

To: All Early Intervention contract managers and FCFC coordinators
From: Nathan DeDino
Date: January 17, 2020
Subject: Early Intervention Program Updates, #2002

MESSAGE FROM THE PART C COORDINATOR

We are pleased to release another guidance document in response to requests from the EI field. The new guidance document focuses on prior written notice and accompanies this Program Updates. Please continue to reach out to your EI program consultant if you have any questions.

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

February 1 LEA Notification

The February 1 Quarterly LEA Reports are used for our annual compliance analysis, and DODD is responsible for issuing findings of noncompliance in this area where appropriate. The February 1 Quarterly LEA Report may be run no earlier than January 22, 2020 and must be sent to the appropriate LEAs no later than February 1, 2020. *You must also submit a copy of the report to DODD no later than Monday, February 3.* You are strongly encouraged to maintain a copy of the report in the event that it is needed at a later date for monitoring purposes.

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

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

Please remember that parent rights apply to any shared information if personally identifying details are disclosed.

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

SFY20 Baseline Schedule

DODD provided introductory information regarding the SFY20 baseline analyses in EI Program Updates #1927. Counties received information regarding their inclusion in the SFY20 baseline earlier this week.

Updated Verification Compliance Standards

The criteria for documentation of a diagnosed condition on the list (i.e., listed in Appendix C of Rule 5123-10-02) have been revised, including documentation required for elevated blood lead levels. The updated standards are posted on the website here:

<https://ohioearlyintervention.org/monitoring>

Please note that the list of diagnosed conditions has not changed.

SFY 2020 45-Day Analysis (Group 1)

Activities related to the SFY 2020 45-Day analysis will begin later this month. Initial emails to notify applicable counties regarding their inclusion in the analysis were sent out January 13. Data cleaning instructions were sent to participating counties January 15. The analysis will include 45-Day timelines ending between October 1, 2019 and December 31, 2019. Counties included in the analysis have until January 31 to review and clean their data.

Child Assessment Date

Please remember that the date the child assessment process was completed needs to be documented in Section 3E of the IFSP next to the contact information of each E&A team member. See pp20-21 of the IFSP Guidance Document for more information.

Federal Quota

The Federal Act to Promote the Education of the Blind enacted by Congress in 1879 provides accessible educational materials (AEM) to eligible children and students who meet the definition of legal blindness. An annual registration of eligible children and students determines a per capita amount of money designated for the purchase of AEM produced by the American Printing House for the Blind, Inc. (APH). Children who have vision impairments and are served in EI can be registered, with parent consent, in the quota. On behalf of the Ohio Department of Education, the Assistive Technology & Accessible Educational Materials Center (AT&AEM) conducts the annual quota. To be registered, the following conditions must be met:

- Child must be born by the first Monday of January (i.e., on or before January 6, 2020)
- Parent consent to share child data with quota
- Child record must contain documentation from a physician of the child being (1) blind or visually impaired (MDB) or (2) having had a brain injury that caused the child to become blind or visually impaired (FDB)

For this quota registration, parent consent does not need to be completed on EI-06. Instead, DODD has created a specific form to facilitate obtaining consent for the quota. It accompanies this Program Updates. If you have any questions regarding potential eligibility of a child receiving Early Intervention services, please contact Jenni Remeis (jremeis@ossb.oh.gov), Statewide Coordinator Early Intervention Vision Services at the Ohio State School for the Blind. If you have

questions regarding the federal quota registration process, please contact Judy Siens at judy_siens@ocali.org or Kelly Houston at kelly_houston@ocali.org.

System of Payments Reminders

Please remember the following when utilizing DODD system of payments(SOP)/payor of last resort (POLR) funding to pay for an EI service:

- When submitting an application to DODD to use this funding, you must be sure to include *all* of the following in one e-mail: EI-04 (IFSP), EI-05 (Consent to Use Insurance), EI-15 (Determination of Parent Ability to Pay), and EI-16 (Payment for EI Services)
- Consistent with OAC 5123-10-2(K)(10), service coordinators must provide a copy of the IFSP to any providers within 10 calendar days of the parent signing the IFSP

RESOURCES AND TRAINING OPPORTUNITIES

MyLearning Reminders

DODD MyLearning courses are designed for up-to-date versions of Google Chrome, Mozilla Firefox, Safari, and Microsoft Edge. Do not use Internet Explorer to take MyLearning courses. A strong, consistent internet connection is also required.

