



DEPARTMENT OF ECONOMIC SECURITY

*Your Partner For A Stronger Arizona*

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## Arizona Early Intervention Program (AzEIP) Part C Data Management System Request for Information (“RFI”)

### **Introduction**

DES/AzEIP is seeking information on web-based data management systems specifically created to maximize the collection and reporting of federal requirements under the Individuals with Disabilities Education Act (“IDEA”), Part C, infants and toddlers up to 3 years of age. DES/AzEIP seeks to identify prospective suppliers for a potential solicitation.

The present data management system currently has over 90,000 infant/toddler records, 1700 user records and 73,000 Individualized Family Service Plan (“IFSP”) records with over 2.75 million service delivery and accounts payable records.

### **Background**

Arizona Revised Statutes (A.R.S.) Title 41, Chapter 14, Article 5, §41-2022(a) identifies the Department of Economic Security (“DES”), as “...the lead agency for the coordination of a system of early intervention programs and services to infants and toddlers with developmental delays.”

In addition, under §41-2022(c) “The department of economic security, the department of education, the department of health services, the Arizona health care cost containment system administration and the Arizona state school for the deaf and the blind shall enter into one or more intergovernmental agreements to develop and implement a comprehensive, coordinated system of early intervention programs and services for infants and toddlers with or at risk of developmental delays and their families in accordance with Public Law 99-457 (20 United States Code section 671). The interagency coordinating council for infants and toddlers may assist in the development of the interagency agreements.” The DES program supporting the collaboration of the 5 state agencies is known as the Arizona Early Intervention Program (“AzEIP”), or DES/AzEIP.

### **Additional Information**

Additional information on AzEIP can be found at the following location:

<https://www.azdes.gov/main.aspx?menu=98&id=3026>

<http://idea.ed.gov/part-c/search/new>

### **Confidentiality**

All RFI responses received will remain CONFIDENTIAL until the procurement process is complete or for two years, whichever comes first, unless authorized by the State Procurement Administrator.

## **How to Respond**

Send all responses to the questions below to allazeip2@azdes.gov no later than December 18, 2015.

## **Questions and Requirements**

1. Describe your organization's procedures for data collection, storage, management, and data analysis.
2. Describe your organization's procedures for capturing and reporting child data required by federal and state policies, rules, regulations, and laws. Indicate your capabilities to modify these reports as requested by the Part C Data Manager based on changes to federal or state policies, rules, regulations, and laws.
3. Describe your organization's capabilities to provide and/or query reports as requested by the Part C State Data Manager in response to State inquiries, internal audits, external audits, to include, but not limited, to standard and ad hoc query reporting and longitudinal data pulls.
4. The web based system must contain a query tool or compatible query software that will capture and report aggregate level data using parameters that are not included in other, existing reports. This tool must be able to pull both historical and current data and contain all fields from all data tables within the database. This includes all tables and fields that are associated with AzEIP Data Management System. This feature shall be available with aggregate data at both the State and point of entry ("POE") levels. Describe your organization's capabilities to provide this query functionality.
5. The web based system must provide State and POE user levels based on areas of access, user types and user functions with a secure, private account accessed through the Internet. The State level must be at an aggregate level that encompasses all child data with the ability to drill down to a specific local education agency ("LEA") level when needed. The State level user types must have the ability to impersonate the POE user levels with access to all functions and child data for that user level and user types. The POE user level is restricted to only having access to information and reports for that LEA. At the POE level specific user types have the ability to impersonate users with child caseloads. Describe your organization's capability to provide these functionalities.
6. The web based system must allow the end user to create required documentation such as, but not limited to, the following documents:
  - (1) Acknowledgement of Referral Letter
  - (2) First Letter to Family
  - (3) Fax Cover Sheet for Requesting Medical Records
  - (4) Individualized Family Service Plan Document
  - (5) Transition Planning Conference Form
  - (6) LEA Notification Letter
  - (7) Closing Letter – Eligible Child
  - (8) Closing Letter – Unable to Contact
  - (9) Third Birthday LetterDescribe your organization's capabilities to provide these requirements.
7. The web based system must include compliance and validation features that indicate when fields are incomplete, when data are entered incorrectly, when items are due, and any other standard data formats that may be required as requested by the Part C Data Manager. Describe your organization's capabilities to provide these features.
8. The web based system must have a user-friendly, flexible interface to allow for seamless system enhancements based on federal and state policy, rule, regulation and law changes and requests by Part C State Data Manager. Such enhancements could include, but are not limited to; format changes to documents, additional data fields for federal or state required reporting purposes, and additional student documents or reports and business intelligence capabilities. Describe the interface of your web based system.

9. The web based system must contain in the eligibility section, the ability to collect diagnosis information on the child based on the International Statistical Classification of Diseases and Related Health Problems ICD 9 and ICD 10 codes. Reports query functions must have the ability to report by diagnosis code. Indicate your organization's capabilities to provide this functionality.
10. The web based system must contain an electronic document storage feature which allows the user to upload, organize, index, and store additional information to the student's record. This feature must accommodate formats in .PDF, .doc, .XLX, .txt, .rtf, .PPT, .TIF, .jpg, .PNG and ensure that all documentation uploaded to a student's file remains with the child record. Indicate your organization's capabilities to provide this functionality.
11. The web based system must contain the following operational and data collection modules:
  - (1) Database Management System User Information
  - (2) Service Provider Information
  - (3) User Level Reports Section
  - (4) Child Search Section
  - (5) Child Caseload Information
  - (6) Demographic Information on Child and Family
  - (7) Notification and Referral Information
  - (8) Screening and Health Information
  - (9) Financial Support and Provider Information
  - (10) Contact Log Information
  - (11) Evaluation Information
  - (12) Eligibility Information
  - (13) IFSP Summary Information
  - (14) IFSP Goals Information
  - (15) IFSP Planned Services Detailed Information
  - (16) Documentation Section
  - (17) Service Log Information
  - (18) Accounts Payable Information
  - (19) Transition from Part C to Part B Information
  - (20) Exiting Information
  - (21) Child Transfer Section
  - (22) Early Child Outcome Information
  - (23) Legal Action InformationDescribe your organization's capabilities to provide these requirements.
12. The web based system must be able to interface with other data management systems to allow for the import and export of child data and should include a data dictionary. Indicate your organization's capabilities for this requirement.
13. The web based system must be able to apply State branding, as approved by the State, to provide consistency to all pages and documents. Indicate your organization's capabilities for this requirement.
14. The web based data system must be protected from loss and/or corruption. Indicate your organizations capabilities for this requirement, including a data disaster plan.