**Early Intervention Service Coordination**

**Grant Requirements**

1. Grantee must provide Early Intervention Service Coordination (EISC) per Ohio Administrative Code (OAC) Rules 5180-10-01, 5180-10-02, 5180-10-03, and 5180-10-04 (or as amended).
2. Grantee must designate an individual as the Early Intervention (EI) Contract Manager.
3. The Grantee, through the EI Contract Manager, must meet the following requirements:
4. Serve as the primary point of contact with the State for activities related to this Agreement and respond to information requests within five business days.
5. Collaborate with the State Regional Program Consultant to develop and implement the county technical assistance and training plan.
6. Provide timely submission of expenditure reports to the State.
7. Provide robust monitoring and oversight of State and federal laws, including compliance with federal indicators, credentialing of personnel, parent rights, and procedural safeguards.
8. Provide accurate reporting to the relevant Family and Children First Council by completing and presenting the EISC Oversight Report (https://ohioearlyintervention.org/service-coordination-grant-agreements) by the following dates:
   * 1. February 28, 2026, reporting on activities completed July 1, 2025, to December 31, 2025.
     2. August 31, 2026, reporting on activities completed January 1, 2026, to June 30, 2026.
     3. February 28, 2027, reporting on activities completed July 1, 2026, to December 31, 2027.
     4. July 31, 2027, reporting on activities completed January 1 to June 30, 2027.
9. The Grantee, through the EI Contract Manager, must:
   1. Meet with their assigned State Regional Program Consultant within three months of the execution of this Agreement.
   2. Meet with their assigned EI Monitoring Consultant at least once during each grant year. Newly hired EI Contract Managers must meet with their assigned EI Monitoring Consultant within three months of hire.
   3. Observe an EI Team meeting within six months of the execution of this Agreement.
   4. Meet with the EI Director or EI Supervisor for the EISC agency.
10. The Grantee must oversee the EI Contract Manager’s completion of the EI foundational training found in the EI Contract Manager training program (https://mylearning.dodd.ohio.gov/).
    1. EI Contract Managers that have previously completed any of the early intervention foundational training courses and have documentation do not need to retake the courses.
    2. EI Contract Managers hired prior to July 1, 2025, that have not completed the foundational training courses must complete them by January 31, 2026.
    3. EI Contract Managers hired after July 1, 2025, must complete the following trainings within six months of their hire date:
       1. Introduction to EI (EI-064);
       2. Forms Overview (EI-065) (or its successor);
       3. Procedural Safeguards (EI-066);
       4. Mission and Key Principles (EI-068);
       5. Service Coordination Duties and Process (EI-070);
       6. The IFSP Process (EI-076);
       7. Principles of Service Coordination: Module One – Introduction to EI (EI-021);
       8. Principles of Service Coordination: Module Seven – Compliance (EI-046);
       9. High-Quality Case Notes in EI Documentation Recorded Webinar (EI-029);
       10. Eligibility Basics (EI-254); and
       11. Principles of Service Coordination Module 3 (EI-042).
    4. EI Contract Managers hired after July 1, 2025, must complete the following trainings within 12 months of their hire date:
       1. Mandated Reporting of Child Abuse and Neglect (EI-067);
       2. Primary Service Approach (EI-074); and
       3. Natural Learning Environments (EI-075).
11. The Grantee must oversee the participation of EI Contract Manager in any training deemed necessary by The Department of Children and Youth (DCY).
12. Grantee must respond to any request from DCY for additional reports, records, or other information regarding the activities to carry out the requirements of this Agreement within five business days.
13. Grantee must designate the EI Contract Manager as an “EI System Administrator” in the Early Intervention Data System (EIDS) ([https://ohioearlyintervention.org/data-system).](https://ohioearlyintervention.org/data-system)
14. The Grantee may also specify other people to serve as additional EI System Administrators.
15. Prior to granting access to EIDS to any user, the Grantee must obtain a user-completed “EIDS Role Request Form” that is available on the Ohio Early Intervention website which will be maintained at the agency level for at least as long as the user requires access to EIDS.
16. The Grantee must contact the State within 24 hours of a user no longer needing access to EIDS.
17. The Grantee must remove any user’s access to EIDS within 24 hours of the user no longer needing access to EIDS.

