

**CHAPTER 2: GENERAL SUPERVISION**

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. §1435(a)(10)(A); 34 C.F.R. §§303.11, 12, 120, 700, 704, 720 and 721, 20 U.S.C. §1416; 34 C.F.R. §§303.701 and 702, 20 U.S.C. §1431, et seq.; 34 C.F.R. §303.301, 20 U.S.C. §§1415(e); 1435(a); 1436(e); 1439; and 34 C.F.R. §303.430, 20 U.S.C. § 1435(a)(14); 34 C.F.R. §§ 303.124, 720 -724, 20 U.S.C. §§1416, 1417, 1418, and 1442; 34 C.F.R. §§303.700(a) (4) and 303.702, 20 U.S.C. §§1416, 1417, 1418, and 1442; 34 C.F.R. §303.700, 20 U.S.C. §§ 1416(a); 1435(a) (10) (A); and 1442; 34 C.F.R. §303.700, 20 U.S.C. §1434(a) (10) (A); 34 CFR §303.118; 34 C.F.R. §501, 20 U.S.C. §§1416(a) (1)(C), 1435(a)(10), and 1442, 20 U.S.C. §§1432, 1435, 1437 – 1438, and 1440 – 1441; 34 C.F.R.303.500

**2.2 Fiscal Monitoring**

2.2.1 The Lead Agency monitors local programs for adherence to the System of Payments as outlined in AzEIP Policy. All Fiscal Monitoring procedures are designed to align with OSEP System of Payments protocols including but not limited to:

- A. Ensuring Part C funds are used to prevent any delay in services due to determination of payor source. In conjunction with 45-day timelines required under Indicator included in APR/SPP.
- B. Ensuring all Early Intervention Service Providing Agencies (EISPA) consider all available funding sources for which the child may be eligible (including public insurance/benefits and/or private insurance).
- C. Ensuring parents are informed of their procedural safeguard options regarding payment for Part C services.
- D. Ensuring the Consent to Bill private insurance is received prior to initial provision of services, each time there is an increase in services, frequency, intensity, or duration and any time use of private insurance is a prerequisite for the use of public benefits or insurance.

2.2.2 The process for monitoring includes:

- A. Self-assessment tool will be provided to local programs for self-reporting on Fiscal Monitoring Indicators.
- B. AzEIP staff will review files collected for compliance with System of Payments Requirements.
- C. Targeted monitoring outside of the monitoring cycle may occur as determined by the Lead Agency in accordance with General Supervision Policies and Procedures.