

To: All Early Intervention contract managers and FCFC coordinators
From: Nathan DeDino
Date: September 28, 2018
Subject: Early Intervention Program Updates, #1821

MESSAGE FROM THE PART C COORDINATOR

We are extending the family survey due date an additional two weeks. Please continue to encourage any family who has not responded to the survey to share their thoughts about the EI program via the survey. Additional details, including links to the online version of the survey, are available in Program Updates #1819. Thank you for your help!

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

Proposed EI Rules

DODD has put out proposed EI rules and forms for stakeholder feedback as part of the rule clearance process. These rules and forms are the culmination of many tireless hours given freely by diverse stakeholders over a yearlong period. We thank everyone who was able to participate; the rules are so much better for your involvement. You can find a summary of the rules and links to proposed rules and forms, and directions for providing feedback, on the EI website here:

<https://ohioearlyintervention.org/proposed-state-rules>

EIDS Account Renewals Needed

All DODD portal accounts, which are used to access the EIDS application, must be renewed on an annual basis, including the completion of a security affidavit. As the majority of EIDS accounts were created when the data system was transitioned from ODH to DODD last autumn, most EIDS accounts will be expiring in the coming weeks. Regardless of when you created your EIDS/DODD portal accounts, we are asking that you go through the process to renew your account. Step-by-step instructions regarding how to renew EIDS accounts are attached to this memo. Please complete your account renewal *no later than October 15*. It is very important that you renew your account, as you will not receive notification that your account is expiring and will not be able to access the EIDS application without doing so. If you experience any issues in completing your account renewal, please contact the DODD Help Desk at ITSCallCenter@dodd.ohio.gov.

SFY18 COS Data Files

SFY18/FFY17 county COS Data files were sent to Contract Managers and FCFC coordinators September 25. Percentages based on these data will be included in Ohio's FFY17 Annual Performance Report (APR) due in February 2019 as well as in county APR reports that will be completed and sent in a few months. If you have any questions about your county's data, or if you did not receive the COS file, contact Taylor Hammond at taylor.hammond@dodd.ohio.gov.

EI Service Provider Data

In 2016, counties responded to a questionnaire regarding the availability of EI services in their county. Responses from the questionnaires were compiled and data regarding EI services were included in Ohio's Phase III, Year 1 State Systemic Improvement Plan (SSIP) submission to establish a baseline for one of the state's intermediate SSIP outcomes around increasing access to EI services. In order to report on progress made in relation to this outcome, DODD is again asking counties to report on available EI service providers in their counties. Data files, which included the information submitted in 2016 for reference, were sent to Contract Managers and FCFC Coordinators September 27. We are asking that you take a few minutes to review and update the spreadsheets to indicate which providers are currently available for each EI service in your county. Data from these submissions will be included in Ohio's 2019 State Systemic Improvement Plan (SSIP). Please complete and submit these data files as soon as possible, but no later than November 1.

SFY18 45-Day Analysis (Group 3)

Activities related to the SFY18 45-Day baseline analysis are underway. Data for the analysis were extracted August 28. Verification requests and missing data inquiries, as applicable, were sent September 7 and due back to DODD September 26. DODD is reviewing records and completing the final analyses. Results memos are scheduled to be sent in early November. Contact Melissa Courts at melissa.courts@dodd.ohio.gov if you have any questions.

RESOURCES AND TRAINING OPPORTUNITIES

Trauma-Informed Care Training: Sessions Added

In Program Updates #1818, we announced that we are partnering with Ohio Mental Health and Addiction Services to present training on Trauma-Informed Care in Early Childhood. We have since added two more sessions that are now open for registration:

November 15	Wood County
May 15	Fulton County

You can register on OhioTRAIN (Course #1072002). If you have questions, please contact Lori Myers at lori.e.myers@dodd.ohio.gov.

