

INDICATOR 7: 45-DAY TIMELINE CHILD FILE REVIEW FORM AND GUIDANCE

Child's Name: _____ DOB: _____ I-TEAMS ID: _____
 Service Providing Agency (SPA): _____ Region: _____
 Service Coordinator: _____ Name of Person Completing File Review: _____ File Review Date: _____
 Referral Date: _____ Eligibility Date: _____ Initial IFSP Date: _____ 45th Day: _____

Indicator 7: Eligible infants and toddlers receive evaluation, assessment, and an initial IFSP within 45 days from the date of referral.

Compliance Requirements

1. Did the Initial IFSP meeting occur within 45 days from the date of referral?
2. Select primary delay reason:

 Other _____
3. Provide details from the SC and/or Provider Contact Log(s) that explain why it was impossible for the team to meet the 45-day timeline and the steps the team took to meet the 45-day timeline.

4. SPA has reviewed all documentation and verified the delay reason is accurate.
5. SPA has reviewed all documentation and determined that this record meets IDEA Part C **and** AzEIP compliance requirements.

6. SPA has reviewed the data entry and confirmed that I-TEAMS matches documentation as indicated below:

I-TEAMS IFSP Information Page	Matches	Documentation
Initial IFSP Date		IFSP Date on the Initial IFSP

Initial Planning Process (IPP) Documentation <i>It is the submitter's responsibility to confirm that all possible documentation to support compliance has been submitted through the Google Form for verification.</i>	
7. Required Documentation Initial IFSP signed by the parent SC Contact Log(s) Provider Contact Log(s)	8. Supporting Documentation <i>(upload all documents that support compliance)</i> Team Meeting Notes No Contact Letter Incident Report Any Written Correspondence

AzEIP Policy and Procedure Guidance

- Each EIP ensures that:
 - Electronic data for each eligible infant or toddler and his/her family are accurate and contained in a record
 - 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
 - A written process is in place to follow-up and/or track when data is submitted or entered late; and
 - All information contained in a child's file, including data on the IFSP and other required forms, are accurate and updated timely. **(AzEIP Policy 2.4.8.B)**
- The initial IFSP shall be developed within 45 days of referral to AzEIP. **(AzEIP Policy 3.8.17)**
- The 45-day timeline does not apply when: A. B. 3.2 the child or parent is unavailable to complete the screening, initial evaluation or assessment, or the initial IFSP meeting due to exceptional family circumstances that are documented in the child's early intervention records; or the parent has not provided consent to screen, evaluate or assess the child, despite documented, repeated attempts by the EIP to obtain parental consent. **(AzEIP Policy 3.1.3)**
- If exceptional circumstances make it impossible to complete the initial IFSP within 45 days of referral, the service coordinator shall document the reason for delay in the child's record and enter it into the ADES data system(s). **(AzEIP Policy 3.8.18)**
- If exceptional family circumstances (events initiated and/or undertaken by the family, such as a move to a different region or a family member's illness) make it impossible to complete the Initial Planning Process within 45 days from the initial referral date, OR the parent has not provided consent for screening, evaluation, or assessment, despite repeated attempts by the service coordinator (SC) to obtain consent, the SC documents this information in the contact log and the anticipated date for completion. **(AzEIP Procedure 3.1.2)**

Additional Guidance

- [IDEA Part C 303.310 Post-referral timeline \(45 days\)](#)
- [Informed Written Consent on the Individualized Family Service Plan \(IFSP\) Technical Assistance Bulletin - 12/01/2023](#)
- [Delay Reasons: Indicator 1,7,8](#)
- [Family Delay AzEIP Programmatic Meeting - August 2023](#)

Acronym List

ADES: Arizona Department of Economic Security
 AzEIP: Arizona Early Intervention Program
 DOB: Date of Birth
 IDEA: Individuals with Disabilities Education Act
 IFSP: Individualized Family Service Plan
 I-TEAMS: Infant - Toddler Electronic Administration & Monitoring System
 IPP: Initial Planning Process
 PWN: Prior Written Notice
 SC: Service Coordinator
 SPA: Service Providing Agency