

## I-Teams Initial Planning Process Cheat Sheet- Child Demographics

Complete this section after a new referral has been assigned to you in Iteams. Most of this info should be in the original referral or on your Child Data sheet.

1. Login to I-Teams <https://egov.azdes.gov/AzEIP/AzEIP ITEAMS/Account/Login.aspx>

2. From the home page, click Your Children and Alerts

The screenshot shows the I-TEAMS web application interface. The top navigation bar includes links for Home, About DES, FAQs, Contact Us, Reports, Forms, Office Locator, and a search function. The main content area is divided into a left sidebar and a main panel. The sidebar contains a tree view with the following items: Home Page, Professional Providers (with sub-item Manage Professional Provider), Referral (with sub-item Search for Referral Match), Child (with sub-item Locate Child), Children and Alerts, and Logout. The main panel displays an 'AzEIP Message' table with the following data:

AzEIP Message	Posted Date	Effective Date
Hello I-TEAM Users: If RSK has assigned a newly referred child to your organization, and you need the Help Desk to assign the record in I-TEAMS to your contract, please send the following information in an e-mail to the Help Desk at <a href="mailto:AzEIPITEAMS@azdes.gov">AzEIPITEAMS@azdes.gov</a> : Child's first & last name, DOB, child's current zip code, the contract name, date of referral, name of person who assigned the child to the contract, and the date the assignment was completed.	05/16/2013	05/07/2013
I-TEAMS will be OFFLINE today, 05/20, from 4:00 PM - 5:00 PM for a migration. Please complete any tasks before 4:00 PM. We will send an e-mail message out shortly about this, a reminder message shortly before 4:00 PM, and a final one when the system is brought back online after the migration. If you have any questions, please e-mail the Help Desk at <a href="mailto:AzEIPITEAMS@azdes.gov">AzEIPITEAMS@azdes.gov</a> . Thank you for your cooperation and understanding.	05/20/2013	05/20/2013

Below the table, the user is greeted with: **Hello Stacy Zogheib. Welcome to the AzEIP ITEAMS Application!** A link for [Your Children & Alerts](#) is provided below the greeting. A black arrow points from the 'Children and Alerts' menu item in the sidebar to the 'Your Children & Alerts' link.

3. Wait. It takes a bit to load.

4. You should see a list of alerts, and a list of children assigned to you.

5. Click Select next to the name of the child you need to enter info for.

6. Things to note from this screen:

The screenshot shows the I-TEAMS Child Demographics form. At the top, there is a navigation bar with links like 'Home', 'Professional Providers', 'Referral', 'Child', and 'Logout'. The main content area is titled 'Child Demographics' and contains several sections:

- Child Information:** Fields for I-TEAMS ID, Child Name (Last, First, Middle, Suffix), Child AKA (Last, First, Middle, Suffix), Date of Birth, Agency (AzEIP, DDD, ASDB), School District of Residence (Dysart Unified District), and CPS involvement status.
- Ethnicity/Race:** Fields for 'Did parent or guardian provide information?' and 'Is Child Hispanic or Latino?'. Race options include American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White.
- Language:** Fields for Language of Home and Language of Child (if different).
- Child Resides With:** A dropdown menu.
- Child Address:** A table with columns for Address, Address Type, and Verified.

A: Basic child info. Name, I-Teams ID, DOB, status, date opened (referral date in most cases), agency, contract area.

B: This is your 45 day deadline, based on the date that RSK received the referral. It will turn red if you do not enter in an IFSP within 45 days, regardless of the reason for the delay.

7. Start entering in demographic info. Fill in as much as you have, based on the referral and the Child Data form.

8. For School District of Residence (this is a required field). Make a habit of asking at the screening which school district they are in. The parents usually know. 😊 If you forget, or you close out without a screening, use the link marked Find School District. Just clicking will open the website in a new window.

