

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.

3.11 Periodic Review

3.11.1 The service coordinator ensures the IFSP is reviewed every six (6) months or more frequently if the parent or other IFSP team member requests a review.

- A. If the child is eligible for DDD under the Targeted Service Coordination (TSC) or Arizona Long Term Care System (ALTCS) categories, the service coordinator ensures the IFSP is reviewed every 90 days in accordance with DDD policy and procedure.

3.11.2 The service coordinator is responsible for all the following activities:

- A. Scheduling the IFSP review meeting with the family and all active IFSP team members providing services.
 - 1) If the child has been receiving service coordination only, a Team Lead must still be identified and attend the periodic review with the SC and family.
- B. Sending the written IFSP meeting notification with the agreed-upon date, time, and location of the meeting to the family, IFSP team members, and any other participants requested by the family, early enough before the IFSP review meeting to ensure that they will be able to attend.
- C. Ensuring the necessary steps are taken for the review to be conducted in the native language of the family or other mode of communication used by the family, unless clearly not feasible to do so.
- D. Documenting any revisions and/or updates to the child's demographic, health, present levels of development and child and family assessment information in the most recent initial or annual IFSP document.
- E. Documenting the progress toward achieving the outcomes, as well as any necessary revisions to the outcomes and/or strategies, and any new outcomes needed in the most recent initial or annual IFSP document.
- F. Completing the COS (Child Indicators) process with the family and team as part of the process of documenting the child's progress.

- G. Use the IFSP Addendum pages to document the team's decision regarding early intervention services.
 - 1) In rare circumstances, a change in the TL may be needed if a family member requests a change due to a personality conflict or when the parent and/or TL believes that even with assistance from other team members, he/she is not the best fit to continue supporting the family.
- H. Provide a PWN, obtain parental consent for changes to services, and if needed, obtain consent to use private insurance.
- I. Provide a written copy of the family's procedural safeguards, which are detailed in the Child and Family Rights in the Arizona Early Intervention Program (AzEIP) booklet, and explains all their rights including but not limited to the following:
 - 1) if the parent agrees to the IFSP as written, the parent's signature on the IFSP is consenting to initiate services
 - 2) the parent's option to accept/decline services if the parent disagrees with the services identified on the IFSP
 - 3) the dispute resolution process (i.e., filing a complaint, requesting mediation or a due process hearing) if the parent disagrees with the IFSP as written.

3.11.3 Active IFSP team members should attend IFSP reviews in person per best practice. If team members are not able to attend in person, they must attend by phone or provide written documentation of the child's progress prior to the meeting.

3.11.4 The service coordinator ensures the family, IFSP team members, and any other individuals with whom the family has consented to share the IFSP, such as the pediatrician, Healthy Families, Early Head Start, DCS, other early education or childcare programs, receive a copy of the IFSP, including the Addendum pages, within ten business days following the IFSP meeting.