

Early Intervention Data System (EIDS) Data Entry Guide for Early Intervention

Introduction

The following guide provides step-by-step instructions for entering Early Intervention information in EIDS from the perspective of a Service Coordinator. Each section focuses on a different aspect of documentation and provides detailed instructions, including screenshots, of how to enter information. If you have questions or comments about any of the information included, please email EIDS@childrenandyouth.ohio.gov. If you have a question related to the Early Intervention program, please contact your county's EI program consultant. Several additional resources related to EIDS are also available, as described subsequently.

EIDS Data Entry Guide Supplement

This document is intended to supplement the EIDS data entry guide. It provides additional information about data entry scenarios for which DODD frequently receives questions from EIDS users.

EIDS Troubleshooting, Edits, and Other Assistance

This document provides information regarding how to troubleshoot issues, how to edit data in child records, how submit inquiries, and a table outlining the level of access EI System Administrators and EI Service Coordinators have on each page in EIDS.

Adding and Modifying User Accounts in EIDS

This document provides step-by-step instructions for adding a user account in EIDS or modifying an existing account, along with a description of each Early Intervention role in EIDS.

Summary of Updates to EIDS Reflected in the Data Entry Guide

A list of changes made in recent EIDS releases follows. Applicable edits and additions to data entry instructions are included throughout this guide.

February 2019

Implemented several changes in preparation for the new rules and to do some general clean-up

- “Text” and “Web” were added as options for the **Contact Method** field on the **Contact Log** page
- The “Program Contractor Referral Form (HEA #8045)” dropdown option in the **Contact from Category** on the **Contact Log** page was updated to “EI 8045”
- The **Discipline** fields on the **Evaluation** and **Assessment** pages were renamed to **Profession/Discipline**



- The bottom portion of the **Assessment** page was reorganized for child assessments and an **Observation** field was added to indicate whether observation was used as part of the child assessment
- The **IFSP Type** field was added to the **IFSP** page
- The “Not applicable: IFSP is not an initial or annual IFSP” dropdown option was removed from the COS items on the **IFSP** page and the page logic was adjusted so these fields are not required when “Periodic Review” is selected for the **IFSP Type** field
- “Resource-Based Family Outcome” was added as a dropdown option to the **EI Service Type** field and the transition outcome dropdown choice was renamed to “Transition-based outcome – Service Coordination only”
- The **IFSP** page was updated so that when the **Service is needed to meet the following outcome** field is updated, the data entered in this field on previous IFSPs is retained rather than overwritten
- The fields, **Parent consented to TPC?** and **Child is potentially eligible for Part B?** were added to the **Transition Planning Conference** page
- The **Transition Planning Conference** page was edited so it cannot be saved if the **Transition Planning Conf Mtg Date** entered is more than nine months prior to the child’s third birthday
- A **Transition Steps and Services** page was added to capture the steps and services associated with the transition outcome as well as the date the steps and services were added to the IFSP
- The “Not applicable: IFSP is not an initial or annual IFSP” dropdown option was removed from the COS items on the **IFSP** page

June 2019

Implemented several changes primarily so data collection was consistent with new EI rules and forms:

- A page to document referrals to HV and a report to extract HV referral data were added
- The requirement for Hearing, Vision, and Nutrition screenings to be part of the 45-Day timeline was removed
- The dropdown options for the evaluator and assessor professions/disciplines were updated
- NAS and elevated blood lead levels were added to the **Diagnosis on the List** dropdown
- “Out of State Eligibility” was removed as a standalone eligibility reason
- What was previously the **Need for Services** page was updated to be the **E&A Summary** page with different dropdown options to document the result of the evaluation and assessment process
- A page to document SOP information and a report to extract SOP data were added
- The field **Service is needed to meet the following outcome** was renamed to **Service is needed to meet the following outcome(s)** and a reminder message was added indicating that all outcomes for the service should be entered
- Fields no longer utilized were removed; “Provider” and “Other” were added to the **Transition Planning Conference Participants** field; and “Community program” was added as a dropdown option for the **What destination was identified on the IFSP for transition at age 3?** field on the **Transition Planning Conference** page
- A report to extract all Transition data entered into EIDS was added
- “Child screened and not suspected of having a disability” and “Child transitioned to part B services with an IEP prior to three years of age” were added as dropdown options to the **Exit Reason** field with applicable options available in the **Exit Destination** field

April 2020

- The field ***The outcome(s) below address(es)*** was added to the IFSP page
- Added “System Reason – COVID-19” to the ***NCR*** fields

January 2021

- The caregiver ***Email Address*** field was adjusted to be required. An option was added to select if a parent does not have or chooses not to share an email address.

July 2024

Implemented several changes primarily so data collection was consistent with new EI rules and forms:

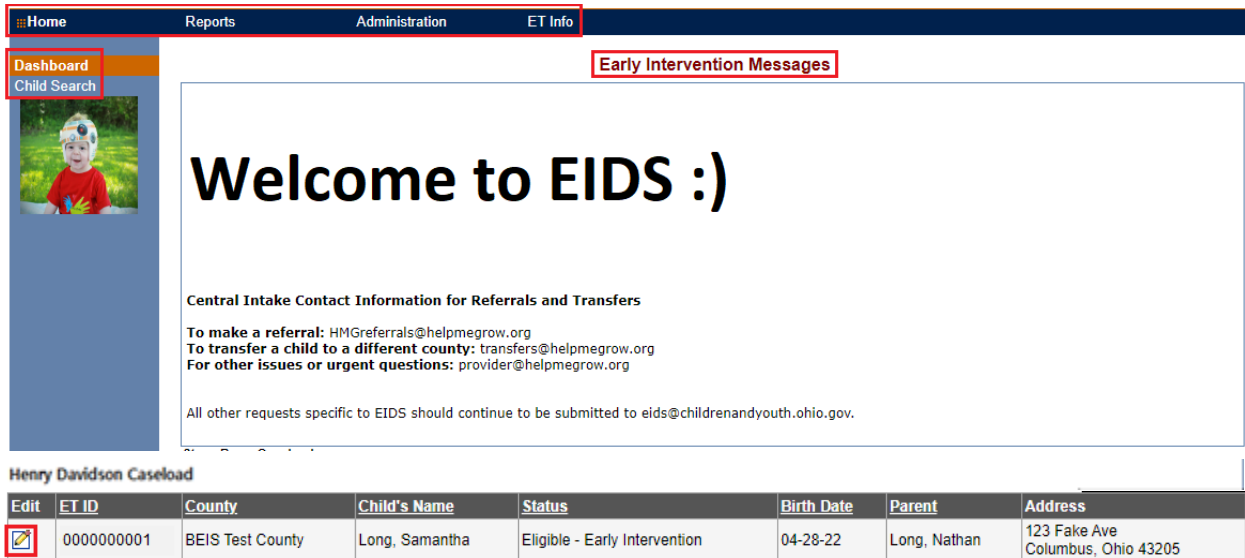
- Eligibility was edited so all children who are determined eligible are eligible until age three
- The diagnosis on the list dropdown options were edited
- The ***Profession/Discipline*** dropdown list was edited on the evaluation and assessment pages
- The COS statement verbiage was edited on the IFSP and Exit pages
- The ***Transition contact info shared with the LEA*** field on the IFSP page was edited to select “Yes” in all records
- The ***Funding Source*** dropdown options on the IFSP page were edited
- The ***Method*** field on the IFSP page was removed
- The verbiage on Transition Steps and Services page referencing the specific section on the IFSP was edited
- The ***Transition Steps and Services*** field size was increased to allow up to 5000 characters
- The ***Exit Reason*** dropdown options on the Exit page were edited

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Dashboard and Child Search

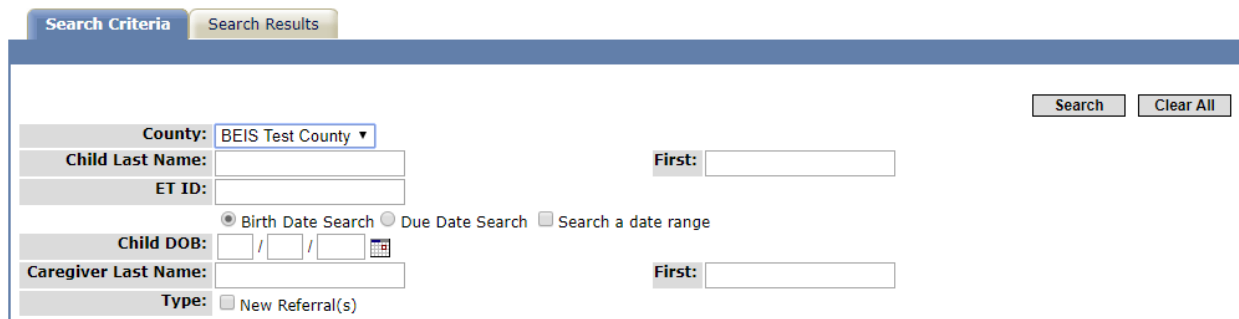
Upon logging in to EIDS, Service Coordinators have a view of their “Dashboard,” which contains a list of all children currently assigned to them. Child records can be accessed by clicking on the “Edit” (pencil) icon next to the ETID. The “Early Intervention Messages” box shows relevant data system information, including information about upcoming or recent changes, planned outages, and known bugs.



