February 18, 2025

MESSAGE FROM THE PART C COORDINATOR

The state Early Intervention (EI) team is continuing to place emphasis on general supervision and oversight in preparation for the Office of Special Education Program's (OSEP) Differentiated Monitoring and Support (DMS) process, and the planned OSEP visit in October 2026. As we are documenting, updating, and implementing oversight and monitoring processes, we are committed to maintaining a supportive approach with our monitoring activities. While making needed adjustments to our processes, we will continue to provide any needed data, technical assistance (TA), trainings, and resources to support our local EI programs and our providers, including any additional needs related to monitoring and general supervision. We began our first round of monitoring for our department-contracted EI providers in late 2024 and have developed a new resource around provider documentation. Additional details are included in this communication. We also have included a summary of transition requirements for children who are referred to EI less than 90 days prior to their third birthday in the General Supervision Highlights section.

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

PROGRAM UPDATES

FFY23 APR Submitted

Ohio's FFY23 Part C Annual Performance Report (APR), including the State Systemic Improvement Plan (SSIP), was submitted January 30. These documents, along with the SSIP appendices and a summary of the SSIP, have been posted on the EI website:

https://ohioearlyintervention.org/federal-reporting-and-postings

Contact Taylor Hammond at Taylor.Hammond@childrenandyouth.ohio.gov with any questions.

Provider Documentation Guidance Document

The Department of Children and Youth (DCY) EI team has developed a new Provider Documentation guidance document to support EI providers in creating and maintaining high-quality documentation. This resource provides easy-to-reference information on EI service provider documentation requirements and best practices,

minimum components needed to meet compliance standards, helpful tips, additional resources, and more. The guidance document can be accessed on the Ohio EI website on the Providers tab:

https://ohioearlyintervention.org/guidance-documents-and-memos

Reporting Requirements Due February 28th

As a final reminder, all counties are required to complete the SFY25 mid-year program report and the first SFY25 EI service coordination oversight report by February 28th. Additional details regarding these reports were sent to Contract Managers on January 29 and included in the February 4 EI Program Updates.

Please contact your EI Program Consultant with any questions regarding the mid-year program report. Contact Erin Hale at Erin.Hale@childrenandyouth.ohio.gov with any questions about the oversight report.

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

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), are underway. We held a webinar February 4 to go over the TRS baseline process and on February 6 to go over the Transition baseline process. If you were unable to attend either of the webinars, you can access the slides and recordings on the EI website:

https://ohioearlyintervention.org/search?tab=trainings&time=2

Counties involved in each analysis have until February 21 to review their data and submit any questions or deletion or change requests and until March 3 to re-enter any applicable information. Data for both of these analyses will be extracted March 4.

GENERAL SUPERVISION HIGHLIGHT

Transition Requirements for Late Referrals

Transition requirements differ depending on when a child is referred to EI. If a child is referred to the EI program 90 or fewer calendar days but more than 45 calendar days before the child's third birthday, a transition planning conference (TPC) is not required but the EISC must still coordinate the eligibility determination process. If the child is determined eligible, the EISC will:

- Coordinate assessment of the child and the family-directed assessment and the development of the initial IFSP with transition plan (including steps and services).
- Notify the Local Educational Agency (LEA) that the child will reach the age of eligibility for services under part B on the child's third birthday. The notification will include the child's name, date of birth, ETID, and parent contact information. There is not a required method for sharing information when a child is referred in this timeframe, so EISCs may opt to include this information directly in the body of an email to the LEA, send a copy of the LEA Report that has been edited to include only the applicable child's information, or share this information in a different way, as long as the required information is included. When sharing this information, the proper security measures must also be taken to protect personally identifiable information. A copy of this notification must also be submitted to ei@childrenandyouth.ohio.gov so DCY can make the required corresponding notification to the State Education Agency (SEA), the Ohio Department of Education and Workforce (ODEW).

If a child is referred to the early intervention program 45 or fewer calendar days before the child's third birthday and that child may be eligible for preschool services under part B, the early intervention services central intake site will ensure referral of the child to the LEA after obtaining the parent's consent using form EI-08 ("Consent to Refer Child to the Local Educational Agency and the Ohio Department of Education and Workforce"). A copy of the EI-08 will be sent to ei@childrenandyouth.ohio.gov and DCY will make a corresponding notification to ODEW. Please note, in these circumstances the early intervention program is not required to conduct an evaluation, assessment, or initial IFSP meeting.