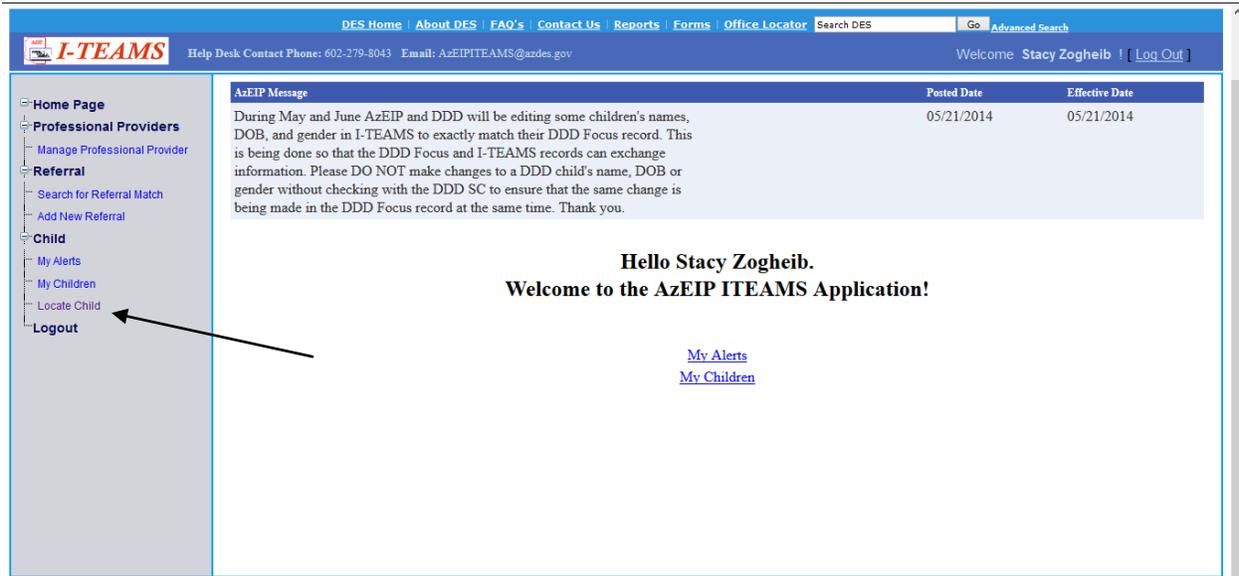


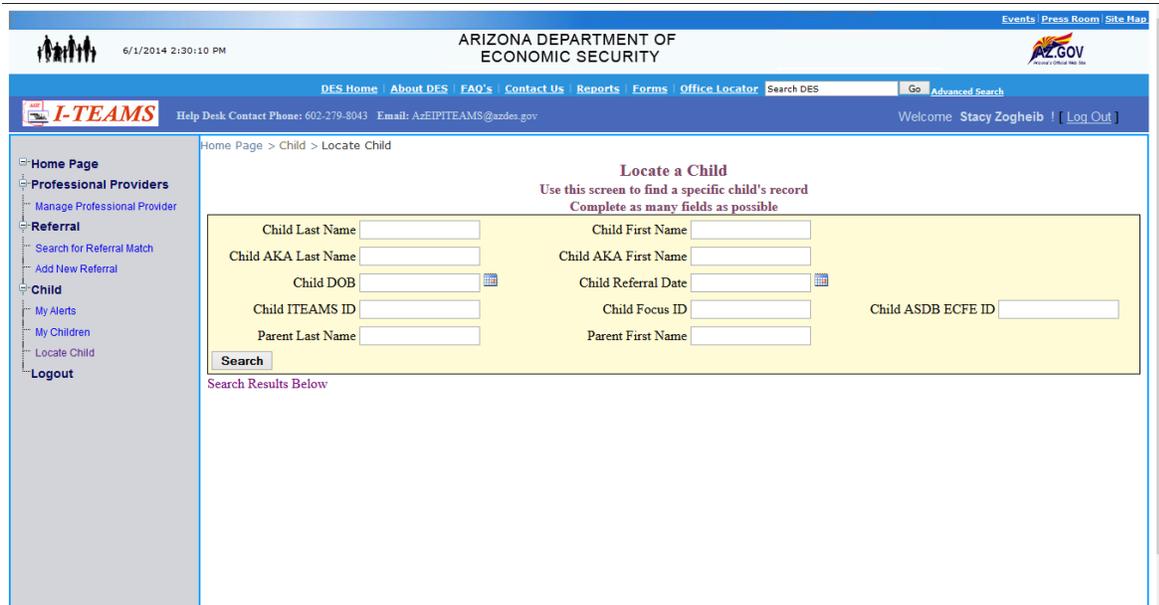
Iteams Data Entry- IPP Overview

Work through entering in IPP data in this order. There will be times that you have to go back and change something you've already done, but because the system is linear this is just how it goes.

1. Home Screen



2. Locate Child. Typically the first few letters of the first and last name will find the child for you.



3. Click Select next to the name of the child you need.

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

6/1/2014 2:33:00 PM

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Help Desk Contact Phone: 602-279-8043 Email: AzEIPITEAMS@azdes.gov

Welcome Stacy Zogheib | [Log Out]

Home Page > Child > Locate Child

Locate a Child

Use this screen to find a specific child's record
Complete as many fields as possible

Child Last Name: tro | Child First Name: gav
 Child AKA Last Name: | Child AKA First Name: |
 Child DOB: 4/22/2014 | Child Referral Date: 4/22/2014
 Child ITEAMS ID: | Child Focus ID: | Child ASDB ECFE ID: |
 Parent Last Name: | Parent First Name: |

Search Results Below

Select	Child ID	Referral Date	Child Last Name	Child First Name	Child DOB	Child Gender	Child Record Status
<input type="button" value="Select"/>	72235	4/22/2014	Troup	Gavin	2/9/2012	M	Open

4. Child Home Page. This page is more public and most people can see this information.

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Welcome Stacy Zogheib | [Log Out]

Home Page > Child > Locate Child

Locate a Child

ITEAMS ID: 72235
 Child: Troup, Gavin DOB: 2/9/2012 Status: Open as of 4/22/2014
 Agency: AzEIP Contract Region: ACT West Central Maricopa

AzEIP 45th day from Referral Date:
Friday, June 06, 2014