The screenshot shows the I-TEAMS form with the following details:

- Agency: AZEIP Contract Region: Arizona Cooperative Therapies West Central Maricopa
- Child Name: Last: [Redacted], First: [Redacted], Middle: [Redacted], Suffix: [Redacted]
- Child AKA: Last: AKA Last Name, First: AKA First Name, Middle: [Redacted], Suffix: [Redacted]
- Date of Birth: [Redacted]
- Gender: Male  Female
- School District of Residence: Dysart Unified District
- Find School District: [Find School District](#) (indicated by an arrow)
- Is CPS Involved? Yes  No
- Ethnicity/Race:
  - Did parent or guardian provide information? Yes  No
  - Is Child Hispanic or Latino? Yes  No
  - Race: American Indian or Alaska Native  Asian  Black or African American  Native Hawaiian or Other Pacific Islander  White
- Language of Home: English (Must have an adult)
- Language of Child: English (if different)
- Interpreter Needed? Yes  No
- Child Resides With: Parent
- Child Address: Address, Address Type, Verified

9. Click the dot marked Zip Code and enter in the zip code where the child lives, then click Go.

The screenshot shows the Arizona Department of Education search page with the following details:

- Search By: Name , City , County , Zip Code , CTDS
- Enter the Zip Code: 85301
- Other Links: Charter Schools Search, Custom School List, SAIS Information, Schools Links, District Websites
- Instructions:
  - Below are sample instructions
  - To begin searching, click on what you want to search by. i.e., school/district name, city, county, zip code or CTDS.
  - Enter the search criteria in the field that appears and press go.
  - Like this: Enter the Entity Name: %Kymene
  - When searching by name or city, you can enter part or all of the name or city.
  - Tip: If you don't know the first part of the name enter a % (wildcard) in front of the name you enter as in the sample above. (It is not necessary to enter a % at the end.)
  - CTDS=County Code, Type Code, District Code & Site Number
  - Maps are provided for your convenience via a link with MapQuest.com. Arizona Department of Education is not responsible for their accuracy.
  - Based on the search criteria specified, the results returned can be quite large.
  - If you experience a timeout, try being more specific with your criteria or search by county where the search will be broken down by letter of the alphabet.

10. It typically will tell you what school district that zip code is in.

The screenshot shows the search results page for zip code 85301, listing the following school districts:

- 07-04-40-000 -> Glendale Elementary District
  - Contact: Joseph Quintana
  - (623) 237-4000
  - 7301 N 58th Ave Glendale 85301
  - [View More Details](#) | [View School Report Card](#)
- 07-05-05-000 -> Glendale Union High School District
  - Contact: Eugene Dado
  - (623) 433-6000
  - 7630 N 43rd Ave Glendale 85301 1661
  - [View More Details](#) | [View School Report Card](#)
- 07-04-68-104 -> Barcelona Middle School
  - Contact: Melissa White
  - (623) 842-9819
  - 8130 N. 44th Ave. Glendale 85301
  - [View More Details](#) | [View School Report Card](#)
- 07-04-68-105 -> Carol G. Peck Elementary School
  - Contact: Malinda Schlosser
  - (623) 842-3889
  - 5810 N. 49th Ave. Glendale 85301
  - [View More Details](#) | [View School Report Card](#)
- 07-04-40-106 -> Don Meuserick School
  - Contact: Jeff Vizard
  - (623) 842-3889
  - 5235 N. 47th Ave Glendale 85301
  - [View More Details](#) | [View School Report Card](#)
- 07-05-03-201 -> Glendale High School
  - Contact: Kevin Gault
  - (623) 842-3889
  - 6216 W. Glendale Avenue Glendale 85301
  - [View More Details](#) | [View School Report Card](#)
- 07-04-40-101 -> Glendale Landmark Middle School
  - Contact: Diane Pesch
  - (623) 842-3889
  - 3730 West Myrtle Avenue Glendale 85301
  - [View More Details](#) | [View School Report Card](#)

11. Click the drop-down box next to school district, and select the correct district.

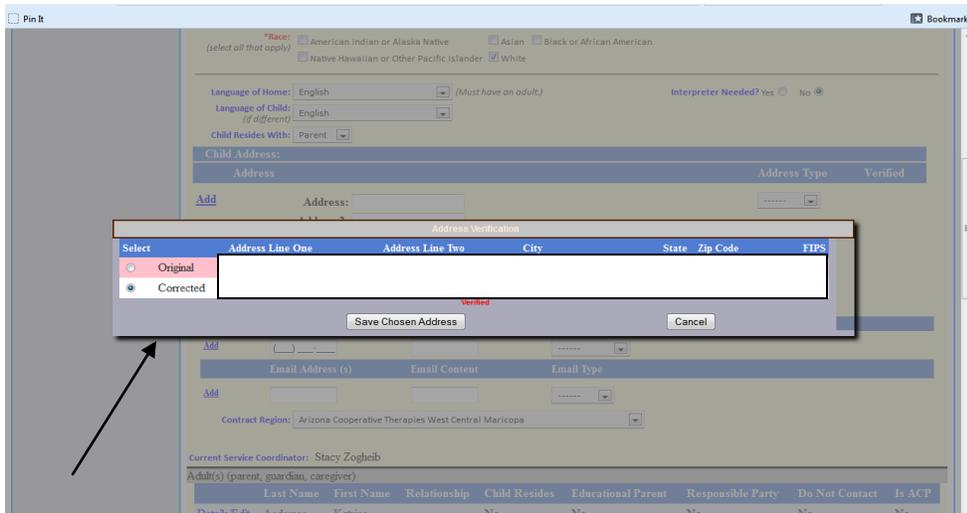
The screenshot shows the I-TEAMS web application interface. The top navigation bar includes links for Home, About DES, FAQ's, Contact Us, Reports, Forms, and Office Locator. The main content area is titled 'Child' and contains a registration form. The 'School District of Residence' dropdown menu is open, showing a list of school districts. The 'Dysart Unified District' is selected. The form also includes fields for 'Child Name', 'Date of Birth', 'Agency', 'Ethnicity/Race', and 'Language of Home'. The 'Child Resides With' dropdown is set to 'Parent'.

