Codes and Definitions Used in the ACHIEVE System - Early Intervention

There are a number of areas in a child's IFSP where codes are used. Some codes are selected by the user and other codes are generated "behind the scenes" by the system, based on information entered in ACHIEVE. For some codes, reports may be generated to allow the analysis of data and some codes are summarized for state and federal reporting purposes.

Below you will find the codes, definitions and examples for **Referral End Codes**, **Delay Codes** and **Exit Codes**.

Referral End Codes
There are a variety of reasons a child's referral is ended. End codes are used for children who do not develop an initial IFSP.

Code	Description/Definition	Examples
UNL	Unable to locate parent(s) due to incorrect contact information	SC calls the number provided on the referral and the number is disconnected. SC then calls referral source to verify information, referral source has no updated information. SC sends the Case Closure letter to the address provided, and gets no response. The referral is ended using the UNL end code.
CNR	Contacts attempted by Early ACCESS and no response from parent(s) after multiple attempts	SC calls the number provided and leaves three voicemails, sends a text and then sends the Case Closure letter. After getting no return call, the referral is ended using the CNR end code.
PNI	Contact established and parent(s) not interested in screening or evaluation for Early ACCESS	SC speaks to the parent, introduces himself and explains a referral was received and describes Early ACCESS. The parent states they are not interested in learning more or having their child screened or evaluated. The referral is ended using the PNI end code. Parents expressed interest in Early ACCESS. SC is at an

Code	Description/Definition	Examples
		initial home visit and seeks their consent to screen or evaluate the child. The parent expresses interest in evaluation but only wants to have one area of development evaluated. The SC explains that all areas have to be evaluated, the parent declines to sign consent. The referral is ended using the PNI end code.
SDE	Child was screened by Early ACCESS and the parent(s) declined an evaluation for Early ACCESS eligibility	Parent signed a Consent for Post Referral Screening and the child was screened. The results of the screening indicated no developmental concerns and parents had no additional concern after screening. Even though screening results did not indicate concern, Early ACCESS offers a full evaluation, regardless of screening results, and parent declined evaluation. The referral is ended using the SDE end code. Parent signed a Consent for Post Referral Screening and the child was screened. The results of the screening indicate concerns in two areas of development. Early ACCESS offered evaluation to determine eligibility for Early ACCESS and parent declined evaluation. The referral is ended using the SDE end code.
CSL	Consent signed for post referral screening or Early ACCESS evaluation and assessment; lost contact with parents	Parent signed a Consent for Post Referral Screening. After consent was signed Early ACCESS was unable to connect with parents to complete the screening. The referral is ended using the CSL end code. Parent signed a Consent for Early ACCESS Evaluation. After consent was signed Early ACCESS was unable to connect with parents to complete the evaluation. The referral is ended using the CSL end code.
CSW	Consent signed for post referral screening or Early ACCESS evaluation and assessment; parents withdraw/revoke consent	Parents signed a Consent for Post Referral Screening, Early ACCESS began screening the child but the screening was not completed as the parents decided they did not want to continue. The referral is ended using the CSW end code. Parents signed a Consent for Early ACCESS Evaluation, Early ACCESS began evaluating the child but the evaluation was not completed as the parents decided they did not want to continue with the evaluation. The referral is ended using the CSW end code.

Code	Description/Definition	Examples
EDI	Child was determined eligible for Early ACCESS and parent(s) decline IFSP completion; No further action in Early ACCESS	Child evaluated and determined eligible. Parents have decided they do not want to enroll in Early ACCESS, no IFSP was developed. The referral is ended using the EDI end code.
ENE	Evaluation was completed and the child was determined NOT ELIGIBLE for Early ACCESS services	Child evaluated and determined NOT eligible for Early ACCESS. SC offers a referral to the local Title V Child Health Agency, as they offer developmental monitoring, so that child's development can be routinely screened. The referral is ended using the ENE end code.
DEC	Child deceased	Child passes away prior to finishing the evaluation process or after evaluation but prior to holding the initial IFSP meeting, the referral is ended using the DEC end code.

Delay Codes

The Delay Codes are used to monitor compliance related to timely service delivery, timeliness of IFSP services, and transition timelines. Entries in the family contact log and/or service log and/or transition planning need to support the code selected.

Code	Description/Definition	Examples
FA	Family	Family schedule is limited Family unavailable (parent, surrogate) Family illness (family member or child) Family move or change in residence Family vacation Family request Family does not respond to communication (texts, emails, calls) Unable to locate family members Late referral <90 days before third birthday (transition meeting only)

Code	Description/Definition	Examples
OT	Other	Weather Inaccurate information provided at the time of referral Sustained power outages ACHIEVE system issues (not actually a missed timeline but related to documentation)
PH	Public Health Emergency	Declaration of a public health emergency by the governor.
AG	Agency/System	Staff shortage Agency closure due to holiday break Limited staff availability Extended leaves Inter/intra-agency communication (not aware of referral date, case transfer or timelines) Unable to obtain an interpreter/interpretation services

Exit Codes

A child may exit Early ACCESS services at various times and for various reasons. All children receiving Early ACCESS services (have an active IFSP) must exit by the time they reach their third birthday. When a child is exited from services, the IFSP team must accurately document the exit reason.