Child Last Name, First Name:	Troup	Gavin	
Child AKA Last Name, First Name:			
Parent Last Name, First Name:	Troup	Sara	
Child AzEIP I-TEAMS ID, DDD Focus ID, ASDB ID:	72235	0	0
Child Record Status, Status Date:	Open	4/22/2014	
Child Gender, DOB, Referral Date	M	2/9/2012	4/22/2014
Service Coordinator Last Name, First Name:	Zogheib	Stacy	
Service Coordinator Phone:	(623) 910-9587		

Privacy Disclaimer Web Accessibility & Reasonable Accommodations
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©2011 - 2014 DES. All rights reserved. - AzEIP I-TEAMS - v3.1.14122.1129 (4.0.53)
Browser: *Firefox29* Real Browser: *Firefox29*

4. Child Demographics. See Child Demographics cheat sheet. If you see a message saying you cannot access this page from the Locate Child screen e-mail either the SC for that child or the Help Desk to help gain access.

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

6/1/2014 2:37:04 PM

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I-TEAMS Help Desk Contact Phone: 602-279-8043 Email: AzEIPTEAMS@azdes.gov Welcome Stacy Zogheib | Log Out

Home → Child Demographics

ITEAMS ID: [Redacted]
 Child: Tru [Redacted]
 Agency: [Redacted]

AzEIP 45th day from Referral Date: **Friday, June 06, 2014**

*Child Name: [Redacted]
 Child AKA: [Redacted]
 *Date of Birth: [Redacted]
 Agency: [Redacted]

*School District of Residence: Litchfield Elementary District | Find School District

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
 (select all that apply) Native Hawaiian or Other Pacific Islander White

Language of Home: English (Must have an adult.) Interpreter Needed? Yes No
 Language of Child: English (if different)
 Child Resides With: Parent (Needs to be set in the adult grid.)