The screenshot shows the EIDS Dashboard. At the top, there is a navigation bar with links for Home, Reports, Administration, and ET Info. Below this, there are two main sections: a left sidebar with 'Dashboard' and 'Child Search' options, and a main content area. The main content area has a 'Welcome to EIDS :)' message and a box titled 'Early Intervention Messages'. Below the welcome message, there is contact information for referrals and transfers, including email addresses for referrals, transfers, and other issues. At the bottom, there is a table showing the user's caseload for Henry Davidson.

| Edit | ET ID | County | Child's Name | Status | Birth Date | Parent | Address |
|---|------------|------------------|----------------|-------------------------------|------------|--------------|--------------------------------------|
|  | 0000000001 | BEIS Test County | Long, Samantha | Eligible - Early Intervention | 04-28-22 | Long, Nathan | 123 Fake Ave Columbus, Ohio 43205 |

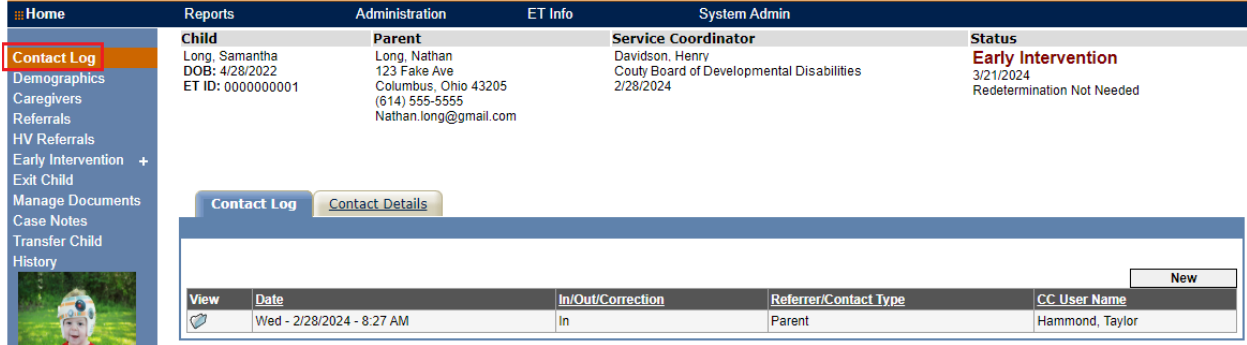
To search for a child record that is not on your dashboard, click on the “Child Search” left-menu option. Type in known child information and click “Search” to display a list of all relevant matches.



The screenshot shows the EIDS Child Search form. It has two tabs: 'Search Criteria' and 'Search Results'. The 'Search Criteria' tab is active. The form contains several input fields and buttons. The 'County' dropdown is set to 'BEIS Test County'. There are fields for 'Child Last Name', 'ET ID', 'Child DOB', 'Caregiver Last Name', and 'Type'. There are also 'First' name fields for both the child and the caregiver. Search options include 'Birth Date Search', 'Due Date Search', and 'Search a date range'. There are 'Search' and 'Clear All' buttons at the top right.

Viewing Contacts

To view the contacts made regarding the child, navigate to the “Contact Log” left-menu option. Click on the “View” (folder) icon to see a specific contact.



| View | Date | In/Out/Correction | Referrer/Contact Type | CC User Name |
|------|---------------------------|-------------------|-----------------------|-----------------|
| | Wed - 2/28/2024 - 8:27 AM | In | Parent | Hammond, Taylor |

Viewing Referrals

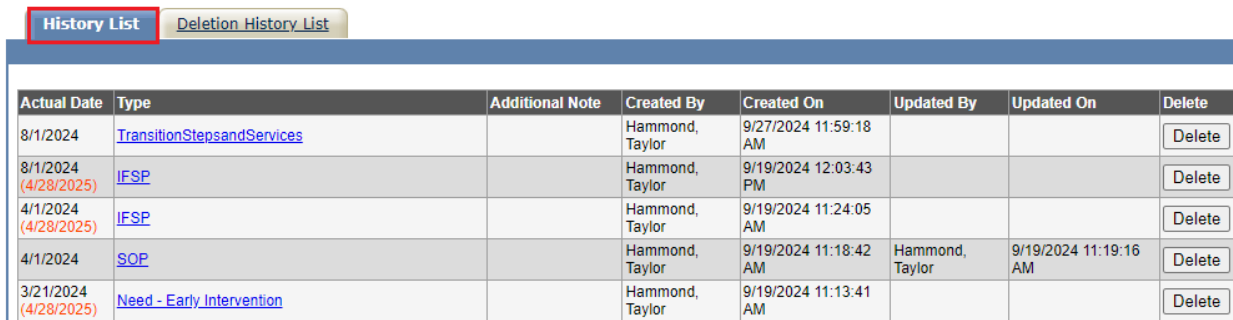
To view information regarding the child’s referral(s), navigate to the “Referrals” left-menu option. Click the “Edit” (pencil) icon to view information about a specific referral.



| Referral Date | Referral Source Type | Referred To Category | Contractor |
|---------------|----------------------|---|---|
| 2/28/2024 | Parent | Ongoing HMG--suspected Early Intervention | Early Intervention (BEIS Test County Early Intervention Contractor) |
| 2/28/2024 | Parent | Central Coordination | |

Viewing History

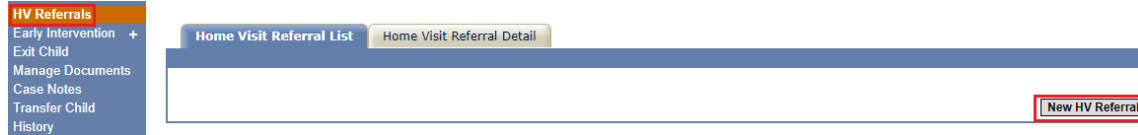
To view a snapshot of everything that has been entered into a child’s record, navigate to the “History” option on the left menu. This page includes a list of all contacts, referrals, SC assignments, eligibility, assessments, IFSPs, TPCs, Transition Steps and Services, and exits.



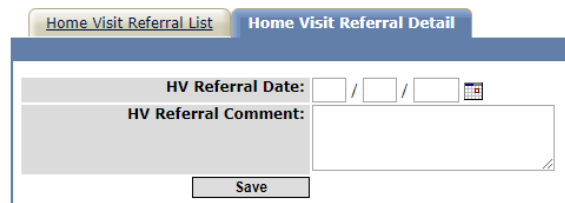
| Actual Date | Type | Additional Note | Created By | Created On | Updated By | Updated On | Delete |
|--------------------------|--|-----------------|-----------------|-----------------------|-----------------|-----------------------|------------------------|
| 8/1/2024 | TransitionStepsandServices | | Hammond, Taylor | 9/27/2024 11:59:18 AM | | | Delete |
| 8/1/2024 (4/28/2025) | IFSP | | Hammond, Taylor | 9/19/2024 12:03:43 PM | | | Delete |
| 4/1/2024 (4/28/2025) | IFSP | | Hammond, Taylor | 9/19/2024 11:24:05 AM | | | Delete |
| 4/1/2024 | SOP | | Hammond, Taylor | 9/19/2024 11:18:42 AM | Hammond, Taylor | 9/19/2024 11:19:16 AM | Delete |
| 3/21/2024 (4/28/2025) | Need - Early Intervention | | Hammond, Taylor | 9/19/2024 11:13:41 AM | | | Delete |

Referrals to Home Visiting

To document a referral made to an ODH-administered home visiting program (Help Me Grow Home Visiting, MIECHV, or Moms and Babies First), navigate to the “HV Referrals” left-menu option and click “New HV Referral.”



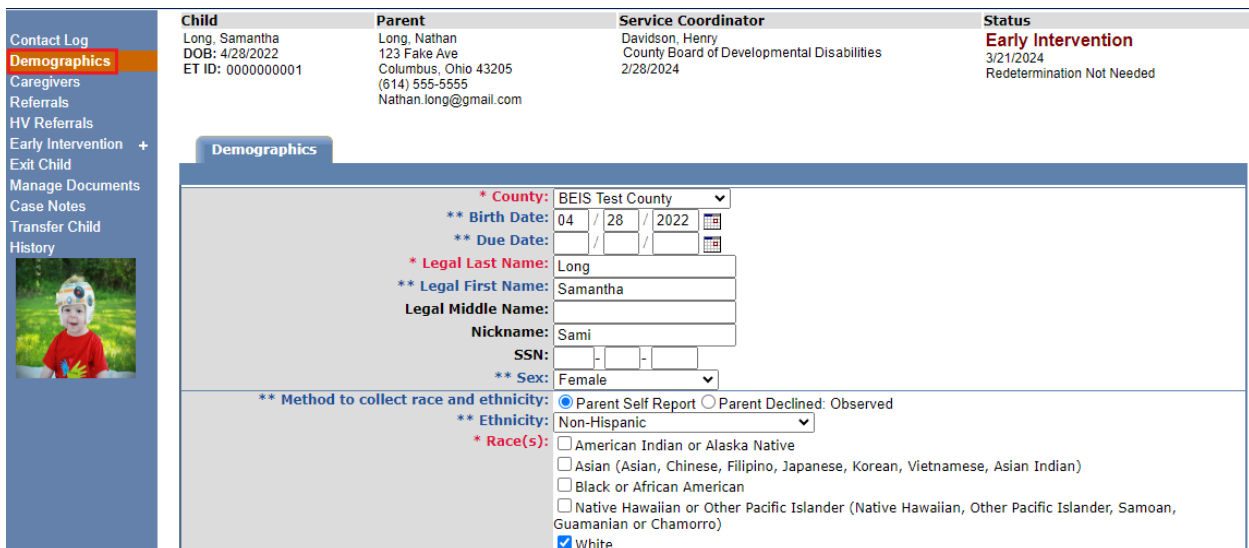
Once on the Home Visit Referral Detail page, add the Home Visiting referral date and any comments, then press “Save.”



Note: Adding this information in EIDS will not make a referral to Home Visiting. All referrals are processed through Central Intake.

Demographic Information

To add or update demographic information in EIDS, click on the “Demographics” left-menu option. Add all relevant child demographic information and click “Save” at the bottom of the page to update the demographic information.



Note: The Birth Date, Legal Last Name, Legal First Name, Sex, Method to collect race and ethnicity, Ethnicity, and Race(s) fields are required in order to enter E&A summary information.

