

Early Track Data Entry Guide for Early Intervention

Introduction

The following guide provides step-by-step instructions for entering Early Intervention information in the Early Track Data System 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. You can use the table of contents to navigate to specific sections throughout the guide. If you have questions or comments about any of the information included, please email ETDS@odh.ohio.gov. If you have a question related to the Early Intervention program, please contact your county's program consultant.

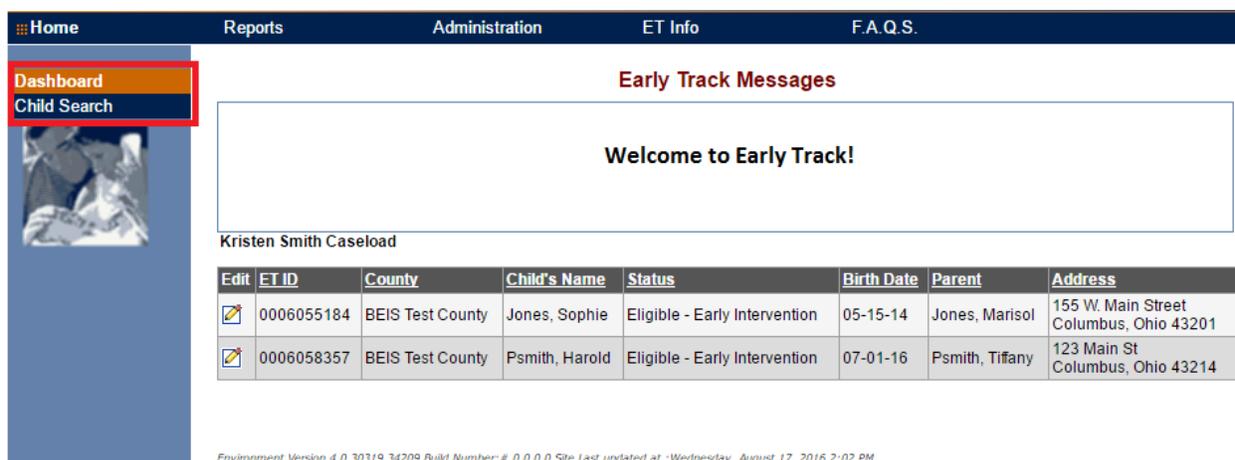
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Dashboard and Child Search

Upon logging in to Early Track, Service Coordinators will have a view of their **Dashboard** which contains a list of all children currently assigned to them, as well as the **Child Search** function. The **Early Track Messages** box will show relevant data system information.

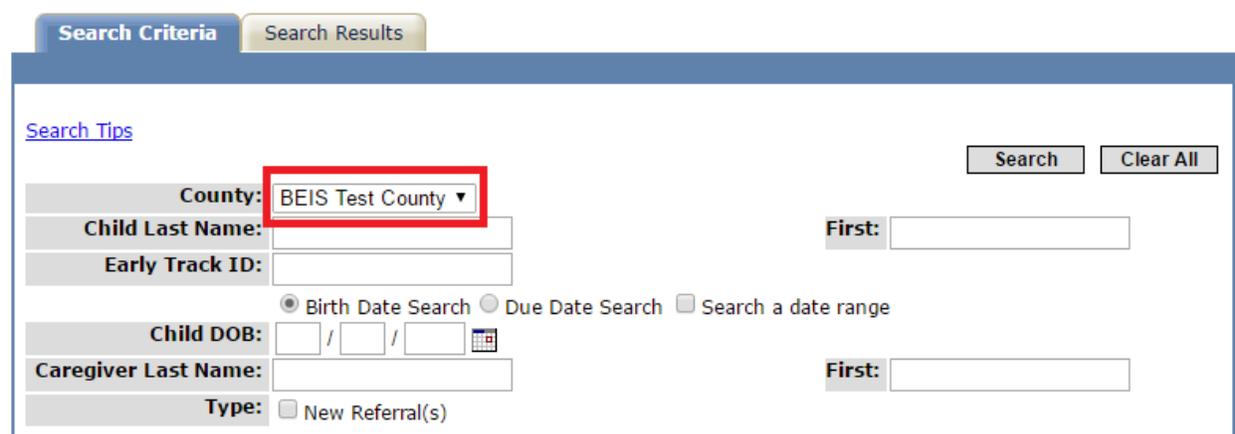
To search for a child record that isn't on the dashboard, click on the "Child Search" left-menu option.



Edit	ET ID	County	Child's Name	Status	Birth Date	Parent	Address
	0006055184	BEIS Test County	Jones, Sophie	Eligible - Early Intervention	05-15-14	Jones, Marisol	155 W. Main Street Columbus, Ohio 43201
	0006058357	BEIS Test County	Psmith, Harold	Eligible - Early Intervention	07-01-16	Psmith, Tiffany	123 Main St Columbus, Ohio 43214

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The search page will display with a variety of fields by which a child's record can be searched.



Type in known child information and click "Search" to display a list of all relevant matches.

NOTE: The Service Coordinator's assigned county will automatically populate in the "County" field of the search page.

Viewing Referrals

Once in a record, Service Coordinators can view the contact history and referral information from the **Contact Log tab**, **Referrals tab**, or **History page** by navigating to left menu option then clicking the appropriate selection.

Contact Log

Demographics
Caregivers
Referrals
Early Intervention +
Home Visiting +
Exit Child
Case Notes
Transfer Child
History

Child	Parent	Service Coordinator	Status
Jones, Sophie DOB: 5/15/2014 ET ID: 0006055184	Jones, Marisol 155 W. Main Street Apt. 3 Columbus, Ohio 43201 (951) 333-0000 mjones@gmail.com	Smith, Kristen A Wonder World 8/17/2016	Early Intervention 8/17/2016 Redetermination Not Needed

The following must be completed by **10/1/2016** to satisfy 45-day compliance: **Hearing Screening, Vision Screening, Nutrition Screening, Eligibility, Child Assessment, Family Assessment, NFS, IFSP**

Contact Log **Contact Details**

This function is read-only.

View	Date	In/Out/Correction	Referrer/Contact Type	CC User Name
	Wed - 8/17/2016 - 11:24 AM	In	Parent	Hoffman, Cydney

Contact Log
Demographics
Caregivers
Referrals
Early Intervention +
Home Visiting +
Exit Child
Case Notes
Transfer Child
History

Child	Parent	Service Coordinator	Status
Jones, Sophie DOB: 5/15/2014 ET ID: 0006055184	Jones, Marisol 155 W. Main Street Apt. 3 Columbus, Ohio 43201 (951) 333-0000 mjones@gmail.com	Smith, Kristen A Wonder World 8/17/2016	Referred - Early Intervention 8/17/2016

The following must be completed by **10/1/2016** to satisfy 45-day compliance: **Hearing Screening, Vision Screening, Nutrition Screening, Eligibility, Child Assessment, Family Assessment, NFS, IFSP**

Referral List **Referral Detail**

Referral Date	Referral Source Type	Referred To Category	Contractor
8/17/2016	Parent	Ongoing HMG--suspected Early Intervention	Early Intervention (BEIS Test County Early Intervention Contractor)
8/17/2016	Parent	Central Coordination	

Exit Child
Case Notes
Transfer Child
History

History List **Deletion History List**

Actual Date	Type	Additional Note	Created By	Created On	Updated By	Updated On
8/17/2016	Contact		Hoffman, Cydney	8/17/2016 11:24:06 AM	Hoffman, Cydney	8/17/2016 11:24:08 AM
8/17/2016	Service Coordinator		Hoffman, Cydney	8/17/2016 11:24:53 AM		
8/17/2016	Exit - Central Coordination		Hoffman, Cydney	8/17/2016 11:24:27 AM	Hoffman, Cydney	
8/17/2016	Referral - Ongoing HMG--suspected Early Intervention	Initial Referral	Hoffman, Cydney	8/17/2016 11:24:27 AM	Hoffman, Cydney	8/17/2016 11:24:53 AM
8/17/2016	Referral - Central Coordination		Hoffman, Cydney	8/17/2016 11:24:06 AM	Hoffman, Cydney	8/17/2016 11:24:28 AM

Entering Demographic Information

To add demographic information in Early Track, click on the "Demographics" left-menu option.

Add all relevant child demographic information. For Early Intervention, the relevant demographic information is above the line that states "Additional demographic data collection for Home Visiting participants." Although you can enter demographic information here, it is not required.

You will need to enter the required demographic information for Early Intervention participants prior to being able to enter a Need for Service.

