



# AzEIP, DCS, CASAs and Court Teams: Collaborating



DEPARTMENT OF ECONOMIC SECURITY

*Your Partner For A Stronger Arizona*

*Your Partner For A Stronger Arizona*

# Arizona Early Intervention Program

## Our Mission

Part C early intervention builds upon and provides supports and resources to assist family members and caregivers to enhance children's learning and development through everyday learning opportunities.



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[www.azdes.gov/azeip](http://www.azdes.gov/azeip)

# AZEIP



# DES/AzEIP Roles

## General Supervision

- Policies and Procedures
- Technical Assistance
- Training and Personnel Qualifications
- Data and reporting
- Dispute Resolution
- Integrated Monitoring
- Enforcement

## Administer Contracts

- AzEIP Team Based Early Intervention Services Contracts (serving AzEIP only, DDD, and ASDB eligible children)



# Every Family has a Team



# Team Members

- Developmental Special Instructor
- Occupational Therapist
- Physical Therapist
- Speech Language Pathologist
- Service Coordinator
  - AzEIP, Division for Developmental Disabilities (DDD) or Arizona State Schools for the Deaf and the Blind (ASDB)
- May include Hearing Specialist, Vision Specialist, Social Worker and/or Psychologist



# AzEIP Teams

- Share caseload
- Meet Weekly
- Coach one another
- Work as a team
- Discuss each child and family at least quarterly





# AzEIP Eligibility

**A child birth to 36 months of age who has not reached 50% of the developmental milestones expected at his/her chronological age, in one or more of the following domains:**

- Physical (fine and/or gross motor, sensory including vision and/or hearing)**
- Cognitive**
- Communication**
- Social or emotional**
- Adaptive (self-help skills)**

**OR**

**A child with an established condition known to have a high probability of resulting in developmental delay**



# **AzEIP Established Conditions *may include, but are not limited to:***

- **Cerebral palsy**
- **Failure to thrive/pediatric under-nutrition**
- **Chromosomal abnormalities (e.g., Down syndrome)**
- **Severe attachment disorders**
- **Significant auditory or visual impairment**
- **Disorders reflecting disturbance of the nervous system (autism spectrum disorders, seizure disorders, born *addicted* to narcotics or alcohol)**





# DCS Is Involved—Not sure if AzEIP eligible

## Child remains in home

- DCS Specialist makes referral to AzEIP

## Child is removed

- Within 24 hours DCS Specialist refers to RBHA
- RBHA completes developmental screening and behavioral health assessment
- If developmental concerns are identified
  - RBHA Refers to AzEIP
  - Notifies PCP



# Making A Referral

- Explain that AzEIP is voluntary
- Explain IDEA parent and Consent
- Include any information about bio parent, completed evaluations
- Online is fastest!



# Online Referral Process

- Use professional referral button

The screenshot shows the Arizona Department of Economic Security's Online Referral Application page. The header includes the Arizona Department of Economic Security logo and the date 2/11/2014 8:18:19 A.M. The main navigation bar contains links for DES Home, About DES, FAQ's, Contact Us, Reports, Forms, and Office Locator. The page title is "Online Referral Application" and "Aplicación Electrónica de Referencia".

**PLEASE NOTE:** Children between birth and 36 months old may be eligible for AzEIP. If the child you wish to refer has already turned 3 years old, you may see to [Az Find](#) for further information.

**POR FAVOR NOTE:** Los niños de nacimiento a 36 meses de edad podrán ser elegibles para AzEIP. Si el niño(a) que usted desea referir ya ha cumplido los 3 al escolar local. Por favor vaya a [Az Find](#) para información adicional.

**Family Member Category:** If you are a family member, please use the **"Family Member"** category, which will ensure that sufficient information is submitted to allow us to respond to the referral. Si es un miembro de la familia, por favor use la categoría de **"Miembro de la familia"**, esto asegurará que la información sometida sea suficiente para permitirnos responder a la referencia.