Child Address:	Address	Address Type	Verified

5. Assign/Change Team Members. Assign at least the SC and whoever is going to do the screening and/or evaluation. DO NOT assign a team lead at this time or it will mess things up further down.

Agency

Agency	Contract Provider Name	Is Primary	Assignment Start Date	Assignment End Date
Edit Remove	AzEIP	Arizona Cooperative Therapies West Central Maricopa	<input checked="" type="checkbox"/>	04/23/2014
Add			<input type="checkbox"/>	

Assign / Change Team Members

Discipline Type	Provider Name	Team Lead	Team Lead Assignment Date	Assignment End Date
Edit	Service Coordinator	Stacy Zogheib [West Central Maricopa]	<input type="checkbox"/>	
Edit	Developmental Special Instr	Stacy Zogheib [West Central Maricopa]	<input type="checkbox"/>	
Edit	Speech-Language Pathologic	Jennifer Yancey [West Central Maricopa]	<input type="checkbox"/>	
Add			<input type="checkbox"/>	

Additional Data

[Referral](#)
[Insurance Information](#)

6. Eligibility. See Eligibility cheat sheet.

Eligibility

[Back to Child Demographics](#)

ITEAMS
Child: [Redacted]
Agency: [Redacted]

AzEIP 45th day from Referral Date:
Friday, June 06, 2014

Screening Conducted? Yes [v]
Select Screening Results: Evaluation Recommended [v]
Screened Out Date: []

Parents Requested Evaluation: Yes No

AzEIP Eligibility Decision: Yes [v]
AzEIP Eligibility Decision Date: 05/15/2014 []
45 Day Delay Reason: []

PWN for Screening Provided:
Date PWN for Screening Provided: 04/28/2014 []

Consent for Evaluation / PWN Signed:
Date Consent for Evaluation / PWN Signed: 04/28/2014 []

PWN for Eligibility Provided:
Date PWN for Eligibility Provided: 05/22/2014 []

FCP Packet Provided:
Date FCP Packet Provided: 05/15/2014 []

Delay Reason Other: []

Select Established Condition or Developmental Delay: Established Condition Developmental Delay

Eligibility Decision Based on: Records Evaluation

Select All Established Conditions that Apply:

<input type="checkbox"/> Auditory Impairment	<input type="checkbox"/> Disorders Disturbing Nervous Systems	<input type="checkbox"/> Metabolic Disorder	<input type="checkbox"/> Periventricular Leukomalacia
<input type="checkbox"/> Cerebral Palsy	<input type="checkbox"/> Disorders Secondary to Toxic Substance Exposure (FAS)	<input type="checkbox"/> Neural Tube Defect	<input type="checkbox"/> Severe Attachment Disorder
<input type="checkbox"/> Chromosomal Abnormality	<input type="checkbox"/> Hydrocephalus	<input type="checkbox"/> Other Condition not Listed	<input type="checkbox"/> Visual Impairment
<input type="checkbox"/> Congenital Infections	<input type="checkbox"/> Intraventricular Hemorrhage Grade III or IV	<input type="checkbox"/> Pediatric Under Nutrition	

If Other Condition not Listed has been chosen, Enter the Other Established Condition.
Other Established Condition: []

7. Service Delivery. See Service Delivery cheat sheet. Enter in ALL IPP service delivery including the CFA and IFSP before entering in an initial IFSP. Do not enter in TC billing. Do not enter in any service delivery from after the IFSP/CFA. If the child did not qualify for services enter in all eligibility info and all IPP service delivery, then skip down to step 12: Exit Child Record.

