Ohio | Department of
Developmental Disabilities

Report Uses for Early Intervention Data

The following pages provide information about reports in Early Track that contain useful data relevant to Early Intervention (EI). Each page includes a description of included data, a screen shot of parameters, suggestions for potential uses, and a list of the fields included for a particular report. The potential uses are meant to simply provide suggestions, and do not encompass every possible use for the reports.

As the screen shots illustrate, many of the reports provide the options of "Data Extract" and "Data Summary" in the *Report Type* field. "Data Extract" refers to an excel file, and is ideal when a user needs to be able to sort, filter, or otherwise examine or analyze the data. As it produces a PDF file, the "Data Summary" often produces a more visually appealing report that may be better suited for sharing data.

Important Note: Report data are refreshed once a day, and therefore reflect data entered into the system as of the day prior to the report being run. There is a message in green at the top of the report tab that shows the exact date and time data were last refreshed. See screen shot below.
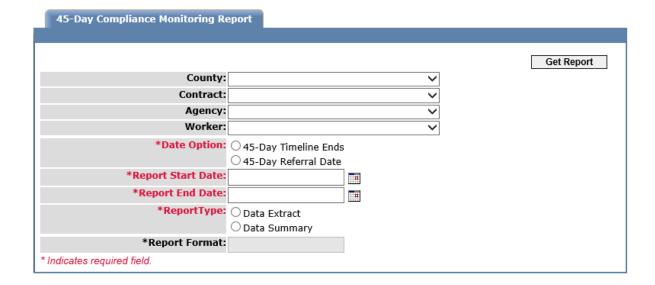

If you're ever unsure of how to access needed data, or have questions or concerns about data in any of the reports, e-mail ETDS@odh.ohio.gov. State staff will be happy to answer your questions, point you in the direction of the report(s) that include(s) needed data, or provide data to you if a report does not exist that includes the desired data.

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45-Day Compliance Monitoring Report

Includes all children within user-specified timeframe (referrals between specified dates or 45 day timelines ending between specified dates) whose record is open at least 45 days

45-Day Compliance Monitoring Report

	Get Report
County:	[▾]
Contract:	[▾]
Agency:	[▾]
Worker:	[▾]
*Date Option:	○ 45-Day Timeline Ends ○ 45-Day Referral Date
*Report Start Date:	[ ] 📅
*Report End Date:	[ ] 📅
*ReportType:	○ Data Extract ○ Data Summary
*Report Format:	[ ]

* Indicates required field.

Potential Uses:

- Monitor whether required components (Hearing Screening, Vision Screening, Nutrition Screening, Eligibility Determination, Child Assessment, Family Assessment, Need for Services (NFS), IFSP) have been completed within the required 45 days from program referral
- Review noncompliance reasons and ensure they are properly documented in case notes
- Identify patterns regarding timeliness among different Service Coordinators or Agencies

Included Fields:

ETID	Eligibility Type	IFSP NCR
Child Name	Eligibility Date	NFS End Date
Date of Birth	Eligibility NCR	Exit Date
Referral Date	Child Assessment Date	Exit Reason
Hearing Screening Date	Child Assessment NCR	Exit Destination
Hearing Screening NCR	Family Assessment Date	Service Coordinator
Nutrition Screening Date	Family Assessment NCR	Service Coordinator Agency
Nutrition Screening NCR	NFS Date	County
Vision Screening Date	NFS NCR	
Vision Screening NCR	IFSP Date	

Known Issues:

- Eligibility sometimes incorrectly shows as missing when an evaluation shows a delay – this appears to be limited to instances when the Bayley was used and the tool showed a delay only in expressive communication
- Child Assessments show as missing if the RBI or Observation are used
- Hearing, Nutrition, and Vision Screenings show as missing if a diagnosis related to hearing/vision/nutrition that occurred prior to the referral is used to meet this requirement

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Child Outcomes Monitoring Report*

Expected to include the initial, most recent, and exit (if applicable) Child Outcomes Summary scores for all children with at least one Child Outcomes Summary rating completed during the user-specified time period

Potential Uses:

- Monitor scores and progress of children from their initial to their most recent Child Outcomes Summary
- Determine COS percentages as they would be reported in the Annual Performance Report (APR)
- Compare child outcomes across eligibility reasons

Included Fields:

