

EIDS Resources, Access, and Data Entry Requirements Training

In this webinar, DODD will explain EIDS responsibilities outlined in Exhibit F of the EI service coordination agreement and walk through data system resources available to EIDS users.

July 13, 2021

Overview

- Exhibit F Requirements
 - Access to EIDS
 - Data Entry in EIDS
- EIDS Resources
 - Early Intervention Data Entry Guide
 - Data Entry Guide Supplement
 - EIDS Troubleshooting
 - Adding a New User or Modifying an Existing Account
- Data Entry
 - HV referrals
 - SOP
 - Transition Steps and Services

Exhibit F – Early Intervention Data System (EIDS)

The Early Intervention Data System (EIDS) is the data system DODD uses to collect information about participants in the Early Intervention program. The purpose of this exhibit is to—

- Set forth the requirements for access to the EIDS
- Clarify the data entry requirements for service coordination agencies

Exhibit F – Access to EIDS

- Contract Manager must be a System Administrator
 - Others in the county may be specified as System Administrators too
- EIDS role request form is required
- Access must be removed within 24 hours of no longer being needed
 - System Administrators – must be removed by DODD
 - All other EIDS users – can be removed by any System Administrator in the county

Instructions for obtaining access to EIDS:

<https://ohioearlyintervention.org/data-system>

Exhibit F – Data Entry in EIDS

- Data entry must be completed within 30 days of event
- Case notes may be maintained as a hard copy or electronically
- **NEW:** All EIDS users are required to review the Early Intervention Data Entry Guide and Data Entry Guide Supplement annually

Exhibit F - Highlights

- Each subrecipient must designate the Early Intervention contract manager as an “EI System Administrator” in EIDS
- The subrecipient will ensure that any local user’s access to EIDS is removed within 24 hours of the user no longer needing access to EIDS
- The subrecipient will ensure that all users of EIDS in the county will review the data entry guide and data entry guide supplement at least annually

Contract Managers Must be System Administrators

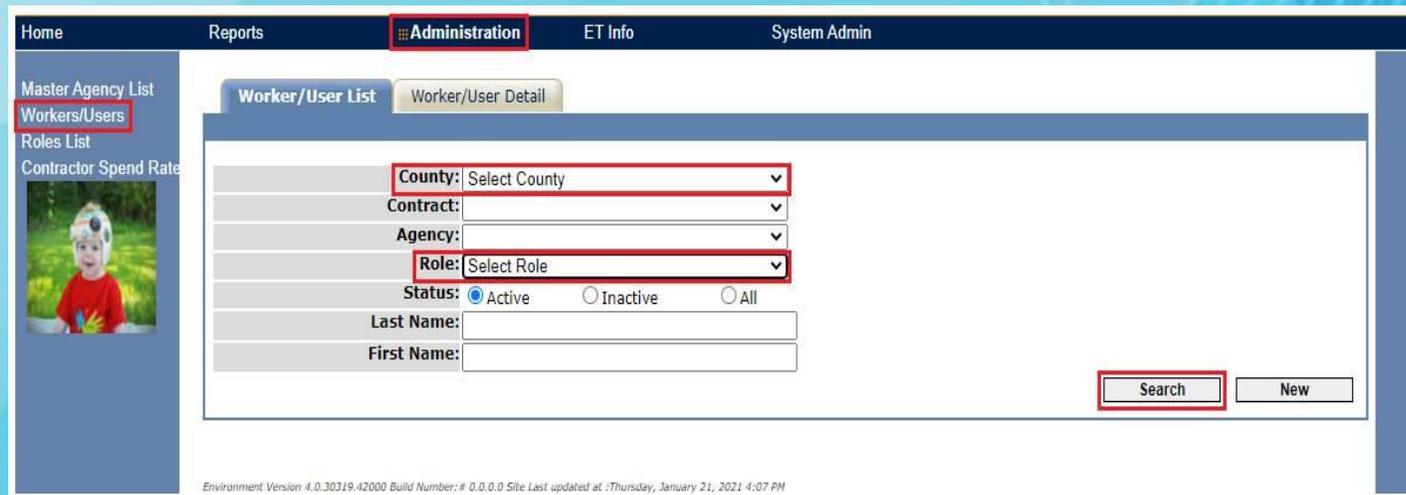
- Each EI Contract Manager must be designated as an “EI System Administrator” in EIDS.
- If you are a Contract Manager and are not currently listed as a System Administrator in EIDS, please fill out an EIDS role request form and submit it to eids@dodd.ohio.gov to get this role added to your account.

