

## Early Intervention Program Updates #2407 April 5, 2024

### MESSAGE FROM THE PART C COORDINATOR

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Today's biweekly communication is uncharacteristically lengthy, but contains a number of important updates. We call your attention particularly to the approaching local educational agency notification, the hearing and public comment notice on the revised EI rules, the Part C application for federal funding, and the debut of the general supervision highlight.

I always invite your feedback. Please do not hesitate to contact me at [nathan.dedino@childrenandyouth.ohio.gov](mailto:nathan.dedino@childrenandyouth.ohio.gov). I look forward to hearing from you.

### PROGRAM UPDATES

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#### *May 1 Local Educational Agency (LEA) Notification*

The quarterly LEA reporting requirement is approaching at the end of the month. Under Ohio Administrative Code (OAC) 5123-10-02(L)(1)(b), the EI service coordination agency must notify the LEA (with parent consent) of children who will turn three within the next year by the first day of February, May, August, and November. This report is available in the EI Data System (EIDS) in both Excel and PDF formats. You may use either version, but please remember the following:

- The May 1 LEA report must be run no earlier than April 21 and no later than May 1. If the parent does not consent to share contact information with the LEA, "no" must be selected in EIDS in response to "Transition contact info shared with LEA:" on the most recent IFSP and the date the parent declined to share information must also be documented.
- It is expected that child information will be updated in a timely manner so that the LEA reports in EIDS are accurate.
- Only the sections of the report that are relevant to a particular LEA should be sent to that LEA, not the entire report.
- 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:  
<http://education.ohio.gov/Topics/Data/Ohio-Educational-Directory-System-OEDS>

This quarterly report must be provided to the LEAs no later than May 1. The report does not need to be submitted to DODD, but we encourage you to keep a copy for your

records. If you have any questions, please contact Melissa Courts ([melissa.courts@childrenandyouth.ohio.gov](mailto:melissa.courts@childrenandyouth.ohio.gov)).

#### *2024 EI Family Questionnaire*

In EI Program Updates #2406, we announced that the Family Questionnaire process would begin sooner than usual. We anticipate sending questionnaires in late April or early May. We will be hold a webinar on April 23 at 2:00pm to review the process and share tips for engaging families and encourage anyone involved in the Family Questionnaire process to attend. You can register using the link below:

[https://www.zoomgov.com/webinar/register/WN\\_OERHzN9\\_QAyWWXLHiy9dXw](https://www.zoomgov.com/webinar/register/WN_OERHzN9_QAyWWXLHiy9dXw)

#### *SFY24 45-Day Baseline*

Activities for the SFY24 45-Day baseline analysis are complete. Results memos were sent to applicable counties on March 26. If you have any questions, contact Erin Hale ([erin.hale@childrenandyouth.ohio.gov](mailto:erin.hale@childrenandyouth.ohio.gov)).

#### *SFY24 Timely Receipt of Services (TRS) Baseline*

Applicable county inquiries related to the SFY24 TRS baseline were due to the EI monitoring team by March 29. The monitoring team is reviewing and verifying the applicable documentation and will send any needed clarification requests in the coming weeks. Contact Melissa Courts ([melissa.courts@childrenandyouth.ohio.gov](mailto:melissa.courts@childrenandyouth.ohio.gov)) with any questions about the TRS baseline.

#### *SFY24 Transition Baseline*

The SFY24 Transition baseline is underway. A webinar was held March 27 to go over the Transition baseline process. A recording of the webinar is available here:

<https://ohioearlyintervention.org/trainings/360>

Any requests for changes or deletions are due by April 12 and any needed data re-entry must be completed by April 22. The EI monitoring team will extract data for the analysis on April 23.

#### *Revised EI-8045*

Based on feedback from the field, the Service Coordination Agency Early Intervention Referral Form (EI 8045) has been revised to include additional information and be more user-friendly.

It is now posted in the Forms section of the EI website here:

<https://ohioearlyintervention.org/forms/referral>

Please note that if you bookmarked the previous form, you will need to update the link:

<https://ims.ocali.io/storage/ocali-ims-sites/ocali-ims-oei/documents/EI8045%20revised%20031124-fillable.pdf>

### *Upcoming Changes to Ohio Early Intervention Website*

Please be advised that, beginning April 8, users will see changes to the menu navigation features on the Ohio Early Intervention website. These changes will include dropdown menu functionality and an updated color scheme to reflect the State of Ohio color branding. If you have questions regarding these changes, please contact Anni Monks ([rhiannon.monks@childrenandyouth.ohio.gov](mailto:rhiannon.monks@childrenandyouth.ohio.gov)).

### *Notice on Hearing and Public Comment on Revised EI Rules*

Pursuant to Chapter 119. of the Revised Code, the Ohio Department of Developmental Disabilities hereby gives notice of its intent to amend rules of the Administrative Code governing the Early Intervention program on a permanent basis on or about July 1, 2024, and to conduct a public hearing thereon. The public hearing will be conducted May 3, 2024 at 10:00am in the Lobby Hearing Room of the Rhodes State Office Tower, 30 East Broad Street, Columbus, Ohio 43215. At this public hearing, the Department will accept verbal and/or written testimony regarding the proposed amendments.