Service Delivery

[Back to Child Demographics](#)

AzEIP 45th day from Referral Date:
Friday, June 06, 2014

Date: 06/01/2014 []

Service: [] [Enter Team Conferencing](#)

Team Member: []

Modifier(s)

<input type="checkbox"/> Assessment	<input type="checkbox"/> Meeting	<input type="checkbox"/> Non-Direct	<input type="checkbox"/> Service Coordination (Dual role)
<input type="checkbox"/> Assistive Technology	<input type="checkbox"/> Multiple eligible children 2	<input type="checkbox"/> Record Review	<input type="checkbox"/> Sign Language and Cued Language
<input type="checkbox"/> Data	<input type="checkbox"/> Multiple eligible children 3	<input type="checkbox"/> Report Writing	<input type="checkbox"/> Team Lead
<input type="checkbox"/> Evaluation			

Units: 0 [v] .00 [v] Setting: [] Location (Zip): [] Is TPL Reimbursable: Yes No

Reversal? Yes No

Service Delivery Notes:
[]

Save Cancel

Number Of Records to View: 25 [v]

Date	Provider	Service	Service Modifier(s)
------	----------	---------	---------------------

8. Assign/Change Team Members. Yes, again. If the child qualified for services, assign the rest of the team. Designate a team lead, and enter in the effective date for the TL (usually the date of the initial IFSP. Dedicated SC cannot be a team lead. If the TL is dual role assign the professional role (not the SC) as the team lead.

The screenshot shows two main sections in a software interface:

- Agency Section:** A table with columns: Agency, Contract Provider Name, Is Primary, Assignment Start Date, and Assignment End Date. The first row is highlighted in pink and shows 'AzEIP' as the Agency, 'Arizona Cooperative Therapies West Central Maricopa' as the Contract Provider Name, 'Is Primary' checked, and '04/23/2014' as the Assignment Start Date. Below the table is an 'Add' button with dropdown menus for Agency and Contract Provider Name, and date pickers for Assignment Start Date and Assignment End Date.
- Assign / Change Team Members Section:** A table with columns: Discipline Type, Provider Name, Team Lead, Team Lead Assignment Date, and Assignment End Date. It lists three team members:
 - Stacy Zogheib [West Central Maricopa] as a Service Coordinator (not a team lead).
 - Stacy Zogheib [West Central Maricopa] as a Developmental Special Instr (not a team lead).
 - Jennifer Yancey [West Central Maricopa] as a Speech-Language Pathologic (not a team lead).
 Below the table is an 'Add' button with dropdown menus for Discipline Type and Provider Name, and date pickers for Team Lead Assignment Date and Assignment End Date.

Below these sections are links for 'Additional Data', 'Referral', and 'Insurance Information'.

8. Insurance Information. The system will generally not let you enter in post-IFSP service delivery info without insurance information. Click the Edit button at the bottom of the page to open those fields up. For AHCCCS or other public insurance children enter their AHCCCS number into the red spaces for policy and group numbers. Effective date of coverage is generally the child's birth day unless you specifically know otherwise.

The screenshot shows the 'Insurance Information' section of a software interface. At the top, it displays 'ITEAMS ID: 72285' and 'Child Demographics' button. Below this, there are fields for 'Child: Tr' and 'Agency:'. A date field indicates 'AzEIP 45th day from Referral Date: Friday, June 06, 2014'. The main section is divided into 'Primary Insurance' and 'Secondary Insurance' panels. Each panel includes fields for 'Family Consent' (Yes/No), 'Consent Date', 'Rescind Date', 'Child's Member ID', 'Insurance Type', 'Insurance/Health Plan Name', 'Policy Holder's Name', 'Policy Holder's Employer', 'Plan Type' (with examples like EPO, PPO, HMO), '*Policy Number', '*Group Number', and '*Effective Date of Coverage'. There are also fields for 'Customer Service Phone' and 'Claims Address'. At the bottom, there are 'Edit', 'Cancel', 'New Primary', and 'New Secondary' buttons, and a link for 'Previous Insurance(s)'.