As a backup, users should print or save their quiz results, or take a screenshot of the final slide. If your completion is not reflected in your transcript or certificate, email one of these items to ITSCallCenter@dodd.ohio.gov and use “DODD MyLearning” in the subject line. You may also call the ITS Call Center at 1-800-617-6733, Option 4.

When calling the ITS Call Center or following up on a request, always reference the incident or ticket number or let the call center know that you have a previous ticket. This makes sure that a new incident is not created, which could further delay your request. It is also recommended to include screenshots when submitting an IT ticket.

DEC Service Coordination Community of Practice (SC CoP)

The Division for Early Childhood (DEC) has created a national Service Coordination Community of Practice to “recognize the value of service coordinators and give these important early intervention team members a professional home.” The CoP provides opportunities to network, share resources and learn about topics related to the service coordinator’s role.

The latest service coordination-related resource is a blog post from EI Excellence called, “Keep Calm and Carry On... Then It’s Your Turn to Share.” It explores how to balance gathering and giving information with families and to use reflective questions as a way to set aside judgment as SCs learn about families' routines, priorities, and concerns. You can access the blog post here:

<http://www.eiexcellence.org/keep-calm-and-reflect-onthen-its-your-turn-to-share/>

You can access the landing page of the SC CoP using this link: <https://www.dec-sped.org/servicecoordinationcop>. The link is also posted to the EI website on the Local, State and National Resources page.

Bayley-4 Overview Webinar February 19

To help with transition from the Bayley-3 to the Bayley-4, Pearson is facilitating a Bayley-4 Overview. This webinar will highlight the following changes:

- Caregiver Involvement
- Time Savings
- New Content (2019 norms from culturally and linguistically diverse backgrounds including bilingual children)
- Improved Psychometric Properties
- Decision Tree discussion, engaging providers to think critically about paper or digital administration, scoring, and reporting and the overall benefit(s)
- Bayley-3 vs. Bayley-4 and the advantages in customization, flexibility, ease of use, and accuracy

The webinar will be held February 19 from 10:00-11:00am. For more information and to register, please use the following link:

https://globalmeetwebinar.webcasts.com/starthere.jsp?ei=1279513&tp_key=2fdf7abd4c



Prior Written Notice

Introduction

Prior written notice (PWN) is a federal requirement that must be provided to parents before the EI system engages in certain activities. These activities include developmental screenings; evaluations; determining that a child is not eligible for EI; child and family assessments; beginning, ending, or changing services on an Individualized Family Service Plan (IFSP); and, in certain circumstances, exiting a child from the EI system.

As its name suggests, PWN must always be provided to the parent—

- *Prior* to starting the proposed activity and
- *In writing* in the parent’s native language utilizing the forms specified in the DODD EI rules

This PWN is an important procedural safeguard for parents. It gives parents time to understand the proposed activity, offers them the opportunity to involve others in the decision-making process, and supports parents in providing informed consent.

Timelines for PWN

The written notice must be provided at least 10 calendar days before implementing the proposed activity. This means that the activity may be planned/scheduled to occur on the 11th (or later) date from the date the notice is given.

Parents receive PWN when the relevant PWN form is physically handed to the parent, emailed to the parent, or mailed to the parent. When PWN is provided to the parent via the mail, the date PWN is put in the mail is considered the date the PWN was provided. The date the PWN is provided to the parent is recorded on the PWN form in the “service coordinator use only” box on forms EI-01, 02, 03, 09, 10, and in the lower right box on form EI-11). The EI service coordinator and, when relevant, the EI service provider should document all PWN activities in case notes.

Parent Consent

Under 5123-10-02(B)(2), parent consent must be provided in writing. No activities may be consented to orally either in-person or over the phone. The date of consent is the date written in with the parent signature on the appropriate required EI form.