Persons unable to attend the public hearing may submit written comments. Any written comments received on or before the public hearing date will be treated as testimony and made available for public review. Submittal of written comments may be made to Becky Phillips, Administrative Rules Coordinator, by email to [becky.phillips@dodd.ohio.gov](mailto:becky.phillips@dodd.ohio.gov) or by U.S. mail to 1810 Sullivant Avenue, Columbus, Ohio 43223-1239. Comments regarding rules are public records; persons submitting comments should refrain from including confidential or personal information about themselves or any other person.

The Department is committed to providing access and inclusion and reasonable accommodation in its services, activities, programs, and employment opportunities in accordance with the Americans with Disabilities Act and other applicable laws. To request a reasonable accommodation due to a disability, please contact Becky Phillips, Administrative Rules Coordinator, no later than April 19, 2024, by email to [becky.phillips@dodd.ohio.gov](mailto:becky.phillips@dodd.ohio.gov) or by telephone (614-644-7393 / TTY 711).

Please note that visitors to the Rhodes State Office Tower must enter the building through the Broad Street lobby. Visitors will be required to register at the security desk by showing government-issued photo identification and pass through a magnetometer. Visitors' belongings, such as purses and backpacks, are subject to inspection.

The Notice of Public Hearing and the rules are available here:

<https://dodd.ohio.gov/forms-and-rules/rules-under-development/public+hearings+for+proposed+rules>

### *Part C Application for Federal Funding*

The Department of Children and Youth will be applying this upcoming fiscal year for federal Part C funds. The application for funding has been posted for 60 days of public participation. The department will accept public comment on the application for the first 30 days. You can access the application and supporting documents here:

<https://ohioearlyintervention.org/federal-reporting-and-postings>

## **RESOURCES AND TRAINING OPPORTUNITIES**

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### *OCALI Early Childhood Transition Videos*

Learn about the best practices for transitioning from Part C to Part B services, building relationships between professionals and families, and improving interagency agreements. Just a few minutes can help improve your transition process. You can access these videos here:

<https://www.ocali.org/project/CtoBTrainingOpportunity>

### *Literacy Calendar Available*

Looking for resources to help support literacy? Check out the State Library of Ohio's "Day By Day Ohio Family Literacy Calendar." This calendar offers resources to develop early literacy skills for young children. Early literacy skills help children to be prepared and successful in school. The online calendar has a monthly theme. It has a song, a video, activities, and book recommendations about the monthly theme for every day of the year. The calendar provides—

- Literacy activities and opportunities for parents to work at home with their children
- Exposure to books and to educational music
- Links to health and wellness information

You can access the calendar here: <http://DayByDayOH.org>.

## **GENERAL SUPERVISION HIGHLIGHT: PARENT RIGHTS AND PROCEDURAL SAFEGUARDS**

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Requirements: [Rule 5123-10-01](#)

Guidance/resources: [POSC Module 1 Lesson 5](#); [Parent Rights and Procedural Safeguards in Early Intervention](#)

Ways to monitor: Review completed EI forms and related documentation, review annual family questionnaire data pertaining to parent rights, observe service coordinator interaction with families, discuss protocols during reflective supervision.

Parents are an essential part of the early intervention team and should feel empowered and informed throughout the early intervention process. Ensuring that parents know and understand their rights and procedural safeguards is a critical component of providing high-quality early intervention. It recognizes the parent's authority and responsibility to make informed decisions about their child's involvement in early intervention. The entire EI team is responsible for safeguarding parents' rights—not just the service coordinator.

### **When It Happens**

Parents have the right to make informed decisions and to grant or refuse consent for key early intervention activities, including screening, evaluation, assessment, and service provision. Prior written notice is an important procedural safeguard for parents because it gives them information to assist in making decisions about what they want to happen with their child and family. It helps ensure that their consent is truly informed. Prior written notice is provided in advance of obtaining consent for screening, assessment, and evaluation; starting, changing, or ending EI services on the Individualized Family Service Plan (IFSP); and exiting a child from the early intervention system.

### **Documentation for verification purposes**

In addition to obtaining informed written consent via EI forms and providing prior written notice, all activities involving parent rights and procedural safeguards must be documented in the child's record. This includes documenting discussions that occur with the family regarding their rights, providing the family with a copy of the parent rights brochure, providing prior written notice, obtaining informed consent, and sharing or exchanging the child's personally identifiable information outside of the EI system.

## **Tips**

- **Personalized Communication** – Consider the uniqueness of each family and tailor your explanations to address their specific concerns and needs.
- **Plain Language** – Use simple language that parents can easily understand. Avoid using jargon or technical terms. When jargon and technical terms are unavoidable (e.g., “prior written notice”) consider providing examples to illustrate key points.
- **Written Materials** – Provide the family with the parent rights brochure and copies of any prior written notice, consent forms, and other pertinent written materials. Review the written material and encourage the family to ask questions.
- **Meetings** – Schedule a time to meet with parents one on one to provide an in-depth explanation and review of parent’s rights. The first 45 days of the EI process can be overwhelming for families, so consider meeting with the family after the Individualized Family Service Plan (IFSP) has been developed and services have been initiated. Encourage open discussion and ensure that parents are provided with the time and opportunity to ask questions.
- **Highlight Key Points** – Emphasize important points, including informed consent, participation in decision-making, access to records, confidentiality, and the dispute resolution process.
- **Provide Contact Information** – Share contact details so the family knows who to reach out to for further assistance. Reassure parents that they can seek clarification at any time.