

To: All Early Intervention contract managers and FCFC coordinators
From: Nathan DeDino
Date: August 4, 2017
Subject: Early Intervention Program Updates, #1720

MESSAGE FROM THE PART C COORDINATOR

This August is filled with many significant transitions: a different way to process referrals, a new system of payments rule, and changes to the data system. We acknowledge that some of these changes will be easier than others to implement and accept. Some changes will go more smoothly than others. However, there remains one constant that we all share: an unwavering drive to achieve the best possible outcomes for families. We understand that many of these are challenging changes. We appreciate your patience as we work together to implement these changes and continue to appreciate your feedback about where we can make improvements.

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

PROGRAM UPDATES

Service Coordination Agency EI Referral Form

With the transition to a single Central Intake site, a number of EI stakeholders have expressed an interest in having a form similar to the HEA 8045 form used by HMG Home Visiting. In response to this interest, DODD has created a form called EI 8045. It accompanies this Program Updates and will also be available on the forms tile of the EI website in the coming days.

This form is available for use exclusively by county EI service coordination agencies. To use the form, personnel from the EI service coordination agency must have direct contact (phone, text, in-person) with a parent who has a concern about his/her child's development and is interested in pursuing an EI referral. Basic demographic and contact information for the parent and child and contact information for the service coordination agency is all that is required to complete the form. The completed form can be faxed (855-418-3322) or e-mailed (hea@ohiocentralintake.org) to the Cleveland Sight Center (CSC). Once CSC logs the form in Early Track, it will create an EI program referral and CSC will not make three contact attempts to the parent.

Service coordination agencies are under no obligation to use this form. If an agency chooses not to use the form, it can utilize the options for contacting CSC laid out in the CC memo and FAQs distributed July 17. In all cases, please ensure that any fax or e-mail sent to CSC is legible and complete.

Central Intake Reminders

If you have concerns about Central Intake or CSC, please be sure to contact the TA consultant at ODH who is assigned to your county. You can find the ODH consultant map here:

<http://www.helpmegrow.ohio.gov/-/media/HelpMeGrow/ASSETS/Files/HMG-Resources/Staffing-Map-public-6-26-16.pdf?la=en>

For issues after the EI referral has been made, please continue to reach out to your DODD program consultant or DODD data and monitoring staff.

You can make referrals to Central Intake via the homepage on the EI website. Please click on the “Refer now” button.

A secure fax number is available for physicians and others in the medical community. These referral sources can fax referral information to 855-318-3322.

Telephone operators at CSC will answer the phone as “Help Me Grow.” To avoid potential confusion, please avoid telling a family that they are to call CSC. Rather, you could explain to them that they are calling the “central intake” or “central referral” number.

System of Payments Resources

Updated forms and resources for the system of payments (SOP) rule that became effective earlier this week are under the System of Payments tile of the Provider section of the EI website. The forms are in the process of being translated into Spanish. Once the translation is complete, they will be posted on the website as well.

A condensed version of the SOP training for service coordinators that was presented during the month of July has been posted on the SOP tile. Although we had discussed recording a version of this training, we also had requests from partners to have access to the training so they could use it with their local staff. The version of the training on the website contains the full, detailed notes for each slide. In the coming weeks, we will be making available additional resources to support service coordinators in implementing the SOP rule. If you have any questions or suggestions about what would be most useful, please do not hesitate to contact Traci Keesee (traci.keesee@dodd.ohio.gov), the EI Resource Coordinator.

