

Double click in the bottom right corner of U2 to autofill the formula through the entire column. Copy the entire column and paste as values (leaving the formulas in the file can create issues if subsequently sorting, filtering, etc.). Use sorting, filtering, or pivot tables to obtain the desired data regarding TRS compliance or other information related to service due dates.

Calculate Number of Days from IFSP to Initial Service Delivery

Calculating how long it took for services to begin can be useful in monitoring Timely Receipt of Services (TRS) compliance. To do so, insert a column and add a column header such as “Start Date Minus IFSP Added Date.” In the second row of the column, type the formula =IF(V2="", "", V2-T2), where V2 refers to “Service Start Date” and T2 refers to “IFSP Added Date.” This formula accounts for services for which a start date has not been added in EIDS. Adjust the formula as necessary to ensure it references the correct columns.

	T	U	V	W
	IFSP Added Date	Service Due Date	Start Date	Start Date Minus IFSP Added Date
5	3/5/2018	4/4/2018	3/5/2018	=IF(V2="", "", V2-T2)

Utilize the newly created column to determine whether the service was delivered in a timely manner:

- If the start date was blank, the service was either marked as “Never Delivered” or a date was never added.
 - If a noncompliance reason is listed, the service was marked as “Never Delivered.” Look at the noncompliance reason to determine whether the service was compliant
 - If a noncompliance reason is not listed, the service date is truly missing
- If the number of days is 30 or less, the service is compliant
- If the number of days is more than 30, look at the noncompliance reason to determine whether the service was compliant

Alternatively, the **Start Date** can be compared to the **Service Due Date** to determine whether the service started within the required 30 days. If the **Start Date** is on or before the **Service Due Date**, the service was delivered in a timely manner.

Note: For several years prior to 7/1/19, each outcome was entered separately into EIDS, thus, if new outcomes were added for a service that was on a previous IFSP, these services may be included within the selected “IFSP Added Date” timeframe, but may not be subject to TRS.

Note: If an IFSP review is completed prior to all services from the previous IFSP starting, any service that has not yet started must be marked as “Never Delivered” in EIDS before the IFSP review can be added, and then must be added again to the IFSP review. Keep this in mind if the compliance status of any of the services was “Never Delivered.”

Need Additional Resources or Assistance?

See the more comprehensive “Using Data in Excel” document for instructions on how to perform many other functions in Excel. If you have specific questions regarding how to obtain needed information from this or any report, email eids@ohio.gov at any time.