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

Access Removed within 24 Hours

EIDS access must be removed within 24 hours of the user no longer needing access to EIDS

- Instructions for adding and modifying user accounts can be found on the EI website
- System Administrators can do so for all roles other than other System Administrators
- To remove System Administrator access, email eids@dodd.ohio.gov



The screenshot displays the 'Administration' section of the EIDS system, specifically the 'Worker/User List' form. The form includes the following fields and controls:

- Navigation:** Home, Reports, Administration (highlighted), ET Info, System Admin.
- Left Sidebar:** Master Agency List, Workers/Users (highlighted), Roles List, Contractor Spend Rate.
- Form Fields:**
 - County: Select County (dropdown menu, highlighted)
 - Contract: (dropdown menu)
 - Agency: (dropdown menu)
 - Role: Select Role (dropdown menu, highlighted)
 - Status: Active, Inactive, All
 - Last Name: (text input)
 - First Name: (text input)
- Buttons:** Search (highlighted), New.
- Footer:** Environment Version 4.0.30319.42000 Build Number: # 0.0.0.0 Site Last updated at :Thursday, January 21, 2021 4:07 PM

Review of Guidance Materials Annually

All EIDS users must review the data entry guide and data entry guide supplement at least annually.

- This is a new requirement in the SFY22 grant.
- It is important that anyone utilizing EIDS is familiar with the most up to date guidance regarding data entry.

EIDS Resources

- Early Intervention Data Entry Guide
- Data Entry Guide Supplement
- EIDS Troubleshooting, Edits, and Other Assistance
- Adding a New User or Modifying an Existing Account

<https://ohioearlyintervention.org/data-system>

Early Intervention Data Entry Guide

- Provides step-by-step instructions for entering information in EIDS from the perspective of a Service Coordinator
- Each section focuses on a different aspect of documentation and provides detailed instructions, including screenshots, of how to enter information.
- Updated any time changes are made in 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. This document includes information about:

- Data entry order;
- Eligibility via a Very Low Birth Weight diagnosis;
- Documenting additional eligibility information;
- Transferring a record;
- Requirements in transferred records;
- Requirements in a record with an exit and subsequent referral; and
- Entering services in EIDS, including
 - Entering multiple outcomes,
 - Entering service start dates,
 - Entering a new IFSP when services from the previous IFSP have not started, and
 - The frequency dropdown limitation of the “Add New Service” box

