

# Mochas with Monitoring SFY21 Baseline Results: Transition

**Melissa Courts and Taylor Hammond  
DODD EI Data and Monitoring Team  
September 16, 2021**



# Welcome to the Webinar!



**Communicating:** Type questions/comments in Questions box.

**Polls:** Poll question will appear on screen. Click in button next to answer.

**Handouts:** Handouts section of Control Panel.

**Certificates:** At end of webinar, type name, role and county in the Questions box. Activation code will be given. Certificate in Handouts section of Control Panel.

**Recording:** Webinar is being recorded. Link to recording will be posted on the Ohio EI website, ([ohioearlyintervention.org](http://ohioearlyintervention.org)) in the course description.

**Note: CPDUs are not provided for recorded webinars.**

**Tech tips:**

- Close other apps (e.g. email, Word, etc.).
- Use headset if having audio problems.
- Make sure you're using your Computer Audio.
- Dial-in option- phone # on Control Panel.

# Objectives/Agenda

- Describe the EI compliance baseline process
- Review Transition requirements & resources
- Report on the results for the SFY21 Transition baseline
- Share observations and challenges, as well as strategies for achieving and/or maintaining compliance
- Review the important role of documentation

# Poll




Place your coffee order!


- ☐ Classic brewed coffee
- ☐ Something with a shot or two of espresso (latte, cappuccino, Americano)
- ☐ Iced coffee
- ☐ Something sweet (mocha, Frappuccino, secret menu drink)
- ☐ Yuk! No coffee for me



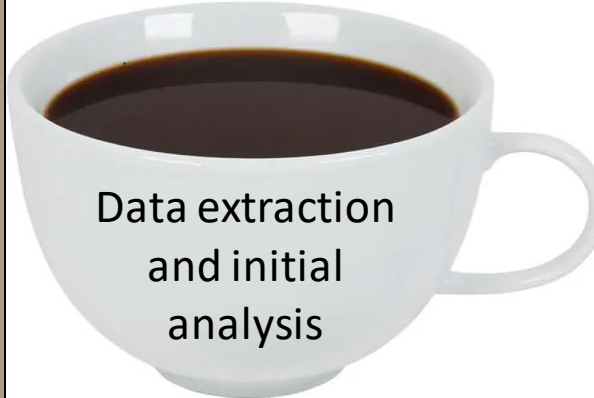
# Baseline Process



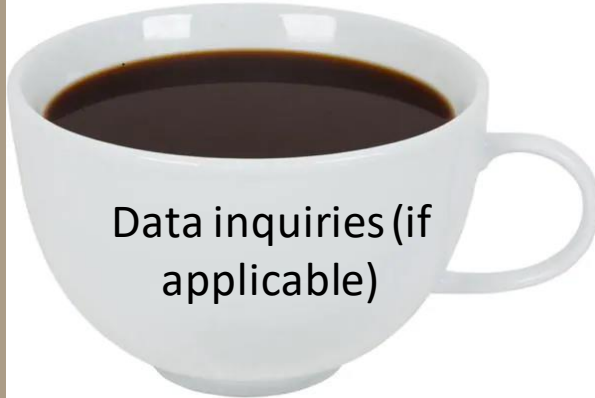
Notification about  
inclusion in analysis



Data cleaning and  
deletion requests




Data extraction  
and initial  
analysis




Data inquiries (if  
applicable)


# Baseline Process




Verification of  
applicable  
records



Clarification  
(if applicable)



