

EIDS Data Entry Guide Supplement

This document is intended to supplement the EIDS data entry guide. It provides additional information about data entry scenarios for which DODD frequently receives questions from EIDS users. The full EIDS Data Entry Guide, which provides step-by-step instructions and screenshots for entering data on every screen in EIDS, is located on the Data System Tile on the Data and Monitoring tab of the EI website: <https://ohioearlyintervention.org/data-system>.

Data Entry Order – 45-Day and Annual Requirements

Data entry for 45-Day and redetermination requirements should follow the IFSP process. Eligibility (for 45-day requirements only), the child assessment, and the family assessment must not only be completed prior to an initial or annual IFSP, but must also be entered in EIDS prior to the IFSP being entered. Once eligibility and assessment items are entered, the E&A summary can be entered. The E&A summary date should reflect the date the eligibility and assessment process was completed (the latest date out of the eligibility determination, child assessment, and family assessment). Once all of these have been documented in EIDS, the IFSP can then be entered. The history page is useful in troubleshooting potential issues with data entry or data entry order, as it displays the dates all of these items were completed, as well as the dates and times they were entered in EIDS.

Documenting Additional Eligibility Information

All eligibility information that is completed or received and meets the requirements of the verification standards should be documented in EIDS, regardless of whether the child’s eligibility has already been established. The eligibility information initially entered is typically part of the 45-Day timeline requirements, but any additional eligibility information will assist the team. Eligibility information can be entered at any time and should be entered within 30 days of completion or receipt.

For example, an evaluation may be completed for a child as the eligibility requirement for the 45-day timeline, but information about a diagnosis may later be received. In this case, the evaluation counts as meeting the 45-Day requirement, but the diagnosis should be documented in EIDS when this information is obtained.

Transferring a Record to a New County

All transfers are processed by Central Intake. The sending county is responsible for ensuring all data entry is completed and exiting the child record from EI, then submitting the transfer request to Central Intake at transfers@helpmegrow.org. If the county has confirmed that the family wants to continue receiving services in the new county, an EI 8045 should be submitted with the transfer request so that Central Intake can make the EI referral immediately rather than having to contact the family. As a reminder, the EISC in the transferring county must provide the new county with a copy of the record within ten days of request from the receiving county under 5123-10-02(O)(3). See the “Adding and Modifying User Accounts in EIDS” for information about how to add or remove the County Transfer Email Recipient role from a user account.

Requirements in Transferred Records

Activities that must be completed and entered into EIDS upon transfer depend on what was completed in the previous county. If the requirements of the initial 45-Day timeframe have not been completed, any of those activities that were not completed must be completed and entered. If the initial 45-Day requirements were completed, at minimum, an E&A summary and IFSP need to be entered. If the receiving county does not need to complete an eligibility determination and/or assessments, the E&A summary date should reflect the date the receiving county reviewed these items from the sending county. Regardless of what is due at the time of the transfer, assessments still may need to be completed in order to gather information and develop individualized IFSP outcomes for the child and family.

Because redetermination messages are not displayed in records that have been transferred from another county, it is important to pay close attention to when the annual assessments and annual IFSP need to be completed in order to meet the redetermination requirements. The history page is a great resource for determining annual due dates, as all completed items are listed in chronological order. These dates should match the physical record, as well. Feel free to email eids@childrenand youth.ohio.gov any time if you need assistance with redetermination due dates.

Exit and Subsequent Referral

When a child was previously referred to or served in EI is exited, and is subsequently referred again, activities that must be completed upon re-referral depend upon what was completed previously and how long it has been since the child was last referred or served. The due date for annual assessments and IFSPs does not change if a child is exited from and re-referred to EI. If the new referral date is past the date the annual IFSP was due, complete child assessment, family assessment, and IFSP within 45 days of the referral and enter these into EIDS within 30 days of completion. If the annual requirements are not due or past due, assessments still may need to be completed in order to gather information and develop individualized IFSP outcomes for the child and family.

Entering Services in EIDS

Instructions for how to enter IFSP services, including the scenarios below, are included in the EIDS Data Entry Guide under the "IFSP" heading and "Periodic Reviews and Annual IFSPs" subheading.

Entering multiple outcomes

All outcomes addressed by the selected service, and at the selected frequency and session length, should be added in the same ***Service is needed to meet the following outcome(s)*** box. The session length should reflect the total time that will be spent addressing all outcomes at a visit. A service should only be entered more than once, with outcomes listed separately, if the service is listed more than once on the grid, ensuring frequency and session length match what is listed on the grid.

When entering an IFSP review or annual IFSP, any continuing services should be edited, if applicable. Add, edit, or remove outcomes in the outcome box, as needed, to reflect the outcomes listed on the IFSP form.

Entering service start dates

Enter the date the service was delivered for the first time. Because all outcomes addressed by the service are entered in the ***Service is needed to meet the following outcome(s)*** box, the service date typically only needs to be entered one time. If the service is entered more than once due to being listed multiple times on the grid, enter the date that the applicable outcome was addressed the first time. When completing an IFSP review or annual IFSP, continuing services should be edited to reflect any changes; thus, a service start date only needs to be entered if a new service has been added. The start dates for new services are used for TRS compliance analyses.

Entering a new IFSP when services from previous IFSP have not yet started

In order to enter a periodic IFSP review or annual IFSP, all services from the previous IFSP must have a start date entered or be marked as “Never Delivered.” If an IFSP is completed prior to the start of a service from the previous IFSP, check the “Never Delivered” box and select the appropriate noncompliance reason. Then, if the service is still applicable, add it to the new IFSP as if you are entering a new service. Manual adjustments are made in these circumstances when TRS analyses are completed.

Add New Service box on IFSP page – Frequency dropdown limitation

When entering an IFSP review or annual IFSP, select the “Continue Service” box for any service that is still needed to meet an outcome. Add an end date for any service that is not continuing. If new services need to be added, and any services from the previous IFSP are continuing, click the “Save IFSP and Add Another Service” button.

The “Add New Service” box should only be used if *all* services listed on the previous IFSP have ended. When entering services in this manner, the ***How Often*** dropdown only goes to “10.” If a service with a higher frequency is being added in this manner, choose any number for ***How Often***. After saving the IFSP, navigate back to the IFSP and click on the “Edit” (pencil) icon. Navigate to the ***How Often*** field and select the correct number of times the service will be delivered in the specified timeframe from the dropdown.

Resource-Based Family Outcomes, Transition Outcomes Addressed only by EISC, and Services not Yet Coordinated

The resource-based family outcomes, transition-based outcomes – service coordination only, and service(s) not yet coordinated dropdown options in the ***Service Type*** field are entered differently than most of the other service types. A service start date is not entered for these options, so an end date also cannot be entered. When one of these types of outcomes is met, check the box to continue the service, but indicate in the ***Service is needed to meet the following outcome(s)*** text box that this outcome was met.