9. IFSP Information. Enter in the IFSP type, the date, parent consent date (typically the same date as the IFSP) and click Save IFSP. Then click Add New Service. Enter in the service type, discipline, service location, start and end dates, and funding sources. For frequency if you decided on a block of services (ex 24 visits in 6 mo) then click Other and type in the number of visits. Click Add Service, then add new service if you need to add another service. Click Save IFSP when finished adding services.

AzEIP DDD ASDB Initial IFSP Date: 05/23/2014 Team Lead: Stacy Zogheib
 *IFSP Type: ----- IFSP Date: 05/23/2014
 Parent Consent as Written? Yes No
 Comments:
 Date PWN Provided: Primary Service Setting: Restrict to NO COST services: Yes No
 Consent Date: 05/23/2014

Services Needed to Make Progress Towards Outcomes

Service Type	Discipline	Cost Participation	Frequency	Planned Start	Planned End	Service Setting	Funding Source
Edit Service Coordination Services	Developmental Special Instruction	No	monthly 60 min	5/23/2014	11/2/2014		Arizona Early Intervention Program (AzEIP)
Edit Special Instruction	Developmental Special Instruction	Yes	Other 60 min	6/15/2014	11/2/2014	Home	Arizona Early Intervention Program (AzEIP), Family Cost Participation (FCP)

Service: --Select--
 Discipline: --Select-- Frequency: ----- Service Setting: -----
 *Planned Start: *Planned End: Max End Date: 11/02/2014
 Funding Source:
 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)
 Private Insurance (PI)

Additional Data

[Referral](#)

10. Entry Indicators. Enter these in if you did them with the initial IFSP.

Arizona Early Intervention Program (AzEIP) Child Entry Indicator - Summary

Child's Name: Ayden Lacy	Date of Birth: 11/3/2011 12:00:00 AM
Date of Entry Rating: <input type="text"/>	Child's County of Residence: Maricopa
Child ID NO: 72429	

Use the initial evaluation and assessment information to rate the questions below using the following chart.

Age-appropriate function to all or almost all everyday situations.	Age-appropriate functioning some of the time and/or in some situations.	Not yet showing age-appropriate functioning, but showing immediate functional skills.	Not yet showing age-appropriate functioning. Including any immediate functional skills.
T	E	M	I N G

1. POSITIVE SOCIAL-EMOTIONAL SKILLS (Including Social Relationships)
 To what extent does this child show age-appropriate functioning, across a variety of settings and situations, on this outcome? (Enter T.E.A.M.I.N.G)

2. ACQUIRING AND USING KNOWLEDGE AND SKILLS
 To what extent does this child show age-appropriate functioning, across a variety of settings and situations, on this outcome? (Enter T.E.A.M.I.N.G)

3. TAKING APPROPRIATE ACTION TO MEET NEEDS
 To what extent does this child show age-appropriate functioning, across a variety of settings and situations, on this outcome? (Enter T.E.A.M.I.N.G)

Additional Data

[Referral](#)
[Insurance Information](#)
[Assign / Change Team Members](#)

11. Service Delivery. Once you have selected a TL, entered insurance info, and entered an initial IFSP you can input ongoing service delivery.

12. Exiting Child Record. If you do not have an IFSP entered it will say IFSP not created. Select the reason for exit and enter the date. Click confirm, then confirm again and the record will be closed. Only do this if a child did not qualify or is exiting services entirely. DO NOT do this for children who are transferring to another region/team.

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I-TEAMS Help Desk Contact Phone: 602-279-8043 Email: AzEIPITEAMS@azdes.gov Welcome Stacy Zogheib | [Log Out]

Exit Child Record

ITEAM
Child:
Agency:

AzEIP 45th day from Referral Date:
Monday, June 09, 2014

IFSP has been created

Reason for Exit: [Please select a reason..]

Days from Referral: 37

Exit Date: [Calendar Icon]

Confirm Exit

Additional Data

[Referral](#)
[Insurance Information](#)