Child	Parent	Service Coordinator	Status
Jones, Sophie DOB: 5/15/2014 ET ID: 0008055184	Jones, Marisol 155 W. Main Street Apt. 3 Columbus, Ohio 43201 (951) 333-0000 mjones@gmail.com	Smith, Kristen A Wonder World 8/17/2016	Referred - Early Intervention 8/17/2016

The following must be completed by 10/1/2016 to satisfy 45-day compliance: **Hearing Screening, Vision Screening, Nutrition Screening, Eligibility, Child Assessment, Family Assessment, NFS, IFSP**

Demographics

* County: BEIS Test County

** Birth Date: 05 / 15 / 2014

** Due Date: / /

* Legal Last Name: Jones

** Legal First Name: Sophie

Legal Middle Name:

Nickname:

SSN: - - -

** Sex: Female

** Method to collect race and ethnicity: Parent Self Report Parent Declined: Observed

** Ethnicity:

** Race(s):

American Indian or Alaska Native

Asian (Asian, Chinese, Filipino, Japanese, Korean, Vietnamese, Asian Indian)

Black or African American

Native Hawaiian or Other Pacific Islander (Native Hawaiian, Other Pacific Islander, Samoan, Guamanian or Chamorro)

White

** Is the child receiving WIC benefits?: Yes No

Additional demographic data collection for Home Visiting participants

** Birth Weight: Pounds Ounces

** Was the child born early, on time or late?:

** Child's Household Composition

Primary Caregiver

Biological Father

Siblings

Other adults

Caregiver's Partner

Grandparent(s)

** Does child have a medical home for routine well-child visits?: Yes No

** How was the child fed 30 days after birth?:

Immunization status:

Statewide Student Identifier (SSID) Data Collection

Child's SSID: (Unknown)

Child's birthplace city:

Child's birthplace ZIP code:

Mother's maiden name:

Vital Statistics Match Summary: No Vital Statistics match has been found.

* Indicates required field.

** Indicates conditionally required field based on Birth Date.

Click "Save" at the bottom of the page to update the demographics information.

Adding/Modifying Caregivers

To add or modify a caregiver in Early Track, navigate to the “Caregivers” left-menu option. Here you will see the child’s primary caregiver as listed in the data system.

Home	Reports	Administration	ET Info	F.A.Q.S.
<ul style="list-style-type: none"> Contact Log Parental Consent Caregivers Referrals Early Intervention + Home Visiting + Exit Child Case Notes Transfer Child History 	Child Jones, Sophie DOB: 5/15/2014 ET ID: 0006055184	Parent Jones, Marisol 155 W. Main Street Apt. 3 Columbus, Ohio 43201 (951) 333-0000 mjones@gmail.com	Service Coordinator Smith, Kristen A Wonder World 8/17/2016	Status Early Intervention 8/17/2016 Redetermination Not Needed

Caregiver and Parent Detail

* Relationship to Child:	Mother
* Parent?:	<input type="radio"/> Yes <input type="radio"/> No
* Last Name:	Jones
* First Name:	Marisol
Middle Name:	
SSN:	
* Primary Phone:	(951) 333-0000 ext. <input type="text"/> <input type="checkbox"/> No Phone
** Accepts Texts:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown
Secondary Phone:	() - - ext. <input type="text"/>
** Email Address:	mjones@gmail.com
* Street Address:	155 W. Main Street Apt. 3
** City/State:	Columbus, OH <input type="text"/> ** Zip: 43201 <small>Enter the zip code to auto-populate the city and state</small>
Preferred method of communication:	<input type="radio"/> Call <input type="radio"/> Text <input checked="" type="radio"/> Email <input type="radio"/> Mail
* Primary Language:	English

To add an additional caregiver, scroll to the bottom of the screen and select “Add Additional Caregiver”.

Optional questions for EI participants	
Is the child Medicaid eligible?	<input type="radio"/> Yes <input type="radio"/> No
Applied for Medicaid?	<input type="radio"/> Yes <input type="radio"/> No
Is the child BCMH eligible?	<input type="radio"/> Yes <input type="radio"/> No
Applied for BCMH?	<input type="radio"/> Yes <input type="radio"/> No
Has family applied for EISOP?	<input type="radio"/> Yes <input type="radio"/> No
Is the child covered by private insurance?	<input type="radio"/> Yes <input type="radio"/> No
Private insurance carrier name:	<input type="text"/>
Additional Caregivers for this Child	
<div style="border: 2px solid red; padding: 5px; display: inline-block;"> Add Additional Caregiver </div>	
Other Children of Caregiver	
This caregiver is not associated with any other children in Early Track.	
<input type="button" value="Add Note"/>	<input type="button" value="Save"/>

After selecting “Additional Caregiver,” input the new caregiver’s information.

Caregiver and Parent Detail

* **Relationship to Child:** Father

* **Parent?:** Yes No

* **Last Name:** Jones

* **First Name:** Walt

Middle Name:

SSN: - -

* **Primary Phone:** (951) 222 -9999 ext. No Phone

** **Accepts Texts:** Yes No Unknown

Secondary Phone: () - ext.

** **Email Address:**

* **Street Address:** 155 W. Main Street
Apt 3

** **City/State:** Columbus, OH ** **Zip:** 43201 Enter the zip code to auto-populate the city and state

Preferred method of communication: Call Text Email Mail

* **Primary Language:** English

Additional Caregivers for this Child Add Additional Caregiver

View	Name	Relationship to Child	Primary
	Jones, Marisol	Mother	<input checked="" type="checkbox"/>

Other Children of Caregiver
This caregiver is not associated with any other children in Early Track.

Add Note Save

Click "Save" to add the new caregiver.

NOTE: If you update the caregiver information in one child's record for a caregiver who is linked to multiple children, the caregiver information will automatically update in all child records.

NOTE: For questions regarding kinship or foster care situations, please seek guidance from your program consultant.

Adding Case Notes

Though not required in Early Track, case notes can be documented by navigating to the "Case Notes" left menu option and then clicking "New".

Child	Parent	Service Coordinator	Status
Jones, Sophie DOB: 5/15/2014 ET ID: 0006055184	Jones, Marisol 155 W. Main Street Apt. 3 Columbus, Ohio 43201 (951) 333-0000 mjones@gmail.com	Smith, Kristen A Wonder World 8/17/2016	Early Intervention 8/17/2016 Redetermination Not Needed

Case Note List
Case Note Detail

Click 'New' to add a new case note or select an existing note to edit.

New

The Case Note "date," and "created by" fields will all automatically be generated. The "Case Note Type" can be selected from the drop down menu, and all other information is filled in manually.

Child	Parent	Service Coordinator	Status
Jones, Sophie DOB: 5/15/2014 ET ID: 0006055184	Jones, Marisol 155 W. Main Street Apt. 3 Columbus, Ohio 43201 (951) 333-0000 mjones@gmail.com	Smith, Kristen A Wonder World 8/17/2016	Early Intervention 8/17/2016 Redetermination Not Needed

Case Note List
Case Note Detail

Case Note Date: 9/22/2016 9:00:13 AM

*** Case Note Type:** ALL

*** Case Note Subject:**

Created By:

*** Narrative:**

** Indicates required field.*

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Click "Save" to add the Case Note.

Documenting Screenings

To enter screening information in Early Track, navigate to the "Screenings" left-menu option by clicking on the "Early Intervention" menu choice or clicking the "+" symbol next to "Early Intervention." Once on the "Screenings" menu choice, click the "New" button.

Child	Parent	Service Coordinator	Status
Jones, Sophie DOB: 5/15/2014 ET ID: 0006055184	Jones, Marisol 155 W. Main Street Apt. 3 Columbus, Ohio 43201 (951) 333-0000 mjones@gmail.com	Smith, Kristen A Wonder World 8/17/2016	Referred - Early Intervention 8/17/2016

The following must be completed by **10/1/2016** to satisfy 45-day compliance: **Hearing Screening, Vision Screening, Nutrition Screening, Eligibility, Child Assessment, Family Assessment, NFS, IFSP**

Screening List | **Screening Detail**

No screenings are assigned to this child.
Click 'New' to assign a new screenings to this child.

New

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Then, click the appropriate screening from the "Screening Name" dropdown.

