January 21, 2025

MESSAGE FROM THE PART C COORDINATOR

I hope you are getting settled into the year and staying warm as we are finally experiencing typical Ohio winter weather with snow and frigid temperatures. Last week, we included information regarding the state's Differentiated Monitoring and Support (DMS) call in our General Supervision Highlight section. We will continue to utilize this section in many editions of the EI Program Updates to provide information about the DMS process and share topical guidance. Check out the General Supervision Highlights section of this update for information and reminders about Individualized Family Service Plan (IFSP) requirements.

Please feel free to reach out to me at Taylor.Hammond@childrenandyouth.ohio.gov with ideas, questions, or suggestions any time.

PROGRAM UPDATES

Translation Inbox

A new inbox was created to facilitate translation requests. Going forward, all translation requests for Early Intervention (EI) forms and materials should be sent to translation-services@childrenandyouth.ohio.gov. Please include your county and "Translation Request" in the subject line and the document type and language(s) needed in the email body. Utilizing this inbox and providing the needed information will ensure translations are completed in a timely manner.

SFY25 Timely Receipt of Services (TRS) and Transition Baseline Analyses

As a reminder, activities related to the SFY25 Timely Receipt of Services (TRS) baseline and SFY25 Transition baseline, including Transition Steps and Services and Transition Planning Conferences (TPC), will begin soon. Please use the links below to register for the TRS and Transition baseline webinars. We encourage all counties to attend, regardless of whether they are part of the relevant baseline.

SFY25 TRS Baseline Webinar:
https://www.zoomgov.com/webinar/register/WN_l6ay_umFQ_etfQCuFSMKQg

SFY25 Transition Baseline Webinar:
https://www.zoomgov.com/webinar/register/WN_6ECZKDXKQOS-1euJar_PFQ

February 1 Local Education Agency (LEA) Notification

As a reminder, the quarterly LEA reporting requirement is coming up at the end of the month. Under Ohio Administrative Code (OAC) 5123-10-02(L)(1)(a), the EI service coordination agency must notify the LEA of children who will turn three within the next year by the first day of February, May, August, and November.

The February 1 Quarterly LEA Reports are used for the state's annual compliance analysis related to LEA notification. DCY sent an email explaining the LEA reporting requirement to all EI contract managers and FCFC coordinators on January 6. DCY is responsible for issuing findings of noncompliance in this area where appropriate.

This report is available in the EI Data System (EIDS) in both Excel and PDF formats. You may use either version, but please remember the following:

- The February 1 LEA report must be run no earlier than January 22 and no later than February 1.
- It is expected that child information will be updated in a timely manner so that the LEA reports in EIDS are accurate.
- These quarterly reports must be provided to the LEAs no later than February 1.
- Only the sections of the report that are relevant to a particular LEA should be sent to that LEA, not the entire report.
- If you are not sure which LEA should be selected for a specific child, we encourage you to contact the relevant educational service center (ESC) for clarification. Contact information for all of the ESCs and public school districts, along with a map of districts, is available here: http://education.ohio.gov/Topics/Data/Ohio-Educational-Directory-System-OEDS

Because the February 1 reports are used for the state's annual LEA compliance, you must submit a copy of the full report to DCY no later than Monday, February 3. Reports may be submitted to Erin.Hale@childrenandyouth.ohio.gov. You are strongly encouraged to maintain a copy of the report in the event that it is needed at a later date for monitoring purposes.

GENERAL SUPERVISION HIGHLIGHT

Individualized Family Service Plan (IFSP) Requirements

Each child referred to EI must have eligibility determined, child and family assessments completed (with consent), and an IFSP developed within 45-days of the referral to EI. Requirements related to developmental evaluations, child assessments, and family-directed assessments (FDA) were included in EI Program Updates #2409,

#2410, and #2411, respectively. Some of the additional requirements related to IFSPs are highlighted subsequently.

The Early Intervention Service Coordinator (EISC) is responsible for making IFSP meeting arrangements with the parent and other participants, including providing written notice of the meeting arrangements to the parent and other participants using form EI-13 early enough to ensure they will be able to attend. All IFSPs should be conducted in settings and at times that are convenient for the parent and in the native language of the family or other mode of communication used by the family, unless it is clearly not feasible to do so.

Additionally, each initial IFSP will include:
- The parent of the child;
- Other family members, as requested by the parent, if feasible to do so;
- An advocate or person outside of the family, if the parent requests that the person participate;
- The designated early intervention service coordinator responsible for implementing the individualized family service plan;
- A person directly involved in conducting the evaluations and assessments; and
- As appropriate, persons who will be providing early intervention services to the child or family.

The EI service providers, and with the parent's consent using form EI-06 ("Consent for Release or Exchange of Information"), other participants are provided with a copy of the IFSP at no cost and within ten calendar days. The contents of the IFSP must be explained, informed written consent obtained, and prior written notice provided to the parents prior to the provision of EI services described in the IFSP.

Please see the 45-Day Verification Standards for additional requirements related to IFSP development.