Caregivers

To view or modify the primary caregiver’s information in EIDS, navigate to the “Caregivers” left-menu option. Update the primary caregiver information, if applicable, and press “Save.”

| Contact Log | Child | Parent | Service Coordinator | Status |
|----------------------|---|---|--|--|
| Demographics | Long, Samantha DOB: 4/28/2022 ET ID:000000001 | Long, Nathan 123 Fake Ave Columbus, Ohio 43205 (614) 555-5555 Nathan.long@gmail.com | Davidson, Henry County Board of Developmental Disabilities 2/28/2024 | Early Intervention 3/21/2024 Redetermination Not Needed |
| Caregivers | | | | |
| Referrals | | | | |
| HV Referrals | | | | |
| Early Intervention + | | | | |
| Exit Child | | | | |
| Manage Documents | | | | |
| Case Notes | | | | |
| Transfer Child | | | | |
| History | | | | |

Caregiver and Parent Detail

* Relationship to Child: Father

* Parent?: Yes No

* Last Name: Long

* First Name: Nathan

Middle Name:

SSN:

* Primary Phone: (614) 555-5555 ext. No Phone

** Accepts Texts: Yes No Unknown

Secondary Phone: ext.

* Email Address: Nathan.long@gmail.com No email/chose not to share

* Street Address: 123 Fake Ave

**City/State: Columbus, OH **Zip: 43205 Enter the zip code to auto-populate the city.

*Is the family currently homeless?: Yes No

Preferred method of communication: Call Text Email Mail

* Primary Language: English

Note: The Relationship to Child, Last Name, First Name, Primary Phone, Email Address, Street Address, and Primary Language fields are required in order to be able to enter E&A Summary information.

To add an additional caregiver, scroll to the bottom of the “Caregiver and Parent Detail” screen and select “Add Additional Caregiver.”

| | |
|--|---------------------------------|
| Additional Caregivers for this Child | Add Additional Caregiver |
| Other Children of Caregiver | |
| This caregiver is not associated with any other children in Early Track. | |

A new screen will be displayed to input information about another caregiver. Add the relevant information and click “Save.”

Caregiver and Parent Detail

| | |
|---|--|
| * Relationship to Child: | Mother <input type="text"/> |
| * Parent?: | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| * Last Name: | Long |
| * First Name: | Estelle |
| Middle Name: | <input type="text"/> |
| SSN: | <input type="text"/> - <input type="text"/> - <input type="text"/> |
| * Primary Phone: | (614) 555-5555 ext. <input type="text"/> <input type="checkbox"/> No Phone |
| ** Accepts Texts: | <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown |
| Secondary Phone: | (<input type="text"/>) (<input type="text"/>)- <input type="text"/> ext. <input type="text"/> |
| * Email Address: | <input type="text"/> <input checked="" type="checkbox"/> No email/chose not to share |
| * Street Address: | 123 Fake Ave <input type="text"/> |
| ** City/State: | Columbus, OH <input type="text"/> ** Zip: 43205 <small>Enter the zip code to auto-populate the city and state</small> |
| * Is the family currently homeless?: | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Preferred method of communication: | <input type="radio"/> Call <input type="radio"/> Text <input type="radio"/> Email <input type="radio"/> Mail |
| * Primary Language: | English <input type="text"/> |

Additional Caregivers for this Child Add Additional Caregiver

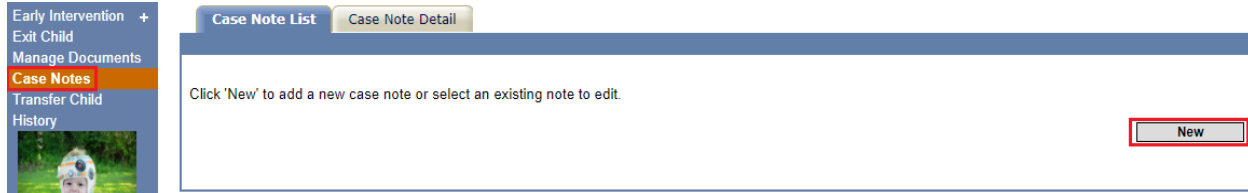
| | Name | Relationship to Child | Primary |
|--------------------------|--------------|-----------------------|-------------------------------------|
| <input type="checkbox"/> | Long, Nathan | Father | <input checked="" type="checkbox"/> |

Other Children of Caregiver
This caregiver is not associated with any other children in Early Track.

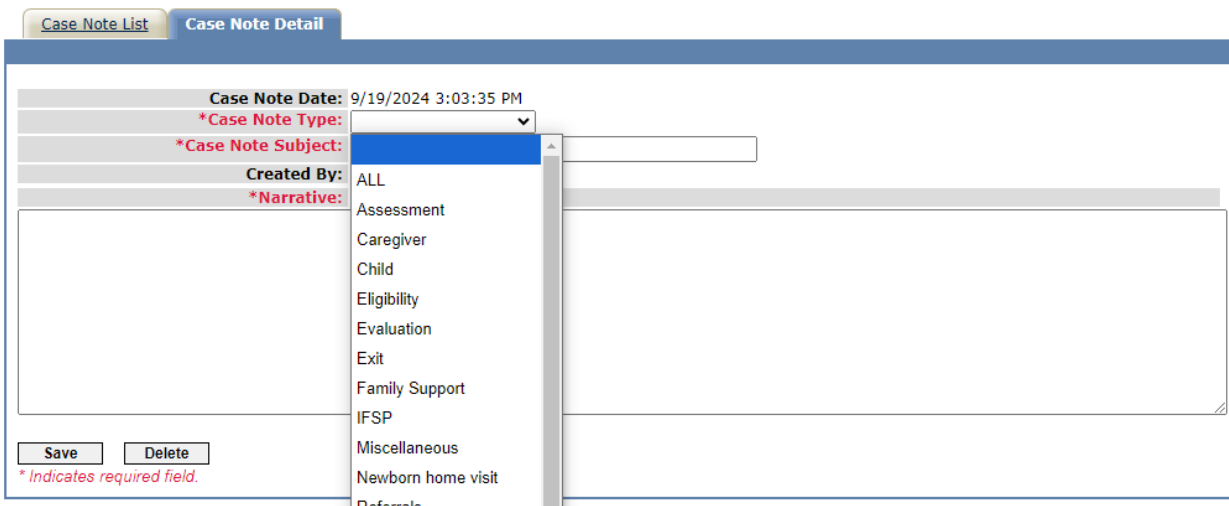
Note: If caregiver information is updated in a child record for a caregiver who is linked to multiple children, the caregiver information will automatically update in all linked child records. As such, in cases where a new primary caregiver is identified for a child, it is important to add a new caregiver rather than editing the existing caregiver information.

Case Notes

Though not required in EIDS, case notes can be documented by navigating to the “Case Notes” left-menu option and then clicking “New.”

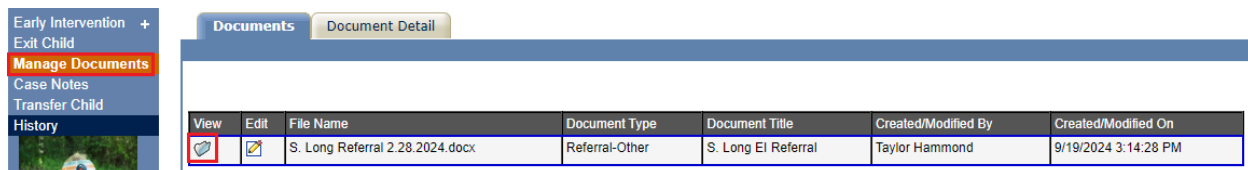


The **Case Note Date** and **Created By** fields are automatically generated. Document all other applicable information and press “Save.”



Manage Documents

Central Intake uploads referral documents and other relevant documents into child records. To view uploaded documents, navigate to the “Manage Documents” left-menu option and click on the “View” (folder) icon next to the document of interest.



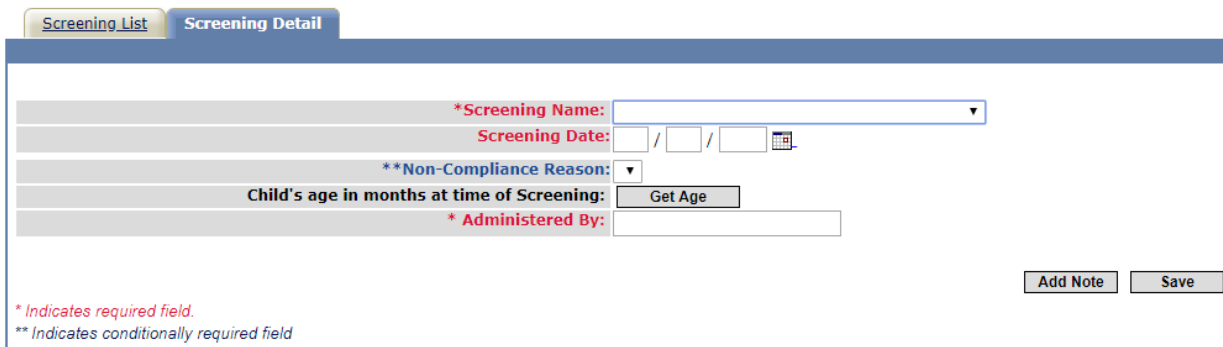
Screenings

To enter screening information in EIDS, navigate to the “Screenings” left-menu option by clicking on the “Early Intervention” menu choice or clicking the “+” symbol next to “Early Intervention.” Once on the “Screenings” menu choice, click the “New” button.



The screenshot shows the 'Early Intervention' menu on the left with 'Screenings' selected. The main content area has tabs for 'Screening List' and 'Screening Detail'. Below the tabs, a message states: 'No screenings are assigned to this child. Click 'New' to assign a new screenings to this child.' A 'New' button is highlighted with a red box.

Select the appropriate screening from the **Screening Name** dropdown. Enter the date the screening was administered, name of the person who administered the screening, and the results, then click “Save.”