Final analysis



Memos  
issued

# Annual Baseline Calendar

<https://ohioearlyintervention.org/monitoring>

SFY22 Baseline Compliance Calendar (subject to change)	
<b>Date(s)</b>	<b>LEA (All Counties)</b> Children turning three between February 1, 2021 and January 31, 2022
1/7/2022	Send initial notification email to counties (all)
1/21/2022	Counties complete data cleaning/review
1/22/2022 to 2/1/2022	Counties run Feb 1 LEA report and send applicable pages to appropriate LEA
2/2/2022	LEA reports due to DODD
<b>Date(s)</b>	<b>45-Day (Group 2)</b> 45 Day Timelines Ending July 1, 2021 and September 30, 2021
11/16/2021	45-Day Baseline webinar
11/30/2021	Counties complete data cleaning/review
12/6/2021	All deletion requests processed
12/14/2021	Counties complete data re-entry following deletions by DODD
12/20/2021	Compliance data extracted from EIDS
1/10/2022	Compliance inquiries sent to applicable counties
1/11/2022 to 1/25/2022	Counties responding to inquiries
1/26/2022 to 3/24/2022	Verification and final analysis
3/25/2022	Results memos issued
<b>Date(s)</b>	<b>Transition (Group 3)</b> Transition Steps and Services and TPCs due between October 1, 2021 and December 31, 2021
2/2/2022	Transition Baseline webinar
2/22/2022	Counties complete data cleaning/review
2/28/2022	All deletion requests processed
3/1/2022	Counties complete data re-entry following deletions by DODD
3/2/2022	Compliance data extracted from EIDS
3/15/2022	Compliance inquiries sent to applicable counties
3/16/2022 to 3/30/2022	Counties responding to inquiries
3/31/2022 to 5/20/2022	Verification and final analysis
5/23/2022	Results memos issued
<b>Date(s)</b>	<b>TRS (Group 1)</b> Services due to start between January 1, 2022 and March 31, 2022
6/27/2022	TRS Baseline webinar
7/15/2022	Counties complete data cleaning/review
7/21/2022	All deletion requests processed
7/27/2022	Counties complete data re-entry following deletions by DODD
7/28/2022	Compliance data extracted from EIDS
8/9/2022	Compliance inquiries sent to applicable counties
8/10/2022 to 8/24/2022	Counties responding to inquiries
8/25/2022 to 10/17/2022	Verification and final analysis
10/18/2022	Results memos issued

# Future Webinars

- ☕ Nov 16: Preparing for the SFY 2022 45-Day Baseline Process
- ☕ Feb 2: Preparing for the SFY 2022 Transition Baseline Process
- ☕ June 27: Preparing for the SFY 2022 TRS Baseline Process





# Compliance Indicators

45-Day timeline



Timely Receipt of  
Services (TRS)

## Transition

- LEA notification
- Steps and services on the IFSP
- Transition Planning Conference (TPC)