SFY18 Service Coordination Grant Expense Reports

Training videos are now available for completing an expense report in the Early Intervention Grant System (EIGS). Expense reports will be available in EIGS today, August 4. The link for the video playlist is below:

<http://ohioearlyintervention.org/service-coordination-grant-agreements>

Supporting Ohio's Service Coordinators Process

The Power Point and County Visit Schedule for the Supporting Ohio's Service Coordinators Process have been posted to the Ohio EI website. You can access these documents in the Local, State, and National Resources tile on the Providers page:

<http://ohioearlyintervention.org/local-state-national-resources>

Help Me Grow Home Visiting and Central Coordination Rules

ODH has posted new draft rules for Central Coordination and Help Me Grow Home Visiting. You can access the rules and submit public comment here:

<http://www.odh.ohio.gov/rules/drafts/drafts.aspx>

EI Postcards

DODD will be sending postcards to agencies that made a referral to EI during the last six months. We are sending the postcards to the following categories of referral sources: childcare programs, Head Start agencies, hospitals, human services agencies, physicians, preschools, and public schools. DODD has worked with JFS to communicate the new referral contact information to children's services agencies. DODD has also communicated the changes to Hospital-Based Child Find specialists. ODH has communicated the new information to local WIC agencies.

Early Track User Roles

As a reminder, to view new EI program referrals in Early Track, you must have either the EI System Administrator or Centralized Data Entry Staff role for EI. Both of these roles will also allow users to assign Service Coordinators. If there are no new referrals for your county at the time you log in, you will be taken directly to your child search page. For instructions about how to use these two roles, please review the attachment titled "8.2.17 Accessing New Referrals," located on the ET Info tab of Early Track.

Only Service Coordinators will have a "dashboard" within the system. This "dashboard" will list all children assigned to them. Other users will have the child search as their home screen.

Data System Transition

In order to ensure all of the necessary pieces are in place, including setting up user accounts and transferring all needed data, the date of the EI data system transition will be slightly delayed from August 10. We anticipate a transition date during the week of August 14 or 21. Local users and DODD EI data and IT staff have been testing the new DODD system. We are committed to ensuring this transition is completed with as few glitches as possible, and very much appreciate your patience with the process!

We will be in contact in the coming days with a separate communication with detailed instructions about how to access EIDS via the DODD portal, specific dates related to the data system transition, and what the transition will look like. Users should anticipate one to two days in which they will not be able to do data entry. As soon as these dates are confirmed, we will communicate them to users. We have videos explaining how users will access the DODD portal already completed and will release these closer to the transition date.

SFY 2017 TRS Baseline

Information about the upcoming SFY 2017 TRS baseline process was sent to applicable counties July 24 and customized spreadsheets with the list of applicable records were emailed July 25. Counties have until August 15 to review data and submit any necessary deletion requests or other inquiries. Deletion requests will be processed by August 21, applicable data re-entry is due August 25, and data for the analysis will be extracted August 28. In the event of unexpected glitches with the Early Track transition, EI Monitoring staff will be as flexible as possible with the affected counties. When possible locally, please try to prioritize this data cleaning to avoid having it coincide with the data system transfer.

Be an EI Star! Volunteer EI Thespians Needed for Documentation Training Video

We are developing a training module on Documentation in collaboration with the Ohio Center on Autism and Low Incidence (OCALI). Before converting the training into an online module, we are piloting the training on September 12 at 10:00am at OCALI. As part of the pilot, we will be videotaping several scenarios to be used during activities in the online module. We will also be videotaping the Q&A session from the pilot.

Volunteers are needed to “act” in one or more scenarios. We are looking for at least 20 individuals who would enjoy acting out common EI activities and who are comfortable being videotaped. We hope to have representation from service coordinators, service coordinator supervisors, interventionists, EI Supervisors and parents/caregivers. In addition to participating in the scenarios, we will ask volunteers to provide feedback on the training.

The time commitment would include a pre-pilot web meeting August 31 at 9:00am to hear the details of the project, the September 12 pilot, and possibly a second day for editing.

If you are interested, please provide your name, county, and role to Lori Myers at lori.e.myers@dodd.ohio.gov. Volunteers will be selected on a first-come, first-served basis. We hope you will join us for this fun and educational project!