Assistive Technology Lending Libraries in Ohio

Through a grant with the Ohio Center for Autism and Low Incidence (OCALI), the Ohio Developmental Disabilities Council has published a list of lending libraries across the Ohio. These libraries provide access to assistive technology, medical equipment and adaptive toys to support people with developmental disabilities. The list of Ohio Lending Libraries is available online as an interactive online Google map and other downloadable formats. People can use the map to search lending library programs statewide or in specific regions, based on their needs. You can learn more here:

<http://ddc.ohio.gov/ohio-at-lending-libraries>

Impact of the Opioid Crisis on Young Children Webinar

Researchers at the Ohio State University Nisonger Center and Cincinnati Children's Hospital have developed an online training for early childhood care and education professionals about the opioid crisis's impact on children. This training focuses on five topics:

- Current status of the opiate epidemic,
- Basic brain development related to the biology of addiction,
- Neonatal abstinence syndrome (NAS) and other developmental outcomes of prenatal exposures,
- Trauma-informed care, including strategies to work with children in the classroom and
- Information on practices to implement when concerns arise with a child's development

You can learn more here:

<http://nisonger.osu.edu/education-training/online-training/opiate-training/>

Audiology Awareness Month

October is National Audiology Awareness Month. You can learn more about many resources for professionals and families offered by the American Academy of Audiology here:

<https://www.audiology.org/publications-resources/consumer-information/october>



Addressing the Social-Emotional, Sensory, and Behavior Challenges in Early Intervention

Date: November 9, 2018

Location: Indiana Wesleyan University 3455 Mill Run Drive, Suite 550, Hilliard, OH 43026

Sponsors: First Achievements and Strategies for Behavior Management

Time: 8:30AM-4:00PM Registration begins at 7:45AM **Cost:** \$100

Speakers: Kirsten M. Brown OTR/L and Diana Holderman M.Ed, PC

Workshop Description

This one day, six-hour workshop will teach early intervention providers and caregivers how to address the sensory, behavior, and social challenges of young children with autism spectrum disorder and other developmental delays. Attendees will learn how to examine a young child's social-emotional development based on the six functional developmental levels as described by Stanley Greenspan. An overview of the principles and methods of The PLAY Project will also be provided. The PLAY Project is an intensive early intervention approach which focuses on the use of modeling and caregiver coaching to empower caregivers to help their child to improve their social interactions within daily routines. The workshop will consist of video analysis of parent coaching and caregiver and child interactions, and a review of effective sensory and behavior supports used within the home environment. The workshop is based on research that has proven the effectiveness of developmental, relationship-based interventions for young children and is supported by the more than 25 years of experience that both Kirsten Brown and Diana Holderman each have in successfully working with families and children. Both Kirsten and Diana are certified PLAY Project consultants, supervisors, and master trainers. Goals of the program:

1. Describe each of the 6 Functional Developmental Levels of a child's Social Emotional Development.
2. Learn to use information from a child's unique profile to develop a plan to improve a child's social-emotional and behavioral skills
3. Give examples of PLAY Project principles and methods, which are used to help children establish a joyful relationship with their caregivers and improve their social engagement.
4. Learn how to use caregiver coaching to empower caregivers to implement strategies that promote the child's social-emotional growth and resolve behavior issues throughout daily routines.
5. Learn how to see behavior problems in new ways and have ideas on how to address them using strategies that facilitate self-regulation, engagement, and communication

To register – go to www.firstachievements.com If problems, call Kirsten at 1-859-322-9594

**Approved for 6 hrs for Ohio DODD Early Intervention and Indiana First Step Providers
Approved for PLAY Project Consultant Recertification**



Account Type **Request Type**

Last Name **First Name** **MI**

Phone Number **E-Mail Address**

I Certify that the listed e-mail address is my personal e-mail address, not a group or shared e-mail account.