County	Most Recent COS IFSP	Date of Diagnosis on List
ET ID	Date**	Diagnoses on Form
Last Name	Most Recent COS score	Date of Diagnosis on Form
First Name	Outcome 1**	Out of State IFSP Date
D.O.B.	Most Recent COS score	ICO Date
Due Date	Outcome 2**	Cognitive Eligibility Delay
Sex	Most Recent COS score	Adaptive Eligibility Delay
Race(s)	Outcome 3**	Social & Emotional Eligibility Delay
Ethnicity	Exit COS score Outcome 1	Communication Eligibility Delay
Service Coordinator	Outcome 1 Progress?***	Physical Eligibility Delay
Service Coordinator Agency	Exit COS score Outcome 2	Exit Date
Initial Need for Services Date	Outcome 2 Progress?***	Exit Reason
Initial COS IFSP Date	Exit COS score Outcome 3	Exit Destination
Initial COS Score Outcome 1	Outcome 3 Progress?***	
Initial COS Score Outcome 2	Eligibility Reason	
Initial COS Score Outcome 3	Diagnoses on List	

*Specifications of this report are subject to change as its development progresses
** Most Recent COS information will only be populated if the most recent COS is not the initial or exit COS
***Only applicable for Exit COS

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Child Outcomes Summary Extract Report*

Expected to include all Child Outcomes Summary scores for all ratings completed within the user-specified time period

Potential Uses:

- Examine all COS scores of children
- Compare Child Outcomes across eligibility reasons
- Ensure COS ratings are being completed at the proper times

Included Fields:

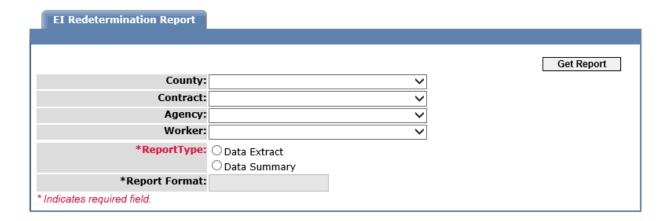|		
County	COS Date	Out of State IFSP Date
ET ID	COS score Outcome 1	ICO Date
Last Name	Outcome 1 Progress?**	Cognitive Eligibility Delay
First Name	COS score Outcome 2	Adaptive Eligibility Delay
D.O.B.	Outcome 2 Progress?**	Social & Emotional Eligibility Delay
Due Date	Exit COS score Outcome 3	Communication Eligibility Delay
Sex	Outcome 3 Progress?**	Physical Eligibility Delay
Race(s)	Eligibility Reason	Exit Date
Ethnicity	Diagnoses on List	Exit Reason
Service Coordinator	Date of Diagnosis on List	Exit Destination
Service Coordinator Agency	Diagnoses on Form	
Initial Need for Services Date	Date of Diagnosis on Form	

*Specifications of this report are subject to change as its development progresses
**Only applicable for Exit COS

EI Redetermination

Includes all children served in EI at the time the report is run who will have redetermination due at some point before aging out, including children for whom redetermination is overdue

Potential Uses

- Monitor when redetermination is due for all children in specified county
- Determine for which children redetermination is overdue
- Identify patterns regarding timeliness among different Service Coordinators or agencies

Included Fields:

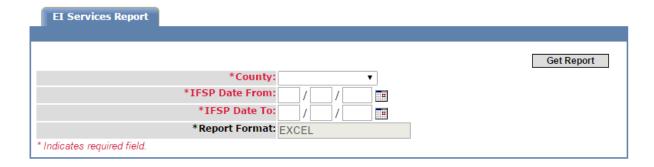|		
County Name	Child Name	Documentation Received
Contractor Name	Birth Date	Redetermination Due Date
Agency Name	Worker Assignment Date	Eligibility Must Be Redetermined
Worker Name	IFSP Date	
ETID	Eligibility Category	

Known Issue:

- Transferred children are not showing on this report

EI Services

Includes all services for all IFSPs of children who had an IFSP within the user-specified time range

EI Services Report

	Get Report
*County:	▼
*IFSP Date From:	/ / 📅
*IFSP Date To:	/ / 📅
*Report Format:	EXCEL

* Indicates required field.