Screening List | **Screening Detail**

*Screening Name: [Dropdown Menu]

Screening Date: [Field]

**Non-Compliance Reason: [Field]

Child's age in months at time of Screening: [Field]

* Administered By: [Field]

** Indicates required field.*
*** Indicates conditionally required field*

Save

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- ASQ - 2nd Edition
- ASQ 3
- ASQ-SE (6 months)
- ASQ-SE (12 months)
- ASQ-SE (18 months)
- ASQ-SE (24 months)
- ASQ-SE (30 months)
- ASQ-SE (36 months)
- ASQ-SE (48 months)
- ASQ-SE (60 months)
- Batelle Developmental Inventory-2 Screening
- Develop. Screening for Infants < 4 mo.
- Diagnosis related to Hearing
- Diagnosis related to Nutrition
- Diagnosis related to Vision
- Edinburgh
- Hearing Screening by Qualified Professional
- HMG Hearing Questionnaire
- M-CHAT(Mod Checklist for Autism in Toddlers)
- Nutrition Screening - PEACH
- Nutrition Screening by Qualified Professional
- PEDS/PEDS:DM
- Universal Newborn Hearing Screening (UNHS)
- Vision Screening - Taking a Look
- Vision Screening by Qualified Professional

After choosing the appropriate screening name, enter the date, name of the person who administered the screening, and the results.

Screening List | **Screening Detail**

*Screening Name: Universal Newborn Hearing Screening (UNHS) ▼

Screening Date: / /

Child's age in months at time of Screening: Get Age

* Administered By:

* Left Ear Results: ▼

* Right Ear Results: ▼

Add Note Save

* Indicates required field.
** Indicates conditionally required field

If the screening was completed more than 45 days after the EI referral, you will be prompted to enter a noncompliance reason (NCR). Please see page 36 for a complete list of NCR's.

Screening List | **Screening Detail**

*Screening Name: HMG Hearing Questionnaire ▼

Screening Date: 10 / 2 / 2016

Selected for 45-Day Compliance 8/17/2016

Days Since Referral : 46

** Non-Compliance Reason: ▼

Parent/Child Reason

Couldn't Locate/Reach Parent

Emergency-Related Closure

HMG Staff Error

HMG System Reason

Child's age in months at time of Screening:

* Administered By:

* Results:

Add Note Save

* Indicates required field.
** Indicates conditionally required field

Click "Save" to add the screening.

Documenting Eligibility

To document eligibility, click on “Early Intervention” on the left menu and then click on “Eligibility.” Then, choose the eligibility reason from the dropdown labeled “New.” Each eligibility type is explained in more detail below.

The screenshot shows the 'Eligibility Assessment Summary' form. The left sidebar contains a navigation menu with 'Eligibility' selected. The main form has tabs for 'Eligibility Assessment Summary', 'Diagnosis Detail', 'Evaluation Detail', and 'Out of State Eligibility'. A red circle highlights the 'New...' dropdown menu in the 'Diagnosis on List' section. The form includes sections for 'Diagnosis on Form', 'Evaluation Tools', and 'Out-of-State Transfer'.

Diagnosis on the List

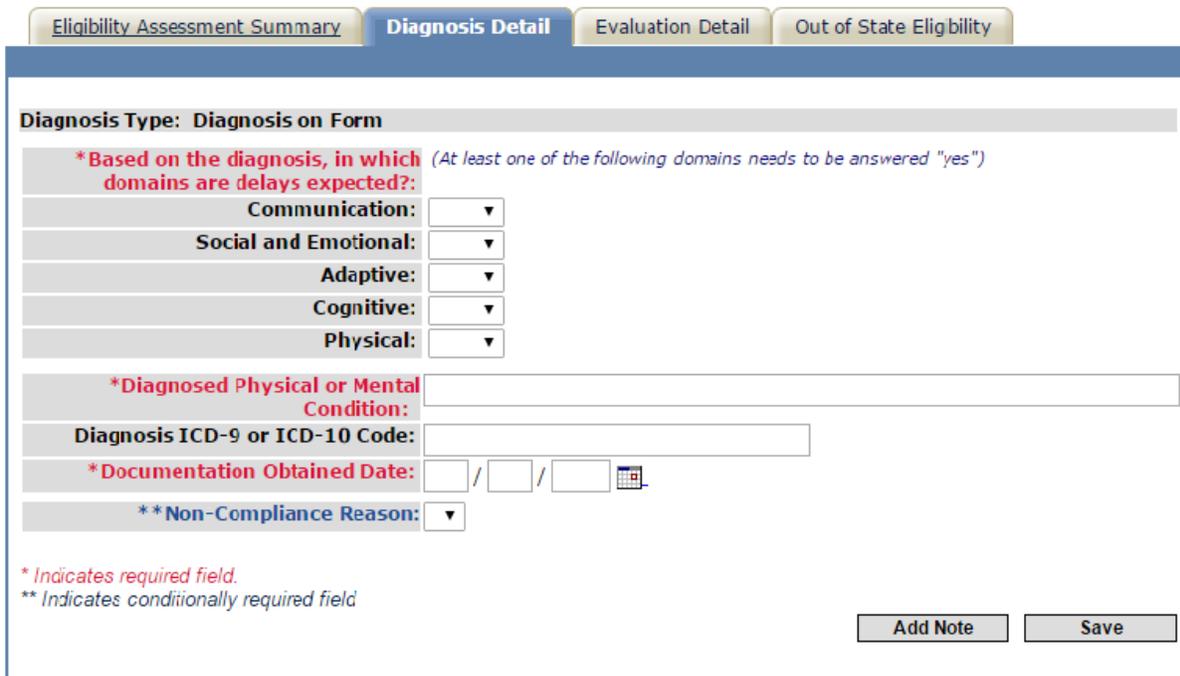
- Choose the domain(s) where the child’s delay is expected; at least one of the domains must be answered “Yes”.
- Choose the diagnosis from the “Diagnosed Physical or Mental Condition” drop down.
- Enter the date documentation was received. If diagnosis is being obtained for the initial eligibility determination and is obtained more than 45 days after the EI referral, a noncompliance reason must be entered.

The screenshot shows the 'Diagnosis Detail' form. The form is titled 'Diagnosis Type: Diagnosis on List'. It contains several required fields: 'Communication', 'Social and Emotional', 'Adaptive', 'Cognitive', and 'Physical', each with a dropdown menu. Below these are 'Diagnosed Physical or Mental Condition' (dropdown), 'Documentation Obtained Date' (date field), and '**Non-Compliance Reason' (dropdown). The form includes 'Add Note' and 'Save' buttons at the bottom right.

Click “Save” to add the diagnosis on the list.

Diagnosis on the Form (HEA 8024)

- Choose the domain(s) where the child's delay is expected; at least one of the domains must be answered "Yes".
- Enter the name of the diagnosis in the "Diagnosed Physical or Mental Condition" box.
- The date documentation of the diagnosis is received must be entered.
 - A noncompliance reason must be entered if the Documentation Obtained Date is more than 45 days after the EI referral.



Eligibility Assessment Summary **Diagnosis Detail** Evaluation Detail Out of State Eligibility

Diagnosis Type: Diagnosis on Form

***Based on the diagnosis, in which domains are delays expected?:** *(At least one of the following domains needs to be answered "yes")*

Communication:

Social and Emotional:

Adaptive:

Cognitive:

Physical:

***Diagnosed Physical or Mental Condition:**

Diagnosis ICD-9 or ICD-10 Code:

*** Documentation Obtained Date:** / / 

**** Non-Compliance Reason:**

** Indicates required field.*
*** Indicates conditionally required field.*

Add Note Save

Click "Save" to add the diagnosis on the form.

Developmental Evaluation

- Select either the Bayley or Battelle from the "Evaluation Tool Name" dropdown.
- Enter the date the evaluation was completed.
 - A noncompliance reason must be entered if the evaluation is completed more than 45 days after the referral.
 - If the evaluation was conducted over multiple days, enter the date on which the evaluation was *completed*.
- Enter the name of the evaluator or evaluators and the discipline(s).
 - If only one person evaluated the child, enter that person's name in the "Administered by #1" box. In this situation, you will need to choose **two** disciplines and enter them in the "Discipline 1 for Administered by #1" and "Discipline 2 for Administered by #1" dropdowns.
 - If two people evaluated the child, enter one evaluator's name in the "Administered by #1" box and the other evaluator's name in the "Administered by #2" box. Both evaluators may share a discipline; however, there must be at

Informed Clinical Opinion (ICO)

- Follow the instructions above for entering an evaluation tool.
- When you enter the scores, if there are no delays on the evaluation tool, questions will appear at the bottom of the page indicating whether it is the opinion of the evaluator(s) that the child has a delay, and in which domain(s).
- If the evaluation is administered by one person licensed in two different disciplines, the informed clinical opinion item would only appear and need to be answered for Evaluator #1.
- Each evaluator must indicate that the child has a delay in at least one of the domains.

