

To: All Early Intervention contract managers and FCFC coordinators
From: Nathan DeDino
Date: July 7, 2017
Subject: Early Intervention Program Updates, #1718

MESSAGE FROM THE PART C COORDINATOR

As we approach the beginning of Cleveland Sight Center's work as statewide call center for Central Coordination for EI and home visiting, we encourage you to contact us with your questions and concerns about how this will affect service coordination agencies. DODD appreciates that this is a significant change and is committed to smoothing the transition wherever possible. DODD will be working with the EI Advisory Council at its August 15 meeting to discuss formulas for distributing funds for local outreach efforts for EI. We plan to finalize the distribution formula by the end of August.

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

SFY18 Service Coordination Grant Due Date

DODD must approve SFY18 service coordination grant budgets and narratives by the end of July in order to create reimbursement reports for all sub-recipients. If your budget/narrative was denied, please ensure that you have resubmitted it by *July 21* at the latest for DODD to approve. If you have any questions, please follow up with your EI program consultant.

New EI Referral Notification

In preparation for the beginning of Cleveland Sight Center's (CSC) call center activities August 1, DODD is asking EI contract managers to provide contact information for at least one person to whom the CSC will email the Early Track ID (ETID) number when a new EI program referral is entered into Early Track. We know that counties are processing this information in many different ways. This e-mail from CSC with the ETID will help ensure that new referrals are not lost. Early Track system administrators can continue to use the "New referrals" button to access new referrals. Please use the attached form and e-mail it to Zoe Smoot (zoe.smoot@dodd.ohio.gov), and DODD will send this information to the CSC. Sometime after August 1, we will provide a contact at CSC for updates to this information. DODD will also be sending postcards with updated central intake contact information to agencies who have made referrals to EI during the past six months.

Early Track Data System Transition

For the past several months, the EI team and IT staff at DODD have been working with ODH to transition the Early Intervention portion of Early Track to DODD. We are excited to announce that this transition will be happening soon! We are currently planning for a tentative date of August 11 for the data system transition. At that time, all records in the ODH version of Early Track will be converted to a “Read Only” status, and DODD IT staff will facilitate a transfer of all Early Intervention data into a new version of the system maintained by DODD. This new system will be known simply as the Early Intervention Data System (EIDS) going forward. We will also begin using a new e-mail address for data system issues at that time. Like now, users will be able to send an e-mail directly to that address or utilize the “Contact Us” button in EIDS to do so.

It is extremely important to us to ensure the data system transition is as seamless as possible for all users. When EIDS is launched next month, it will look and function almost exactly as Early Track does currently. In addition, all of the Early Intervention data entered into child records in Early Track at the time of transition will be imported into EIDS. Other than the log-in difference, users will notice only a few minor cosmetic modifications, such as a new DODD header. The primary difference in the users’ experience will be the manner by which the data system is accessed, as that will be done through the DODD portal rather than the ODH gateway. Detailed instructions explaining how to access EIDS in this manner—as well as some brief explanatory video vignettes—will be made available in the coming weeks ahead of the transition date.

Once EIDS is up and running at DODD, IT staff will shift focus to making the needed bug fixes and system enhancements. At the time EIDS is implemented, all *Central Coordination* and *Home Visiting* data will continue to be entered into Early Track via the ODH gateway. New EI referrals—including the data collected at Central Coordination—will be automatically transferred into EIDS.

If you have any questions about the data system transition, feel free to get in touch with Cydney, Taylor, or Nathan at any time (cydney.hoffman@dodd.ohio.gov, taylor.hammond@dodd.ohio.gov, nathan.dedino@dodd.ohio.gov).

Early Track User Accounts

As the start of SFY18 approaches, all Early Track System Administrators are asked to verify user accounts in their county and make any needed changes as soon as possible. Please be sure to verify first and last name, email address, and all roles associated with Early Intervention accounts. For instructions on how to edit or delete accounts, please see the document titled “3.15.16 How to Add-Modify an ET User” under the ET Info heading of Early Track. If you need a System Administrator account removed, please send an email to ETDS@odh.ohio.gov.

Ohio’s FFY 2015 Determination from OSEP

As described in EI Program Updates #1717, the Office of Special Education Programs (OSEP) issued states their determinations last week. Ohio is in “Meets Requirements” this year, which is

a reflection your collective efforts across the state to meet the required deadlines, and more importantly, to best serve families. All of your hard work is very much appreciated!

