

Wednesday's Guidance (4/1/20)

IPP Activity	What is the same?	What do we need to do a bit differently?
Initial Call	<p>Discuss the AzEIP program, eligibility determination process, and answer questions for the family.</p> <p>Determine if the family wants to move forward in the eligibility determination process.</p> <p>Document the family's decision in the SC notes and proceed or exit the child record.</p>	<p>Discuss preferred communication methods and determine technology access such as email, cell phone, laptop, tablet etc.</p> <p>Describe the next steps of the process based on the family response to communication preferences.</p> <p>Find ways to share documents and screening tool information that will be used at initial visit with family for their reference and review.</p>
Initial Visit	<p>Set the stage for the visit by reviewing the screening tool(s) you will use and obtain consent to proceed.</p> <p>Reference specific sections of documents you use for the family to follow along.</p> <p>Discuss that you will sometimes ask questions, sometimes ask families to try things and if possible, observe some of the activities referenced in the screening.</p> <p>Review results of screening and discuss next steps in determining eligibility.</p>	<p>Review the technology that is being used with family. For example, if using video conferencing, be sure the family is familiar with the application. If the family is over the phone, discuss how you will reference the materials that you are reviewing.</p> <p>Check in often for understanding.</p> <p>Document in progress notes how the screening was conducted (ex: parent report and video conferencing or parent report over phone).</p>
Eligibility Determination	<p>Set the stage for this visit by describing the evaluation process, the various domains being evaluated, and what the family can expect during the visit.</p> <p>Record Review: Review medical records or evaluation records as described in policy and procedure.</p> <p>Evaluation: Utilize an appropriate approved tool. Document scores and a narrative of all areas of development either observed, reported or attempted during the evaluation.</p> <p>Informed Clinical Opinion: Utilize an appropriate approved tool. Document scores and a narrative of all areas of development either observed, reported or attempted during the evaluation. Include a description of why the child is suspected of having a significant delay or disability.</p> <p>Inform family of rights and options as required during the initial planning process.</p>	<p>Ensure the team members completing an evaluation understand the family's communication preferences as identified by the SC during the initial call and initial visit.</p> <p>Develop a plan with team members on the flow of the evaluation process (ex: choosing domains or facilitating observation of skills with family).</p> <p>Review with the family how information will be collected and interpreted to determine eligibility. All eligibility decisions are based on multiple sources of information including parent report, interview, observation, medical or health records and testing skills.</p> <p>Document in Developmental Evaluation Report how the evaluation was conducted (ex: parent report and video conferencing or parent report over phone).</p> <p>Discuss the possibility of re-evaluation if child is determined eligible based on evaluation or ICO via teleintervention.</p>