

Early Intervention Program Updates #2421

October 29, 2024

MESSAGE FROM THE PART C COORDINATOR

The EI state team is working to finish our draft of Ohio's Annual Performance Report (APR) that will be submitted early next year to the Office of Special Education Programs (OSEP). The APR provides a useful snapshot of a state's EI system across ten indicators. In Ohio, the EI Advisory Council sets targets for the performance indicators. Additionally, the APR also includes an annual update to the State Systemic Improvement Plan (SSIP). If you have not had a chance to review last year's APR, you can access it [here](#).

I always invite your feedback. Please do not hesitate to contact me at nathan.dedino@childrenandyouth.ohio.gov. I look forward to hearing from you.

DID YOU KNOW: MAINTENANCE OF EI RECORDS

As a reminder, under Ohio Administrative Code (OAC) 5123-10-02 (O), EI service coordinators must maintain one record for each child in EI. This includes the following materials:

- Copies of required forms and all early intervention program correspondence
- Early intervention service coordination case notes that document all early intervention program activities
- Documentation of eligibility, including form EI-12
- All individualized family service plans on form EI-04

These requirements apply to records that have been transferred from another county, so it is important to request child records from the previous county in a timely manner. *The service coordinator from the previous county retains the original record, but is required to provide an electronic or paper copy of the full child record, including all components listed above, to the new county within ten calendar days from the date of the request.*

If you request a child record from a previous county and do not receive it within the required ten days, we encourage you to follow up with the county and to contact your EI program consultant if you need assistance in obtaining the record.

PROGRAM UPDATES

November 1 Local Educational Agency (LEA) Notification

The quarterly LEA reporting requirement is coming up at the end of the month. Under Ohio Administrative Code (OAC) 5123-10-02(L)(1)(a), the EI service coordination agency

must notify the LEA of children who will turn three within the next year by the first day of February, May, August, and November. This report is available in the EI Data System (EIDS) in both Excel and PDF formats. You may use either version, but please remember the following:

- The November 1 LEA report must be run no earlier than October 22 and no later than November 1.
- It is expected that child information will be updated in a timely manner so that the LEA reports in EIDS are accurate.
- Only the sections of the report that are relevant to a particular LEA should be sent to that LEA, not the entire report.
- If you are not sure which LEA should be selected for a specific child, we encourage you to contact the relevant educational service center (ESC) for clarification. Contact information for all of the ESCs and public school districts, along with a map of districts, is available here:

<http://education.ohio.gov/Topics/Data/Ohio-Educational-Directory-System-OEDS>

This quarterly report must be provided to the LEAs no later than November 1. The report does not need to be submitted to DCY, but we encourage you to keep a copy for your records. If you have any questions, please contact Melissa Courts at melissa.courts@childrenandyouth.ohio.gov.

Updated EI8045 Form

An updated version of form EI8045 is now posted on the website in the Forms section under “Referral.” Several changes were made based on suggestions from the EI field.

EI Forms Binder Update

A formatting issue in the English version of the EI forms binder has been corrected and reuploaded to the Ohio Early Intervention website. If you have previously downloaded or bookmarked the EI Forms binder, please delete the outdated version and use the link below to access the updated version:

<https://ohioearlyintervention.org/forms/form-packets>

SFY24 Family Questionnaire Comments

DCY sent files to each Contract Manager and FCFC Coordinator on October 15 that included the comments provided by respondents to questions #14, 15, 16, and the “Additional Comments” section of the 2024 EI Family Questionnaire. Comments were deidentified if the respondent did not provide consent to share comments as written. If

the parent consented to share comments as written, the comments were not edited in any way. These files containing parent comments will not be posted on the EI website and are not intended to be shared or posted publicly. Please contact Taylor Hammond (Taylor.Hammond@childrenandyouth.ohio.gov) with any questions

RESOURCES AND TRAINING OPPORTUNITIES

(EI-254) Eligibility Basics

The course *Eligibility Basics* (EI-254) has been updated and is now available for enrollment on DODD MyLearning. The course has been modified to be a general eligibility overview course rather than a train-the-trainer course. It aligns with new rules effective July 2024. This course is available for two continuing professional development units for EI service coordinators and supervisors and developmental specialists. You can access the course here:

<https://mylearning.dodd.ohio.gov/course/view.php?id=487>