The screenshot shows the 'Screening Detail' form. It includes fields for:

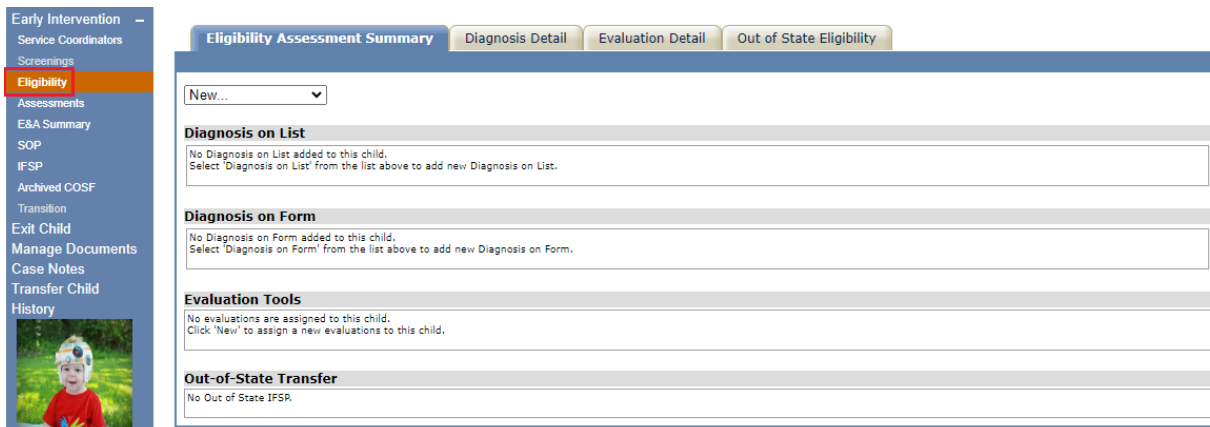
- * Screening Name: (dropdown menu)
- Screening Date: (date picker)
- ** Non-Compliance Reason: (dropdown menu)
- Child's age in months at time of Screening: (text input with a 'Get Age' button)
- * Administered By: (text input)

 At the bottom right are 'Add Note' and 'Save' buttons. A legend at the bottom left explains the asterisks: '* Indicates required field.' and '** Indicates conditionally required field'.

Note: No developmental screenings are required to be completed in EI, but this page should be used to document any screenings that were completed for the child.

Eligibility

To document eligibility, click on “Early Intervention” on the left-menu and then click on “Eligibility.” Then select the relevant eligibility type from the dropdown labeled “New.” Each eligibility type is explained in more detail subsequently.



The screenshot shows the 'Eligibility Assessment Summary' form. It features a dropdown menu at the top labeled 'New...'. Below are four sections:

- Diagnosis on List:** No Diagnosis on List added to this child. Select 'Diagnosis on List' from the list above to add new Diagnosis on List.
- Diagnosis on Form:** No Diagnosis on Form added to this child. Select 'Diagnosis on Form' from the list above to add new Diagnosis on Form.
- Evaluation Tools:** No evaluations are assigned to this child. Click 'New' to assign a new evaluations to this child.
- Out-of-State Transfer:** No Out of State IFSP.

 The left sidebar shows the 'Eligibility' menu item selected.

Diagnosis on the List

Select the domain(s) in which the child is expected to have a delay and the diagnosis from the **Diagnosed Physical or Mental Condition** drop down. “Yes” must be selected for at least one of the domains in order to save the diagnosis information. Enter the date documentation was *received*, along with the NCR, if applicable. Click “Save” to add the diagnosis on the list. If documentation is received indicating the child has more than one diagnosis on the list, repeat the process for each diagnosis.

Eligibility Assessment Summary **Diagnosis Detail** Evaluation Detail Out of State Eligibility

Diagnosis Type: Diagnosis on List

***Based on the diagnosis, in which domains are delays expected?:** (At least one of the following domains needs to be answered "yes")

Communication:

Social and Emotional:

Adaptive:

Cognitive:

Physical:

***Diagnosed Physical or Mental Condition:**

***Documentation Obtained Date:** / /

****Non-Compliance Reason:**

* Indicates required field.
** Indicates conditionally required field

Add Note Save

Diagnosis on the Form (EI-12)

Select the domain(s) in which the child is expected to have a delay and enter the name of the diagnosis in the **Diagnosed Physical or Mental Condition** box. “Yes” must be selected for at least one of the domains in order to save the diagnosis information. Enter the date documentation was *received* on form EI-12, along with the NCR, if applicable. Click “Save” to add the diagnosis on the form. If documentation is received indicating the child has more than one diagnosis on the form, repeat the process for each diagnosis.

Eligibility Assessment Summary **Diagnosis Detail** Evaluation Detail Out of State Eligibility

Diagnosis Type: Diagnosis on Form

***Based on the diagnosis, in which domains are delays expected?:** (At least one of the following domains needs to be answered "yes")

Communication:

Social and Emotional:

Adaptive:

Cognitive:

Physical:

***Diagnosed Physical or Mental Condition:**

Diagnosis ICD-9 or ICD-10 Code:

***Documentation Obtained Date:** / /

****Non-Compliance Reason:**

* Indicates required field.
** Indicates conditionally required field

Add Note Save

Developmental Evaluation

Select either the Bayley or Battelle from the **Evaluation Tool Name** dropdown. Enter the date the evaluation was completed, along with the NCR, if applicable. Enter the name of the evaluator(s), the profession(s)/discipline(s), and the scores for each domain and sub-domain. Click “Save” to add the evaluation.

| Eligibility Assessment Summary | Diagnosis Detail | Evaluation Detail | Out of State Eligibility |
|---|------------------------------------|---|---|
| <i>Evaluations determine Part C eligibility</i> | | | |
| *Evaluation Tool Name: | | Battelle Developmental Inventory | |
| Evaluation Date: | | 03 / 21 / 2024 | |
| Child's age in months at time of Evaluation Tool: | | 22 <input type="button" value="Get Age"/> | |
| * Administered By #1: | | Melissa Rodriguez | |
| Profession/Discipline 1 for Administered by #1: | | Developmental specialists, as certified by the Department | |
| Profession/Discipline 2 for Administered by #1: | | | |
| ** Administered By #2: | | Anna Hurley | |
| ** Profession/Discipline 1 for Administered by #2: | | Occupational therapists | |
| Profession/Discipline 2 for Administered by #2: | | | |
| * Cognitive Score: | Score Range 92.6-122.49 (No Delay) | | |
| * Adaptive Score: | Score Range 92.6-122.49 (No Delay) | | |
| * Personal-Social Score: | Score Range 92.6-122.49 (No Delay) | | |
| * Receptive Language Score: | Score Range 4.1-5.5 (1.5-1.99 SD) | | |
| * Expressive Language Score: | Score Range 4.1-5.5 (1.5-1.99 SD) | | |
| * Fine Perceptual Motor Score: | Score Range 5.6-8.5 (No Delay) | | |
| * Gross Motor Score: | Score Range 5.6-8.5 (No Delay) | | |
| | | | <input type="button" value="Add Note"/> <input type="button" value="Save"/> |

In order for an evaluation to be valid for eligibility, two separate disciplines/professions must be represented by the evaluator(s) and must indicate a delay in at least one area. EIDS will recognize that the eligibility requirement has been met once multiple professions/disciplines are represented and a delay in at least one area is indicated.

Note: *If a child was evaluated and not found to be eligible, enter the results of the evaluation, then exit the child with the reason “Child does not meet eligibility requirements for EI services.”*

Informed Clinical Opinion (ICO)

To enter ICO as the eligibility reason, first follow the instructions above for entering an evaluation tool. If the scores of the evaluation do not indicate a delay in any domain, questions will appear at the bottom of the page regarding whether it is the opinion of the evaluator(s) that the child has a delay, and in which domain(s). Check the box next to each applicable domain and click “Save” to add an ICO eligibility.

Eligibility Assessment Summary | Diagnosis Detail | **Evaluation Detail** | Out of State Eligibility

Evaluations determine Part C eligibility

* **Evaluation Tool Name:** Battelle Developmental Inventory

Evaluation Date: 03 / 21 / 2024

Child's age in months at time of Evaluation Tool: 22

* **Administered By #1:** Melissa Rodriguez

Profession/Discipline 1 for Administered by #1: Developmental specialists, as certified by the Department

Profession/Discipline 2 for Administered by #1:

** **Administered By #2:** Anna Hurley

** **Profession/Discipline 1 for Administered by #2:** Occupational therapists

Profession/Discipline 2 for Administered by #2:

* **Cognitive Score:** Score Range 92.6-122.49 (No Delay)

* **Adaptive Score:** Score Range 92.6-122.49 (No Delay)

* **Personal-Social Score:** Score Range 92.6-122.49 (No Delay)

* **Receptive Language Score:** Score Range 8.6-14.49 (No Delay)

* **Expressive Language Score:** Score Range 8.6-14.49 (No Delay)

* **Fine Perceptual Motor Score:** Score Range 8.6-14.49 (No Delay)

* **Gross Motor Score:** Score Range 8.6-14.49 (No Delay)

The informed clinical opinion of Evaluator #1 is that the child has a delay despite the above tool results: Yes

Evaluator #1 indicated a delay in the following domain(s):

- Communication
- Social and Emotional
- Adaptive
- Cognitive
- Physical

The informed clinical opinion of Evaluator #2 is that the child has a delay despite the above tool results: Yes

Evaluator #2 indicated a delay in the following domain(s):

- Communication
- Social and Emotional
- Adaptive
- Cognitive
- Physical

Note: If more than one evaluator completed the tool, the evaluators must agree on the domain(s) in which the child has a delay.

Assessments

To enter assessment information in EIDS, navigate to the “Assessments” left-menu option. Once on the “Assessments” menu choice, click the “New” button.

Early Intervention -

- Service Coordinators
- Screenings
- Eligibility
- Assessments**
- E&A Summary
- SOP
- IFSP

Assessment List | Assessment Detail

No assessment tool/methods are assigned to this child.
Click 'New' to assign a new assessment tool/methods to this child.

