

Release Date: May 12, 2023	Effective Date: May 12, 2023
Review Date: May of 2025	Subject: Use of the AEPS
No.: NDEIS-2017-01	Responsible Party: Part C Coordinator

These procedures relate to the use of the AEPS, during the initial, annual, and exit evaluation/assessment processes. North Dakota uses the AEPS as the assessment tool for child outcome data. The tool is available via the publisher’s online system (AEPSi) and entry of data occurs online.

The State has assigned the responsibility of completing evaluations and assessment to contracted Infant Development (ID) providers. Service Coordinators (DDPM) are responsible to ensure these activities occur timely. In most instances, ID providers will be completing the evaluations/assessment and entering the data into AEPSi. In cases where ID isn’t involved, the Service Coordinator (DDPM) will be responsible for either contracting with a licensed ID provider or completing the task themselves.

The AEPS is a mandatory evaluation and assessment tool. Therefore, the AEPS serves as one of the two required tools for evaluation and assessment.

All current evaluation/assessment policies remain in place.

**The following procedures have been established:**

- For any child referred on or after October 2<sup>nd</sup>, 2017, their initial, annual & exit evaluation/assessment will include the administration of the AEPS.
- As of October 2<sup>nd</sup>, 2017, any annual or exit assessment for any child currently in the system will include the administration of the AEPS.
- For children entering services at age 2 years, 6 months or older, an entrance and exit child outcome assessment is not required, and will not be authorized for payment.
- Only staff who meet the State EI Personnel Qualifications as an evaluator/assessor (revised November 2016) may administer the AEPS.
- Service Coordinator (DDPM) will create an AEPSi file and ensure entrance of the Therap ID into the record.
  - The Service Coordinator (DDPM) will assign the child to the appropriate Infant Development provider. The ID provider will designate the appropriate professional within the ID provider, who will have access to the child’s file within AEPSi.

**INITIAL**

- Initial AEPS will be completed prior to eligibility by ID or the Service Coordinator (DDPM). Completion of this assessment will be considered a part of the initial evaluation/assessment and will not be authorized for a separate payment.

- AEPS is required to be completed for all kids that require evaluation & it must be done by eligibility. For those where assessment is needed, it must be completed prior to the IFSP.
- The initial AEPS must be entered into AEPSi within seven calendar days of eligibility by ID or the Service Coordinator (DDPM). For those where assessment is needed, the initial AEPS must be entered into AEPSi no later than seven calendar days of the initial IFSP meeting by ID or the Service Coordinator (DDPM).
- After the entry into AEPSi of an initial evaluation, the PEIP selects the button which indicates inclusion in Part C data reports.
- For those who are not found eligible, the AEPS **will not** be entered into AEPSi. The paper copy will be retained within the child's record at either the ID provider or DD unit, whichever completed the evaluation.

## ANNUAL

- The annual assessment must include the administration of an AEPS. Annual assessments must be completed and entered by ID or the Service Coordinator (DDPM) into the AEPSi within seven calendar days prior to the annual IFSP meeting.
- The button which indicates inclusion in Part C data reports is not selected for the annual assessment.

## EXIT

- The AEPS is the only required exit assessment and must be completed for all children who have been receiving services for at least six months by ID or the Service Coordinator (DDPM). No additional parental consent is required for the exit assessment.
  - The assessment cannot be completed earlier than 30 calendar days prior to the child's third birthday or after the child turns three. To ensure payment for the exit assessment, the AEPS data must be entered into AEPSi no later than the day before the child's third birthday.
  - If a child is exiting the program before age three and the exit date is known, the assessment cannot be completed earlier than 30 calendar days prior to the known exit date. To ensure payment for the exit assessment, the AEPS data must be entered into AEPSi within seven calendar days of their exit
  - If a child exits services unexpectedly, the exit assessment must be completed within 30 calendar days of their exit. To ensure payment for the exit assessment, the AEPS data must be entered into AEPSi within seven calendar days of completion of the exit assessment.
- After the entry into AEPSi of an exit assessment, the PEIP selects the button which indicates inclusion in Part C data reports.

## **SPECIAL CONSIDERATIONS**

- Name Change: If a child requires a name change (e.g. adoption) after an entrance AEPS was created in AEPSi, but before an exit AEPS was created, the following procedure should be followed:
  - Within 10 days of the child's name change in Therap, the Service Coordinator (DDPM) will edit the child's profile to reflect the child's new name and new Therap ID number (if applicable) in AEPSi.
  - In the AEPSi "notes/comments" field for that individual child, the DDPM will enter the child's previous name and Therap ID number (if applicable).