

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

2.3 Incident Reporting

2.3.1 The EIP must report all serious incidents to ADES/AzEIP as soon as possible and no later than 24-hours after the incident.

2.3.2 A serious incident is an extraordinary event involving a child, caregiver, or an early intervention service provider acting while providing early intervention services, that poses a threat of immediate death or severe injury to a person, involves substantial damage to an individual or state property; and/or has widespread interest in the news and media. Serious incidents include:

- A. Theft of child records or other child and family data
- B. Potentially dangerous situations involving the child and/or family
- C. Emergency situations in the home where the police or DCS were notified
- D. Weather conditions or disasters resulting in a change of operations for the EIP or early intervention service provider.

2.3.3 The EIP must submit the completed Incident Report form to ADES/AzEIP and:

- A. DDD if the child is DDD eligible; and
 - 1) Follow the DDD Provider Quick Guide for Incident Reporting
- B. ASDB if the child is ASDB eligible.