**INTRODUCTION**

This report must be completed twice a year by the Early Intervention contract manager and presented to the relevant local Family and Children First Council (FCFC). The first report must be shared with local council not later than February 28, 2026 and cover activities occurring between July 1, 2025 and December 31, 2025. The second report must be shared with local council not later than August 31, 2026 and cover activities occurring between January 1, 2026 and June 30, 2026. EI contract managers may choose to complete this report and share with local councils more often than twice a year depending on local needs and priorities.

County: Completed by:

Time period covered: Date:

EI Contract Manager name:

EI Contract Manger contact information:

**REFERRALS**

|  |  |  |
| --- | --- | --- |
| **Referral Source Category** | **Number of Referrals Current Reporting Period** | **Number of Referrals Previous Reporting Period (if applicable)** |
| Early Child or Child Care Program |  |  |
| EI 8045 |  |  |
| Family or Caregiver |  |  |
| Hospital |  |  |
| Hospital Child Find Specialist |  |  |
| ODH - EBLL |  |  |
| ODH - NAS |  |  |
| ODH - OCCSN |  |  |
| PCSA Form/Children’s Services |  |  |
| Physician |  |  |
| Public Health |  |  |
| Social Service Agency |  |  |
| Transferred from County HMG |  |  |
| **Total** |  |  |

**OUTREACH AND CHILD FIND**

EI contract manager must include a copy of the local outreach spreadsheet submitted to DCY and answer the following questions.

* What local outreach and child find activities have been conducted during the current reporting period? *The local outreach spreadsheet may be utilized to answer this question.*
* How successful were these activities? *Include any data you have regarding changes in referrals and/or referral sources*.
* What are your upcoming plans around outreach and child find? Include any specific activities and how they will be implemented.
* Are you reaching out to any specific referral sources?
* How are you collaborating with Central Intake and Referral on outreach? (e.g., utilizing communication tool kit, requesting specific materials/giveaways, coordinating events, etc.)
* What support or assistance do you need from the Family and Children First Council (e.g., information about other agencies’ outreach initiatives, other available resources, etc.)?

**ELIGIBILITY**

|  |  |  |
| --- | --- | --- |
|  | Current reporting period | Previous reporting period (if applicable) |
| Number of children referred |  |  |
| Number of children determined eligible for EI |  |  |
| Number of evaluations completed |  |  |
| Number of new referrals with a completed IFSP |  |  |

* Of children referred in the reporting period, how many children were found eligible, but did not have an IFSP completed within 45 days from referral?
* Provide a brief explanation regarding the reason/s children who were eligible did not have an IFSP developed.
* Are there any significant changes or trends in eligibility results (e.g., more children eligible via a diagnosis on the list)? Briefly describe.
* Describe any evaluation and assessment needs (e.g., additional staff needed to complete evaluations and assessments).

**SERVICE COORDINATION**

* Describe the county’s service coordination staffing plan including information about the current number of EI Service Coordinators (EISCs), full-time equivalents (FTEs), vacancies, recruitment efforts, challenges, etc.
* How is local leadership supporting EISCs through administrative supervision, reflective supervision, and professional development opportunities? What are common topics in supervision?
* How often are EI service coordination (EISCs and EISC supervisor) credentials verified as active and when were they last verified?
* Were any credentials inactive during the reporting period? If so, what steps were taken to resolve the situation and how did the agency ensure families had access to service coordination and/or EISCs received supervision from a credentialed EI service coordination supervisor?

**INDIVIDUALIZED FAMILY SERVICE PLANS (IFSP)**

* How many IFSPs (initial, annual, and review) were completed during this reporting period?
* How many IFSPs were not completed timely due to system reasons (that is, not because of family reasons)?

**EI SERVICES**

* Describe the structure of the local EI geographic team including which services are provided by the county board of developmental disabilities and other providers. Discuss any challenges around EI provider capacity and how the local EI system is working to meet those challenges.
* What are the current services identified as needed, but not yet coordinated on IFSPs developed during this reporting time and how many children are waiting for an EI service to be coordinated?
* What action has been taken to coordinate these needed services and how can the local FCFC help?

**SYSTEM OF PAYMENTS (SOP)**

* How many SOP submissions to DCY were made during the current reporting period?
* Which services in the county are being funded through Department-contracted providers (SOP/those previously referred to as POLR services)?

**OVERSIGHT**

Briefly summarize how your agency provides oversight of EI service coordination, EI eligibility (including via evaluation and diagnosis), and assessment activities:

For each of the following items, if applicable, describe what oversight activities have been completed during the reporting period.

* Correction of any DCY-issued findings of non-compliance
* Resolution of any program improvement plans (PIPs)
* Completion of activities identified on the county’s EI training and technical assistance (TA) plan, including related to the EI eligibility process.
* Review of child records (how many were reviewed, what issues were identified, how any issues have been addressed)
* Observation of staff
* What support or assistance do you need from the FCFC regarding oversight?

**COMPLIANCE**

* In which compliance indicator (45-Day, Timely Receipt of Services, or Transition) is your county participating this fiscal year?
* What steps have you taken to prepare for the baseline process?
* Have any findings been issued during this reporting period?
* If so, what was the compliance percentage and what contributed to the finding?
* What steps have been taken to correct the finding?
* Are there any additional outstanding findings?
* If so, what steps have been taken and what is the timeline for correction?
* Has a Performance Improvement Plan (PIP) been issued to the program in the past year? If so, describe the issues cited, action taken, and timeline for resolution.
* What support or assistance do you need from the Family and Children First Council?

**TRANSITION AND LOCAL EDUCATIONAL AGENCY (LEA) REPORTING**

* When was the last LEA report run and sent to applicable LEAs?
* When was your last inter-agency agreement (IAA) with the LEAs completed and when is it scheduled to be reviewed?
* If there are any challenges in implementing the IAA, summarize them.
* What is the status of LEA and EI participation in OCALI’s “C to B Transition” training?
* What support or assistance do you need from the Family and Children First Council regarding transition?

**COMPLAINTS OR FOCUSED MONITORING**

* Have there been any parent complaints or concerns made during the reporting period? If so, provide a summary of the issues and actions taken to address them.
* Has any focused or onsite monitoring by DCY occurred during the reporting period? If so, describe areas of concern and next steps or action required.

**COUNTY DETERMINATION**

* During the reporting period of January-June, EI contract managers must share the county annual performance report (APR) with council with this report if it was not shared earlier.
* What was the assigned determination this year and what was last year’s determination?