Eligibility Assessment Summary	Diagnosis Detail	Evaluation Detail	Out of State Eligibility
--	----------------------------------	--	--

Evaluations determine Part C eligibility

*** Evaluation Tool Name:** Bayley Scales of Infant Development-III ▾

Evaluation Date: 08 / 17 / 2016

Child's age in months at time of Evaluation Tool: 27

*** Administered By #1:** Theodor Geisel

Discipline 1 for Administered by #1: Early childhood education (licensed for special education) ▾

Discipline 2 for Administered by #1: ▾

**** Administered By #2:** Eric Carle

**** Discipline 1 for Administered by #2:** Occupational therapy ▾

Discipline 2 for Administered by #2: ▾

*** Cognitive Score:** Score Range 122.5-160 (No Delay) ▾

*** Social Emotional Score:** Score Range 122.5-160 (No Delay) ▾

*** Adaptive Score:** Score Range 122.5-160 (No Delay) ▾

*** Receptive Communication Score:** Score Range 14.5-19 (No Delay) ▾

*** Expressive Communication Score:** Score Range 8.6-14.49 (No Delay) ▾

*** Fine Motor Score:** Score Range 8.6-14.49 (No Delay) ▾

*** Gross Motor Score:** Score Range 5.6-8.5 (No Delay) ▾

The informed clinical opinion of Evaluator #1 is that the child has a delay despite the above tool results: Yes ▾

Evaluator #1 indicated a delay in the following domain(s):

- Communication
- Social and Emotional
- Adaptive
- Cognitive
- Physical

The informed clinical opinion of Evaluator #2 is that the child has a delay despite the above tool results: Yes ▾

Evaluator #2 indicated a delay in the following domain(s):

- Communication
- Social and Emotional
- Adaptive
- Cognitive
- Physical

Click "Save" to add the Informed Clinical Opinion.

Out-of-State Eligibility

- The state that administered the IFSP, date of the IFSP, and date the IFSP was *obtained* by the Service Coordinator must be entered.
 - The out-of-state IFSP must be dated no more than 180 days earlier than the EI program referral.
 - If the date the IFSP is obtained is more than 45 days after the EI referral, a noncompliance reason must be entered.
- Eligibility comparable to the requirements in Ohio must be entered via a diagnosis on the list or a delay on an evaluation.

Eligibility Assessment Summary	Diagnosis Detail	Evaluation Detail	Out of State Eligibility
<p>* State administering IFSP: <input type="text"/></p>			
<p>* IFSP Date: <input type="text"/> / <input type="text"/> / <input type="text"/> <input type="button" value="Calendar"/></p>			
<p>* Documentation Obtained Date: <input type="text"/> / <input type="text"/> / <input type="text"/> <input type="button" value="Calendar"/></p>			
<p>** Non-Compliance Reason: <input type="text"/></p>			
<p><i>Either a diagnosis or an evaluation tool with area of delay must be entered.</i></p>			
<p>** Diagnosis: <input type="text"/></p>			
<p>** Evaluation Tool Name: <input type="text"/></p>			
<p>** Area of Delay: <i>(If evaluation tool name is entered, at least one of the following domains needs to be answered "yes")</i></p>			
<p>Communication: <input type="text"/></p>			
<p>Social and Emotional: <input type="text"/></p>			
<p>Adaptive: <input type="text"/></p>			
<p>Cognitive: <input type="text"/></p>			
<p>Physical: <input type="text"/></p>			
<p><i>* Indicates required field.</i></p> <p><i>** Indicates conditionally required field</i></p>			
			<p><input type="button" value="Add Note"/> <input type="button" value="Save"/></p>

Click "Save" to add the out-of-state eligibility.

NOTE: Due to the limited number of occurrences, please seek guidance from your program consultant when handling an out-of-state transfer.

Documenting Assessment Methods

To enter assessment information in Early Track, navigate to the "Assessments" left-menu option by clicking on the "Early Intervention" menu choice or clicking the "+" symbol next to "Early Intervention." Once on the "Assessments" menu choice, click the "New" button.

The screenshot shows the Early Track system interface. The left navigation menu has "Assessments" highlighted in red. The main content area displays a table with the following data:

Child	Parent	Service Coordinator	Status
Jones, Sophie DOB: 5/15/2014 ET ID: 0006055184	Jones, Marisol 155 W. Main Street Apt. 3 Columbus, Ohio 43201 (951) 333-0000 mjones@gmail.com	Smith, Kristen A Wonder World 8/17/2016	Eligible for Assessment - Early Intervention 8/17/2016

Below the table, a message states: "The following must be completed by 10/1/2016 to satisfy 45-day compliance: **Child Assessment, Family Assessment, NFS, IFSP**".

At the bottom right of the assessment list area, a "New" button is circled in red.

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Next, choose the appropriate assessment method(s) from the "Assessment Name" dropdown.

Child Assessment

The name of the administrator(s) as well as discipline(s) of licensure must be entered. Please see the Developmental Evaluation section for information regarding licensure requirements.

The first four questions at the bottom of the page must be answered, "Yes".

Domains can be assessed using multiple methods/tools. Collectively, all five domains must be assessed in order for the child assessment to be complete.

- A noncompliance reason must be entered if the assessment is completed more than 45 days after the referral. (see screenshot below)
- If multiple assessment methods are completed on different dates, the date on which all five domains were finally assessed will be used for compliance purposes.
 - For example, if the physical domain was assessed on July 1 using Method A and the remaining four domains were assessed on July 10 using Method B, July 10 will be considered the date on which the child assessment was completed.

Child	Parent	Service Coordinator	Status
Jones, Sophie DOB: 5/15/2014 ET ID: 0006055184	Jones, Marisol 155 W. Main Street Apt. 3 Columbus, Ohio 43201 (951) 333-0000 mjones@gmail.com	Smith, Kristen A Wonder World 8/17/2016	Eligible for Assessment - Early Intervention 8/17/2016

The following must be completed by **10/1/2016** to satisfy 45-day compliance: **Child Assessment, Family Assessment, NFS, IFSP**

Assessment List | **Assessment Detail**

*** Assessment Tool/Method Name:** [Dropdown Menu]

Assessment Tool/Method Date: [Dropdown Menu]

**** Non-Compliance Reason:** [Dropdown Menu]

Child's age in months at time of Assessment Tool/Method: [Dropdown Menu]

*** Administered By #1:** [Dropdown Menu]

Discipline 1 for Administered by #1: [Dropdown Menu]

Discipline 2 for Administered by #1: [Dropdown Menu]

**** Administered By #2:** [Dropdown Menu]

**** Discipline 1 for Administered by #2:** [Dropdown Menu]

Discipline 2 for Administered by #2: [Dropdown Menu]

** Indicates required field.*
*** Indicates conditionally required field*

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Copyright

Child	Parent	Service Coordinator	Status
Jones, Sophie DOB: 5/15/2014 ET ID: 0006055184	Jones, Marisol 155 W. Main Street Apt. 3 Columbus, Ohio 43201 (951) 333-0000 mjones@gmail.com	Smith, Kristen A Wonder World 8/17/2016	Eligible for Assessment - Early Intervention 8/17/2016

The following must be completed by **10/1/2016** to satisfy 45-day compliance: **Child Assessment, Family Assessment, NFS, IFSP**

Assessment List Assessment Detail

* Assessment Tool/Method Name: Observation

Assessment Tool/Method Date: 08 / 17 / 2016

Child's age in months at time of Assessment: 27 Get Age

Tool/Method:

* Administered By #1: Theodor Geisel

Discipline 1 for Administered by #1: Early childhood education (licensed for special education)

Discipline 2 for Administered by #1:

** Administered By #2: Eric Carle

** Discipline 1 for Administered by #2: Occupational therapy

Discipline 2 for Administered by #2:

* Child History Review: Yes

* Parent Interview: Yes

* Educational/Medical/Other Record Review: Yes

* Evaluation results, when applicable: Yes

* Adaptive domain assessed: Yes

* Cognitive domain assessed: Yes

* Communication domain assessed: Yes

* Physical domain assessed: Yes

* Social Emotional domain assessed: Yes

Additional Information:

Add Note **Save**

Click "Save" to add the child assessment.

TIP: "Observation" should be selected when a tool is not used to assess the child.

TIP: If your child assessment tool does not appear in the dropdown, ask your Early Track system administrator to submit a request to ETDS to add the child assessment tool to the dropdown

Family Assessment

To document the "Family Assessment", follow the instructions above for adding a new assessment. In the "Assessment Tool/Method Name" drop down, select "Family Assessment", *regardless of whether a listed method was used*. Indicate the date that the assessment was offered, if the family completed, and the date of completion, when applicable.