OSEP continued to use both results and compliance data to make state determinations. The compliance data portion included Indicators 1 (Timely Receipt of Services), 7 (45 Day Timeline), 8A (IFSP Steps and Services), 8B (Notification to the LEA and SEA) and 8C (Timely Transition Planning Conferences). The results portion of the score was comprised of several different calculations around the child outcomes scores. These included completeness and validity of the data, comparison to the previous year of data in the state, and comparison to the same year of data to all states. Percentages were calculated for both the compliance data portion and the results data portion. The final result is an average of the two percentages. States need a score of at least 80% to receive a determination of Meets Requirements and at least 60% to receive a determination of Needs Assistance. With a total score of 81.25%, Ohio moved up to the “Meets Requirements” category this year. In the coming weeks, you can access states’ FFY15 determinations here:

<https://osep.grads360.org/#program/idea-part-c-profiles>

SFY 2017 Transition Baseline

Activities related to the SFY17 Transition Steps and Services and Transition Planning Conference (TPC) baseline analyses are underway. County inquiries, including Steps Self-Assessments and missing data and verification requests (as applicable) were sent June 8 and were due back to DODD June 23. State staff are finishing up verification and completing final analyses now and results memos are expected to be sent at the beginning of August. If you have any questions, please contact Melissa Courts at melissa.courts@dodd.ohio.gov.

August 1 Quarterly LEA Reports

The August 1 LEA quarterly report requirement is approaching. The report may be run no earlier than *July 22* and must be sent to the appropriate LEAs no later than *August 1*. Please *do not* submit copies to DODD, but you are encouraged to maintain copies on file.

If you are not sure which LEA should be selected for a specific child (e.g., foster care situation), we encourage you to contact the relevant Educational Service Center (ESC) for clarification. Contact information for all of the ESCs and Public School Districts, along with a map of districts, is available here:

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

We know that there is an issue with some records where the service coordinator’s name is not appearing on the quarterly LEA report. The service coordinator’s name is not a federal requirement, so please be sure to send the LEA report to your local school districts, as is. We will work to get a fix to the report for future reporting.

If you have any questions about the LEA reports, please contact Melissa Courts at Meliss.Courts@dodd.ohio.gov.

SFY 2017 TRS Baseline

Information about the upcoming SFY 2017 TRS baseline process will be sent out to applicable counties later in July.

IN THE SPOTLIGHT: TEAM MEETINGS

When using a primary service provider approach, why is it important to have team meetings?

The sixth key principle from the Agreed upon Mission and Key Principles for Providing Early Intervention Services in Natural Environments states that family priorities, needs, and interests are addressed most appropriately by a primary provider who represents and receives team and community support. Conducting regularly scheduled team meetings ensures that each family has access to the entire early intervention team. During a team meeting, the primary service provider (PSP) shares information about a child and family and is also able to receive recommendations from the team to take back to the family. Every team member is responsible for all families enrolled in EI, not just the families for whom they are PSP or secondary service provider (SSP). The team meeting increases efficiency for professionals and families, and eliminates the need for separate visits from multiple professionals. Regular, predictable team meetings are each family's insurance policy that they will have access to the entire team, not just their PSP.

Rush and Shelden describe the purpose of EI team meetings as threefold:

1. Joint accountability across team members for all families served by the team
2. Sharing of information as families move through the early intervention process
3. Ability for the PSP to request role assistance from others to help increase capacity of parents and caregivers to support their child's participation in daily life and identify needed or desired parent resources.

Teaming allows an opportunity for all team members to benefit from discussions and learn from each other through coaching and sharing information.

How do ground rules help?

Ground rules help team members understand how meetings will be conducted. They are the "dos" and don'ts" of behavior during a meeting. Ground rules establish how the team works efficiently, effectively, and respectfully. Common ground rules implemented by EI teams include starting and ending on time, requiring attendance for all professionals on the team, and sharing information about families respectfully. Each team should develop its own set of ground rules and revisit them periodically, especially as new members join. All team members, including the facilitator, are responsible for holding each other accountable to the ground rules.

How do team meeting agendas help?

A meeting agenda is an organizational tool that helps the team use time together most efficiently. Agendas also document that each family is discussed and supported by the team on a regular basis. The agenda clarifies the purpose of the meeting and establishes approximate timeframes for each discussion that needs to occur.

Five topics should be discussed at each team meeting: primary coaching opportunities, new referrals, quarterly updates, transitions, and closures. Optional agenda items include announcements and scheduling. Meeting agendas should be pre-published 24 hours prior to the meeting. This allows each team member to review the agenda prior to the meeting and come prepared to share his/her perspective and expertise.

For detailed information about each topic, please read the FIPP Case Tool, “Guidelines for Team Meetings When Using A PSP Approach” by Dathan Rush and M’Lisa Shelden.