Potential Uses:

- Monitor TRS compliance
  - Monitor whether new services added to IFSPs have started
  - Review noncompliance reasons and ensure they are properly documented in case notes
  - Identify patterns regarding timeliness among different Service Coordinators or Agencies
- Identify what services are being listed on IFSPs
- Examine frequency and amount of time services are delivered
- Examine location of service delivery
- Identify funding sources utilized for services
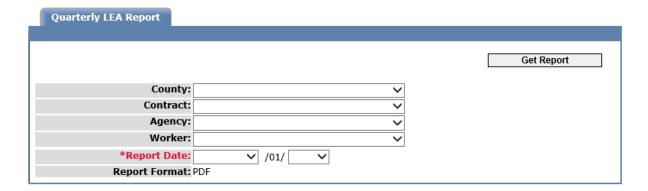- Identify patterns among IFSP outcomes

Included Fields:

MR County	How Often	Diagnoses on Form
ETID	How Often (Interval)	Date of Diagnosis on
Last Name	Service Session Length (Hours)	Form
First Name	Service Session Length (Minutes)	Out of State IFSP Date
DOB	IFSP Added Date	ICO Date
Due Date	Start Date	Cognitive Delay
Sex	End Date	Adaptive Delay
Service Coordinator	Service Delivery	Social & Emotional
Service Coordinator Agency	Service Location	Delay
Referral Date	Non-Compliance Reason	Communication Delay
NFS Start Date	Service Provider Agency	Physical Delay
IFSP Date	Funding Source	Exit Date
Service Type	Eligibility Reason	Exit Reason
Other - Specify	Diagnoses on List	Exit Destination
Outcome	Date of Diagnosis on List	

Quarterly LEA Report

Includes all children served in EI on the date of the report and who will be turning three within a year from the start of the quarter for which the report is run (February 1, May 1, August 1, or November 1), except children for whom parents have opted out of notification to the LEA

Quarterly LEA Report

	Get Report
County:	⌄
Contract:	⌄
Agency:	⌄
Worker:	⌄
*Report Date:	⌄ /01/ ⌄
Report Format:	PDF

Potential Uses:

- Identify children who will potentially be transitioning within the next year
- Notify LEAs about children who are potentially eligible for Part B and may be transitioning in the coming months, as required by Ohio rule and federal regulations

Included Fields:

Child's Name	Street Address	Phone Number
Date of Birth	City	Service Coordinator
SSID	State	Service Coordinator Phone
Parent Name	Zip Code	Number

Please Note: Because this report is required to be run and submitted to the LEA on a quarterly basis, but includes children turning three within a year from the report date, it is likely that children will be included on this report for multiple quarters

Known Issue:

- In some cases, Service Coordinator information is not being populated on this report

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Service Coordinator Caseload

Includes all children (with and without an established Need for Services) on specified Service Coordinator(s) caseload(s) on the date the report is run

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Service Coordinator Caseload

Get Report

County: [▼]
Contract: [▼]
Agency: [▼]
Worker: [▼]
Eligibility Category: [▼]
*Which Children ☑ With Eligibility
☑ Without Eligibility
*Report Format: [▼]
* Indicates required field.

Potential Uses:
- Identify which children are on caseloads of particular Service Coordinators
- Identify which children have been determined eligible and which have not
- Determine when the most recent IFSP occurred and when the next IFSP is due

Included Fields:

<u>With eligibility*</u>
Childs's Last Name	Assigned Date	Number of days IFSP Overdue
Child's First Name	Initial IFSP Date	IFSP Due Date
ET ID	Eligibility Category	
Birth Date	Most Recent IFSP Date	

<u>Without eligibility*</u>
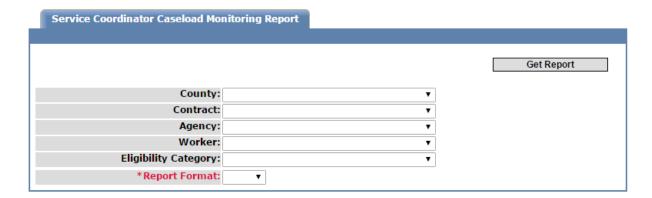|		
Childs's Last Name	Birth Date	Referral to Category
Child's First Name	Assigned Date	Referral Outcome Date
ET ID	Initial IFSP Date	Referral Outcome

Known Issue:
- Only IFSPs after the most recent NFS are showing in the *Initial IFSP* and *Most Recent IFSP* fields

*Eligibility on this report refers to the Need for Services, so "With Eligibility" means with a Need for Services and "Without Eligibility" means without a Need for Services

