

## AzEIP I-TEAMS User Guide for AzEIP Assistive Technology (AT) Contract

### 1. IFSP Information Page

Once the IFSP team determines the need for AT and the IFSP has been updated to include AT, the Service Coordinator (SC) shall contact the AzEIP AT Contractor to identify the appropriate AT discipline within 24-48 hours of the IFSP and invite the AzEIP AT Contractor to the next team meeting. After contacting the AzEIP AT Contractor and identifying the appropriate AT discipline, the SC must enter the IFSP into I-TEAMS within 10 business days.

- a) Click on the **Create New IFSP** button and enter all information as written on the plan.
- b) Click on the **Save IFSP** button.
- c) Click on the **Add New Services** button and enter all information as written on the plan.
- d) From the **Service** menu, select Assistive Technology Services.
- e) From the **Discipline** menu, select AT Discipline (i.e. AT-PT, AT-OT, AT-SLP).  
**\*\*\*NOTE: Only staff employed under the AT Contract can have their discipline assigned as AT.**
- f) Complete all other required fields.
- g) Save by clicking on **Add Service**.

The screenshot shows the 'Add New Service' form. The 'Service' dropdown is set to 'Assistive Technology Services'. The 'Discipline' dropdown is set to 'AT - Occupational Therapist'. The 'Frequency' and 'Service Setting' dropdowns are set to '-----'. The 'Planned Start' and 'Planned End' date pickers are empty. The 'Funding Source' section has several checkboxes: 'Arizona Early Intervention Program (AzEIP)', 'Arizona Long Term Care System (ALTCS)', 'Arizona State Schools for the Deaf and the Blind (ASDB)', 'Division of Developmental Disabilities (DDD)', 'Family Cost Participation (FCP)', 'Medicaid (AHCCCS/CMDP)', and 'Private Insurance (PI)'. The 'Max End Date' is 03/22/2018. There are 'Add Service' and 'Cancel' buttons at the bottom.

### 2. Assign / Change Team Members Page

Once it has been determined that AT is needed and it has been added to the IFSP, the AzEIP T Contractor will need to be assigned. Please note that the AzEIP AT Contractor cannot be the primary contractor and the start date must be the date of the IFSP meeting.

Assigning Contractor (Completed by SC or designated data entry personnel)

- a) Under the **Agency** drop down menu, select AT.
- b) Under **Contract Provider Name**, select the AzEIP AT Contractor.
- c) Enter the **Assignment Start Date** as indicated on the IFSP.  
**\*\*\*NOTE: The start date must be the date of the IFSP meeting, and match what is entered on the IFSP page in ITEAMS.**
- d) Select **Update** to save the entry.

The screenshot shows a table with the following columns: Agency, Contract Provider Name, Is Primary, Assignment Start Date, and Assignment End Date. The 'Agency' column has a dropdown menu. The 'Is Primary' column has a checkbox. The 'Assignment Start Date' and 'Assignment End Date' columns have date pickers. An 'Add' button is located to the left of the table. The table is currently empty.

## AzEIP I-TEAMS User Guide for Assistive Technology (AT)

Assigning AT Team Member (Completed by SC or designated data entry personnel)

- a) From the **Discipline Type menu**, select the AT Discipline (i.e. AT-OT, AT-PT, AT-SLP).
- b) Under **Provider Name**, select the AzEIP AT Contractor Name.  
**\*\*\*NOTE: The AT Contractor cannot be assigned as the Team Lead.**
- c) Click **Update** to save the entry.

Assign / Change Team Members

Discipline Type	Provider Name	Team Lead	Team Lead Assignment Date	Assignment End Date	
<a href="#">Add</a>	AT - Occupational Therapist	-----	<input type="checkbox"/>	___/___/___	___/___/___

Please select a Discipline.

### 3. Service Delivery Page

AzEIP AT Contractor will enter AT service delivery's into I-TEAMS within 10 business days of the event.