Child Assessment

Select the assessment tool name or method from the **Assessment Tool/Method Name** dropdown. Enter the date the assessment was completed, along with the NCR, if applicable. Enter the name of the assessor(s) and the profession(s)/discipline(s).

Select “Yes” or “No” to each of the items under the “Were the following included as part of the Child Assessment?” heading. At least two of these questions must be answered as “Yes” in order for the assessment to be valid. Select “Yes” or “No” to indicate whether each of the domains was assessed utilizing the selected tool or method. Click “Save” to add the assessment.

Assessment List
Assessment Detail

| | |
|---|---|
| * Assessment Tool/Method Name: | <input type="text" value="Battelle Developmental Inventory"/> |
| Assessment Tool/Method Date: | <input type="text" value="03"/> / <input type="text" value="21"/> / <input type="text" value="2024"/> |
| Child's age in months at time of Assessment Tool/Method: | <input type="text" value="22"/> <input type="button" value="Get Age"/> |
| * Administered By #1: | <input type="text" value="Melissa Rodriguez"/> |
| Profession/Discipline 1 for Administered by #1: | <input type="text" value="Developmental specialists, as certified by the Department"/> |
| Profession/Discipline 2 for Administered by #1: | <input type="text"/> |
| ** Administered By #2: | <input type="text" value="Anna Hurley"/> |
| ** Profession/Discipline 1 for Administered by #2: | <input type="text" value="Occupational therapists"/> |
| Profession/Discipline 2 for Administered by #2: | <input type="text"/> |

Were the following included as part of the Child Assessment?:

- * Child History Review:**
- * Parent Interview:**
- * Educational/Medical/Other Record Review:**
- * Evaluation results, when applicable:**
- * Observation:**

Were the following domains assessed using this tool/method?:

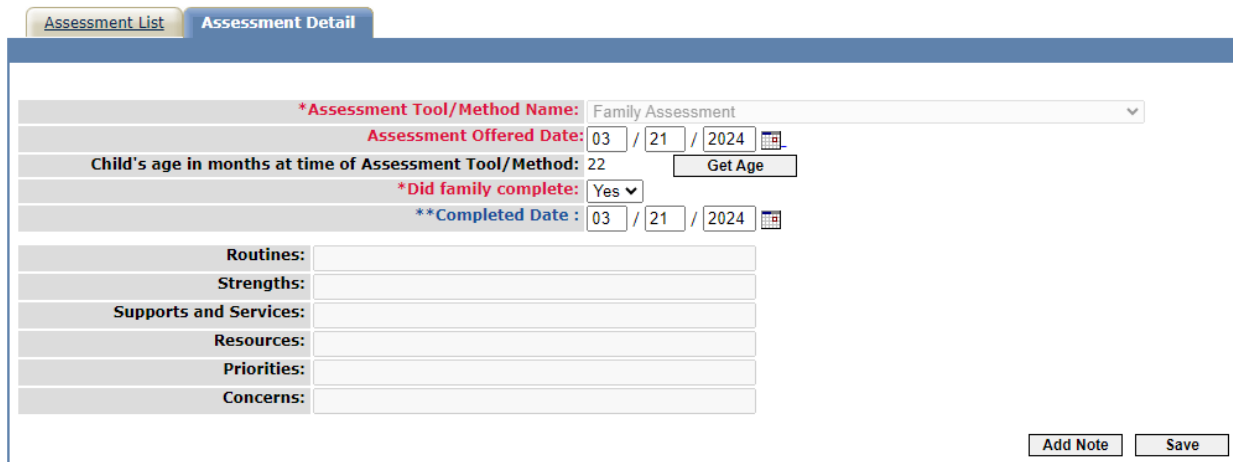
- * Adaptive:**
- * Cognitive:**
- * Communication (including Expressive and Receptive Language):**
- * Physical (including Fine Perceptual Motor, Gross Motor, Hearing, Vision, and Nutrition):**
- * Social Emotional:**

Additional Information:

All five domains must be assessed and two separate professions/disciplines must be represented in order for the child assessment to be valid. However, these domains can be assessed utilizing different tools or methods, and across different dates. EIDS will recognize that the child assessment requirement has been met once an assessment or multiple assessments have been entered that represent multiple professions/disciplines and indicate that all five domains have been assessed.

Family-Directed Assessment

To document the Family-Directed Assessment (FDA), follow the instructions above for adding a new assessment. In the **Assessment Tool/Method Name** drop down, select “Family Assessment,” *regardless of whether a listed method was used*. Enter the date the FDA was offered and whether the family completed it. If the FDA was completed, document the date of completion along with the NCR, if applicable. If it was not completed, leave the **Completed Date** field blank. Click “Save” to add the FDA.



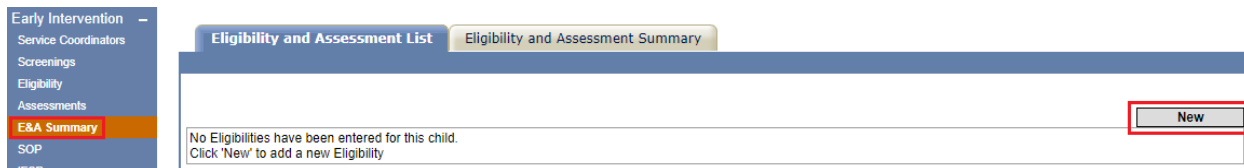
The screenshot shows the 'Assessment Detail' form. At the top, there are two tabs: 'Assessment List' and 'Assessment Detail'. The form contains the following fields:

- *Assessment Tool/Method Name:** Family Assessment (dropdown menu)
- Assessment Offered Date:** 03 / 21 / 2024 (calendar icon)
- Child's age in months at time of Assessment Tool/Method:** 22 (with a 'Get Age' button)
- *Did family complete:** Yes (dropdown menu)
- **Completed Date:** 03 / 21 / 2024 (calendar icon)
- Routines:** (text input field)
- Strengths:** (text input field)
- Supports and Services:** (text input field)
- Resources:** (text input field)
- Priorities:** (text input field)
- Concerns:** (text input field)

At the bottom right of the form, there are two buttons: 'Add Note' and 'Save'.

Completion of Eligibility and Assessment Process

To view a summary of the evaluation and assessment in EIDS, as well as enter the date the eligibility and assessment process was completed and the result of the process, navigate to the “E&A Summary” left-menu option. Once on the E&A Summary page, click “New.”

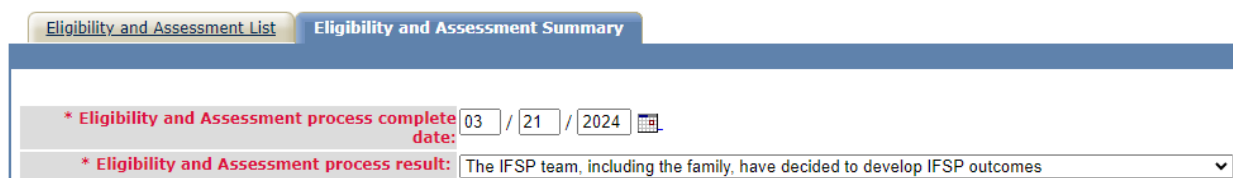


The screenshot shows the 'Eligibility and Assessment Summary' page. On the left, there is a navigation menu with the following items: Early Intervention, Service Coordinators, Screenings, Eligibility, Assessments, E&A Summary (highlighted in orange), SOP, and IFSP. The main content area has two tabs: 'Eligibility and Assessment List' and 'Eligibility and Assessment Summary'. The 'Eligibility and Assessment Summary' tab is active. The page displays the following text:

No Eligibilities have been entered for this child.
Click 'New' to add a new Eligibility

At the bottom right of the main content area, there is a button labeled 'New' which is highlighted with a red box.

Enter the date that the eligibility determination and assessment process was complete – if completed over multiple days, this should be the latest date out of the eligibility, child assessment, and family assessment. Then, select the result of the eligibility and assessment process from the **Eligibility and Assessment process result:** drop down menu.



The screenshot shows the 'Eligibility and Assessment Summary' form. At the top, there are two tabs: 'Eligibility and Assessment List' and 'Eligibility and Assessment Summary'. The form contains the following fields:

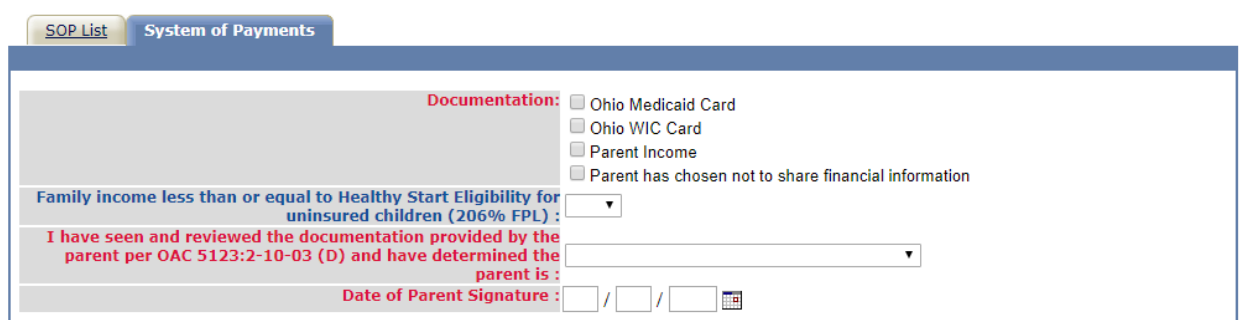
- * Eligibility and Assessment process complete date:** 03 / 21 / 2024 (calendar icon)
- * Eligibility and Assessment process result:** The IFSP team, including the family, have decided to develop IFSP outcomes (dropdown menu)

System of Payments (SOP)

To enter SOP information in EIDS, navigate to the “SOP” left-menu option. Once on the SOP page, click “New.”