**Professional Category:** If you are making this referral because of your familiarity with the child as a healthcare professional, therapist, teacher, caretaker, or other position in a professional field, please use the **"Professional"** category, so that we will know how to contact you for further information, if necessary. Si esta haciendo esta referencia por su familiaridad con el niño(a) como un profesional medico, terapeuta, maestro(a), guardián, u otra posición profesional, por favor use la categoría **"Profesional"**, para que sepamos cómo comunicarnos con usted para información adicional, si es necesario.

**Other Category:** If you are a friend or neighbor, or know the child and/or family through a community activity, please use the **"Other"** category to submit your online referral. Si es un amigo(a) o vecino(a), o conoce al niño(a) y/o a la familia por una actividad de la comunidad, por favor use la categoría **"Otro"** para someter su referencia electrónica.

If you refer a child using this link, the information you submit will be forwarded by email to your local AzEIP office, which will initiate contact with the child and be contacted for permission to proceed with your referral, and they may accept or decline.

Si usted refiere a un niño(a) utilizando esta conexión, la información que usted someta será enviada por correo electrónico a su oficina local de AzEIP, así inici el padre ni el guardián, ellos serán contactados para obtener permiso para continuar con su referencia, y ellos podrán aceptar o rechazar.

Privacy Disclaimer Web Accessibility & Reasonable Accommodations



# What happens next

- Team Based Early Intervention Provider
- Service Coordinator
- Acknowledgement of Referral
- Initial Call to family
- Initial Visit with Family
- Determine IDEA parent



# AzEIP Attempts to Contact

- 3 attempts to contact
- Ask DCS for updated contact info
- Attorney or bio parent says parent does not want to act as the parent
- No Contact Order?



# Definition of Parent for Part C

- Biological or adoptive parent
- Foster parent
- Guardian
- Grandparent, stepparent...





# The Biological Parent?

- Biological Parent
  - Legal authority
  - Judicial decree
  - Can be located
  - Attempts to act





# Who else can be the IDEA parent?

- Relative or Stepparent with whom the child lives
- Foster parent
- Guardian
- Surrogate parent



# Surrogate Parent

- Trained
- Not a DES or DCS employee
- Not an AzEIP provider
- No personal or professional conflicts
- Knowledge and skills



# Determining Eligibility

- Record Review
- Evaluation
- Informed Clinical Opinion
- Coordinate with DDD and/or ASDB to “simultaneously” determine eligibility



# Child and Family Assessment

- Family-Directed
- Everyday Routines, Activities and Places
- Concerns, Priorities & Resources
- May include discipline-specific tools



# The AzEIP Plan

## Individualized Family Service Plan (IFSP):

- Identifies Family Resources Priorities and Interests
- Outcomes
- Team identifies a Team Lead
- Team identifies services to support the outcomes





# Team Lead Selection

Core Team as Options for PSP

EC \_\_\_\_\_  
 OT \_\_\_\_\_  
 PT \_\_\_\_\_  
 SLP \_\_\_\_\_  
 Other \_\_\_\_\_

CASEtools

## PRIMARY SERVICE PROVIDER APPROACH TO TEAMING

### WORKSHEET FOR SELECTING THE MOST LIKELY PRIMARY SERVICE PROVIDER

	Most likely PSP(s) identified based on:				Most Likely PSP Optional Selected	SSP Options Selected (list)	
	Parent/Family Factors	Child Factors	Environmental Factors	Practitioner Factors			
<b>Tier 1</b>	List Priorities with contexts  Parent/physician Request	List Diagnosis/Condition/Needs (Long term view )  List Interests/Activity Settings	Natural Learning Environments (circle) <ul style="list-style-type: none"> <li>• Home</li> <li>• Community</li> <li>• Preschool</li> <li>• Child Care</li> <li>• Other</li> </ul>	Knowledge/Expertise (personal/professional)	→	Role Overlap	
<b>Tier 2</b>	Family Dynamics  Individual parent/caregiver characteristics <ul style="list-style-type: none"> <li>• Language/culture</li> <li>• Knowledge/expertise</li> <li>• Diagnosis/condition</li> <li>• Other</li> </ul>		Safety  Distance from program office	Primary service area in geographic region  Billability  Prior relationship  Rapport	→	Role Overlap	
<b>Tier 3</b>	Availability			Availability	→	Role Overlap	
Notes:					Most Likely PSP is:	Role Gap? If so, explain:	Role Assist (SSP):

