



To: Service Providing Agencies and their Service Coordinators



Date: March 29, 2024



Subject: Transfer of Service Coordination to the Division of Developmental Disabilities (DDD)

Arizona Early Intervention Program Technical Assistance Bulletin

AzEIP Policy 3.11.11(B)

If the child who had been eligible for AzEIP, but not DDD is later determined eligible for DDD, the AzEIP service coordinator works with DDD to determine if there will be a change in service coordinator. If there is a change, the AzEIP service coordinator informs the family of the change and coordinates with the family and the new service coordinator. The AzEIP Service Coordinator sends a copy of the child's complete file to DDD within two (2) business days of determination of eligibility if service coordination will change.

Purpose

This bulletin is meant to provide Arizona Early Intervention Program (AzEIP) clarification regarding the procedure of transferring Service Coordination responsibilities from a contractor Service Coordinator to a Division of Developmental Disabilities (DDD) Support Coordinator upon DDD eligibility for children with AHCCCS or ALTCS insurance.

AzEIP Policy 2.4.8(B)

Each Early Intervention Program (EIP) ensures that: All required data, including new demographic, evaluation, service, and/or other required information, are entered in the ADES data system(s) within ten (10) calendar days of the activity or event

AzEIP Procedure 3.9.1(A)

If the child is DDD eligible and DDD will provide on-going service coordination, the service coordinator invites the DDD service coordinator to attend the initial Individualized Family Service Plan (IFSP) meeting.

Policy and Procedure Clarification

After a Service Coordinator (SC) has been notified by the DDD Eligibility Team that a child has been determined to be eligible for DDD, the SC has two (2) business days to send to the DDD Unit Supervisor* a complete copy of the child's record and copy the DDD records mailbox at: DDDEIRECORDS@azdes.gov. AzEIP highly recommends the SC utilize the AzEIP Transfer File Checklist - Child Record Checklist (GCI-1112A) to ensure the entire record is sent to DDD.



The SPA updates I-TEAMS Team Member Page to reflect:

- DDD as the primary agency
- SPA as the assigned agency

If the child will receive Service Coordination through DDD and the Initial IFSP has already been completed:

- The Team Based Early Intervention (TBEIS) SC:
 - Contacts the family to inform that:
 - Their child has been determined DDD eligible
 - They will be assigned a new SC through DDD
 - Provides the family with the DDD Supervisor's contact information**.
 - Ensures all data in I-TEAMS is current and accurate
 - End dates themselves as the Service Coordinator on the I-TEAMS Team Page
 - Emails the DDD Supervisor* the below information:
 - DDD is assigned as the primary agency in I-TEAMS
 - TBEIS SC has end dated themselves in I-TEAMS
- DDD assumes responsibility for Service Coordination once the TBEIS SC end dates themselves in I-TEAMS and notifies the DDD supervisor by email
- DDD is responsible for assigning the DDD SC in I-TEAMS

If the child will receive Service Coordination through DDD and the Initial IFSP has not been completed:

- The Team Based Early Intervention (TBEIS) SC:
 - Contacts the family to inform that
 - Their child has been determined DDD eligible
 - They will be assigned a new SC through DDD after the Initial IFSP meeting
 - Provides the family with the DDD Supervisor's contact information**
 - Emails the DDD Supervisor with the date and time of the Initial IFSP or an update on scheduling.
 - Completes the Initial IFSP with the family, provider(s) and DDD SC
 - Ensures all data in I-TEAMS is current and accurate.
 - End dates themselves as the Service Coordinator on the I-TEAMS Team Page
 - Emails the DDD Supervisor* the below information:
 - DDD is assigned as the primary agency in I-TEAMS
 - TBEIS SC has end dated themselves in I-TEAMS
- DDD assumes responsibility for Service Coordination the day after the Initial IFSP
- DDD is responsible for assigning the DDD SC in I-TEAMS

Reminders:

- ◆ The TBEIS SPA should complete the transition of SC responsibilities to DDD as soon as possible.
- ◆ SPAs should regularly review the Child Contract Report to ensure all children are assigned a Service Coordinator.
- ◆ Data in I-TEAMS should be updated within ten (10) calendar days after an activity has occurred.

*If TBEIS SC has been notified of the DDD SC who will be assigned to the child, they include the DDD SC.

**If the TBEIS SC has been notified of the DDD SC who will be assigned to the child, they provide the family with both the DDD Supervisor and DDD SC's contact information.



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