There are two sets of exit codes available based on the age of the child:
1. Exit more than 90 days prior to their third birthday
2. Exit less than 90 days prior to their third birthday

Exit codes used for children exiting prior to transition (less than 2 years and 9 months of age)

Code	Definition/Description	Examples
PMA	Completion of IFSP prior to reaching maximum age for Early ACCESS.	Mike is enrolled in Early ACCESS at 6 months of age due to a 25% developmental delay and received services until 1½ years of age. In preparation for the annual IFSP review, a

Code	Definition/Description	Examples
		re-evaluation was completed and showed that Mike was functioning within age-expected levels. The IFSP team determined that Mike was no longer eligible and early intervention supports and services were no longer needed. Mike was exited from Early ACCESS.
CMV	Moved out of state.	Emma is 15 months old and was receiving Early ACCESS services. Her dad got a job in another state, and the family moved. Jose is 2 years and 8 months old. The IFSP team considers Jose to be potentially eligible for special education; however, the family moved out of state prior to the transition planning meeting.
SDP	All services discontinued - parental request.	Lila was determined eligible for Early ACCESS and an IFSP was implemented. Prior to Lila receiving her first intervention service, the family verbally declined all services. Lila exits from Early ACCESS. Leo was determined eligible for Early ACCESS due to a diagnosed condition at 12 months old. An IFSP was implemented. When Leo turned 2, his parents told the Service Coordinator that they wanted to stop receiving all of the Early ACCESS services. The IFSP Team met with the family to complete the exit process.
DEC	Child deceased.	
UNK	Unknown/Attempts to contact unsuccessful.	Hector is 8 months old and was determined eligible for Early ACCESS and an IFSP was implemented. The service provider scheduled four visits over the last month, and each time the family

Code	Definition/Description	Examples
		has not been home when they arrived. Early ACCESS tried to contact the family by phone, but the phone is no longer connected. A letter was sent notifying the family that services would terminate if the family doesn't contact the service provider. The family did not respond. The child is exited from Early ACCESS.

Exit codes used for children within transition age (2 years and 9 months to 3 years of age)

Code	Definition/Description	Examples
EFB	Eligible for special education.	Kenzie is 2 years and 11 months old and enrolled in Early ACCESS. She is determined eligible for special education and will enter a Head Start program and will receive special education services. Jack is 2 years 10 months old and is enrolled in Early ACCESS and eligible for special education services. He is entering a community program in the fall without special education services because parents have declined services.
ENR	Not eligible for special education services, no referrals to other programs.	Max is enrolled in Early ACCESS and just turned three. He was evaluated and found not eligible for special education services prior to turning three. No recommendations for other programs or services were made to the family.
EOP	Not eligible for special education services, referrals made to other programs.	Carter is enrolled in Early ACCESS and is nearing his third birthday. He was evaluated and found not eligible for special education services. The service coordinator discussed community options for activities and programs for children his age. After hearing the options, his family decided he will

Code	Definition/Description	Examples
		continue in his current child care setting when he exits Early ACCESS.

Lauren is enrolled in Early ACCESS and is nearing her third birthday. The IFSP team determined Lauren to be potentially eligible for special education; however, the special education team did not suspect a disability. The team worked with the family to provide referrals to library storytime, WIC, and local health services in their county.

Tate is 2 years and 10 months old. The family has moved out of state. Prior to the family moving, the IFSP team had determined that Tate was not potentially eligible for special education. The IFSP team had discussed community services and resources when Tate turned three with the family. |
| **BND** | Special education eligibility not determined.

Note: This code includes late referrals to Early ACCESS. | Sam was referred to Early ACCESS and was found eligible only two months before her third birthday. Her parents also requested and signed consent for an initial evaluation for special education. However, the meeting to determine eligibility for special education was not held prior to Sam's third birthday.

Joseph has been enrolled in Early ACCESS and is now 2 years and 9 months old. The IFSP team considers Joseph to be potentially eligible for special education; however, his parents did not approve of involving special education in transition planning. Therefore, eligibility for special education was not determined.

Avery is 2 years and 10 months old. Parents signed a consent for an initial evaluation for special education; however, the family moved out of state |

Code	Definition/Description	Examples
		prior to the completion of the evaluation. Therefore, eligibility for special education was not determined.
DEC	Child deceased.	