

## **CHAPTER 3: EARLY INTERVENTION SERVICES**

REVISION DATES: 07/01/2021, 12/14/2018

EFFECTIVE DATES: 04/01/2022, 07/01/2019

INTENDED USER(S): All ADES/AzEIP personnel, AzEIP Service Providing Agencies including all employees, contractors, subcontractors, and volunteers.

REFERENCES/AUTHORITY: 20 U.S.C. §§ 1431, et seq.; 34 C.F.R. §§ 303.303-346, 420, and 421, 34 C.F.R. §§ 303.340; 342(a), 343(a) and § 303.344, § 303.342(b) and § 303.342(c), Rush, D. D., & Shelden, M. L. (2011). The early childhood coaching handbook. Baltimore, MD: Paul H. Brookes Publishing Co.

### **3.15 Exit**

3.15.1 All children and families who have been referred will exit the AzEIP at some time and will require transition planning. Most families will exit when their child turns three (3) years old while some families will exit earlier for other reasons.

#### 3.15.2 Exiting without an IFSP

- A. A child may exit the AzEIP **without an IFSP** for a variety of reasons, including but not limited to screening out, a parent requesting information only or declining an IFSP, or being determined not eligible for AzEIP.
- B. When a child is exiting AzEIP without an IFSP, the service coordinator must ensure:
  - 1) PWN documenting the reason for exiting the child's record is provided to the family prior to exit.
  - 2) The child's record is exited in the AzEIP ADES data system(s) no later than ten (10) calendar days from the date of the PWN.
- C. If a child is exiting AzEIP **without an IFSP** due to being unable to contact the parent, the service coordinator must also ensure:
  - 1) Prior to exit at least three (3) attempts to contact the family occur over the course of three (3) weeks at different times of day, including evenings, and that each contact attempt has been documented in a contact log. The last contact attempt must be made in writing using the PWN form.
  - 2) If the family contacts the EIP at any point prior to the record being exited, but does not follow through after making that contact, the service coordinator must begin the exit process again following Exit Step 2A above.
  - 3) The child's record is exited in the ADES data system(s) a system, no later than ten (10) calendar days from the exit date on the PWN.
- D. The EIP maintains the child's record in accordance with the procedures outlined in the AzEIP Policy and Procedure Manuals, Chapter 7: *Procedural Safeguards*.

### 3.15.3 Exiting with an IFSP

- A. A child may exit the AzEIP program **with an IFSP** for many reasons, including but not limited to moving out of state, voluntary withdrawal, no longer meeting eligibility criteria, or transitioning to Part B preschool at 3-years-old.
- B. For all children exiting (i.e., child is determined no longer AzEIP eligible prior to age 3-years-old, parent voluntarily withdraws, child is moving out of state, etc.) from the AzEIP, at an IFSP meeting or service visit prior to the child's exit date, the service coordinator:
  - 1) discusses with the family the AzEIP Family Survey and how it will be provided to the family
  - 2) offers the family a copy of the child's record
  - 3) supports the family in identifying and accessing any needed community resources, including but not limited to AHCCCS, ALTCS, private insurance, parent-to-parent support groups, other early childhood education programs, etc.
  - 4) coordinates case closure procedures with ASDB if the child is enrolled in ASDB
  - 5) coordinates case closure procedures with DDD if the child is enrolled in DDD.
- C. For children who will be exiting at 3-years-old, the service coordinator completes Exit Steps 1 A-D above and additionally:
  - 1) provides an overview to the family of next steps identified through the transition planning process
  - 2) coordinates case closure procedures with ASDB if the child is enrolled in ASDB
  - 3) discusses with the family if a referral to DDD is needed if the child is not currently DDD eligible
  - 4) discusses with the family if a child who is currently DDD-eligible will remain enrolled in DDD
  - 5) coordinates any applicable case closure or internal DDD transfer procedures with DDD if the child is enrolled in DDD.
- D. If a child is exiting due to being unable to contact the parent, the service coordinator must ensure:
  - 1) Prior to exit at least three (3) attempts to contact the family occur over the course of three (3) weeks at different times of day, including evenings, and each contact attempt has been documented in a contact log. The last contact attempt must be made in writing using the PWN form. The family must be given at least 30 days to respond before exiting the record, so a proposed exit date 30 days from the PWN date must be included in the Description of action(s) section of the PWN.
  - 2) If the family contacts the EIP at any point prior to the record being

- exited, but does not follow through after making that contact, the service coordinator must begin the exit process again following Exit Step 3A above.
- 3) Case closure procedures are coordinated with ASDB prior to the child's exit if the child is enrolled in ASDB
  - 4) Case closure procedures are coordinated with DDD prior to the child's exit if the child is enrolled in DDD.
- E. For all children exiting AzEIP for any reason, the IFSP team, including the family (unless the child has died), completes the IFSP Child Indicators Summary form and enters the corresponding ratings into the ADES data system(s) a system if the child has been enrolled in AzEIP for at least 6 months, to measure how the early intervention supports and services helped the child progress developmentally across all domains and affected the child's participation and engagement in:
- 1) positive social and emotional development, including relationships
  - 2) acquisition and use of knowledge and skills
  - 3) use of appropriate behavior to meet his/her needs.
  - 4) The service coordinator ensures the child's record is up to date including the following steps:
    - i. The child record is up to date including all progress notes, home visit logs and all information required for the child record.
    - ii. The electronic record must have current data and is exited in the AzEIP data system no later than ten (10) calendar days from the date on the PWN.
    - iii. The entire record was offered and the SC documents whether the record was provided to the family prior to exit.
- F. The EIP maintains the child's record in accordance with the procedures outlined in the AzEIP Policy and Procedure Manuals, Chapter 7: *Procedural Safeguards*.