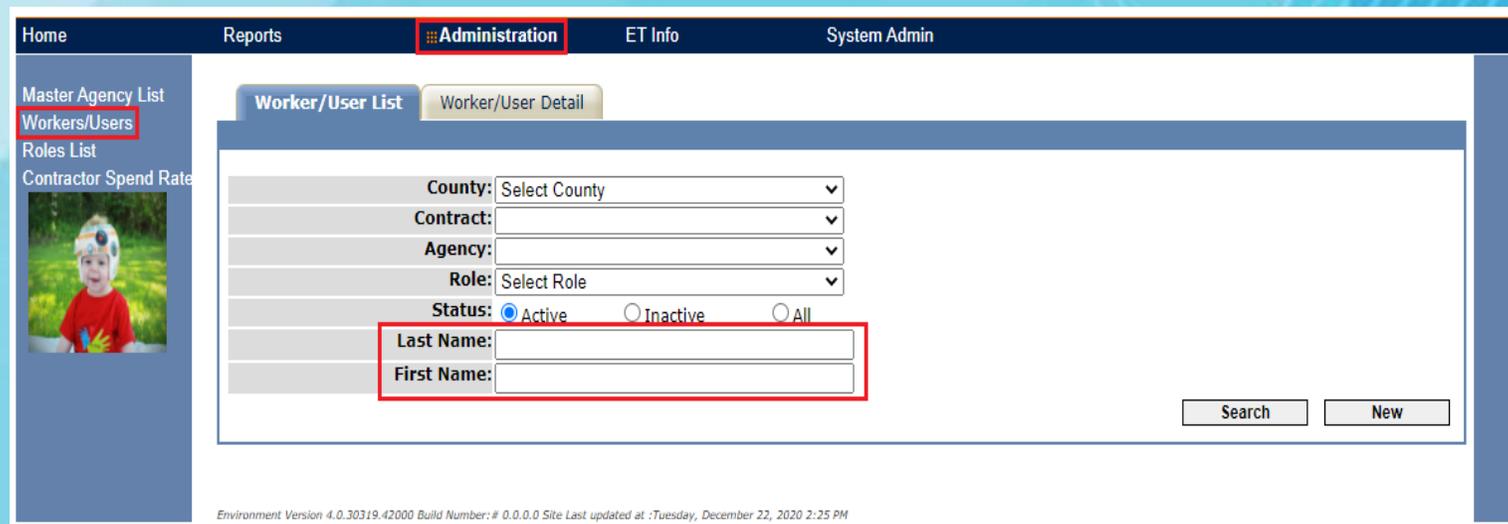
EIDS Troubleshooting, Edits, and Other Assistance

- Tips for troubleshooting issues
- Information regarding how to edit data in child records
- Requirements for submitting inquiries
- A table outlining the level of access EI System Administrators and EI Service Coordinators have on each page in EIDS



Adding a New User or Modifying an Existing Account

- Instructions for adding a user account in EIDS
- Instructions for modifying and removing an existing account
- A description of each Early Intervention role in EIDS



The screenshot displays the EIDS Administration interface. The top navigation bar includes Home, Reports, Administration (highlighted), ET Info, and System Admin. The left sidebar contains Master Agency List, Workers/Users (highlighted), Roles List, and Contractor Spend Rate. The main content area shows the Worker/User List form with the following fields:

- County: Select County (dropdown)
- Contract: (text input)
- Agency: (dropdown)
- Role: Select Role (dropdown)
- Status: Active Inactive All
- Last Name: (text input)
- First Name: (text input)

Buttons for Search and New are located at the bottom right of the form. The footer text reads: Environment Version 4.0.30319.42000 Build Number: # 0.0.0.0 Site Last updated at :Tuesday, December 22, 2020 2:25 PM