Home	Reports	Administration	ET Info	F.A.Q.S.								
<ul style="list-style-type: none"> Contact Log Demographics Caregivers Referrals Early Intervention - Service Coordinators Screenings Eligibility Assessments Need for Services IFSP Archived COSF Transition Home Visiting + Exit Child Case Notes Transfer Child History 	<table border="1"> <thead> <tr> <th>Child</th> <th>Parent</th> <th>Service Coordinator</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Jones, Sophie DOB: 5/15/2014 ET ID: 0006055184</td> <td>Jones, Marisol 155 W. Main Street Apt. 3 Columbus, Ohio 43201 (951) 333-0000 mjones@gmail.com</td> <td>Smith, Kristen A Wonder World 8/17/2016</td> <td>Eligible for Assessment - Early Intervention 8/17/2016</td> </tr> </tbody> </table> <p>The following must be completed by 10/1/2016 to satisfy 45-day compliance: Family Assessment, NFS, IFSP</p>	Child	Parent	Service Coordinator	Status	Jones, Sophie DOB: 5/15/2014 ET ID: 0006055184	Jones, Marisol 155 W. Main Street Apt. 3 Columbus, Ohio 43201 (951) 333-0000 mjones@gmail.com	Smith, Kristen A Wonder World 8/17/2016	Eligible for Assessment - Early Intervention 8/17/2016			
	Child	Parent	Service Coordinator	Status								
	Jones, Sophie DOB: 5/15/2014 ET ID: 0006055184	Jones, Marisol 155 W. Main Street Apt. 3 Columbus, Ohio 43201 (951) 333-0000 mjones@gmail.com	Smith, Kristen A Wonder World 8/17/2016	Eligible for Assessment - Early Intervention 8/17/2016								
	<div style="display: flex; justify-content: space-around;"> Assessment List Assessment Detail </div>											
	<p>* Assessment Tool/Method Name: Family Assessment</p> <p>Assessment Offered Date: 08 / 17 / 2016</p> <p>Child's age in months at time of Assessment Tool/Method: 27 Get Age</p> <p>* Did family complete: Yes</p> <p>** Completed Date: 08 / 17 / 2016</p>											
	<p>Routines: <input type="text"/></p> <p>Strengths: <input type="text"/></p> <p>Supports and Services: <input type="text"/></p> <p>Resources: <input type="text"/></p> <p>Priorities: <input type="text"/></p> <p>Concerns: <input type="text"/></p>											
	Add Note Save											

Click "Save" to add the family assessment.

Documenting Need for Services

To enter Need for Services information in Early Track, navigate to the “Need for Services” left-menu option by clicking on the “Early Intervention” menu choice or clicking the “+” symbol next to “Early Intervention.” Once on the “Need for Services” menu choice, click the “New” button.

Child	Parent	Service Coordinator	Status
Jones, Sophie DOB: 5/15/2014 ET ID: 0006055184	Jones, Marisol 155 W. Main Street Apt. 3 Columbus, Ohio 43201 (951) 333-0000 mjones@gmail.com	Smith, Kristen A Wonder World 8/17/2016	Eligible for Assessment - Early Intervention 8/17/2016

The following must be completed by **10/1/2016** to satisfy 45-day compliance: **NFS, IFSP**

Buttons: HV Eligibility and EI NFS List, Eligibility Detail

Buttons: **New**

No Eligibilities have been entered for this child.
Click 'New' to add a new Eligibility

Environment Version 4.0.30319.34209 Build Number: # 2016.8.1.40290 Site Last updated at :Monday, August 1, 2016 11:17 AM

Then enter the date that the Need for Services/No Need for Services was established and select the appropriate determination from the drop down menu.

The following information will be used to determine the child's eligibility. Please update the selected eligibility information to determine the child's eligibility category. Items in *black* * were selected for this child at Referral.

* **Need for Services/No Need for Services Date:** 08 / 17 / 2016

* **Together, we have determined that our child and our family:**

Diagnosis on List:

- DO have a need for Early Intervention services at this time
- DO NOT have a need for Early Intervention services at this time

No Diagnosis on List added to this child

TIP: Since the Need for Services is determined *after* completion of the eligibility and the functional assessment, the date of the Need for Services must be *on or after* the last date that all items were completed. If dates are entered out of order or incorrectly, a No NFS will automatically display since prerequisites have not yet been met.

EXAMPLE: If the child assessment and eligibility determination were completed on August 10, and the family assessment completed on August 12, then the *earliest* possible date the NFS could occur is August 12.

Documenting IFSP

To enter IFSP information in Early Track, navigate to the "IFSP" left-menu option by clicking on the "Early Intervention" menu choice or clicking the "+" symbol next to "Early Intervention." Once on the "IFSP" menu choice, click the "New" or "Review" button.

The screenshot displays the Early Track software interface. On the left, a navigation menu has the "IFSP" option highlighted with a red box. The main content area shows a child's profile with the following information:

Child	Parent	Service Coordinator	Status
Jones, Sophie DOB: 5/15/2014 ET ID: 0006055184	Jones, Marisol 155 W. Main Street Apt. 3 Columbus, Ohio 43201 (951) 333-0000 mjones@gmail.com	Smith, Kristen A Wonder World 8/17/2016	Early Intervention 8/17/2016

Below the profile information, a message states: "The following must be completed by 10/1/2016 to satisfy 45-day compliance: IFSP". There are three buttons: "IFSP List", "Details", and "Service Dates". A text box contains instructions: "To view the current IFSP, click on the pencil. To add an IFSP review, click on the Review button. No IFSP assigned to this child. Click 'New' to add an initial IFSP." A "New" button is circled in red.

Environment Version 4.0.30319.34209 Build Number: # 2016.8.1.40290 Site Last updated at :Monday, August 1, 2016 11:17 AM

Enter all the required information into the Add IFSP Detail page. Type out the *entire outcome* in the text box “service is needed to meet the following outcome”. For example, do not enter “Outcome #1” but, rather, write out the outcome exactly as it appears on the paper IFSP.

Each *unique service-outcome combination* should be entered separately. For example, if Speech Therapy is being used to meet both Outcome #1 and Outcome #2, there will be two separate entries in Early Track.

Add IFSP Detail

***IFSP date:** 08 / 17 / 2016

**** Developing Positive Social-emotional relationships - Relative to same age peers:** child shows occasional use of some age expected skills, but more of his/ ▼

**** Acquiring and using Knowledge and Skills - Relative to same age peers:** child has all of the skills that we would expect of a child his/her age in the ▼

**** Taking appropriate action to meet needs, getting from place to place, taking care of basic needs - Relative to same age peers:** child shows many age expected skills, but continues to show some functi ▼

IFSP Service:

***EI Service Type:** Speech-language pathology services ▼

***Location/Setting:** Home ▼

****Service is needed to meet the following outcome:** Marisol, Walt, and Cindy would like for Sophie to tell them when she needs help during playtime by using simple signs or a word attempt.

****Justification is provided on the IFSP:** ▼

Method: Direct/In-Person ▼

***How Often:** 12 ▼ Times/ 180 Days ▼

***Session Length:** 0 ▼ Hours 50 ▼ Minutes

***Provider Agency:** A Wonder World ▼

***Funding Source:** Title XX and CBDD ▼

***Parent's rights given to parents:** 08 / 17 / 2016

****Child's school district:** Ada Ex. VII. S.D.3301 ▼

Transition contact info shared with LEA: Yes No

Transition contact info shared with LEA History:

***Next Workflow Step:** Save IFSP and Add Another Service
 Save IFSP and Return to IFSP List

* Indicates required field.
** Indicates conditionally required field.

Next
Cancel

Choose the appropriate “Workflow Step” at the bottom of the page and select “Next” to save.

TIP: For a thorough example of how to fill out an IFSP, please see the Early Intervention IFSP Guidance Document. Information should be entered into the data system exactly as written on the paper IFSP.

Service(s) Not Yet Coordinated

- When an Early Intervention service has been identified by the IFSP team as needed to address an outcome, but that service is not yet coordinated, the “Service(s) not yet coordinated” option should be chosen from the “EI Service Type” drop down.
- The only other required field when choosing this option is the, “Service is needed to meet the following outcome”.
- This field should be used to identify a service needed that has not yet been coordinated, as well as the outcome(s) it is needed to meet.
- You should also use the “Service(s) not yet coordinated” option when entering services for which Payor of Last Resort (POLR) funding is being sought. In this case, be sure to enter the anticipated frequency, intensity, and provider.