12. Keep entering in data- ethnicity/race, languages, who the child lives with, etc.

13. When you get to the Address field, type in the address then click the link marked Add.

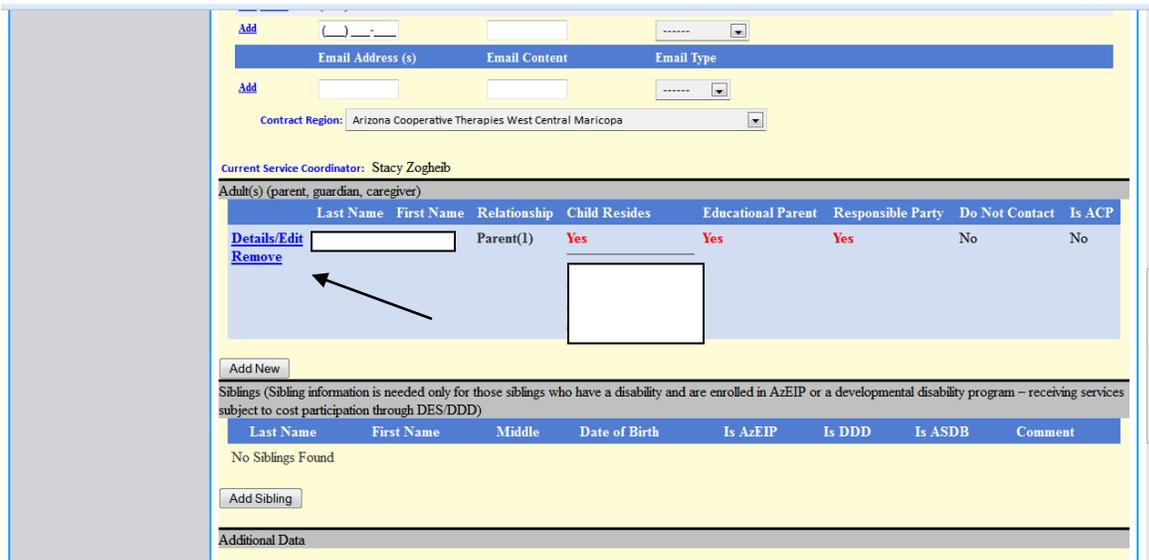
The screenshot shows the 'Child Address' confirmation screen. The 'Child Resides With' dropdown is set to 'Parent'. The 'Child Address' section has a table with columns 'Address', 'Address Type', and 'Verified'. Below the table, there are input fields for 'Address', 'Address2', 'City', 'State', and 'Zip'. An 'Add' link is located to the left of the 'Address' field, with an arrow pointing to it. Below the address fields, there are sections for 'Phone Number (s)' and 'Email Address (s)', each with an 'Add' link. The 'Contract Region' is set to 'Arizona Cooperative Therapies West Central Maricopa'.

14. When the address confirmation screen pops up, choose the corrected version of the address unless it is way off. Click Save Chosen Address.



15. Enter in the family's phone number then click the link marked Add.

16. Next section is adult details. If the info does not look correct, click the link marked Details/Edit. Remove is a separate link- don't click that unless you want to delete the person entirely.



17. Check boxes appropriate to the situation. If the parent lives at the same address as the child, click the box labeled Use Child Address and it will automatically carry it over.