Service Coordinator Caseload Monitoring Report

Includes all children on the specified Service Coordinator(s) caseload(s) on the date the report is run who have an established NFS*

Potential Uses:

- Identify which children are on caseloads of particular Service Coordinators
- Determine whether particular elements, such as the TPC and screenings, have been completed for each child
- Determine when the most recent IFSP occurred and when the next IFSP is due
- Identify patterns among Service Coordinators regarding whether required components have been completed

Included Fields:

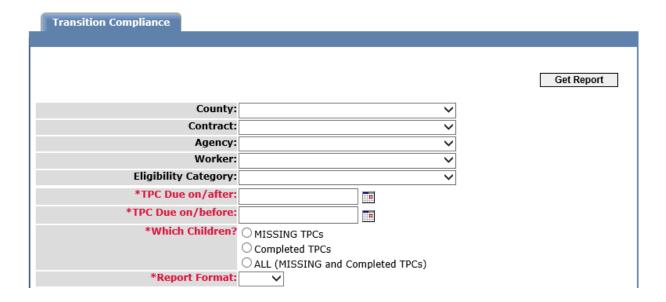|		
Child's Name	Due Date	Initial IFSP Date
ET ID	Primary Funding Source for SC	Most Recent IFSP Date
D.O.B.	Eligibility	
IFSP State	Screenings Entered	
IFSP Due Date	TPC Entered	

Known Issues:

- For the "N/A – No interventionist needed to meet transition outcome" and "Service not yet coordinated" options, start dates are not relevant, yet if those are the service options chosen, they are still showing as "awaiting a service start date or noncompliance reason" in the IFSP State column
- Only IFSPs after the most recent NFS are showing in the Initial IFSP and Most Recent IFSP fields

*The header in this report reads "Children with Eligibility," but it actually includes children with an established Need for Services.

Transition Compliance
Includes all children with Transition Planning Conferences due between user-specified dates

Potential Uses:
- Monitor whether Transition Planning Conferences have been completed
- Review noncompliance reasons and ensure they are properly documented in case notes
- Identify patterns regarding timeliness among different Service Coordinators or Agencies

Included Fields:

Child's Name	3rd B-Day	Non-Compliance Reason
ETID	TPC Due Before	Exit Date
Eligibility Category	TPC Date	
D.O.B.	Days from TPC to 3rd B-Day	

Known Issue:
- In January of 2015, a business rule was added in the system to reflect that there is not a TPC requirement for children referred to EI less than 90 days prior to their third birthday – in doing so, there is no longer an NCR prompt when TPCs are entered for these children. However, the Transition Compliance report is still showing these TPCs as late, and includes no NCR since that is no longer relevant

Children Receiving Services

Includes all children with an active IFSP on user-specified date

Potential Uses:

- Determine the number of children served on specified date
- Identify patterns in number of children served
- Determine number of children served by age, race, or ethnicity

Included Fields:

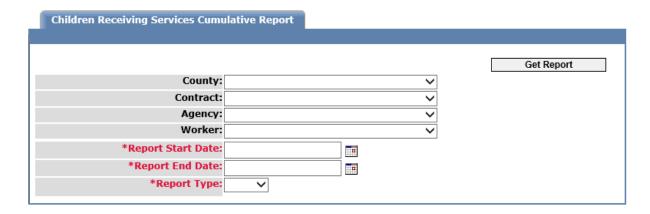|		
Age Category (Header)	Ethnicity	Eligibility Date
Child's Name	Race(s)	IFSP Date
ET ID	Birth Date/Due Date	

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Children Receiving Services Cumulative
Includes all children with an active IFSP within user-specified time range

Children Receiving Services Cumulative Report

			Get Report
County:			
Contract:			
Agency:			
Worker:			
*Report Start Date:			
*Report End Date:			
*Report Type:			

Potential Uses:
- Determine the number of children served during specified time range
- Identify patterns in number of children served
- Determine which children served in the specified time period have exited EI

Included Fields:

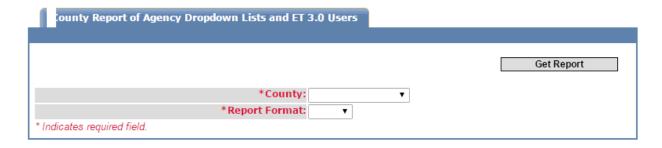|		
Agency Name (Header)	ET ID	IFSP Date
Service Coordinator (Header)	Birth Date	Eligibility End Date
From [date range] (Header)	Eligibility Category	Exit Date
Child's Name	Eligibility Date	

Known Issue:
- Any child with redetermination completed within the selected timeframe shows up twice on the report with different eligibility dates

Please Note: Choose Early Intervention in the "Contract" drop down to see only children served in EI.