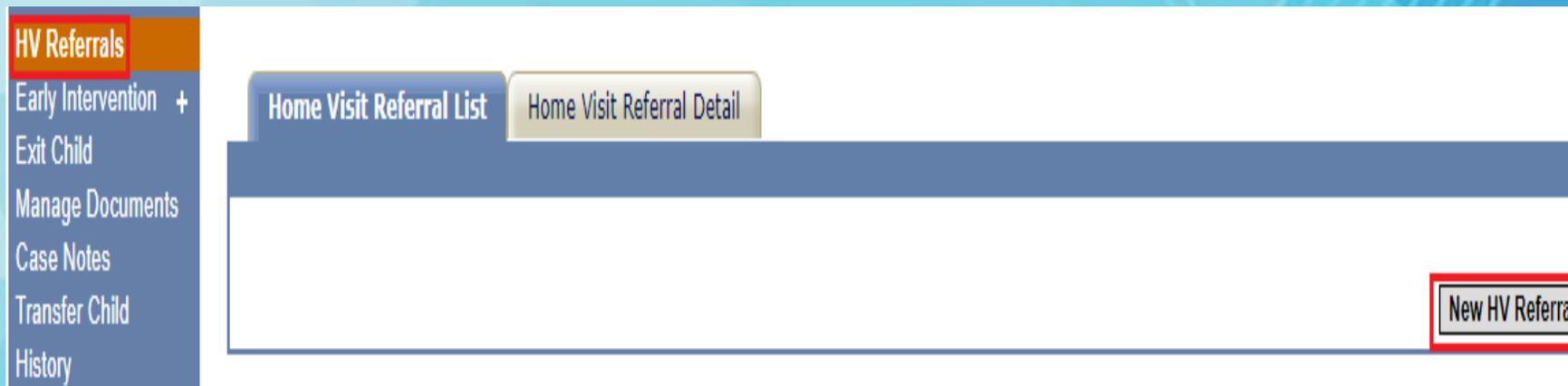
Data Entry

- HV referrals
- System of Payments (SOP)
- Transition Steps and Services



Home Visiting Referrals

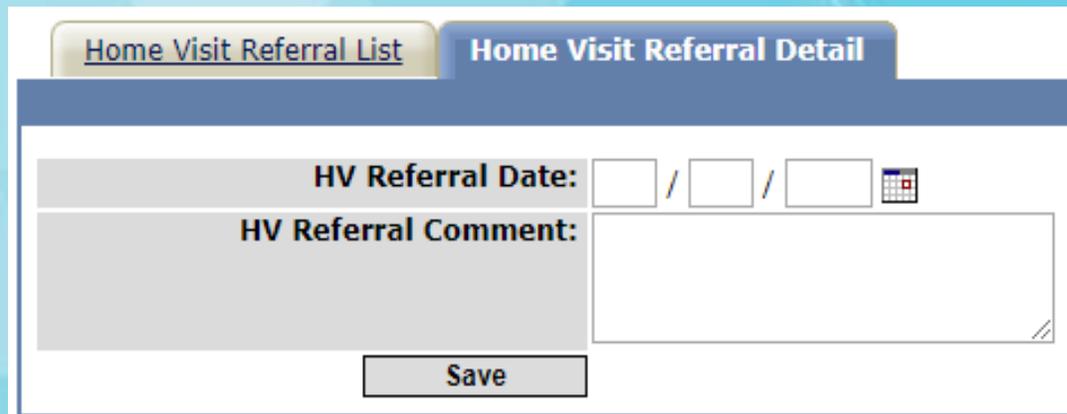
- The HV Referrals page was added to EIDS in the summer of 2019
- Access the HV Referrals page via the left menu



The screenshot displays the EIDS system interface. On the left, a vertical menu is visible with the following items: **HV Referrals** (highlighted in orange), Early Intervention +, Exit Child, Manage Documents, Case Notes, Transfer Child, and History. The main content area shows two tabs: **Home Visit Referral List** (active) and Home Visit Referral Detail. In the bottom right corner of the main content area, there is a button labeled **New HV Referral**, which is highlighted with a red box.

HV Referrals (continued)

- Document the date the HV referral was made, along with any additional information about the referral



