

## **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.

### **3.2 Initial Referral**

3.2.1 When a referral is received by the ADES/AzEIP Central Referral Agency, it is processed as follows:

- A. Within one (1) business day of receipt of a complete referral:
  - 1) all required referral information is entered into the ADES data system(s) and the appropriate TBEIS Contractor is assigned
  - 2) all documentation received with the referral is securely sent to the assigned TBEIS Contractor and designated service providing agencies as appropriate.
- B. If an incomplete referral is received, the AzEIP Central Referral Agency will follow up with the family and/or the referral source to obtain missing information.

3.2.2 When a referral is received by the ASDB or DDD, within one (1) business day the agency must submit the referral to the AzEIP Central Referral Agency. The AzEIP Central Referral Agency will then follow 3.2.1

- A. When a referral is received by the ASDB, ASDB will:
  - 1) submit the referral to the AzEIP Central Referral Agency and determine eligibility for ASDB or assist the EIP to determine AzEIP eligibility based on its vision and hearing expertise
  - 2) work with the EIP to complete the required steps of the initial planning process
  - 3) enter all necessary data into the ADES data system(s) within one (1) business day.

3.2.3 If the referral source is anyone other than the parent, the service coordinator sends a letter acknowledging receipt of the referral to the referral source within seven (7) calendar days.

- A. If a referral cannot be processed because there is not enough information to contact the family, and reasonable attempts to gather this information from