# Service Coordination

May be provided by

- AzEIP TBEIS staff
- DDD staff
- ASDB staff





# Home and Community Visits

- Review Joint Plan
- Explore successes & challenges
- Develop a new joint plan for what will happen between visits



# F.A.B. Scheduling

## Tina's Schedule for the Current Month

Monday	Tuesday	Wednesday	Thursday	Friday
9:30 Portman (CCC) 3 11:00 Smith 1:00 Short 3:00 Evaluate Marshall 5:00 Evaluate Daniels	9:00 Byrd (CCC) 4 10:00 Caraway (CCC) 11:30 Donovan 2:00 Cantrell 4:00 Roberts	8:00 Carswell 5 10:00 Dalton 11:30 Ramirez (Interp) 1:00 Sanchez (Interp) 2:30 Reep	8:00 Donovan 6 9:45 Jones 11:00 Perez (Interp) 1:00 Hess 3:30 Yen	8:30 Team meeting 7 10:15 Smith (JV-SLP) 11:30 Donovan 2:00 Rodriguez
9:30 Norman 10 11:00 Byrd (CCC) 12:00 Donovan 3:00 Evaluate Settles 5:00 Evaluate Dominico	8:30 Ramirez (Interp) 11 10:00 Perez (Interp) 11:30 Donovan 2:00 Reyes (JV-ECSE) 4:00 Short	8:00 Jones 12 9:30 Yin 11:30 Portman (CCC) 1:00 Sanchez (Interp) 3:30 Hess	8:00 Donovan 13 9:45 Dalton 11:00 Rodriguez 1:30 Caraway (CCC) 2:30 Byrd 4:00 REEP	8:30 Team Meeting 14 11:30 Donovan 2:00 Frank (IFSP) 4:00 Carswell
9:30 Pasquel 17 11:00 Smith (JV-early childhood special educator) 12:30 Hernandez 3:00 Evaluate Scott 5:00 Evaluate Buff	10:00 Short (JV-early childhood special educator) 18 11:30 Reep 1:30 Dalton 2:45 Ramirez (Interp) 4:00 Sanchez (Interp) 5:30 Donovan	8:00 Morris (JV-SLP) 19 10:00 Cantrell 11:30 Hernandez 1:30 Hess 3:00 Jones 4:15 Yin	9:30 Carswell 20 10:45 Short 12:00 Donovan 2:30 Rodriguez 4:30 Portman (Home) 5:30 Byrd (Home)	8:30 Team Meeting 21 10:15 Daniels (IFSP) 11:30 Byrd (CCC) 12:15 Caraway (CCC) 2:00 Perez (Interp)
9:30 Frank 24 11:00 Donovan 1:00 Reep 3:00 Evaluate Tanaka 5:00 Marshall	9:00 Portman (CCC) 25 10:30 Sanchez (Interp) 11:30 Hernandez 2:00 Hess 4:00 Roberts 5:00 Caraway (Home)	8:00 Smith 26 10:00 Norman 11:30 Morris (JV-SLP) 1:00 Pasqual 2:30 Daniels (JV-PT)	9:45 Carswell 27 11:00 Perez (Interp) 1:00 Ramirez (Interp) 2:15 Dalton 3:30 Jones 5:00 Donovan	8:30 Team Meeting 10:15 Yin 2:00 Rodriguez 3:30 Byrd (CCC) 4:15 Caraway (CCC)
Hoilday 31				