IFSP Service:	
*EI Service Type:	Service(s) not yet coordinated ▼
*Location/Setting:	▼
**Service is needed to meet the following outcome(s):	
**Justification is provided on the IFSP:	▼
Method:	▼
*How Often:	▼ Times/ ▼
*Session Length:	▼ Hours ▼ Minutes
*Provider Agency:	▼
*Funding Source:	▼

IFSP Review

- When entering each IFSP review, the “Continue Service” box should be checked if the service is still needed to meet the outcome, or an end date should be entered if the service is no longer needed to meet the outcome.
- The “Add New Service” box should **only** be used if all previous service-outcome combinations listed above are ended. If new service-outcome combinations need to be added, and any from the previous IFSP are continuing, click the, “Save IFSP and Add Another Service” button.

Review IFSP

Most recent IFSP date: 8/17/2016

*** IFSP Review Date:** / /

**** Child's school district:** Ada Ex. VII. S.D.3301

Transition contact info shared with LEA: Yes No

Transition contact info shared with LEA History:

**** Developing Positive Social-emotional relationships - Relative to same age peers:** ▼

**** Acquiring and using Knowledge and Skills - Relative to same age peers:** ▼

**** Taking appropriate action to meet needs, getting from place to place, taking care of basic needs - Relative to same age peers:** ▼

Edit	Start Date	Continue Service	End Date	Provider Name	Service Type	Service Location
	8/17/2016	<input checked="" type="checkbox"/>	<input type="text"/>	A Wonder World	Speech-language pathology services	Home

Add New Service

*** EI Service Type:** ▼

*** Service Provider Name:** ▼

*** Location/Setting:** ▼

**** Service is needed to meet the following outcome:**

**** Justification is provided on the IFSP:** ▼

Method: ▼

*** How Often:** ▼ Times/ ▼

*** Session Length:** ▼ Hours ▼ Minutes

*** Funding Source:** ▼

*** Next Workflow Step:** Save IFSP and Add Another Service
 Save IFSP and Return to IFSP List

* Indicates required field.
** Indicates conditionally required field.

Next
Cancel

When changes in “Session Length” or “How often” prompt an IFSP review, edit these in the data system by clicking “edit” next to the appropriate service-outcome.

Review IFSP

Most recent IFSP date: 8/17/2016

***IFSP Review Date:** / /

**** Child's school district:** Ada Ex. VII. S.D.3301

Transition contact info shared with LEA: Yes No

Transition contact info shared with LEA History:

**** Developing Positive Social-emotional relationships - Relative to same age peers:**

**** Acquiring and using Knowledge and Skills - Relative to same age peers:**

**** Taking appropriate action to meet needs, getting from place to place, taking care of basic needs - Relative to same age peers:**

Edit	Start Date	Continue Service	End Date	Provider Name	Service Type	Service Location
	8/17/2016	<input type="checkbox"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	A Wonder World	Speech-language pathology services	Home

Update the “How Often” and/or “Session Length” fields and then choose “Save Service” to return to the previous IFSP Review page.

Edit Service

***EI Service Type:** Speech-language pathology services

***Location/Setting:** Home

**** Service is needed to meet the following outcome:** Marisol, Walt, and Cindy would like for Sophie to tell them when she needs help during playtime by using simple signs or a word attempt.

**** Justification is Provided on the IFSP:**

Method: Direct/In-Person

***How Often:** 12 Times/ 180 Days

***Session Length:** 0 Hours 50 Minutes

***Provider Agency:** A Wonder World

***Funding Source:** Title XX and CBDD

NOTE: Following updating the service, only the most recent frequency and intensity will show up in the data system (even on old IFSP's).

Click the appropriate “Save” option on the main page to continue.

Documenting Child Outcomes Statements (IFSP)

To enter Child Outcome Summary (COS) statements on an initial or annual IFSP in Early Track, navigate to the "IFSP" left-menu option by clicking on the "Early Intervention" menu choice or clicking the "+" symbol next to "Early Intervention." Once on the "IFSP" menu choice, click the "New" or "Review" button.

Beginning in January 2015, COS statements were integrated into the IFSP on both the paper form and Early Track. COS statements entered on the Child Outcomes Summary Form (COSF) that was used until January 2015 are displayed for archival purposes in Early Track under the "Archived COSF" left menu option and are read-only.

IFSP List Details Service Dates

To view the current IFSP, click on the pencil.
To add an IFSP review, click on the Review button

	State	IFSP Date	Service Coordinator	Service Agency
	Complete	8/17/2016	Smith, Kristen	A Wonder World

Review

Choose the appropriate statement from each of the three dropdowns.

Review IFSP

Most recent IFSP date: 8/17/2016

***IFSP Review Date:** / /

****Child's school district:** Ada Ex. Vil. S.D.3301

Transition contact info shared with LEA: Yes No

Transition contact info shared with LEA History:

**** Developing Positive Social-emotional relationships - Relative to same age peers:**

**** Acquiring and using Knowledge and Skills - Relative to same age peers:**

**** Taking appropriate action to meet needs, getting from place to place, taking care of basic needs - Relative to same age peers:**

TIP: If you are entering a periodic IFSP review and do not have COS statements, select the "N/A" option from the dropdown.

child has all of the skills that we would expect of a child his/her age in the area of this outcome.
 child has the skills that we would expect of his/her age in regard to this outcome; however, there are concerns.
 child shows many age expected skills, but continues to show some functioning that might be described like that of a slightly younger child in the area of this outcome.
 child shows occasional use of some age expected skills, but more of his/her skills are not yet age expected in the area of this outcome.
 child is not yet using skills expected of his/her age. He/she does however use many important and immediate foundational skills to build upon in the area of this outcome.
 child is showing some emerging or immediate foundational skills, which will help him/her to work toward age appropriate skills in area of this outcome.
 child's functioning might be described as like that of a much younger child. He/she shows early skills, but not yet immediate foundational or age expected skills in the this outcome area.
 Not applicable: IFSP is not an initial or annual IFSP

Documenting Service Start Dates

To add service start dates, navigate to the "IFSP" left-menu option by clicking on the "Early Intervention" menu choice or clicking the "+" symbol next to "Early Intervention." Once on the "IFSP" menu choice, click the "Service Dates" tab.

The screenshot shows the IFSP system interface. The left sidebar contains a menu with options like Contact Log, Demographics, Caregivers, Referrals, Early Intervention, Service Coordinators, Screenings, Eligibility, Assessments, Need for Services, IFSP, Archived COSF, Transition, Home Visiting, Exit Child, Case Notes, Transfer Child, and History. The main content area is divided into tabs: IFSP List, Details, and Service Dates. The Service Dates tab is highlighted with a red box. Below the tabs, there is a table with columns: State, IFSP Date, Service Coordinator, and Service Agency. The table contains one row with the following data: State: Complete, IFSP Date: 8/17/2016, Service Coordinator: Smith, Kristen, Service Agency: A Wonder World. A 'Review' button is located to the right of the table. Below the table, there is a footer with the text: Environment Version 4.0.30319.34209 Build Number: # 0.0.0.0 Site Last updated at :Wednesday, August 17, 2016 2:02 PM.

From here, you will enter the date that the service was first delivered. If the service was never delivered you will check the "never delivered" box.

The screenshot shows the IFSP system interface with the 'Service Dates' tab selected. The main content area displays a table with columns: IFSP Date, Type Name, Provider Name, Start Date, and End Date. The table contains one row with the following data: IFSP Date: 8/17/2016, Type Name: Speech-language pathology services, Provider Name: A Wonder World, Start Date: [input field], End Date: [input field]. The Start Date input field is circled in red and contains a date picker icon and a 'Never delivered' checkbox. Below the table, there is a legend with the text: * Indicates required field. ** Indicates conditionally required field. A 'Save' button is located to the right of the legend.

NOTE: The date entered should be the actual date the service was first delivered, *not the projected date of service.*

If the service start date is greater than 30 days from the IFSP date you will be prompted to enter an NCR.

IFSP List Details **Service Dates**

IFSP Date	Type Name	Provider Name	Start Date	End Date
8/17/2016	Speech-language pathology services	A Wonder World	09 / 20 / 2016 <input type="checkbox"/> Never delivered ** Non-Compliance Reason: <div style="border: 1px solid black; padding: 2px;"> <ul style="list-style-type: none"> Parent/Child Reason Couldn't Locate/Reach Parent Emergency-Related Closure HMG Staff Error HMG System Reason </div>	

* Indicates required field.
** Indicates conditionally required field

Click "Save" to add the service start date or indicate that the service was never delivered.