![Ohio Department of Developmental Disabilities logo]

County Report of Agency Dropdown Lists and ET 3.0 Users
Includes lists of all IFSP Providers, Referral Sources, Service Coordinator Agencies, and Early Track Users

Potential Uses:
- View IFSP providers within the county
- View referral sources within the county
- View Service Coordinator agencies within the county
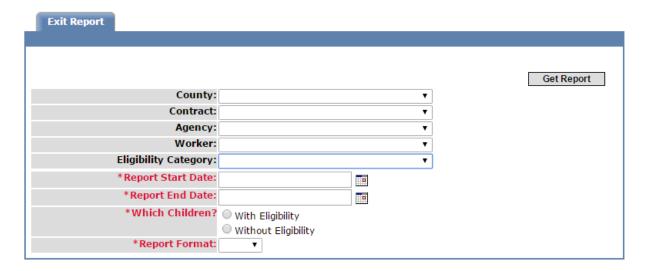- View users within the county

Included Fields Relevant to EI (listed in separate tabs):
IFSP Provider Names
Referral Source Names
Service Coordinator Agencies
Users

Exit Report

Includes all children who were exited from EI during the user-specified time range, with or without a Need for Services*, also specified by the user

Potential Uses:
- Determine number of children who exited EI within specified time period
- Examine exit reasons and destinations
- Determine length of stay among exited children

Included Fields:

Service Agency (Header)	Child Name	Initial IFSP/FP Date
Service Coordinator (Header)	DOB	Exit Date
Report Eligibility (Header)	Referral Date	Exit Reason
Report Start Date (Header)	Referral to Category	Exit Destination
Report End Date (Header)	Eligibility Start Date**	Length of Stay (Days)
ETID	Eligibility Category	

Please Note: Choose Early Intervention in the "Contract" and "Eligibility" drop downs to see only children exited from EI.
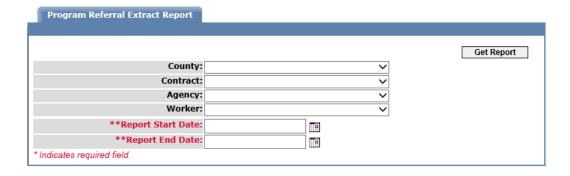
*"With Eligibility" means has an established Need for Services and "Without Eligibility" means does not have an established Need for Services
**For purposes of this report, Eligibility Start Date is the Need for Services Date

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Program Referral Extract

Includes all program referrals to EI and Home Visiting within the user-specified time range

Potential Uses:

- Determine number of referrals within a specified time period
- Track status and outcome of referrals (e.g., how many/what percentage of children had an established Need for EI Services, how many children went on to be served in EI)
- Examine the exit reasons of children who did not go on to be served in EI
- Identify patterns among referral outcomes based on referral source type

Included Fields Relevant to EI:

Extract Date	Parent Races
Child ETID	Referral to Category
Child Last Name	Referral Date
Child First Name	County
Child Middle Name	Referrer to Contractor Name
Child Birth Date	Referral Source Type
Child Due Date	Referral Source Name
Child Sex	Referrer Name
Child Ethnicity	Associated System Referral Date
Child Races	Associated System Referral Exit Date
Child School District	EI Eligibility Type
Parent Last Name	EI Eligibility Date
Parent First Name	EI Initial NFS date in referral period
Parent Middle Name	Most Recent Service Coordinator during Referral Period
Parent ETID	Most Recent Service Coordinator Agency during Referral Period
Parent Address 1	Most Recent Service Coordinator Funding Source during Referral Period
Parent Address 2	Initial IFSP Date
Parent City	Most Recent IFSP Date
Parent Zip Code	Referral Exit Date
Parent Relationship Type	Referral Exit Reason
Parent Ethnicity	Referral Exit Destination

Known Issues:

- A very limited number of program referrals are not being populated
- Dates show up in the "EI Initial NFS date in referral period" column if "No NFS" is selected