# Sharing Information

- IDEA Part C
- FERPA
- Consent
- Uninterrupted Scholars ACT
- Court decrees



# Uninterrupted Scholars Act

- DCS can request information without parental consent using this form
- Form CSO-1048A  
Form CSO-1050A
- May NOT re-disclose



Douglas A. Ducey  
Governor

Arizona Department of Child Safety

Charles Flanagan  
Director

## REQUEST FOR RELEASE OF EDUCATION RECORDS (Use only for DCS Investigations)

To: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Address: \_\_\_\_\_  
No., Street, City, State, ZIP

RE: \_\_\_\_\_  
Child(ren)'s Names and DOB(s)

I am a representative of the Department of Child Safety (DCS). DCS is mandated by law to investigate allegations of child abuse and neglect. See Arizona Revised Statutes (A.R.S.) § 8-456. As part of my investigation, I need to review and/or have copies of the education records of the above-named child(ren). Please provide me with immediate access to the records requested below. If a portion of these records are not immediately available, please provide me with all available records and provide the remaining records to me as soon as possible.

Title 34 of the Code of Federal Regulations (C.F.R.) § 99.31 provides that a school may disclose personally identifiable information from an education record of a student without the consent of the parent, guardian or custodian if "[t]he disclosure is in connection with a health or safety emergency, under the conditions described in § 99.36." 34 C.F.R. § 99.36(a) provides that an educational agency or institution may disclose personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Pursuant to 34 C.F.R. § 99.31 and § 99.36, please provide me the education records of the above-named child(ren).

This request is being made to protect this child/other from possible imminent danger.

Under state and federal law, any information you have or may obtain during this investigation of allegations of abuse and neglect, including the fact that the above-named child(ren) may have been contacted or that this Request for Education Records is being made is CONFIDENTIAL. DO NOT inform anyone of this request or otherwise disseminate confidential information regarding this matter to any person, including the parent, guardian or custodian, unless specifically authorized by applicable law or court order.

Please provide the records to me as soon as possible by:

☐ Mailing them to me at: \_\_\_\_\_

☐ Calling me at: \_\_\_\_\_  
to pick them up when they are ready. Please specify the hours you are open when you leave a message.

☐ Other: \_\_\_\_\_

Thank you for your cooperation.

\_\_\_\_\_  
DCS Representative's Name (print or type) DCS Representative's Signature Date

Equal Opportunity Employee Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008, the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact your local office, TTY/TDD Services: 7-1-1. • Free language assistance for department services is available upon request.

CSO-1048A (1-1)  
CSO-1048A (1-1)



# Who else can obtain records without consent?

- CASA
- Guardian ad Litem
- Must have a court order or Minute Entry
- Must submit to the DES/AzEIP office
- May not redisclose





# Continuity of Care

- Sharing information
- Involving bio parents



# Scenario

Foster mom made referral she is concerned with child's ability to feed herself. It's been a few weeks and she's frustrated.





# Scenario

Bio Mom is IDEA parent, but only has supervised visits how do we proceed?



# Scenario

- Baby was born addicted to drugs, is in DCS custody, do we make a referral to AzEIP?



# Scenario

- Two children are referred to AzEIP, foster parent is IDEA parent for the first one, Bio parent is the IDEA parent for the other, each is assigned a different AzEIP contractor.



# Questions?

**DES/AzEIP** (602) 532-9960:

Maureen Casey

[Mcasey@azdes.gov](mailto:Mcasey@azdes.gov)

Eric Tack, MD

[Etack@azdes.gov](mailto:Etack@azdes.gov)

Kathy Coloma

[Kcoloma@azdes.gov](mailto:Kcoloma@azdes.gov)

Elisa Mongeluzzi

[emongeluzzi@azdes.gov](mailto:emongeluzzi@azdes.gov)