TIP: Hover the mouse anywhere over the service line to see the corresponding outcome being addressed.

IFSP List Details **Service Dates**

IFSP Date	Type Name	Provider Name	Start Date	End Date
8/17/2016	Speech-language pathology services	A Wonder World	<input type="text"/> / <input type="text"/> / <input type="text"/> <input type="checkbox"/> Never delivered	

* Marisol, Walt, and Cindy would like for Sophie to tell them when she needs help during playtime by using simple signs or a word attempt.

** Indicates conditionally required field

Documenting Redetermination

See Eligibility, Assessment and NFS, and IFSP sections for details regarding what is required to be included in the Early Track record.

The re-determination due date is always displayed in the header of a child's record in Early Track. Beginning 180 days prior to the redetermination due date, there are also messages in red text at the top of the child record to indicate the date redetermination is due and what is required.

If a child has exited and re-entered the program and redetermination is now past due, the relevant redetermination components will be displayed.

Reports	Administration	ET Info	F.A.Q.S.	System Admin
Child	Parent	Service Coordinator	Status	
			Early Intervention	
			9/3/2014	
			Redetermination Due Date: 9/22/2015	
The following must be completed by 9/22/2015 for redetermination: Child Assessment, Family Assessment, NFS, IFSP				

NOTE: Due to an Early Track system error, redetermination messages currently *do not* display for children who have transferred. However, redetermination must still be complete for these children in a timely manner. If you have any questions about when redetermination is due, you can contact ETDS@odh.ohio.gov or your EI program consultant.

Documenting Transition

LEA Notification

When a family opts out of sharing contact information with the LEA, the Service Coordinator should ensure that "No" is selected for the following item on the IFSP page: "Transition contact info shared with LEA" so that information is not sent to the LEA in error. The date the family opts out should also be recorded.

Review IFSP

Most recent IFSP date:
 *IFSP Review Date: [] / [] / [] [calendar icon]

**Child's school district: [dropdown menu]

Transition contact info shared with LEA: Yes No
 [] / [] / [] [calendar icon]

Transition contact info shared with LEA History:

TIP: "Yes" is the default answer to "Transition contact info shared with LEA". This answer will transfer to each IFSP review unless a different answer is manually selected.

TIP: The "child's school district" should correspond to the *address of the biological parent* which may differ from the child's current address if in a kinship or foster care situation.

Transition Outcomes

If a service will be provided to meet the transition outcome(s), this service should be added to the IFSP screen in Early Track just like any other service.

*EI Service Type: [dropdown menu]

*Service Provider Name: [dropdown menu]

*Location/Setting: [dropdown menu]

**Service is needed to meet the following outcome(s):
 [text area]

**Justification is provided on the IFSP: [dropdown menu]

Method: [dropdown menu]

*How Often: [dropdown menu] Times/ [dropdown menu]

*Session Length: [dropdown menu] Hours [dropdown menu] Minutes

*Funding Source: [dropdown menu]

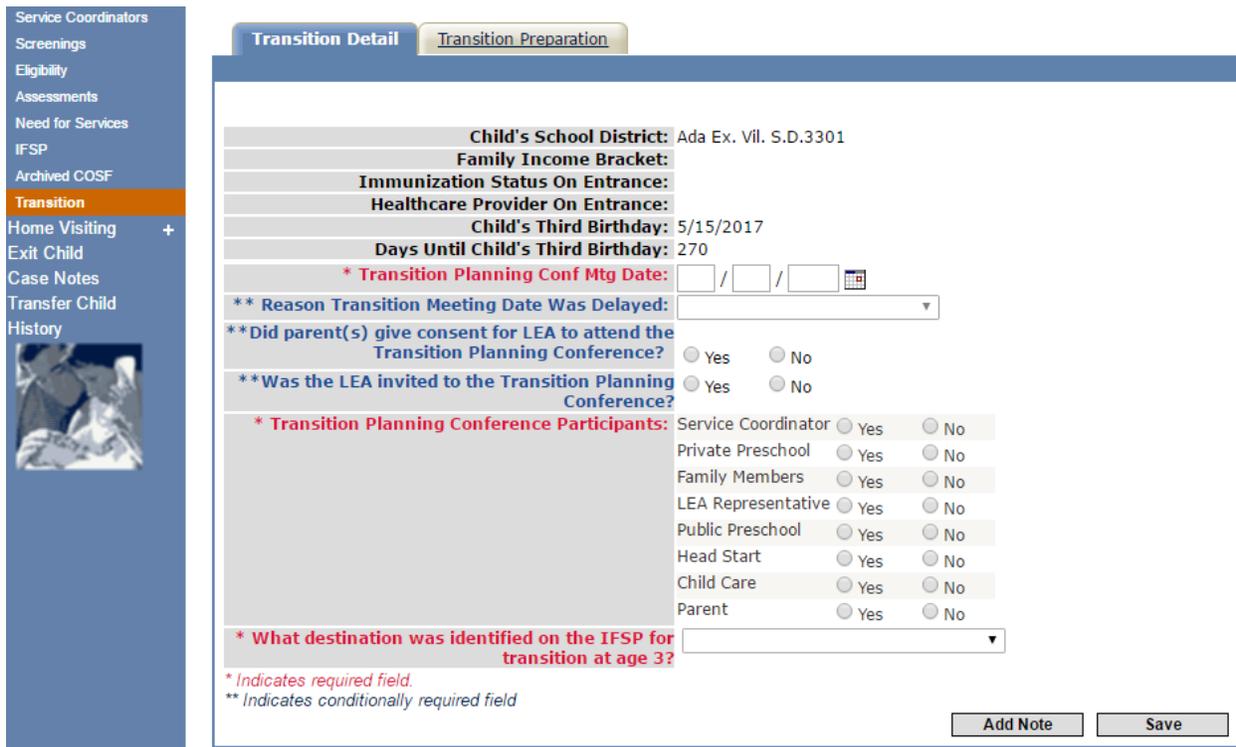
NOTE: In the case where the only service needed to meet the transition outcome is Service Coordination, you should select "N/A – No interventionist needed to meet transition outcome" from the EI Service Type dropdown. This drop down option will function exactly like the "Service not yet coordinated" option, where only the Service Type and Outcome fields are required.

*EI Service Type:	N/A – No interventionist needed to meet transition outcome ▼
*Location/Setting:	▼
**Service is needed to meet the following outcome:	
**Justification is provided on the IFSP:	▼
Method:	▼
*How Often:	▼ Times/ ▼
*Session Length:	▼ Hours ▼ Minutes
*Provider Agency:	▼
*Funding Source:	▼
*Next Workflow Step:	<input type="radio"/> Save IFSP and Add Another Service <input type="radio"/> Save IFSP and Return to IFSP List
	<input type="button" value="Next"/> <input type="button" value="Cancel"/>

Transition Planning Conference (TPC)

To enter transition information in Early Track, navigate to the “Transition” left-menu option by clicking on the “Early Intervention” menu choice or clicking the “+” symbol next to “Early Intervention.”

The TPC date must be entered on the Transition Detail page in Early Track. The user must also indicate whether the parent(s) consented to invite the LEA to the TPC, whether the LEA was invited, who was in attendance at the meeting, and the destination of the child’s transition at age three.



The screenshot displays the 'Transition Detail' page in the Early Track system. The sidebar on the left includes the following menu items: Service Coordinators, Screenings, Eligibility, Assessments, Need for Services, IFSP, Archived COSF, **Transition** (highlighted), Home Visiting +, Exit Child, Case Notes, Transfer Child, and History. Below the history link is a small image of a person reading.

The main content area has two tabs: 'Transition Detail' (active) and 'Transition Preparation'. The form contains the following fields and options:

- Child's School District:** Ada Ex. Vil. S.D.3301
- Family Income Bracket:**
- Immunization Status On Entrance:**
- Healthcare Provider On Entrance:**
- Child's Third Birthday:** 5/15/2017
- Days Until Child's Third Birthday:** 270
- * Transition Planning Conf Mtg Date:** [] / [] / [] [calendar icon]
- ** Reason Transition Meeting Date Was Delayed:** [dropdown menu]
- ** Did parent(s) give consent for LEA to attend the Transition Planning Conference?** Yes No
- ** Was the LEA invited to the Transition Planning Conference?** Yes No
- * Transition Planning Conference Participants:**
 - Service Coordinator Yes No
 - Private Preschool Yes No
 - Family Members Yes No
 - LEA Representative Yes No
 - Public Preschool Yes No
 - Head Start Yes No
 - Child Care Yes No
 - Parent Yes No
- * What destination was identified on the IFSP for transition at age 3?** [dropdown menu]

At the bottom of the form, there are two buttons: 'Add Note' and 'Save'. Below the form, there are two footnotes:

* Indicates required field.

