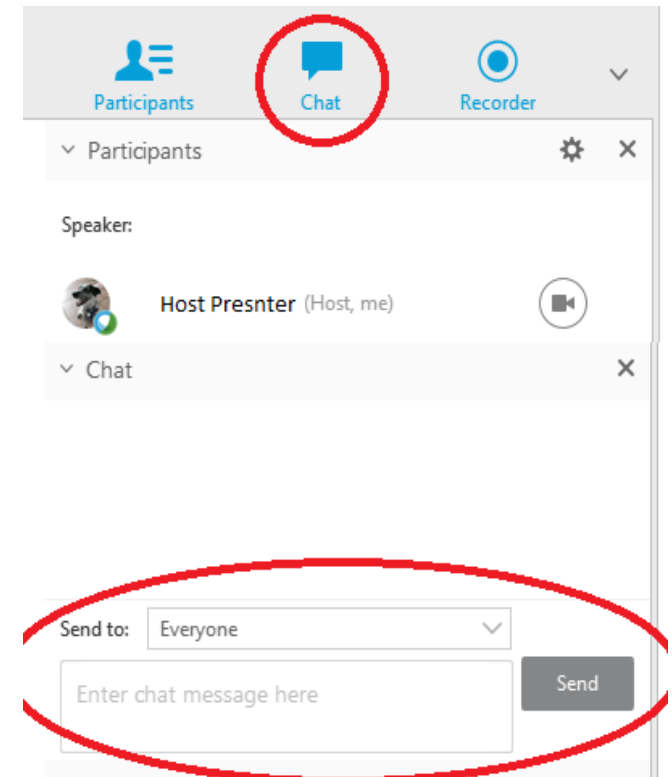
The background of the slide features a blue-tinted photograph of two young children. On the left, a child is crawling on the floor, looking towards the center. On the right, another child is standing and reaching out with their hands. In the center, a tall stack of wooden blocks is visible. The overall scene is dimly lit, with the blue tint providing a calm, professional feel.

Indicator 1 & 7 and Timely & Accurate Data FFY2016 Webinar

ARIZONA DEPARTMENT OF ECONOMIC SECURITY
ARIZONA EARLY INTERVENTION PROGRAM
JULY 2018

Friendly Reminder

- ▶ Please mute your phone and/or computer to prevent feedback.
- ▶ Questions and comments may be entered in the chat box located in the right pane of your screen.



Welcome! Who is with us?

- ▶ AzEIP Office

- ▶ Alicia Sharma
- ▶ Annie Converse
- ▶ Chantelle Curtis
- ▶ Ashley Boruff
- ▶ Tanya Goitia
- ▶ Phil Tramel
- ▶ Jen Nojunas

- ▶ Poll Question:

- ▶ Who is on the phone?
- ▶ What is your experience?

Overview

- ▶ Arizona's FFY 2016 Statewide Performance
- ▶ Regulations, Policies, and Procedures
- ▶ Service Coordinator and Provider Expectations
- ▶ Steps to Success
- ▶ Available Resources
- ▶ Summary

Arizona's FFY2016 Statewide Performance (July 1st, 2016 – June 30th, 2017)

Indicator 1: Timely Service Delivery

FFY 2014	FFY 2015	FFY 2016
75%	85%	86%

- ▶ % of infants/toddlers with IFSPs receiving Early Intervention services on their IFSPs in a timely manner.

Indicator 7: Timeliness of IFSP

FFY 2014	FFY 2015	FFY 2016
89%	91%	95%

- ▶ % of eligible infants/toddlers with IFSPs with evaluation, assessment, and initial IFSP meeting, within 45-day timeline.

Regulations, Policies, and Procedures

Indicator 1: Timely Service Delivery

% of children who receive all services timely

What does IDEA Part C say?

- ▶ IFSP must include—
 - ▶ (1) The projected date for the initiation of each early intervention service must be as soon as possible after the parent consents to the service on the IFSP.
 - ▶ Compliance indicator with a target of 100%.

What does AzEIP Policy and Procedures say?

- ▶ Services must be provided on or before the planned start date (PSD) documented on the IFSP but no later than 45 days after IFSP meeting.
 - ▶ Services are to begin as soon as possible after the IFSP meeting, while considering the family's priorities and schedules along with IFSP team members' schedules.
 - ▶ The PSD should not be the date of the IFSP meeting unless the service provider will be providing service directly following the IFSP meeting.

Initial Planning Process (45 Days Max) = AzEIP Coordination



Referral & Initial
Family Meeting

Record Review

Screening

Evaluation



Determine
Eligibility

Initiate IFSP Services (45 Days Max) =

AzEIP, or DDD Coord.
Based on Eligibility

Create
IFSP



IFSP Meeting
(Parent
Consent)

Deliver
IFSP
Services



Review IFSP
(Every 6 Months)

Transition
Planning
meeting
(2.6)



Transition
Conference
(2.9)

Transition Process

Transition
activities
beginning as
early as 2.3
and
completed
no later than
2.9

Arizona Early Intervention Metrics and Indicators

- Initial Planning Process**
 - Indicator 7: 45-Day Timeline
- IFSP Delivery Process**
 - Indicator 1: Timely Provision of Services
 - Indicator 2: Services in Natural Environment
 - Indicator 5: Child Find (Birth to One)
 - Indicator 6: Child Find (Birth to Three)
- Transition & Exit Process**
 - Indicator 3: Early Childhood Outcomes
 - Indicator 4: Family Outcomes
 - Indicator 8: Early Childhood Transition
- Other Indicators**
 - Indicator 9: Dispute Resolution Sessions
 - Indicator 10: Due Process Hearings
 - Indicator 11: SSIP