1. Grantee must enter all required data in EIDS for activities completed as part of this Agreement within 30 days, with the exception of EI exit data referenced in Grant Requirement 10.
2. Grantee must enter the EI exit data within one business day of exit unless the child exits due to turning age three.
3. Grantee must oversee the mandatory annual review of the EIDS data entry guide and its supplement by each user ([https://ohioearlyintervention.org/data-system)](https://ohioearlyintervention.org/data-system) .
4. Grantee must execute a contract or memorandum of understanding (MOU) with the local county board of developmental disabilities (CBDD) detailing the CBDDs commitment to using the funding for evaluation and assessment purposes if the CBDD accepts the CBDD designated funds for evaluation and assessment, unless the CBDD is the named Grantee for this Agreement. The contract or MOU must include a statement addressing the amount of funds that will be provided to the CBDD for the provision of evaluation and assessments. The contract or MOU must also contain a statement that by accepting the funds, the CBDD agrees to maintain its current maintenance of effort for EI.
5. Grantee must use the Department of Developmental Disabilities’ Grant Management System (GMS) to invoice and receive reimbursement of grant funds. Information on GMS can be found here: <https://ohioearlyintervention.org/data-system.>
6. Grantee must notify DCY of any changes in the FCFC designated agency for early intervention at least ten days prior to any proposed change.
7. Grantee must provide written notice to DCY within thirty (30) days of any change in the Designated Early Intervention Agency or Administrative Agency.

**Grant Deliverables**

1. Grantee must provide the name and contact information for the person identified as the EI Contract Manager.
2. Grantee mustprovide its State Regional Program Consultant with copies of the EISC oversight reports according to the following schedule, within 30 days of the date the report was submitted to the FCFC.
   1. February 28, 2026, for reporting on activities completed July 1, 2025, to December 31, 2025.
   2. August 31, 2026, for reporting on activities completed January 1, 2026, to June 30, 2026.
   3. February 28, 2027, for reporting on activities completed July 1, 2026, to December 31, 2027.
   4. July 31, 2027, for reporting on activities completed January 1 to June 30, 2027.
3. Grantee must submit documentation to its assigned State Regional Program Consultant within 30 days of completion for all required trainings listed in Grant Requirement 5.
4. Grantee must submit the following programmatic reports to its State Regional Program Consultant:
   1. Initial Program Narrative on the DCY approved template (<https://ohioearlyintervention.org/service-coordination-grant-agreements>) no later than August 1, 2025.
   2. Mid-Year Report and local outreach report, in the format provided by DCY no later than February 28, 2026.
   3. Final Program Report and local outreach report in the format provided by DCY, no later than July 31, 2026.

**5.** Grantee must submit a DCY approved contact sheet to their assigned State Regional Program Consultant no later than August 1, 2025, and within 14 days of any personnel changes.

**6.** Grantee must collaborate with their assigned State Regional Program Consultant to review and update the county technical assistance and training plan no later than November 30, 2025.

**7.** Grantee must collaborate with the State Regional Program Consultant to develop and implement the county technical assistance and training plan.

**8.** Grantee must provide written notice to DCY by no later than March 31st of each year if there will be any change in the Designated Early Intervention Agency, Administrative Agency, and/or any changes to multicounty agreements for the subsequent state fiscal year.

**9.** If the Grantee is not a CBDD, it must submit to DCY a copy of the executed MOU or contract required in Requirement 12, by no later than thirty days after the execution of this Agreement.

**10.** If the Grantee is not a CBDD, it must submit documentation via an email to DCY of the offering and acceptance or refusal of the CBDD designated funds to the local CBDD by no later than thirty days after the execution of this Agreement.