Provider Type **Agency Name**

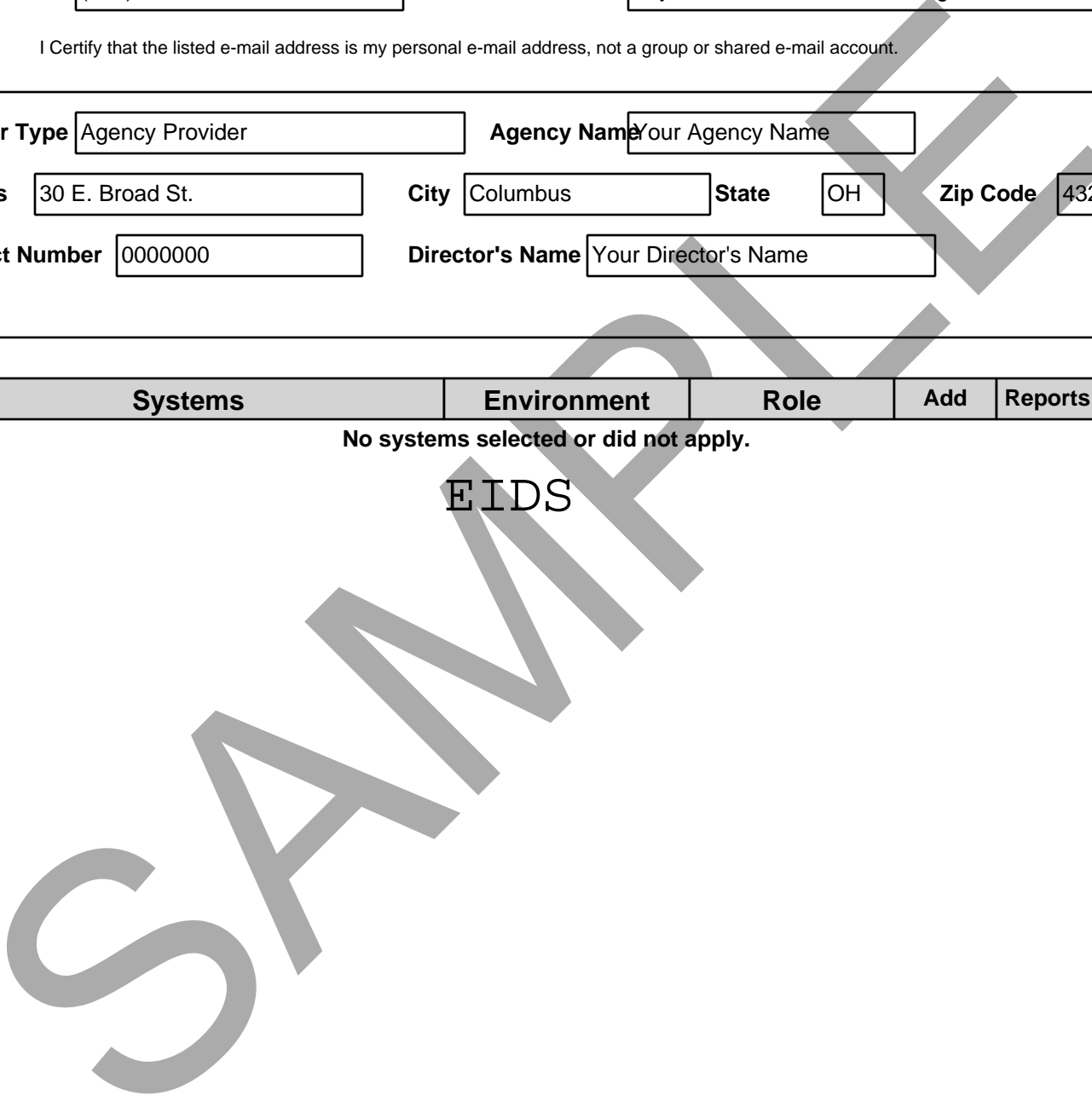
Address **City** **State** **Zip Code**

Contract Number **Director's Name**

	Systems	Environment	Role	Add	Reports	Remove
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No systems selected or did not apply.

EIDS





DODD Data Security and Confidentiality Agreement

Security and confidentiality are a matter of concern for all users of Ohio Department of Developmental Disabilities (DODD) information systems and all other persons who have access to DODD confidential data. Each person authorized to access DODD systems holds a position of trust relative to this information and must recognize the responsibilities entrusted to him in preserving the security and confidentiality of this information. Confidentiality requirements contained in law include, but are not limited to, ORC sections 5123.62(T), 5123.89 and 5126.044. An authorized user's conduct, either on or off the job, may threaten the security and confidentiality of this information. It is the responsibility of every user to understand and comply with the following:

1. You must not make or permit unauthorized uses, nor violate the confidentiality or privacy, of any information in files maintained by DODD.
2. You must not seek to benefit personally or permit others to benefit personally by any confidential information that has come to you by virtue of your work duties.
3. You must not exhibit or divulge the contents of any record to any person except in the conduct of your work duties or in accordance with the policies of DODD.
4. You must not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
5. You must not delete or cause to be deleted any official record or report from any file from the system where it is stored except when required in the performance of your duties.
6. You must not access or request others to access any DODD or Ohio Data Network system for personal business.
7. You must not violate rules and regulations concerning access to controlled areas.
8. You must not divulge or share any security codes (i.e., user-names, passwords, etc.) used to access any secured files.
9. You must immediately report any violation of this policy by anyone to the DODD/IT Security Manager.
10. You must not aid, abet, or act in conspiracy with another to violate any part of this policy.
11. You must agree to follow all applicable DODD policies and procedures pertaining to the use of DODD or Ohio Data Network computer software and hardware.

