

Exhibit F – Early Intervention Data System (EIDS)

The Early Intervention Data System (EIDS) is the data system DODD uses to collect information about participants in the Early Intervention program. The purpose of this exhibit is to—

- Set forth the requirements for access to the EIDS
- Clarify the data entry requirements for service coordination agencies

Access to EIDS

- Each subrecipient must designate the Early Intervention contract manager as an “EI System Administrator” in EIDS. The subrecipient may also specify other persons to serve as additional EI System Administrators in EIDS. This person(s) will be responsible for creating and maintaining access to EIDS at the agency level. Only DODD can create EI system administrator accounts.
- Prior to granting access to EIDS to any person, the subrecipient will ensure that the person has completed the “Early Intervention Data System Role Request Form” that is available on the Ohio Early Intervention website. The subrecipient will maintain these completed user agreements at the agency level for at least as long as the user requires access to EIDS.
- The subrecipient will ensure that DODD is contacted within 24 hours of a system administrator no longer needing access to EIDS so DODD can remove the access.
- The subrecipient will ensure that any local user’s access to EIDS is removed within 24 hours of the user no longer needing access to EIDS.
- Directions for obtaining access to EIDS are available here:
<https://ohioearlyintervention.org/data-system>

Data Entry in EIDS

- The subrecipient will ensure that all data entry required in EIDS, other than the EI exit information, is completed within 30 days of the event.
- The subrecipient will ensure that EI exit data are entered within one business day of exit.
- The subrecipient may maintain case notes in hard copy in the child’s paper record, electronically in EIDS, or a combination of the two.
- The subrecipient will ensure that all users of EIDS in the county review the data entry guide and data entry guide supplement at least annually.