

## **CHAPTER 6: COMPREHENSIVE SYSTEM OF PERSONNEL DEVELOPMENT**

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.

### **6.0 Transcript review and approval**

#### 6.0.1 Service Coordination and Developmental Special Instructionist Qualifications

- A. Programs must ensure all team members meet personnel qualifications as described in the AzEIP Policy Manual, Chapter 6: *Comprehensive System of Personnel Development*. Service Coordinators and Developmental Special Instructionists must have their transcripts reviewed and approved by ADES/AzEIP prior to hire. Additionally, all DSIs with a Master's degree must be approved for the Master's rate for billing. The transcripts must be submitted to [AzEIPQualityImprovement@azdes.gov](mailto:AzEIPQualityImprovement@azdes.gov). Please see the qualifications as described in the AzEIP Policy Manual, Chapter 6: *Comprehensive System of Personnel Development*.