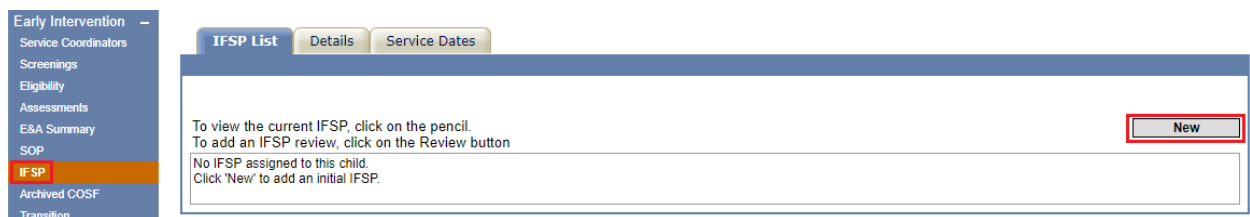
Enter the data, as documented on Form EI-15, then press “Save.”



Note: There is not a specific reminder message for SOP; however, SOP forms must be completed within the first 45 days after the child is referred to EI prior to the IFSP, and prior to each annual IFSP. Therefore, anytime the messages indicate the IFSP is due, the EI-15 also needs to be completed and entered into EIDS.

IFSP

To enter IFSP information in EIDS, navigate to the “IFSP” left-menu option. Once on the IFSP page, click the “New” or “Review” button.



Enter all the applicable information on the “Add IFSP Detail” tab. All outcomes addressed by the selected service, and at the selected frequency and session length, should be added in the **Service is needed to meet the following outcome(s)** box exactly as they are written or typed on the grid on section 6 of the IFSP Form (EI-04). For example, do not enter only “Outcome #1.” Instead, write out the outcome exactly as it appears on the IFSP form. If a service is listed more than once on the grid, it should be entered more than once in EIDS, with the associated

outcome(s). The session length should reflect the total time that will be spent addressing all outcomes at a visit. When all the needed information has been entered, select the applicable option for **Next Workflow Step** at the bottom of the page and click “Next” to proceed with data entry or save the IFSP.

Add IFSP Detail

| | |
|---|---|
| *IFSP date: | 04 / 01 / 2024 |
| *IFSP Type: | Initial |
| *The outcome(s) below address(es): <small>Select all that apply</small> | <input type="checkbox"/> Developing positive social relationships <input type="checkbox"/> Acquiring and using new skills and knowledge <input checked="" type="checkbox"/> Taking actions to meet needs <input type="checkbox"/> Family participation, family well-being, or information <input type="checkbox"/> Transition |
| ** Developing Positive Social-emotional relationships - Relative to same age peers: | occasionally uses age-expected skills; they have more skills of a younger child in this area. |
| ** Acquiring and using Knowledge and Skills - Relative to same age peers: | uses some early skills that are necessary for developing age expected skills; they are not yet u |
| ** Taking appropriate action to meet needs, getting from place to place, taking care of basic needs - Relative to same age peers: | occasionally uses age-expected skills; they have more skills of a younger child in this area. |
| IFSP Service: | |
| *EI Service Type: | Special instruction |
| *Location/Setting: | Home |
| **Service is needed to meet the following outcome(s): <small>Note: Enter all outcomes being addressed with this service in the format "Outcome #: Outcome Text"</small> | Outcome 1: When Sami finishes the yogurt bites on her highchair during breakfast and wants more, she will sign "more" to Dad. Outcome 2: When Sami wants food from the pantry at snack time, she will point to the pantry and tell dad, "eat." |
| **Justification is provided on the IFSP: | |
| *How Often: | 18 Times / 180 Days |
| *Session Length: | 1 Hours 0 Minutes |
| *Provider Agency: | CBDD |
| *Funding Source: | CBDD |
| *Parent's rights given to parents: | 04 / 01 / 2024 |
| **Child's school district: | Columbus Public |
| Transition contact info shared with LEA: | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Transition contact info shared with LEA History: | |
| *Next Workflow Step: | <input type="radio"/> Save IFSP and Add Another Service <input checked="" type="radio"/> Save IFSP and Return to IFSP List |

* Indicates required field.
** Indicates conditionally required field.

Note: When entering the first IFSP in your county after a child has been transferred, “Initial after County Transfer” should be selected for IFSP Type if the IFSP is a periodic review. If the IFSP is the initial ever IFSP for the child, “Initial” should be selected and if redetermination and the annual IFSP are completed, “Annual” should be selected.

Child Outcomes Statements

To enter Child Outcome Summary (COS) statements on an initial or annual IFSP in EIDS, select the appropriate statement from each of the three dropdowns, as documented on the IFSP form.

| | |
|---|----------------------|
| ** Developing Positive Social-emotional relationships - Relative to same age peers: | <input type="text"/> |
| ** Acquiring and using Knowledge and Skills - Relative to same age peers: | <input type="text"/> |
| ** Taking appropriate action to meet needs, getting from place to place, taking care of basic needs - Relative to same age peers: | <input type="text"/> |

The COS statements are required if the IFSP Type is “Initial,” “Annual,” or “Initial after County transfer.” If you are entering a periodic IFSP review and did not complete a COS, leave these fields blank.

Service(s) Not Yet Coordinated

When an Early Intervention service has been identified by the IFSP team as needed to address an outcome, but that service is not yet coordinated, the “Service(s) not yet coordinated” option should be chosen from the *EI Service Type* drop down. The only other required field when choosing this option is **Service is needed to meet the following outcome(s)**. This field should be used to identify the service needed that has not yet been coordinated, as well as the outcome(s) it is needed to meet.

| | |
|--|---|
| *EI Service Type: | <input type="text" value="Service(s) not yet coordinated"/> |
| *Location/Setting: | <input type="text"/> |
| **Service is needed to meet the following outcome(s): Note: Enter all outcomes being addressed with this service in the format "Outcome #: Outcome Text" | Outcome 1: When Sami finishes the yogurt bites on her highchair during breakfast and wants more, she will sign “more” to Dad. Outcome 2: When Sami wants food from the pantry at snack time, she will point to the pantry and tell Dad, “eat.” |
| **Justification is provided on the IFSP: | <input type="text"/> |
| *How Often: | <input type="text" value="1"/> Times/ <input type="text" value="1"/> |
| *Session Length: | <input type="text" value="1"/> Hours <input type="text" value="1"/> Minutes |
| *Provider Agency: | <input type="text"/> |
| *Funding Source: | <input type="text"/> |

Resource-Based Family Outcomes

When an IFSP team has written an outcome for the family that is strictly resource-based and only needs to be addressed by the Service Coordinator, the “Resource based family outcome” option should be chosen from the **EI Service Type** dropdown. The only other required field when choosing this option is **Service is needed to meet the following outcome(s)**.

| | |
|---|---|
| *EI Service Type: | Resource based family outcome |
| *Location/Setting: | |
| **Service is needed to meet the following outcome(s): Note: Enter all outcomes being addressed with this service in the format "Outcome #: Outcome Text" | Mom and Dad will learn more about advocating for Sami to get the service and equipment she needs. |
| **Justification is provided on the IFSP: | |
| *How Often: | 6 Times/ |
| *Session Length: | Hours Minutes |
| *Provider Agency: | |
| *Funding Source: | |

Transition Outcomes

If a service will be provided to meet the transition outcome(s), this service should be added to the IFSP in EIDS just like any other service, as described earlier in this section.

| | |
|---|---|
| *EI Service Type: | Occupational Therapy |
| *Location/Setting: | Home |
| **Service is needed to meet the following outcome(s): Note: Enter all outcomes being addressed with this service in the format "Outcome #: Outcome Text" | Outcome 3: Sami will scoop yogurt with a spoon and bring it to her mouth to feed herself during lunch. Outcome 4: Sami will sit in her spot for an entire book at story time at the library. |
| **Justification is provided on the IFSP: | |
| *How Often: | 6 Times/ 180 Days |
| *Session Length: | 1 Hours 0 Minutes |
| *Provider Agency: | CBDD |
| *Funding Source: | Department Contracted Provider(DCP) |

If Service Coordination is the only service needed to meet the transition outcome, select “Transition-based outcome – service coordination only” from the EI Service Type dropdown. The only other required field when choosing this option is **Service is needed to meet the following outcome(s)**.

| | |
|---|---|
| *EI Service Type: | Transition-based outcome - service coordination only |
| *Location/Setting: | |
| **Service is needed to meet the following outcome(s): Note: Enter all outcomes being addressed with this service in the format "Outcome #: Outcome Text" | Sami will sit and participate in story time at the library. |
| **Justification is provided on the IFSP: | |
| *How Often: | Times/ |
| *Session Length: | Hours Minutes |
| *Provider Agency: | |
| *Funding Source: | |

LEA Notification

The default response for the **Transition contact info shared with LEA** field is “Yes.” All records where “No” was selected prior to the June 28, 2024 release will remain as “No” and can be edited to “Yes” going forward, but “No” is unable to be selected in any other records.

*Parent's rights given to parents: 04 / 01 / 2024

**Child's school district: Columbus Public

Transition contact info shared with LEA: Yes No

Transition contact info shared with LEA History:

Note: The **Child's School District** should correspond to the address where the child resides (e.g., the foster family's address if the child resides in foster care or the address of the residential parent assigned by the court if the child's parents are divorced).

Periodic Reviews and Annual IFSPs

To enter a periodic review or annual IFSP, navigate to the “IFSP” left-menu option and click on “Review.”