Optional Waiver of Timeline

Most PWN forms include an optional “Waiver of Timeline.” The exceptions are the PWN of Exit (EI-10) and PWN of Ineligibility (EI-09). When a parent agrees to the waiver of the timeline, an activity can start earlier than the usual 10 days. The waiver is optional and, if a parent does not wish to waive the timeline, other timelines (e.g., the 45-day activities timeline and 30 day timely receipt of services timeline) must still be adhered to.

The waiver should only be offered when (1) an EI provider is able to provide the proposed EI activity sooner than 10 days and (2) the parent wants the activity to occur as soon as possible. In this case, the parent may date and initial the “Waiver of Timeline” box indicating that the parent is waiving the 10-day timeline and the proposed activity can begin on the agreed upon date, including as early as the day the PWN was provided to the parent.

Using the PWN Forms

The PWN forms are provided for specific activities. Below follow descriptions of some of the various activities and the corresponding forms.

EI- 09 PWN of Ineligibility

This form is completed when the child is evaluated and determined not eligible for EI services. The process for completing the evaluation is the same for an eligible or ineligible child, but the team completes this form instead of EI-04 (IFSP) for an ineligible child. In this circumstance, the EI service coordinator also provides EI-10 PWN of Exiting checking the box, “Your child does not meet eligibility requirements for EI services.” The EI parent rights brochure is also sent to the parent.

EI-10 PWN of Exiting

This form must be completed prior to exiting a child from the EI system, *unless* the child is exiting because the child has turned three or is deceased. This form does *not* include a section for parent consent, but does provide the parent the opportunity to contact the EISC if the parent believes the reason for exit is inaccurate. The EI system may not exit the child until the 10 days have elapsed from the date the form was given or mailed. The EI parent rights brochure is also sent to the parent.

EI-11 PWN of Proposed Change to Services

This form is used to provide prior notice to the parent of planned “changes” to the EI services specified on the IFSP (as recorded in section 4, “the grid.”), including when those changes are agreed to at an IFSP meeting, are documented on the service grid, and the parent has signed the IFSP.

Changes to the IFSP include the following:

- Beginning an EI service
- Changing the method, location, frequency, session length, provider agency, or funding source of a service on the grid
- Ending any EI service on the grid

Whenever one of the columns indicated in red is changed, PWN must be provided to the parent.

Early Intervention services: Using all of the information available, the IFSP team has identified the following EI services to support our outcomes.

EI service type	Method	Location	How often	Session length	Provider agency	Funding source	Projected start date	Projected end date	Outcome number(s)

Method: Direct (D); Joint (J) • In-person: (P); Technology (T) Location: Home (H); Community (C); Other (O)

Because PWN must be given whenever an EI service is added to the grid, EI-11 must be provided for every EI service on an initial IFSP. If more than one service is on the grid, it is not necessary to complete a separate EI-11 for each service. However, when EI-11 is completed, it should contain enough detail for the parent to understand the proposed change. Although either the EI service coordinator or EI provider can complete EI-11, it is ultimately the EI service coordinator’s responsibility to ensure that it is completed. At initial IFSPs, it will generally be the EI service coordinator who completes EI-11.

PWN does not need to be provided at IFSP reviews if nothing in the first seven columns of the grid is changed. Importantly, PWN is *not* provided in the following circumstances:

- Only the IFSP outcome changes
- The *individual* providing an EI service changes, but the provider *agency* on the grid does not change
- The EI service coordinator changes. In this case, simply update Section 2 of the IFSP on a new page.
- Projected start/end date changes.

If a parent would like a service to begin right away *and* the provider is able to provide the service sooner than 10 days, the parent may waive the 10 day PWN. The actual agreed upon start date should be noted in the “Proposed date of change” field. In this case, the date *will* be fewer than 10 days from the date the form is completed. A parent’s desire to waive the 10 day PWN does not obligate a provider to provide the service any sooner than the timely receipt of services (TRS) requirement that services begin within 30 days of the IFSP date.



Today's TA Topic

Written by: Kelli Lanzot and Tiffany Madden

Date: 1/15/2020

Question: When is form EI-09 (Prior Written Notice of Determination of Ineligibility) Provided to a Parent?

Answer: EI -09 is given to a parent when their child is evaluated and found **not to be eligible** for EI based on the results of the administration of an Ohio approved evaluation tool (Bayley or Battelle) combined with clinical judgement.

