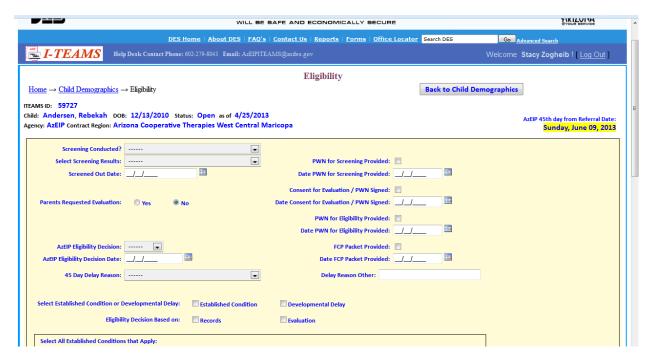
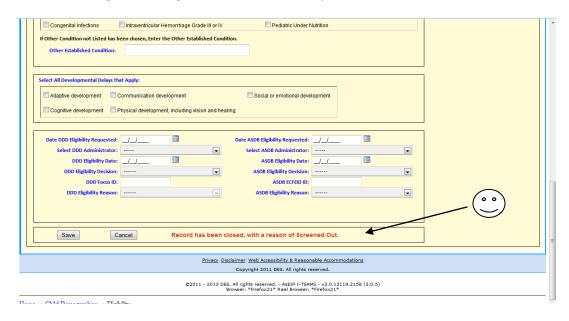
If you are not already in the Eligibility section:

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.

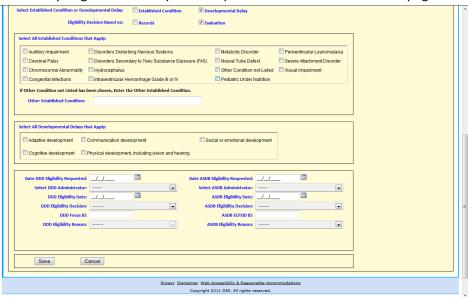


- 1. Probably easiest to work down the left side, then the right. Start entering in information- screening conducted (yes/no).
- 2. Select Screening Results (screen out/eval recommended).
- 3. If they screened out at this point, fill in the date. If not, leave blank. Enter all dates as mm/dd/yyyy.
- 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.



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.



- 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.