Browse Aloud on the EI Website

Ohio’s Early Intervention website (<http://ohioearlyintervention.org/>) has a feature called “Browse Aloud.” You can access it by clicking on the headphones in the lower right corner of the screen. This feature can read the text on the website page in English, as well as many other languages. Browse Aloud does not work on PDFs, but we have broken out the “orange brochure” material

into a non-PDF format in the “What is Early Intervention?” tile of the Family section of the website so Browse Aloud can be used for this material. Please share this information with families and providers.

You can learn more about Browse Aloud here:

<http://ohioearlyintervention.org/browse-aloud>

Childcare Survey

Laurie Dinnebeil—past co-chair of the EI Advisory Council and Chair of the Department of Early Childhood Education, Higher Education, and Special Education at the University of Toledo—is attempting to survey parents of children with disabilities who are seeking or have found childcare. Professor Dinnebeil would like to distribute this survey to families through agencies and organizations that serve families with children with disabilities. If you would be interested in helping distribute this survey, please contact Professor Dinnebeil at laurie.dinnebeil@utoledo.edu.

RESOURCES AND TRAINING OPPORTUNITIES

Training Handbook

The SFY18 Training Handbook has been posted to the Ohio Early Intervention website. You can access the Handbook on the Professional Development and Training page here:

<http://ohioearlyintervention.org/professional-development-and-training>

Motivational Interviewing Training

Beginning this summer, Robert Gallen, PhD will provide training on Motivational Interviewing in Early Intervention. Entitled, “*Tough Conversations: Making the Most of Difficult Situations*,” Dr. Gallen’s training is designed to build the confidence and competence of service providers and service coordinators in supporting families. The training will address difficult situations families may face, such as mental illness, addiction, homelessness, and coping with a child’s diagnosis. Dr. Gallen will offer strategies for communicating with families in these challenging situations. The training will be offered as an *in-person training* on September 7, 2017 and September 8, 2017 in Columbus (it is only necessary to attend one session).

Dr. Gallen is a Licensed Psychologist and Associate Professor of Psychology. He has served as an EI provider since 1998 and teaches graduate level courses in Assessment and Family Therapy. He is a Regional Trainer for the Battelle Developmental Inventory-2 and has completed research projects on the early identification of child psychopathology. He teaches Reflective Supervision and Childhood Trauma for Ohio’s Early Intervention and Home Visiting staff.

Registration for the face-to-face trainings (September 7 or September 8) is on OhioTRAIN (Course ID # 1071449.) Please note that there are morning and afternoon sessions available on both days.

For questions, please contact Lori Myers at lori.e.myers@dodd.ohio.gov

State-Sponsored Training Opportunities

Ongoing trainings available through OhioTRAIN:

- Coaching in Early Intervention self-paced webinar (1063890)
- Early Intervention Mission and Key Principles self-paced webinar (1061264)
- Family-Centered Practices self-paced webinar (1064739)
- IFSP Form self-paced webinar (1028661)
- The IFSP: It's All about the Process self-paced webinar (1066899)
- Introduction to Early Intervention self-paced webinar (1061260)
- Natural Learning Environments self-paced webinar (1063888)
- Principles of Service Coordination in-person training (1047684)
- Using a Primary Service Provider Approach to Teaming self-paced webinar (1064737)

Other Trainings:

- Child Outcomes Summary: Your state team encourages county teams to use the eight online COS modules developed by the DaSy Center. Each participant must register for the online modules. You will then receive an email with a direct link to access the online modules. You can access the modules here: <http://dasycenter.org/child-outcomes-summary-cos-process-module-collecting-using-data-to-improve-programs/> If your team needs additional support after completing the COS modules, please contact your program consultant. NB: Credentialing hours are not available for these trainings since there is no way currently to verify attendance.
- Overview of Evidence Based EI: This training is accessed through your program consultant, and is designed to support teams with learning about the key components of EB EI practices including a review of the Mission and Key Principles, Coaching, Teaming, and Natural Learning Environment practices.
- Documentation: This training is available through your program consultant and supports teams with learning what type of activities need to be documented.