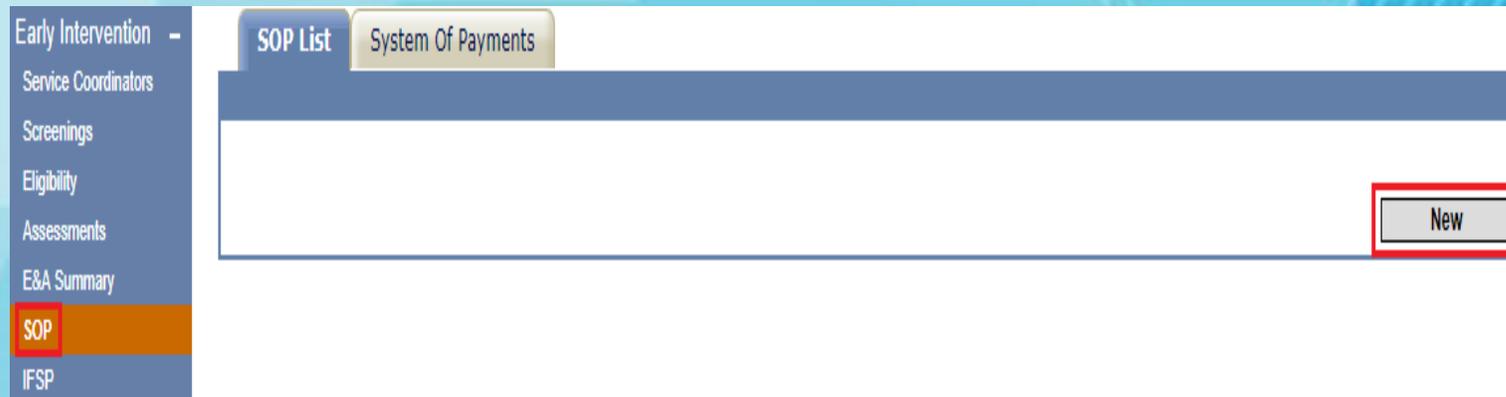
The screenshot shows a web application interface for managing Home Visit Referrals. At the top, there are two tabs: "Home Visit Referral List" and "Home Visit Referral Detail", with the latter being the active tab. Below the tabs, the form contains the following fields:

- HV Referral Date:** A date input field with three separate boxes for month, day, and year, followed by a calendar icon.
- HV Referral Comment:** A large text area for entering details about the referral.
- Save:** A button located at the bottom center of the form.

- The HV Referrals Report lists all HV Referrals made in the user-specified timeframe

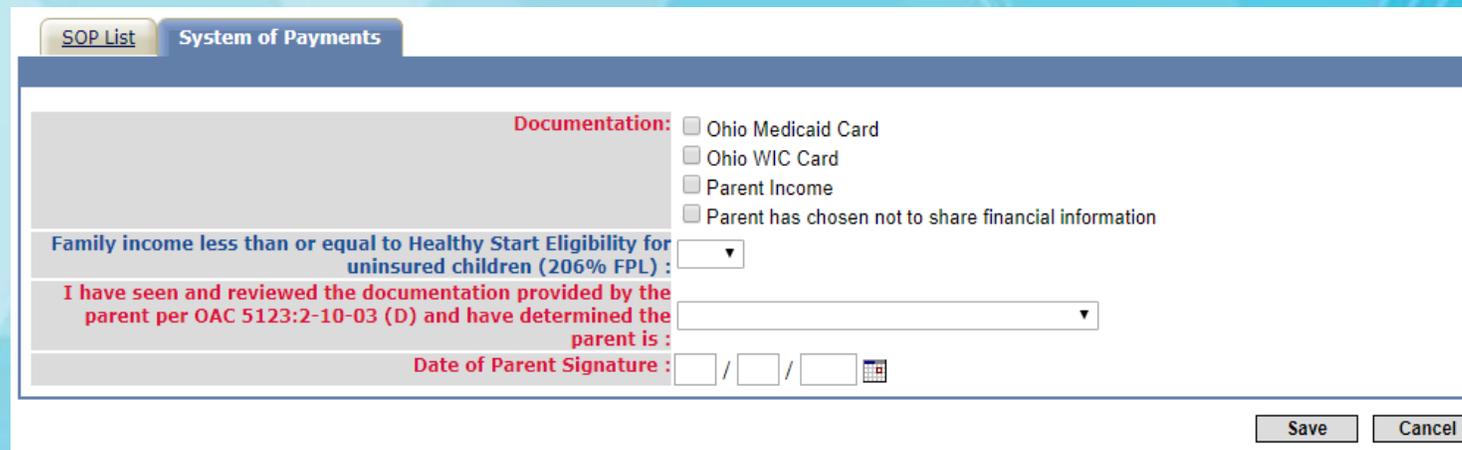
System of Payments (SOP)

- Access the SOP page via the left menu
- Once on the SOP page, click “New.”