Adult Type: Parent 1  Parent 2  Caregiver

Name: Last:  First:  Middle: *Middle* Suffix:

Address	Address Type	Verified
<input type="text"/>	Home	<input checked="" type="checkbox"/>

Use Child Address  
 Use Parent 1 Address

Address:   
Address2:   
City:   
State: AZ  
Zip:

Reservation:

Phone Number (s)	Extension	Phone Type
<input type="text"/>	<input type="text"/>	Home

Email Address (s)	Email Content	Email Type
<input type="text"/>	<input type="text"/>	Business

Do Not Contact  
 Is Educational Parent?  
 Is Responsible Party? (financial)

18. Click the button labeled Close Details.

Current Service Coordinator: Stacy Logneto

Adult(s) (parent, guardian, caregiver)	Last Name	First Name	Relationship	Child Resides	Educational Parent	Responsible Party	Do Not Contact	Is ACP
Details/Edit Remove	<input type="text"/>		Parent(1)	Yes	Yes	Yes	No	No

Adult Type: Parent 1  Parent 2  Caregiver

Name: Last:  First:  Middle: *Middle* Suffix:

Use Child Address  
 Use Parent 1 Address Same as Child  
 Do Not Contact  
 Is Educational Parent?  
 Is Responsible Party? (financial)

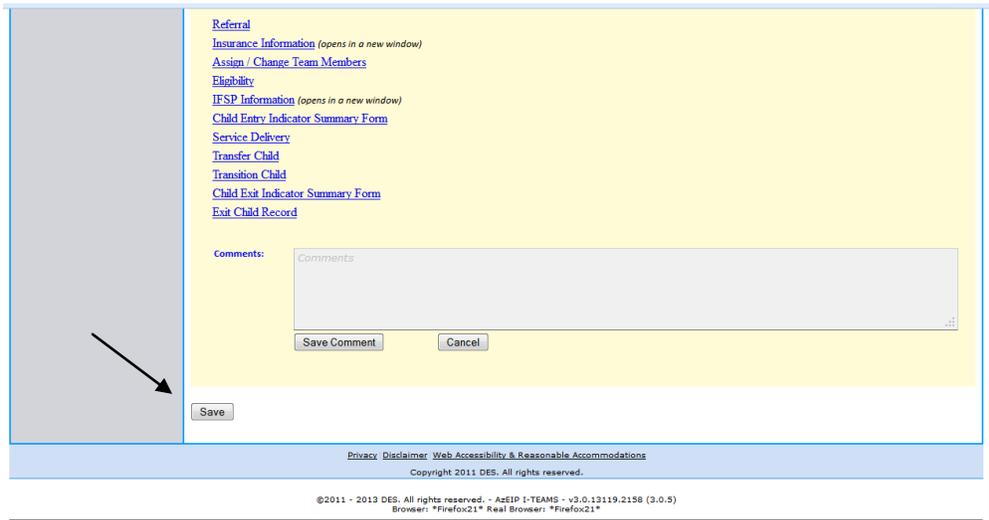
Siblings (Sibling information is needed only for those siblings who have a disability and are enrolled in AzEIP or a developmental disability program – receiving services subject to cost participation through DES/DDD)

Last Name	First Name	Middle	Date of Birth	Is AzEIP	Is DDD	Is ASDB	Comment
No Siblings Found							

Additional Data

19. Skip sibling info unless there are siblings in the home who are also receiving services.

20. Scroll all the way down and click Save. It will have you wait while it saves, then send you back to the beginning of the form.



The screenshot shows a web form with a yellow background. On the left side, there is a vertical grey bar. A black arrow points from this bar to a 'Save' button located at the bottom left of the form. The main content area contains several blue hyperlinks: 'Referral', 'Insurance Information (opens in a new window)', 'Assign / Change Team Members', 'Eligibility', 'IFSP Information (opens in a new window)', 'Child Entry Indicator Summary Form', 'Service Delivery', 'Transfer Child', 'Transition Child', 'Child Exit Indicator Summary Form', and 'Exit Child Record'. Below these links is a 'Comments' section with a text input field and two buttons: 'Save Comment' and 'Cancel'. At the bottom of the page, there is a footer with the text: 'Privacy Disclaimer Web Accessibility & Reasonable Accommodations', 'Copyright 2011 DES. All rights reserved.', and '©2011 - 2013 DES. All rights reserved. - A&EP 1-TEAMS - v3.0.13119.2158 (3.0.5) Browser: \*Firefox21\* Real Browser: \*Firefox21\*'.

20. If you have more info to enter, scroll back down to the end and click the next section that you need- most likely Eligibility if you are working through the IPP.