, improve efficiency
- Developed Memorandum of Understanding with local preschool program



Working to Support Our SPAs

- Technical Assistance (TA) Bulletins
- Updates to Forms
- AzEIP Programmatic Meeting held monthly
- Child File Review Forms (Guidance) and clarification



Questions?

If we do not have time to go over all the questions, we will respond in an email.

Questions submitted during the presentation

- Indicator 7: How can the eligibility PWN be completed before the AzEIP eligibility date? Bullet in presentation stated "Be completed on or before AzEIP Eligibility Date".
 - PWN is provided prior to the decision. The team is proposing to make the child eligible.
- If we have a family that has gone to no contact and we send the PEA to school and ADE to meet timelines how do we get the PEA date in I-TEAMS?
 - If transition planning has not occurred, add the date the PEA was sent to the demographic section of I-TEAMS and document in contact notes. If the TPM is held later, it can be added once the TPM occurs.

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
- Anissa Albert, AzEIP Technical Assistance Specialist
- Chantelle Curtis, AzEIP Professional Development Coordinator
- Amanda Honeywood, AzEIP Administrative Assistant

Next Meeting Topic: Consent to Bill Health Insurance

Send your questions around the topic to AzEIPQualityImprovement@azdes.gov prior to 2/21/23.

Date/Time: 2/28/23 3pm-4pm

Video call link:

<https://meet.google.com/wkk-oxzv-qfk>

Call In: (US) +1 530-487-5062 PIN: 733 700 198#