EI-09 is **never** used for children with a qualifying medical diagnosis or children who were found eligible based on the results of an Ohio approved tool.

Question: What form is used when a child is eligible, but does not move on to IFSP development?

Answer: EI-04 is used to document the evaluation and assessment process for ALL children who are **eligible**.

If a child is found eligible and program planning reveals no need for services or if the parent declines further participation in the EI program after the child is determined eligible, but prior to the IFSP development, the evaluation is summarized on section 3B of the IFSP. Evaluation/Assessment teams can fill in N/A for all sections of the assessment process that were not completed in section 3.

The EI service coordinator should fully explain to the family what aspects of assessment and program planning will not be completed. The EI service coordinator shall document the family's decision in case notes and provide the family with Form EI-10 (Prior Written Notice of Exiting) along with a copy of the EI Parent Rights brochure. The family is exited no sooner than 10 calendar days from the date on the EI-10.



NEW

Webinar Series: Neonatal Abstinence Syndrome and Developmental Stages

Elizabeth Rick, MOT, OTR/L, Jennifer McAllister, MD and
Kathy Wedig, MD



Objectives

- Describe the effects of NAS on development in utero and within the first 6 months of age
- Identify questions to ask parents and caregivers to ensure thorough developmental assessment and program planning
- Share examples of strategies and interventions to support parents and caregivers and address challenges of many babies born with NAS

Part 1: Feb 25, 2020

8:30-10:00 a.m.

Effects of NAS: In Utero through Six Months of Age

Register on [GoToWebinar](#)

CPDU applications pending for DODD EI-DS, DODD EI-SC, SW

Dr. Wedig is co-founder of the NAS Clinic at Cincinnati Children's Hospital and an Associate Professor of clinical pediatrics at the University of Cincinnati. She has spoken at regional conferences on the effects of in-utero opioid exposure and NAS on children, families, and the community. She is the winner of the Rachel Hutzler Prevention Partner Award 2019, given to an organization or individual from the tri-state who has demonstrated notable progress, results and/or innovation in substance use prevention.



PERMISSION TO SHARE PERSONALLY IDENTIFIABLE INFORMATION AND REGISTER FOR FEDERAL QUOTA

Name of Student/Child/Individual: _____

Name of Parent/Guardian: _____

Each year, the Ohio Department of Education, Office for Exceptional Children conducts an annual registration of blind students/children in the state of Ohio. This registration, conducted on behalf of the Department by the Assistive Technology & Accessible Educational Materials (AT&AEM) Center at OCALI, takes place in January and is a requirement of the Federal Act to Promote the Education of the Blind, which was enacted in 1870. This Act provides Ohio with an allotment of federal funds for purchasing the adapted educational materials and equipment needed by students/children who are legally blind.

This registration will not affect the present placement or program of the individual being registered. To facilitate this registration, the individual's service provider will be completing a registration form and sending it to the AT&AEM Center, who will in turn complete the federal registration as necessary.

I hereby authorize (*the local school district/Ohio Early Intervention*) to share my/ my student's/ my child's personally identifiable information as follows and as applicable: Last Name, First Name, Middle Name, Date of Birth, School District, Grade Placement, Visual Function, Primary and Secondary Reading Medium, and cross reference of siblings also registered (to prevent duplication of registration) with the following:

- Designated Regional APH Census Representative (e.g. Teacher of the Visually Impaired, Special Education Coordinator, Intervention Specialist, etc.)
- The Assistive Technology & Accessible Educational Materials (AT&AEM) Center
- Ohio Department of Education, Office for Exceptional Children
- American Printing House for the Blind (APH)

All medical information is to be kept on file with the individual's current service provider (school district, Ohio Early Intervention, infant learning program, or agency) and must be kept confidential.

Please indicate your approval to register and share personally identifiable information by checking the appropriate box and signing below:

- I approve the annual registration and sharing of personally identifiable information of my student/my child or myself during each registration period unless I notify the district/Ohio Early Intervention in writing that I revoke my consent.
- I do not approve the registration and sharing of personally identifiable information of my student/my child or myself.

Parent/Guardian or Individual Signature: _____

Date: _____

Please return this completed form to your Ohio Early Intervention Service Coordinator.