Any Violations Of This Agreement May Result In the Cancellation of your Security Access and Possible Referral to the Office of the Attorney General for its Disposition Pursuant To All Applicable Laws and Rules Any Violations of this Policy may result in Disciplinary Action Pursuant to all of the applicable Laws and Rules.

I have read and understand the DODD policy on data security and confidentiality.			
		Taylor	Hammond
User(Signature)	Date	User(Printed)	
FOR DIS USE ONLY			
UserID	Verified	Completed	
	Begin Date	End Date	

Instructions for Renewing an EIDS Account

All DODD portal accounts, which are used to access the EIDS application, must be renewed on an annual basis. In order to renew a DODD portal account, a security affidavit will first need to be completed and submitted to DODD. To do so, go to this link:

<https://sra.prodapps.dodd.ohio.gov/default2.aspx>

On the **Start** screen, enter all account information into each field, as follows:

- **Account Type:** Select “Independent or Agency Provider”
- **Request Type:** Select “Renew Account”
- **First Name, Middle Initial, Last Name:** Enter these exactly as they are listed within your DODD portal account
- **Phone Number:** Enter the best phone number to reach you during the day
- **Email Address:** Enter the email address associated with your DODD portal account
- **Provider Type:** Select “Agency Provider”

Be sure to check the box under your email address to certify that the email listed is your personal email address. Then click “Next.”

The screenshot shows the 'Start' screen of the 'Data Security/Confidentiality Individual Application' on the Ohio.gov DODD portal. The page has a dark green sidebar on the left with the text 'Steps to Complete: Start Information Systems Review Finish'. The main content area has a header with the Ohio.gov logo and 'DODD Data Security/Confidentiality Individual Application'. Below the header is a warning box: 'When Renewing an Account, ALL CURRENT SYSTEMS WILL BE RENEWED. If you need to ADD a System, please choose Change System Access.' Below this is a red note: 'Please fill in all fields if possible: Incomplete or missing information may delay processing'. The form fields are as follows: 'Account Type' (dropdown menu set to 'Independent or Agency Provider'), 'Request Type' (dropdown menu set to 'Renew Account'), 'First Name' (text box with 'Taylor'), 'MI' (text box with 'M'), 'Last Name' (text box with 'Hammond'), 'Phone Number' (text box with '(614)728-9164' and a hint 'ex.(###)###-####'), 'Email Address' (text box with 'Taylor.Hammond@dodd.ohio.gov'), and a checkbox labeled 'I certify that the listed email is my personal email address and not a group or shared email.' which is checked. Below the email field is a 'Provider Type' dropdown menu set to 'Agency Provider'. At the bottom, there is a note: 'Note: Access to DODD systems will expire on their own annually' and a 'Next' button.

Ohio.gov | DODD Data Security/Confidentiality Individual Application

When Renewing an Account, ALL CURRENT SYSTEMS WILL BE RENEWED. If you need to ADD a System, please choose Change System Access.

Please fill in all fields if possible: Incomplete or missing information may delay processing

Steps to Complete: Start Information Systems Review Finish

[What's This](#) **Account Type :** Independent or Agency Provider ▼

[What's This](#) **Request Type :** Renew Account ▼

First Name: Taylor MI: M Last Name: Hammond

Phone Number: (614)728-9164 ex.(###)###-####

Email Address: Taylor.Hammond@dodd.ohio.gov

I certify that the listed email is my personal email address and not a group or shared email.

[What's This](#) **Provider Type:** Agency Provider ▼

Note: Access to DODD systems will expire on their own annually **Next**

On the **Information** screen, enter your agency information into each field as follows:

- **Address, City, State, Zip Code:** Enter your employer's address
- **Are there any changes to the contact information on your account:** Select the appropriate response
- **Agency Name:** Enter your employer name
- **Director's Name:** Enter the name of the director of your agency/company/division (e.g., your supervisor, contract manager, etc.)
- **Contract Number:** Enter "0000000" (seven zeros)

Then, click "Next."