SOP (continued)

- Enter the type of documentation used, whether the family's income is less than 206% FPL (if applicable), whether the parent has the ability to pay, and the date as documented on Form EI-15



The screenshot shows a web form titled "System of Payments" with a "SOP List" tab. The form contains the following fields and options:

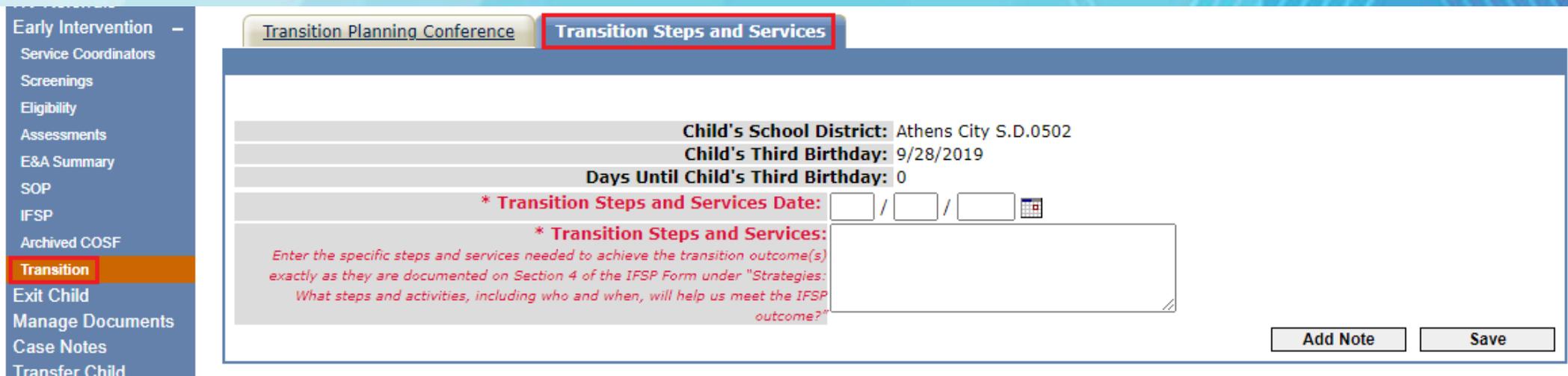
- Documentation:** A list of checkboxes for "Ohio Medicaid Card", "Ohio WIC Card", "Parent Income", and "Parent has chosen not to share financial information".
- Family income less than or equal to Healthy Start Eligibility for uninsured children (206% FPL):** A dropdown menu.
- I have seen and reviewed the documentation provided by the parent per OAC 5123:2-10-03 (D) and have determined the parent is:** A dropdown menu.
- Date of Parent Signature:** A date input field with a calendar icon.

At the bottom right of the form are "Save" and "Cancel" buttons.

- SOP forms must be completed for all families within the first 45 days after the child is referred to EI prior to the IFSP, and prior to each annual IFSP