IFSP = Individualized Family Service Plan

Child Exit (By 3rd Birthday)

Indicator 1 (Timely Services)

Service Coordinator's Responsibilities

- ▶ Coordinating all early intervention services required under IDEA, Part C across agency lines
- ▶ Coordinating, facilitating, and monitoring the delivery of services required under this part to ensure that the services are provided in a timely manner and communicating this to team members.
- ▶ Conducting follow-up activities to determine that appropriate Part C services are being provided
- ▶ IFSP contains the projected date (planned start date) for the initiation of each early intervention service, which must be as soon as possible after the parent consents to the service
- ▶ Documenting all attempted/successful contacts with families regarding visits

Indicator 1 (Timely Services)

Service Provider's Responsibilities

- ▶ Participating as part of the IFSP Team including assessment and development of outcomes for the child and family
- ▶ Providing early intervention services in accordance with the IFSP
- ▶ Consulting with and training parents and other team members regarding the provision of the early intervention services described in the IFSP
- ▶ Identifying frequency of services and strategies to promote with family and team in every day activity settings

Regulations, Policies, and Procedures

Indicator 7: Timeliness of IFSP

What does IDEA say?

- ▶ Screening, initial evaluation, initial assessments, and initial IFSP must be completed within 45-days from the date of referral.
- ▶ Based on actual, not an average, number of consecutive days.
- ▶ Exceptional family circumstances are considered timely only when documented in records.
- ▶ Develop and implement interim IFSP to the extent appropriate and consistent with interim IFSP regulations.

What does AzEIP Policy say?

- ▶ The Initial Planning Process (referral, screening, evaluation, records review, eligibility determination, assessment, and IFSP) must be completed within 45-days from the referral date unless:
 - ▶ The child or parent is unavailable to complete the IPP due to exceptional family circumstances that are documented in the record.
 - ▶ Parental consent has not been obtained to complete IPP, despite documented, repeated attempts by the EIP.
- ▶ The date a referral is received by AzEIP's Central Referral System, AzEIP Provider, DDD, or ASDB for a child birth – three years of age, is the date the 45-day timeline begins.
- ▶ Interim IFSPs are appropriate for eligible children when the child and family are in immediate need of services prior to the child and family assessment and completion of the IFSP.

Indicator 7 (45-Day Timeline)

Service Coordinator's Responsibilities

- Engaging the family during the initial phone call, initial visit and through IFSP if eligible.
- Ensuring family understands the program and their role as a team member including procedural safeguards and consents.
- Ensuring all information is gathered to determine eligibility and conduct initial IFSP and sharing with the team.
- Informing the family of the next steps in the process and ensuring the family understands how information will be used to support them if eligible.
- Communicating with team and family to ensure all steps are completed in a timely manner.

Indicator 7 (45-Day Timeline)

Service Provider's Responsibilities

- Communicating with Service Coordinator when family is assigned for eligibility determination.
- Reviewing all information gathered including medical records, screening information and family preferences or interests gathered at initial visit.
- Conducting thorough and timely eligibility determinations including evaluations or record reviews.
- Ensuring all communication with a family and visits completed during initial process are documented on a contact note.
- Flexible Activity Based "F.A.B." Scheduling

45-Day Timeline Delay Reasons

- ▶ Family Delay
 - ▶ Delays due to exceptional **family** circumstances
 - ▶ Eligibility and IFSP must be completed as soon as possible after documented circumstances no longer exist
 - ▶ If unable to reach the bio-family and/or foster family.
- ▶ Team Delay
 - ▶ Delays due to team in scheduling or lack of capacity
- ▶ DCS/CPS Delay
 - ▶ Used rarely and when SC is unable to locate or contact DCS to find bio parent information. SC must make several documented attempts at different times and days.
 - ▶ If delay is caused by lack of follow up, it is considered a team delay
- ▶ Records
 - ▶ Used very rarely and only after many documented attempts to obtain documentation.
 - ▶ If the delay of records is due to lack of follow up, it is a team delay.

Timely and Accurate Data

- ▶ Each EIP is required to collect and enter accurate data within ten (10) days of the event.
- ▶ Each EIP must have a process to follow-up and/or track when they are late in submitting and entering data.

Steps to success

Practices to ensure timeliness

- ▶ Communicate with family prior to visits.
- ▶ Ensure team is aware of family preferences regarding communication and availability including any cancellations and schedule changes.
- ▶ Offer families multiple days and times around their schedule.
- ▶ Document all communication with family.
- ▶ IFSP team members should work with the family to decide the planned start date during the IFSP meeting.
- ▶ Communicate with team regarding updates for service start dates and schedule changes.
- ▶ If a cancellation occurs, ensure visit is rescheduled as soon as possible to avoid team delays.

Available Resources

- ▶ IDEA, Part C
- ▶ AzEIP Policy
- ▶ Child contract report
- ▶ Forms: IFSP, home visit log, Quarterly Report, DDD quarterly review form, progress notes
- ▶ AzEIP Job Aids
- ▶ Team Meetings
- ▶ EIP Leadership
- ▶ AzEIP Office
- ▶ *How do your team members and SCs track start dates?*

Summary

- ▶ Team members are responsible for ensuring families are receiving services consistent with the IFSP.
- ▶ Complete IPP process within 45-days.
- ▶ Start all IFSP services by the planned start date.
- ▶ Document, document, document.
- ▶ Enter data into state database within 10 days of activity.
- ▶ Consistent communication across agency lines and amongst team members is key to success.
- ▶ Use internal supports to resolve problems.

Questions



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