The screenshot shows the 'Information' screen of the Ohio.gov DODD Data Security/Confidentiality Individual Application. The page header includes the Ohio.gov logo and 'DODD Data Security/Confidentiality Individual Application'. A large grey box at the top is empty, with a red warning message below it: 'Please fill in all blank fields: Incomplete or missing information may delay processing'. The form contains several input fields: 'Address' (30 E. Broad St.), 'City' (Columbus), 'State' (OHIO), and 'Zip Code' (43215). Below these fields is a question: 'Are there any changes to the contact information on your account?' with radio buttons for 'YES' and 'NO'. Further down, there are three more fields: 'Agency Name' (Your Agency Name), 'Director's Name' (Your Director's Name), and 'Contract Number' (0000000). Each of these three fields has a 'What's This' link to its left. At the bottom of the form, there is a note: 'Note: Access to DODD systems will expire on their own annually' and two buttons: 'Previous' and 'Next'. On the left side of the page, there is a vertical sidebar with the text 'Steps to Complete: Start Information Systems Review Finish', where 'Start Information' is highlighted in bold.

Ohio.gov | DODD Data Security/Confidentiality Individual Application

Please fill in all blank fields: Incomplete or missing information may delay processing

Address: 30 E. Broad St.
City: Columbus
State: OHIO Zip Code: 43215 ex.#####

Are there any changes to the contact information on your account?
 YES NO

[What's This](#) Agency Name: Your Agency Name
[What's This](#) Director's Name: Your Director's Name
[What's This](#) Contract Number: 0000000 ex.#####

Note: Access to DODD systems will expire on their own annually

Steps to Complete:
Start Information
Systems Review Finish

On the **Finish** screen, read the entire DODD Data Security and Confidentiality Agreement.

Ohio.gov | DODD Data Security/Confidentiality Individual Application

DODD Data Security and Confidentiality Agreement

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1. You must not make or permit unauthorized uses, nor violate the confidentiality or privacy, of any information in files maintained by DODD.
2. You must not seek to benefit personally or permit others to benefit personally by any confidential information that has come to you by virtue of your work duties.
3. You must not exhibit or divulge the contents of any record to any person except in the conduct of your work duties or in accordance with the policies of DODD.
4. You must not knowingly include or cause to be included in any record or report a

Steps to Complete:

- Start
- Information Systems
- Review
- Finish**

Scroll down to view the rest of the agreement. Check the box to indicate you have read and understand the DODD policy on data security and confidentiality. Then, select "Finish."

Ohio.gov | DODD Data Security/Confidentiality Individual Application

...from the system where it is stored except when required in the performance of your duties.

6. You must not access or request others to access any DODD or Ohio Data Network system for personal business.
7. You must not violate rules and regulations concerning access to controlled areas.
8. You must not divulge or share any security codes (i.e., user-names, passwords, etc.) used to access any secured files.
9. You must immediately report any violation of this policy by anyone to the DODD/IT Security Manager.
10. You must not aid, abet, or act in conspiracy with another to violate any part of this policy.
11. You must agree to follow all applicable DODD policies and procedures pertaining to the use of DODD or Ohio Data Network computer software and hardware.

Any Violations Of This Agreement May Result In the Cancellation of your Security Access and Possible Referral to the Office of the Attorney General for its Disposition Pursuant To All Applicable Laws and Rules Any Violations of this Policy may result in Disciplinary Action Pursuant to all of the applicable Laws and Rules.

I have read and understand the DODD policy on data security and confidentiality.

Thank you for completing the wizard. Please click finish and print your application.

Note: Access to DODD systems will expire on their own annually

[Previous](#) [Finish](#)

Steps to Complete:

- Start
- Information Systems
- Review
- Finish**

When you reach the screen confirming you have finished the security wizard, Select "Print Form."

Security Application Form

You have finished the Security Wizard. Thank You!

Applications must be filled out completely and accurately. Incomplete/inaccurate affidavits will not be processed.

Once Completed, Please PRINT the Form and have it SIGNED:
You can Submit through Email to:

Ohio Dept. of Developmental Disabilities Information Technology Services
Email: itscallcenter@dodd.ohio.gov

(Building your form may take some time. Please allow it a few seconds.)

What do you want to do?

After printing the form, manually write in "EIDS" in the white space at the bottom of the first page (see example form on the next page). Then, scan the document and send the scanned file to the DODD Help Desk at ITSCallCenter@dodd.ohio.gov.

If you experience any issues or have any questions regarding renewing your DODD portal account, you can also email ITSCallCenter@dodd.ohio.gov or call 1-800-617-6733 Option 4 to reach the DODD Help Desk.