

Iteams Cheat Sheet- Eligibility

If you are not already in the Eligibility section:

Login to iteams, click Children and Alerts, click Select next to the child whose information you need to edit. Scroll all the way to the bottom of the page and click on Eligibility.

The screenshot shows the I-TEAMS Eligibility form for child Andersen, Rebekah. The form is titled "Eligibility" and includes a "Back to Child Demographics" button. The child's information is as follows: ITEAMS ID: 59727, Child: Andersen, Rebekah, DOB: 12/13/2010, Status: Open as of 4/25/2013, Agency: AzEIP Contract Region: Arizona Cooperative Therapies West Central Maricopa. The form contains several sections for data entry:

- Screening Conducted?** (dropdown menu)
- Select Screening Results:** (dropdown menu)
- Screened Out Date:** (date field)
- Parents Requested Evaluation:** (radio buttons for Yes and No, with No selected)
- AzEIP Eligibility Decision:** (dropdown menu)
- AzEIP Eligibility Decision Date:** (date field)
- 45 Day Delay Reason:** (dropdown menu)
- PWN for Screening Provided:** (checkbox)
- Date PWN for Screening Provided:** (date field)
- Consent for Evaluation / PWN Signed:** (checkbox)
- Date Consent for Evaluation / PWN Signed:** (date field)
- PWN for Eligibility Provided:** (checkbox)
- Date PWN for Eligibility Provided:** (date field)
- FCP Packet Provided:** (checkbox)
- Date FCP Packet Provided:** (date field)
- Delay Reason Other:** (text field)
- Select Established Condition or Developmental Delay:** (checkboxes for Established Condition and Developmental Delay)
- Eligibility Decision Based on:** (checkboxes for Records and Evaluation)

At the bottom of the form, there is a section labeled "Select All Established Conditions that Apply:".

1. Probably easiest to work down the left side, then the right. Start entering in information- screening conducted (yes/no).
2. Select Screening Results (screen out/eval recommended).
3. If they screened out at this point, fill in the date. If not, leave blank. Enter all dates as mm/dd/yyyy.
4. Parent requested evaluation- yes/no
5. AZEIP eligibility Decision- yes/no and date. Either the date they referred/screened out, or the date you determined they WERE eligible and did a Developmental Evaluation Report.
6. Back to the right side- fill in the dates for as many PWN's as you needed to provide. Logic applies here (yay!). If you did not do an evaluation, they did not need to consent to one.
7. You do a PWN for eligibility whether or not they actually qualify. Mark the date that you mailed or handed them the PWN.

8. If the eligibility decision date is past the 45 day deadline (see the top of the page), you have to select a reason. Family delay (cancellations, sickness, etc), waiting for records from doctors. Do not let it be the team or you that holds up the eligibility decision date.

9. **If child was not eligible you can stop here.** Double check everything you entered in, then scroll all the way to the bottom and click Save.

10. You should get a message at the bottom that says the record has been saved.

Congenital Infections Intraventricular Hemorrhage Grade III or IV Pediatric Under Nutrition

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

Select All Developmental Delays that Apply:

Adaptive development Communication development Social or emotional development
 Cognitive development Physical development, including vision and hearing

Date DDD Eligibility Requested: Date ASDB Eligibility Requested:
Select DDD Administrator: Select ASDB Administrator:
DDD Eligibility Date: ASDB Eligibility Date:
DDD Eligibility Decision: ASDB Eligibility Decision:
DDD Focus ID: ASDB ECFEID ID:
DDD Eligibility Reason: ASDB Eligibility Reason:

 Record has been closed, with a reason of Screened Out.

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Browser: "Firefox21" Real Browser: "Firefox21"

11. If the child was found eligible for services, fill in the dates for all of the PWN/consent forms and the date that you gave the family the FCP packet. Continue on down the page.

Select Established Condition or Developmental Delay: Established Condition Developmental Delay
Eligibility Decision Based on: Records Evaluation

Select All Established Conditions that Apply:

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

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

Select All Developmental Delays that Apply:

Adaptive development Communication development Social or emotional development
 Cognitive development Physical development, including vision and hearing

Date DDD Eligibility Requested: Date ASDB Eligibility Requested:
Select DDD Administrator: Select ASDB Administrator:
DDD Eligibility Date: ASDB Eligibility Date:
DDD Eligibility Decision: ASDB Eligibility Decision:
DDD Focus ID: ASDB ECFEID ID:
DDD Eligibility Reason: ASDB Eligibility Reason:

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12. Note how you made the child eligible- established condition or developmental delay. If established condition, check ALL conditions that you know of. If developmental delay, check ALL of the developmental areas that were delayed.

13. If you will be requesting DDD or ASDB eligibility (2 or more delayed areas or an established condition) fill in the date of DDD/ASDB eligibility requested, and select the name of the coordinator in your area. This function is still a bit rough around the edges.

14. Click save and verify that the bottom of the page says that it has saved. Sometimes the information still disappears when you click save but will return if you exit out of the page and then go back. If it happens consistently, contact the Help Desk.