** Indicates conditionally required field

Click “Save” to save the Transition Detail.

TIP: The Transition Preparation tab has not been required since 2012. It remains visible in Early Track for archival purposes only and is read-only.

Documenting Exit

To enter exit information, navigate to the left-menu option "Exit Child". Once on the "Exit Child" menu choice, click the "New" button.

The screenshot shows the left-hand navigation menu with "Exit Child" selected. The main content area displays the "Exit List" tab. At the top, it shows "Child's Third Birthday: 5/15/2017" and "Days Until Child's Third Birthday: 270". Below this is a table with one entry:

Category	Exit Date	Exit Reason	Exit Destination
<input checked="" type="checkbox"/> Central Coordination	8/17/2016	All applicable program referrals made	No Destination Identified

A "New" button is located to the right of the table, highlighted with a red box.

Then enter the exit date, exit reason (please see page 35 for a complete list), exit destination, and select the appropriate COS statements (when applicable) from the dropdowns.

The screenshot shows the "Exit Detail" form. It contains the following fields and options:

- Child's Third Birthday: 5/15/2017
- Days Until Child's Third Birthday: 270
- *Exit Date: [] / [] / [] [Calendar icon]
- *Exit Reason: [Dropdown menu]
- Did the child have an IEP in place on his/her 3rd B-day? Yes No Not Eligible for Part B
- *Exit Destination: [Dropdown menu]
- * Developing Positive Social-emotional relationships - Relative to same age peers: [Dropdown menu]
- * Has the child shown any NEW SKILLS or BEHAVIORS related to developing positive social-emotional relationships since the last Child Outcomes Summary rating? [Dropdown menu]
- * Acquiring and using Knowledge and Skills - Relative to same age peers: [Dropdown menu]
- * Has the child shown any NEW SKILLS or BEHAVIORS related to acquiring and using knowledge and skills since the last Child Outcomes Summary rating? [Dropdown menu]
- * Taking appropriate action to meet needs, getting from place to place, taking care of basic needs - Relative to same age peers: [Dropdown menu]
- * Has the child shown any NEW SKILLS or BEHAVIORS related to Taking appropriate action to meet needs, getting from place to place, taking care of basic needs since the last Child Outcomes Summary rating? [Dropdown menu]

At the bottom right, there are two buttons: "Add Note" and "Save". The "Save" button is highlighted with a red box.

* Indicates required field.
** Indicates conditionally required field

Click "Save" to save the Exit.

Documenting Child Outcomes Statements (Exit)

Once on the exit page you will be directed to enter Child Outcomes Statements. Use the dropdowns to select the appropriate COS ratings.

The screenshot shows the 'Exit Detail' form with the following fields and options:

- Child's Third Birthday:** 5/15/2017
- Days Until Child's Third Birthday:** 270
- * Exit Date:** [] / [] / [] [Calendar icon]
- * Exit Reason:** [Dropdown menu]
- Did the child have an IEP in place on his/her 3rd B-day?** Yes No Not Eligible for Part B
- * Exit Destination:** [Dropdown menu]
- * Developing Positive Social-emotional relationships - Relative to same age peers:** [Dropdown menu]
- * Has the child shown any NEW SKILLS or BEHAVIORS related to developing positive social-emotional relationships since the last Child Outcomes Summary rating?** [Dropdown menu]
- * Acquiring and using Knowledge and Skills - Relative to same age peers:** [Dropdown menu]
- * Has the child shown any NEW SKILLS or BEHAVIORS related to acquiring and using knowledge and skills since the last Child Outcomes Summary rating?** [Dropdown menu]
- * Taking appropriate action to meet needs, getting from place to place, taking care of basic needs - Relative to same age peers:** [Dropdown menu]
- * Has the child shown any NEW SKILLS or BEHAVIORS related to Taking appropriate action to meet needs, getting from place to place, taking care of basic needs since the last Child Outcomes Summary rating?** [Dropdown menu]

Legend:

- * Indicates required field.
- ** Indicates conditionally required field

Buttons: Add Note, Save

NOTE: As of February 17, 2016 the question "Has the child shown any NEW SKILLS or BEHAVIORS related to [outcome area] since the last Child Outcomes Summary rating?" is required for all exits with the exception of those listed below. For all exits prior to February 17, these questions are available; however, they are not required.

NOTE: COS statements are not required if the exit reason is one of the following:

- Child is deceased
- Loss of contact with family
- Unable to contact family

Exit Reason	When Exit Reason is Available in Early Track			Definition of Early Intervention Exit Reason
	Referred Only	No NFS	NFS	
Child is deceased	X	X	X	Includes all children who died before their third birthday while enrolled in EI.
Child/Family not eligible	X	X	X	Includes all children who have exited Early Intervention before age three because they are not eligible. However, if a child is found to be no longer eligible during redetermination, choose the "Redetermined no longer eligible" exit reason.
Child/Family not in need of services	X	X	X	Includes all children under age three who are not in need of Early Intervention services.
Completion of IFSP/FP Prior to reaching age 3			X	Includes all children under age three who completed their IFSP and subsequently have no further need for services.
Family moved out of contractor's geography within state	X	X	X	Includes all children who transferred to another county in Ohio, before their third birthday.
Family moved out of state	X	X	X	Includes all children who moved out of Ohio before their third birthday.
Family no longer interested	X	X	X	Includes all children under the age of three whose parents expressed they were no longer interested in the Early Intervention program.
Family refused program requirements	X	X	X	Includes all children under the age of three whose parents declined all services (including service coordination services), or declined to consent to Early Intervention services on the IFSP and provided written or verbal indication of withdrawal from Early Intervention services.
Loss of contact with family		X	X	Includes all children, under the age of three with eligibility determined, for whom Early Intervention personnel have been unable to provide Early Intervention services either due to lack of response from the parent or family, or inability to contact or locate the family or child after repeated, documented attempts.
Reached Age 3, Not Eligible for Part B, exit to other program			X	Includes all children who reached age three, were evaluated and determined not eligible for Part B, and were referred to other programs, which may include preschool learning centers, Head Start (but not receiving Part B services), and child care centers, and/or were referred for other services, which may include health and nutrition services, such as WIC.
Reached Age 3, Not Eligible for Part B, exit with no referral			X	Includes all children who reached age three, were evaluated and determined not eligible for Part B, but were not referred to other programs.
Reached Age 3, Part B eligibility not determined			X	Includes all children who reached age three and their Part B eligibility was not determined.
Reached Age 3, Part B Eligible			X	Includes all children who reached age three and were determined eligible to receive Part B services
Redetermined no longer eligible		X	X	Includes all children under the age of three who were shown to be no longer eligible based on redetermination
Referred to Help Me Grow less than 45 days prior to 3rd birthday	X	X	X	Includes all children who were 45 or fewer days from their third birthday at the time of referral to Early Intervention.
Unable to contact family	X			Includes all children, under the age of three, who have been referred, but not reached a NFS, and for whom Early Intervention personnel have been unable to provide services due to lack of response from the parent or family, or inability to contact or locate the family or child after repeated, documented attempts.

Non-Compliance Reasons

Acceptable NCRs	Examples*
Parent/Child Reason(s)	<ul style="list-style-type: none"> • Parent/Caregiver illness • Child illness or hospitalization • Parent schedule issue • Parent/Caregiver no longer wants to participate in HMG.
Couldn't Locate/Reach Parent	<ul style="list-style-type: none"> • Child is in the custody of a Public Children Services agency and the service coordinator is attempting to gain consent from the biological parent • Parent/caregiver did not answer phone/respond to letters
Emergency-Related Closure	<ul style="list-style-type: none"> • Evaluation and assessment provider agency, therapy provider agency, or service coordinator agency closed due to weather, flooding, water main break, etc.
Unacceptable NCRs	Examples
HMG Staff Error	<ul style="list-style-type: none"> • HMG missed a screening • HMG missed a deadline • Scheduling oversight
HMG System Reason	<ul style="list-style-type: none"> • Insufficient evaluation and assessment slots • Service Coordinator, Evaluator and Assessor, or service provider cancelled appointment • TPC meeting cancelled due to LEA not being available

If a child is referred less than 90 days prior to his/her third birthday, a TPC is not required; therefore, if a TPC is completed for this child, there is no need for a noncompliance reason.

*Examples are not intended to be an exhaustive list, but rather represent common scenarios when a particular NCR would apply. Questions about specific situations should be addressed with your EI program consultant.