References:

- Dathan D. Rush, Ed.D., & M’Lisa L. Shelden, Ph.D. CASEtools, Vol. 4, Number 2 [Guidelines for Team Meetings When Using a Primary-Coach Approach to Teaming Practices](#)
- McWilliam, R.A. (2010) *Routines-based early intervention: supporting young children and their families*. Baltimore, MD: Paul H. Brookes Publishing Co.
- Rush, D. and Shelden, M.L. (2012) *The early intervention teaming handbook: The primary service provider approach*. Baltimore, MD: Paul H. Brookes Publishing Co.
- Workgroup on Principles and Practices in Natural Environments, OSEP TA Community of Practice: Part C Settings. (2008, March). Agreed upon mission and key principles for providing early intervention services in natural environments. http://ectacenter.org/~pdfs/topics/families/Finalmissionandprinciples3_11_08.pdf
- Workgroup on Principles and Practices in Natural Environments (February, 2008) Seven key principles: Looks like/doesn’t look like. OSEP TA Community of Practice-Part C Settings. http://ohioearlyintervention.org/up_doc/Principles_LooksLike_DoesntLookLike3_11_08.pdf

RESOURCES AND TRAINING OPPORTUNITIES

System of Payments Rule Overview

Katrina Bush of DODD will provide an overview of the new “Early intervention services – system of payments” rule (5123:2-10-01) anticipated to take effect August 1, 2017. Interested persons

may register for any one of the four (repeated) “GoToWebinar” sessions. These rule trainings are available to all—parents, EI providers, supervisors, and administrators. Unlike the training conducted by Traci Keesee (below) that focuses on how service coordinators will implement the new rule, these webinars will walk the participant through each section of the rule in detail and not focus on implementation strategies.

Participants will be learn about—

- Where to locate the rule and other pending SOP resources
- Definitions associated with this rule
- Which early intervention (EI) services are always provided at no cost to parents
- Which EI services *may* have a parent cost participation and under what conditions
- Process for determining parent inability to pay
- How and when public and private insurance may be used to pay for EI services
- Additional procedural safeguards associated with the system of payments

The two hour trainings will take place at the following dates and times:

- July 11, 9:00-11:00 am
- July 11, 1:00-3:00pm

Please use the link below to register for any of the four sessions. After clicking the link, you will choose your preferred date/time from a drop-down list.

<https://attendeegotowebinar.com/rt/3903173203423240705>

Registration is limited to 100 participants per session. Once registered, you will receive a unique link that allows you to join on the date of your session.

Questions? Please contact Lori Myers, Training Coordinator at lori.e.myers@dodd.ohio.gov

NEW! 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 a *facilitated webinar* on July 13, 2017 and 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.

To register for the webinar (July 13, 9:00-10:30am), please click this link:

<https://attendee.gotowebinar.com/register/4480443195091191811>

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

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

Practitioner Volunteers Needed for New Child Outcomes Summary Resource

Would you like to help meet a great need in the early intervention and early childhood special education community by furthering the development of a national Child Outcomes Summary (COS) process training resource? The DaSy and ECTA Centers are recruiting practitioners who participate in the COS process to field test the new COS Competency Check (COS-CC). The COS-CC is an online tool intended to assess practitioners' understanding of the essential knowledge and skills needed to reach accurate ratings of child outcomes using the COS process.

Why is the COS Competency Check important?

Practitioners must have the necessary knowledge to accurately assign COS ratings, such as knowledge of the 7-point COS scale and age-expected development. Until the COS-CC, there has not been a tool available to states/local programs to reliably differentiate between practitioners with sufficient knowledge and those with too little. Ensuring that practitioners are capable of assigning accurate ratings is a critical factor in improving the quality of child outcomes data obtained through the COS process. Having high-quality child outcomes data allows programs to better use those data to make informed decisions about services and supports for families and children.

What is the purpose of the field test?

The field test will give DaSy and ECTA an opportunity to test the assessment system in actual conditions with intended users, and to gather initial data on the validity and reliability of the assessment items. Following the field test, the tool will roll-out for national use in September 2017.

When will the field test take place?

The COS-CC field test will take place from approximately July 24-August 18, 2017. Volunteers can work on the assessment at their own pace during that 4-week timeframe, and therefore, do not have to be available during the entire window. More information will be provided in a follow-up email to those practitioners who express interest in participating in the field test.

Field test volunteers who complete the COS-CC to the best of their ability will be eligible to win a \$100 Amazon gift card! A drawing will take place by September 1 to select six winners.

For more information, complete this online form:

https://unc.az1.qualtrics.com/jfe/form/SV_4UG7YkwY6xRLjJH

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.