

EIDS Resources and Access/Data Entry Requirements Webinar (7/13/2021) Q&A

1. Will there be a webinar for the annual review of EIDS materials required in Exhibit F or the responsibility of each EISC to read the updated guides?

We don't have another webinar planned on this topic, but will schedule them as needed regarding this or other topics related to EIDS.

2. Is there some way that we are going to track the required review of the EIDS data entry guide annually?

It is the responsibility of each county to track the required annual review of EIDS resources and that can be done however works best for the county.

3. Is the system administrator the only one who can look up families that have utilized EI services in the past?

As long as there was an EI referral, anyone who had access to the record while it was open should also be able to access the record after it's exited.

4. When transferring a client, can the IFSP be attached to the transfer email and then uploaded into the managed document tab in EIDS?

Currently only Central Intake has the ability to upload documents. If the sending county attaches the IFSP with the transfer request, Central Intake can upload the IFSP into the record in the receiving county. We're looking into the storage capacity of the Manage Documents section to see whether we may be able to expand the ability to upload additional documents to that page.

5. Is it possible to put the child's IFSP review date on their page in addition to the annual IFSP due date?

Due to the variable nature of IFSP reviews (that they can occur any time) it's not likely there will be reminder messages directly in the EI record for this. The EISC caseload reports do include a date that is a generic 180 days from the most recent IFSP, which can be helpful in ensuring IFSP reviews occur at least every 180 days.

6. Now that we are going back completing activities in person, our IFSPs have to reflect services occurring in home, via technology, or both. It would be great to have the option to choose both when entering that info since we are able to do either one for a visit.

DODD recently put out guidance recommending that services be listed on separate lines of the IFSP form grid if they are being delivered with different methods. In these instances, the services should also be listed twice in EIDS to match the grid. (Services should *only* be listed multiple times in EIDS if listed on more than one line of the grid). This is also covered on page 3 of the EIDS Data Entry Guide Supplement on the Data System tab of the Data and Monitoring page on the EI website:

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

7. It would be helpful to have a separate webinar on running and manipulating reports in EIDS.

DODD will keep this in mind for a future webinar topic. In the meantime, the POSC Monitoring Module (Module 7), which is open for anyone in the EI field to access at any time, includes information about many of the EIDS reports. Additionally, documents including instructions and tips for how to use several EIDS reports are available on the Data System tab on the Data and Monitoring page of the EI website:

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

8. Is there a way to edit case notes in EIDS? I have often selected the wrong title (Case note type), and don't realize it until I have clicked the "Save" button.

There is not currently a way to edit case notes in EIDS but they can be deleted. You can also add an edited case note to make corrections as long as the entry that needs to be adjusted does not contain information about another child.

9 Is there a master list as to what Home Visiting programs are offered in which counties and what those eligibility guidelines are so we can be sure we aren't making HV referrals to families if they don't meet the eligibility requirements? Then if they don't meet those HMG HV requirements, we could refer them to Early Head Start or a program for which they do qualify.

A listing of ODH-funded home visiting programs and their eligibility criteria is available on the Help Me Grow website here: <https://www.helpmegrow.org/directories>.

10. If you complete a Home Visiting referral for the pregnant mom of a child you are serving in EI, would you add that HV referral in the child's record even though the child EI is serving is outside of the age range that can be served by HV?

Yes. Since the entire family is served in HV, a referral for a sibling can be documented in EIDS.

11. If a child record is already exited, can you go back in and enter the HV referral information in the record?

Yes. The HV referral information can be entered even if the record has been exited (without the exit being deleted).

12. Did you say that we still have to contact central intake for HV referrals?

Yes. Entering the HV referral information in EIDS does not make a referral to Central Intake or Home Visiting, so the usual process of contacting Central Intake to make referrals should be followed.

13. If the Transition Steps and Services are updated, should this section of EIDS be updated?

Only the first time during the required timeframe that steps and services were included on an IFSP to address a transition outcome needs to be entered in EIDS. Any other transition steps and services will be reflected on the physical IFSP.

14. Does the date for Transition Steps and Services change the date of the next IFSP?

No. Transition Steps and Services will always be the same date as an IFSP since they are associated with a transition outcome, but will have no impact on the due date of the next IFSP.

15. Does the SOP Report show if the SOP is missing in EIDS?

No. The SOP report only includes SOP information that has been entered into EIDS. Other reports such as the Service Coordinator Caseload Summary Report or EI Services report can be used for comparison to determine which children do not have SOP information entered in their EIDS record.

16. Is SOP data required to be entered in EIDS?

Yes. SOP information should be entered into EIDS every time the EI-15 is completed with a family, which should minimally occur within the first 45 days after referral and prior to each annual IFSP. This requirement is also included on page 12 of the EI Data Entry Guide on the Data System tab of the Data and Monitoring page on the EI website: <https://ohioearlyintervention.org/data-system>.

17. Why isn't there a red reminder message to enter SOP data since it is required to be entered?

While SOP is always due within the first 45 days and prior to annual IFSPs, there are other times it may be needed (e.g., a family's financial situation changes) so EIDS would not be able to capture all of the circumstances when SOP would be due. Because it is always required prior to the initial and annual IFSP, when messages indicate these IFSPs are needed, EI-15 also needs to be completed and the SOP information needs to be entered into EIDS.

18. When will the recorded version of this webinar be available?

The link for the webinar recording was included in EI Program Updates #2115:

<https://ohioearlyintervention.org/trainings/239>

19. There is no one listed as County Transfer Email Recipient in my county. Is this something determined and added locally?

Yes. System Administrators can add this role to any EIDS user in their county. Instructions for modifying user accounts can be found in the Adding and Modifying User Accounts document on the Data System tab of the Data and Monitoring page on the EI website: <https://ohioearlyintervention.org/data-system>.