Transition Steps and Services

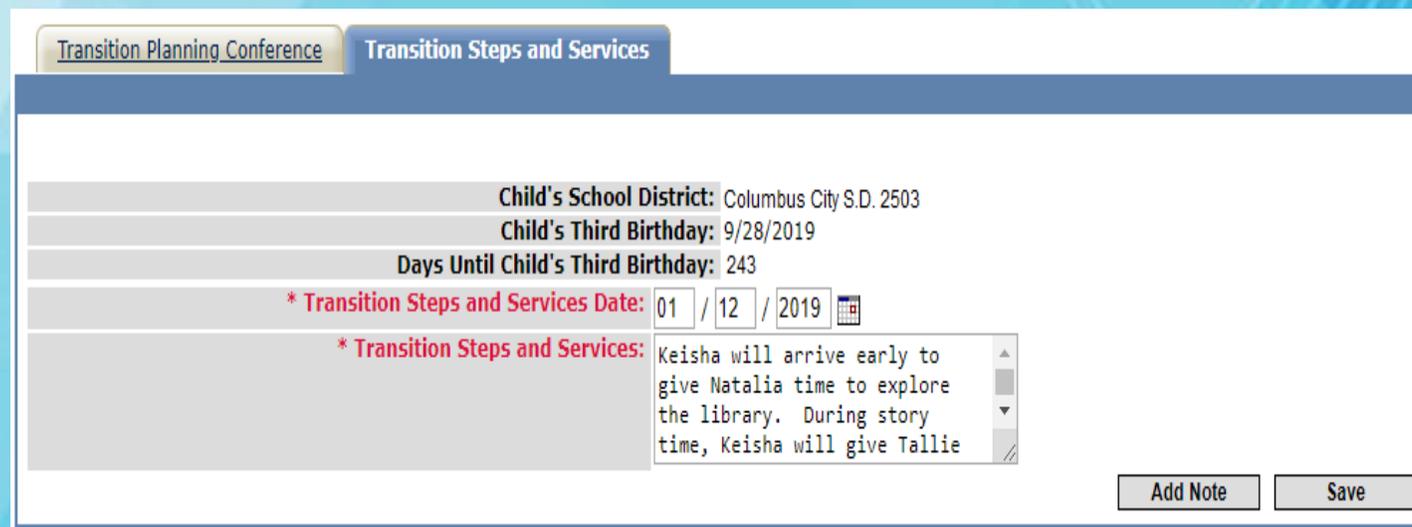
- The Transition Steps and Services page was added to EIDS in February 2019
- Access the Transition page via the left menu, then click on the “Transition Steps and Services” tab



The screenshot displays the EIDS software interface. On the left is a vertical navigation menu with the following items: Early Intervention, Service Coordinators, Screenings, Eligibility, Assessments, E&A Summary, SOP, IFSP, Archived COSF, **Transition** (highlighted in orange), Exit Child, Manage Documents, Case Notes, and Transfer Child. The main content area has two tabs: 'Transition Planning Conference' and 'Transition Steps and Services' (highlighted with a red border). Below the tabs, the following information is displayed: Child's School District: Athens City S.D.0502; Child's Third Birthday: 9/28/2019; Days Until Child's Third Birthday: 0. A red asterisk is followed by the text '* Transition Steps and Services Date:' and a date selection field with a calendar icon. Below this is another red asterisk followed by the text '* Transition Steps and Services:' and a large text input area. A red italicized instruction reads: 'Enter the specific steps and services needed to achieve the transition outcome(s) exactly as they are documented on Section 4 of the IFSP Form under "Strategies: What steps and activities, including who and when, will help us meet the IFSP outcome?'. At the bottom right of the form area are two buttons: 'Add Note' and 'Save'.

Transition Steps and Services (continued)

- Enter the date transition steps and services were included on an IFSP, along with the NCR, if applicable.
- Add the specific steps and services needed to achieve the transition outcome(s) exactly as they are documented on Section 4 of the IFSP Form under “Strategies: What steps and activities, including who and when, will help us meet the IFSP outcome?”
- Press “Save” to add the Transition Steps and Services information.



The screenshot shows a software interface with two tabs: "Transition Planning Conference" and "Transition Steps and Services". The "Transition Steps and Services" tab is active. The form contains the following fields:

- Child's School District: Columbus City S.D. 2503
- Child's Third Birthday: 9/28/2019
- Days Until Child's Third Birthday: 243
- * Transition Steps and Services Date: 01 / 12 / 2019 (with a calendar icon)
- * Transition Steps and Services: Keisha will arrive early to give Natalia time to explore the library. During story time, Keisha will give Tallie

At the bottom right of the form, there are two buttons: "Add Note" and "Save".

Questions?

- Any questions about today's presentation?



- Write in to eids@dodd.ohio.gov with any questions