IFSP List Details Service Dates

To view the current IFSP, click on the pencil.
To add an IFSP review, click on the Review button

| | State | IFSP Date | Service Coordinator | Service Agency |
|--|----------|-----------|---------------------|----------------|
| | Complete | 4/1/2024 | Davidson, Henry | CBDD |

Review

Enter all of the data as described previously in this section. Select the “Continue Service” box for any service(s) that is/are still needed to meet outcomes. Add an end date for any service(s) that is/are not continuing. If new services need to be added, and any services from the previous IFSP are continuing, click the, “Save IFSP and Add Another Service” button. The “Add New Service” box should only be used if all services listed on the previous IFSP have ended.

| Edit | Start Date | Continue Service | End Date | Provider Name | Service Type | Service Location |
|------|------------|--------------------------|--|---------------|----------------------|------------------|
| | 8/5/2024 | <input type="checkbox"/> | <input type="text"/> / <input type="text"/> / <input type="text"/> | ABC Therapy | Occupational Therapy | Home |
| | 4/7/2024 | <input type="checkbox"/> | <input type="text"/> / <input type="text"/> / <input type="text"/> | CBDD | Special instruction | Home |

Add New Service

*EI Service Type:

*Service Provider Name:

*Location/Setting:

**Service is needed to meet the following outcome(s):
Note: Enter all outcomes being addressed with this service in the format "Outcome #: Outcome Text"

**Justification is provided on the IFSP:

*How Often: Times/

*Session Length: Hours Minutes

*Funding Source:

*Next Workflow Step: Save IFSP and Add Another Service
 Save IFSP and Return to IFSP List

* Indicates required field

Note: The **How Often** dropdown only goes to “10” when utilizing the “Add New Service” box. If a service with a higher frequency is being added in this manner, choose any number for **How Often**. After saving the IFSP, navigate back to the IFSP and click on the “Edit” (pencil) icon. Update the **How Often** field to reflect the correct number of times the service will be delivered in the specified timeframe.

To update information about a service from the previous IFSP that is continuing, press the “Edit” (pencil) icon next to the appropriate service prior to selecting “Continue Service.” Update the applicable fields and then choose “Save Service” to return to the main IFSP Review page. Add any new outcomes, edit any applicable outcomes, and/or, remove outcomes no longer being addressed to reflect the outcomes listed on the IFSP Form.

| Edit | Start Date | Continue Service | End Date | Provider Name | Service Type | Service Location |
|------|------------|--------------------------|--|---------------|----------------------|------------------|
| | 8/5/2024 | <input type="checkbox"/> | <input type="text"/> / <input type="text"/> / <input type="text"/> | ABC Therapy | Occupational Therapy | Home |
| | 4/7/2024 | <input type="checkbox"/> | <input type="text"/> / <input type="text"/> / <input type="text"/> | CBDD | Special instruction | Home |

Edit Service

*EI Service Type: Special instruction

*Location/Setting: Home

****Service is needed to meet the following outcome(s):**
 Note: Enter all outcomes being addressed with this service in the format "Outcome #: Outcome Text"

Outcome 2: When Sami wants food from the pantry at snack time, she will point to the pantry and tell Dad, "eat."; Outcome 3: Sami will scoop yogurt with a spoon and bring it to her mouth to feed herself during lunch.
 ; Outcome 4: Sami will sit in her spot for an entire book at story time at the library.

**Justification is Provided on the IFSP:

*How Often: 24 Times/ 180 Days

*Session Length: 1 Hours 0 Minutes

*Provider Agency: A Wonder World - Test Name Change

*Funding Source: CBDD

Service Start Dates

To add service start dates, navigate to the “IFSP” left-menu option. Once on the “IFSP” menu choice, click the “Service Dates” tab. From here, enter the date(s) that the service(s) was/were first delivered, along with the NCR, if applicable. If the service(s) was/were never delivered check the “Never delivered” box and add the appropriate NCR.

IFSP List Details **Service Dates**

| IFSP Date | Type Name | Provider Name | Start Date | End Date |
|-----------|----------------------|---------------|---|--|
| 8/1/2024 | Occupational Therapy | ABC Therapy | 08 / 05 / 2024 <input type="checkbox"/> Never delivered | <input type="text"/> / <input type="text"/> / <input type="text"/> |
| 4/1/2024 | Special instruction | CBDD | 04 / 07 / 2024 <input type="checkbox"/> Never delivered | <input type="text"/> / <input type="text"/> / <input type="text"/> |

Note: In order to enter a periodic IFSP review or annual IFSP, all services from the previous IFSP need to have a start date entered. If an IFSP occurs prior to the start of a service from the previous IFSP, check the “Never Delivered” box and select the appropriate noncompliance reason, then add the service to the new IFSP (as if you’re entering a new service).

Hover the mouse anywhere over the service line to see the corresponding outcome(s) being addressed.



| IFSP Date | Type Name | Provider Name | Start Date | End Date |
|-----------|----------------------|---------------|----------------|----------|
| 8/1/2024 | Occupational Therapy | ABC Therapy | 08 / 05 / 2024 | |
| 4/1/2024 | Special instruction | CBDD | 04 / 07 / 2024 | |

* Indicates required field.
** Indicates conditionally required field

Outcome 1: When Sami finishes the yogurt bites on her highchair during breakfast and wants more, she will sign "more" to Dad.
Outcome 2: When Sami wants food from the pantry at snack time, she will point to the pantry and tell Dad, "eat."

Save

Annual Requirements

See the **Assessment, Completion of Eligibility and Assessment Process**, and **IFSP** sections for details regarding how to document activities that are required to be completed annually.

Annual assessments and IFSPs are due one year from the initial IFSP or from the previous annual IFSP, regardless of whether the child transferred counties or was exited and re-referred to the program. If the annual due date falls within 90 days of the child's third birthday, the annual IFSP must be completed but annual assessments are not required. The annual due date (redetermination due date) is always displayed in the header of a child's record in EIDS. If this date falls within 90 days of the child's third birthday or is after the child's third birthday, the header reads "Redetermination Not Needed." Beginning 180 days prior to the annual due date, there are also messages in red text at the top of the child record to indicate the date the annual requirements are due and what is required.

| Child | Parent | Service Coordinator | Status |
|---|---|--|--|
| Long, Samantha DOB: 4/28/2023 ET ID: 0000000001 | Long, Nathan 123 Fake Ave Columbus, Ohio 43205 (614) 555-5555 Nathan.long@gmail.com | Davidson, Henry County Board of Developmental Disabilities 2/28/2024 | Early Intervention 3/21/2024 Redetermination Due Date: 4/1/2025 |

The following must be completed by **4/1/2025** for redetermination: **Child Assessment, Family Assessment, E&A Summary, IFSP**

Note: Messages regarding annual requirements are not displayed for children who have transferred counties. If you have any questions about when annual requirements are due, contact eids@childrenandyouth.ohio.gov.

Transition

To enter Transition Steps and Services and Transition Planning Conference (TPC) information in EIDS, navigate to the “Transition” left-menu option.

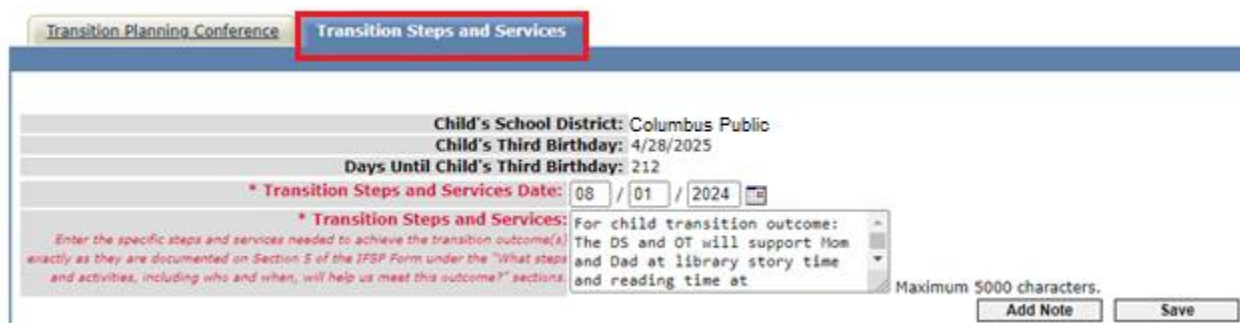


The screenshot shows the EIDS interface. On the left is a navigation menu with the following items: Early Intervention, Service Coordinators, Screenings, Eligibility, Assessments, E&A Summary, SOP, IFSP, Archived COSF, and Transition (highlighted in orange). The main content area has two tabs: 'Transition Planning Conference' and 'Transition Steps and Services'. The 'Transition Planning Conference' tab is active, displaying the following information: Child's School District: Columbus Public; Child's Third Birthday: 4/28/2025; Days Until Child's Third Birthday: 199. There are two red asterisked questions: '* Did the parent consent to a Transition Planning Conference?' with radio buttons for Yes and No; and '* Transition Planning Conf Mtg Date:' with a date picker. A blue double asterisked question '* Reason Transition Meeting Date Was Delayed:' is also visible.

Transition Steps and Services

To enter Transition Steps and Services information in EIDS, select the “Transition Steps and Services” tab of the Transition page

Enter the date transition steps and services were included on an IFSP at least 90 days, but not more than nine months prior to the child’s third birthday, along with the NCR, if applicable. The Transition Steps and Services date must be no more than nine months prior to the child’s third birthday in order to save the page. Add the specific steps and services needed to achieve the transition outcome(s) exactly as they are documented on Section 5 of the IFSP Form under the “What steps and activities, including who and when, will help us meet this outcome?” sections. Press “Save” to add the Transition Steps and Services information.



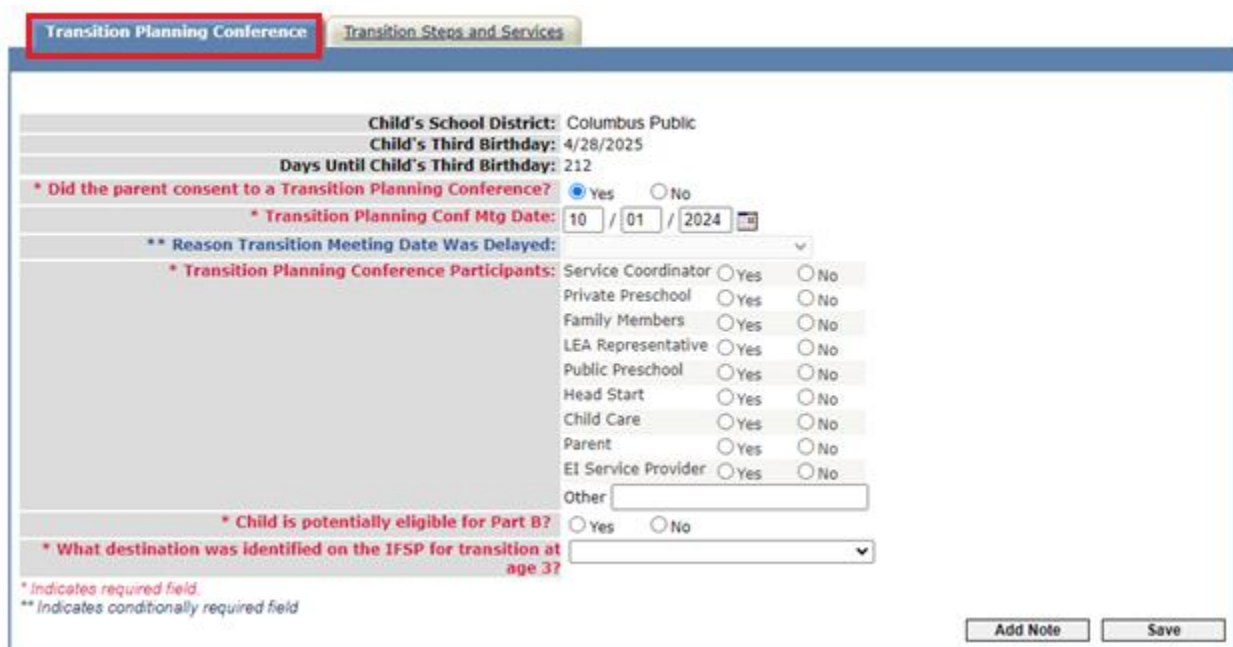
The screenshot shows the EIDS interface with the 'Transition Steps and Services' tab selected. The information displayed is: Child's School District: Columbus Public; Child's Third Birthday: 4/28/2025; Days Until Child's Third Birthday: 212. A red asterisked question '* Transition Steps and Services Date:' has a date picker set to 08 / 01 / 2024. Below this is another red asterisked question '* Transition Steps and Services:' with a text area containing the text: 'For child transition outcome: The DS and OT will support Mom and Dad at library story time and reading time at'. A note below the text area reads: 'Enter the specific steps and services needed to achieve the transition outcome(s) exactly as they are documented on Section 5 of the IFSP Form under the "What steps and activities, including who and when, will help us meet this outcome?" sections.' There are 'Add Note' and 'Save' buttons at the bottom right, and a note 'Maximum 5000 characters.' is also present.

Note: While the Transition Steps and Services and Transition Planning Conference are required to be completed within the same timeframe, they are not required to be completed on the same date.

Transition Planning Conference (TPC)

To enter TPC information in EIDS, select the “Transition Planning Conference” tab on the Transition page.

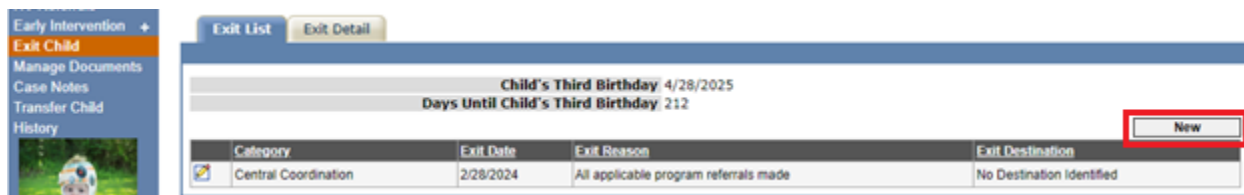
Enter the TPC date on the Transition Planning Conference page, along with the NCR, if applicable. Document whether the parent(s) consented to having a TPC. If the parent(s) did not consent, enter the date the TPC was declined. If the parent(s) did consent, enter the TPC date, who was in attendance at the meeting, whether the child is potentially eligible for Part B, and the destination of the child’s transition from EI at age three. The TPC date must be no more than nine months prior to the child’s third birthday in order to save the page. Click “Save” to add the TPC information.



Note: If the family declined the TPC, the TPC Declined Date must be within the timeline a TPC is required (at least nine months and not more than 90 days prior to the child’s third birthday).

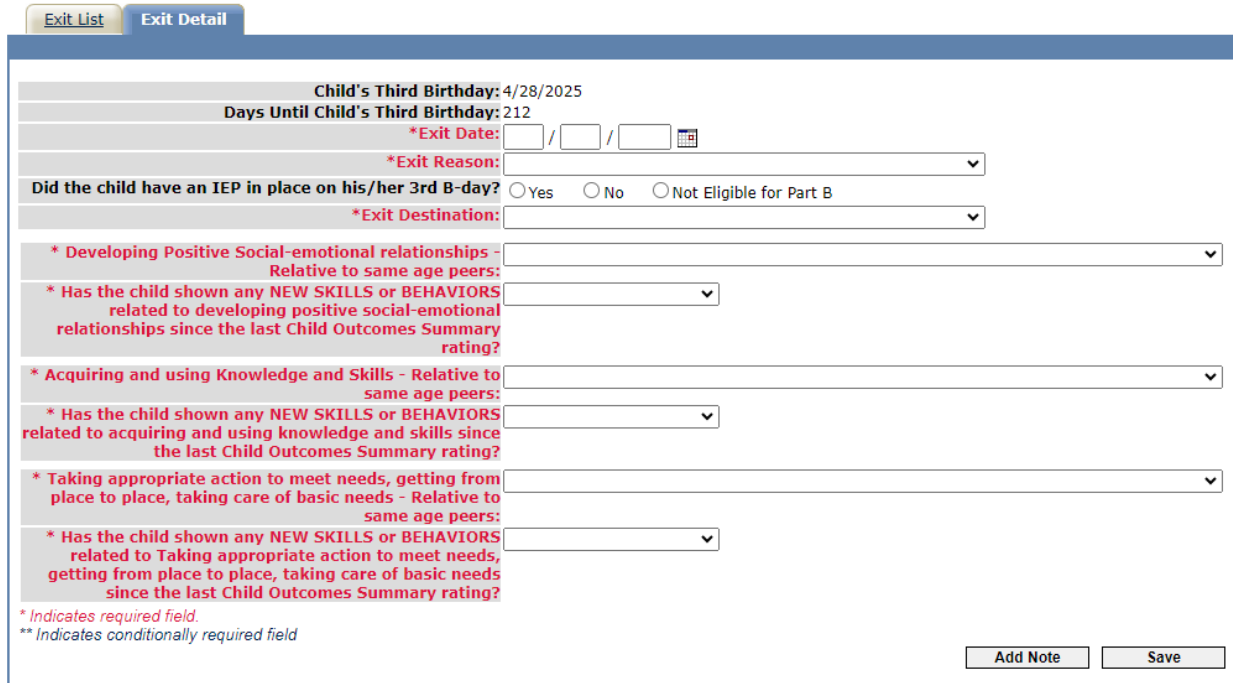
Exit

To document an exit, navigate to the “Exit Child” left-menu option. Once on the “Exit Child” menu choice, click the “New” button.



| Category | Exit Date | Exit Reason | Exit Destination |
|----------------------|-----------|---------------------------------------|---------------------------|
| Central Coordination | 2/28/2024 | All applicable program referrals made | No Destination Identified |

Enter the **Exit Date**, **Exit Reason** (see the EI Exit Reason Definitions document for a complete list with definitions), and **Exit Destination**. Select the appropriate COS statements from the dropdowns and indicate whether the child showed new skills or behaviors in each area, as documented on the standalone COS form. Click “Save” to save the Exit.



Exit List | **Exit Detail**

Child's Third Birthday: 4/28/2025
 Days Until Child's Third Birthday: 212

*Exit Date: [] / [] / [] [Calendar Icon]

*Exit Reason: [Dropdown]

Did the child have an IEP in place on his/her 3rd B-day? Yes No Not Eligible for Part B

*Exit Destination: [Dropdown]

* Developing Positive Social-emotional relationships - Relative to same age peers: [Dropdown]

* Has the child shown any NEW SKILLS or BEHAVIORS related to developing positive social-emotional relationships since the last Child Outcomes Summary rating? [Dropdown]

* Acquiring and using Knowledge and Skills - Relative to same age peers: [Dropdown]

* Has the child shown any NEW SKILLS or BEHAVIORS related to acquiring and using knowledge and skills since the last Child Outcomes Summary rating? [Dropdown]

* Taking appropriate action to meet needs, getting from place to place, taking care of basic needs - Relative to same age peers: [Dropdown]

* Has the child shown any NEW SKILLS or BEHAVIORS related to Taking appropriate action to meet needs, getting from place to place, taking care of basic needs since the last Child Outcomes Summary rating? [Dropdown]

* Indicates required field
 ** Indicates conditionally required field

[Add Note] [Save]

Note: COS statements are not required, and all of the COS fields should be left blank, if the child never had an IFSP or if exit reason is one of the following:

- Child is deceased
- Loss of contact with family

Non-Compliance Reasons (NCRs)

EI rules and regulations include required timelines for several different processes, including those related to the 45-Day timeline, Timely Receipt of Services (TRS), Transition Steps and Services, Notification to the LEA/SEA, and Transition Planning Conferences (TPC). If timelines are missed for any of these, an explanation, or NCR, is required. As such, EIDS will prompt for the NCR to be entered if the item being documented was completed after the required due date. See the EI NCR Examples document for a list of NCRs, along with examples of when each may be used.