# LEA Notification: The Requirement

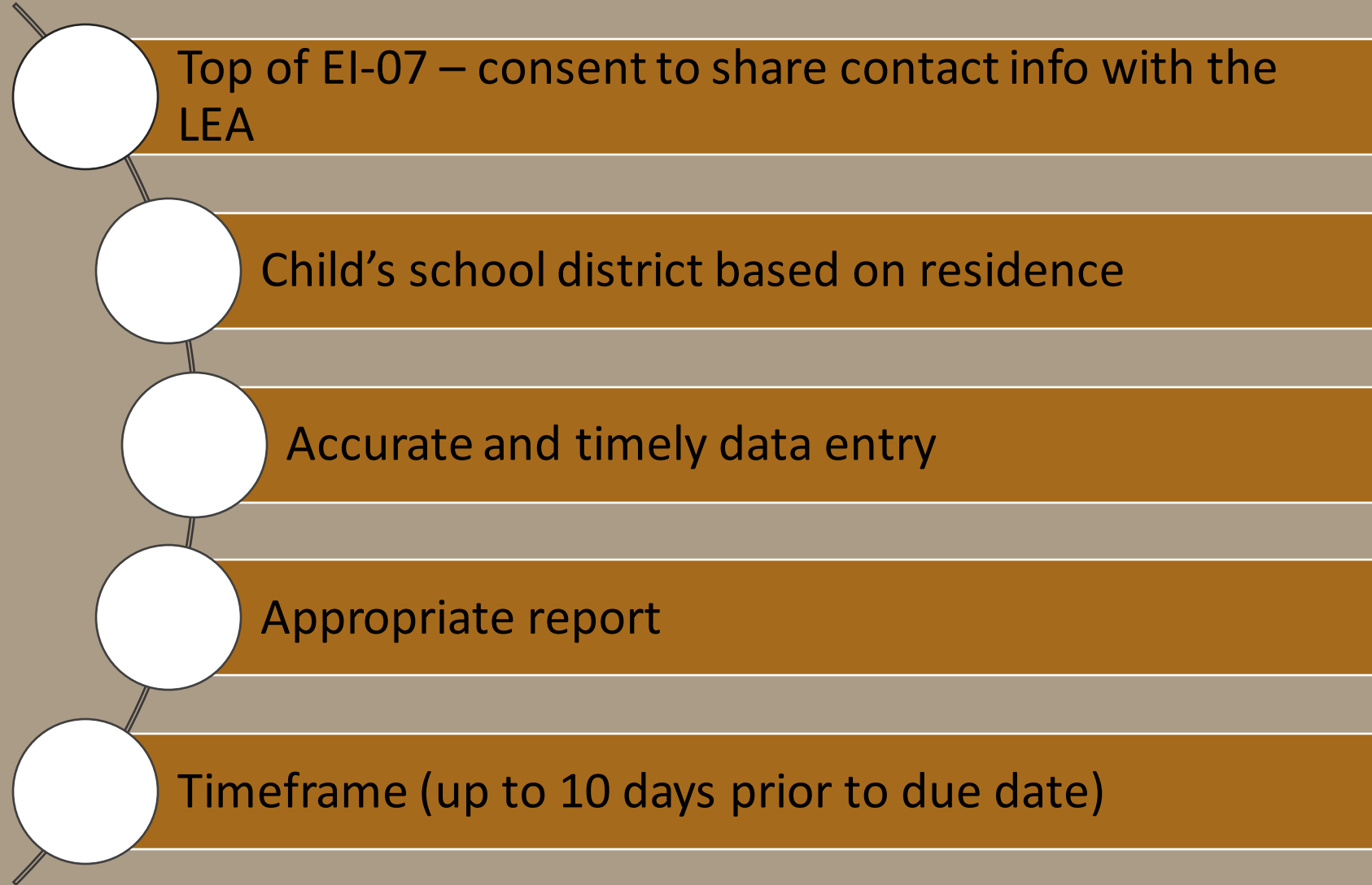
The EISC agency must run the Quarterly LEA Report in EIDS four times a year (by Feb 1, May 1, Aug 1, and Nov 1) and send the applicable pages to the appropriate LEA by the specified date.

The Feb 1 report is sent to DODD for the baseline analysis.

OAC 5123-10-02(L)(1)  
34 CFR 303.209(b)



# LEA: The Details



# LEA: The Details

Consent to share  
information with  
the Local Educational  
Agency (LEA)



Form EI-07		
6/9/18	Natalia Williams	07/04/2016
Today's date	Child's name	Child's DOB
Keisha Williams		0000000001
Parent name(s)		EIDS number

**Service coordinator use only**  
On 6/9/18 (date), a copy of this consent was provided to the parent(s)  
☒ in-person ☐ via mail ☐ via email

---

## Consents for Transition

**School District and Ohio Department of Education (ODE) Notification:** Ohio Early Intervention (EI) seeks your consent to share your child's name and your contact information with the Ohio school district responsible for your child's education and with the ODE. This information helps school districts plan for preschool special education programs for the upcoming year.

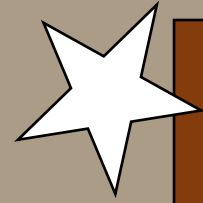
My service coordinator has informed me of all information related to sharing my child's name and date of birth and my contact information with the school district and ODE and explained my parent rights, including giving consent. I have a copy of the Ohio Early Intervention (EI) Parent Rights brochure. I understand I have dispute resolution options if I have an EI complaint.

☒ I understand and consent to sharing my child's name and date of birth and my contact information with the school district and ODE.

☐ I do not consent to sharing my child's name and date of birth and my contact information with the school district and ODE.

Keisha Williams		6/9/18
Parent name(s)	Parent signature(s)	Date

# LEA: The Preparation



Every county  
is part of the  
Feb 1 LEA  
baseline  
analysis

Make sure consent is reflected in EIDS  
(must opt out if parent does not consent)

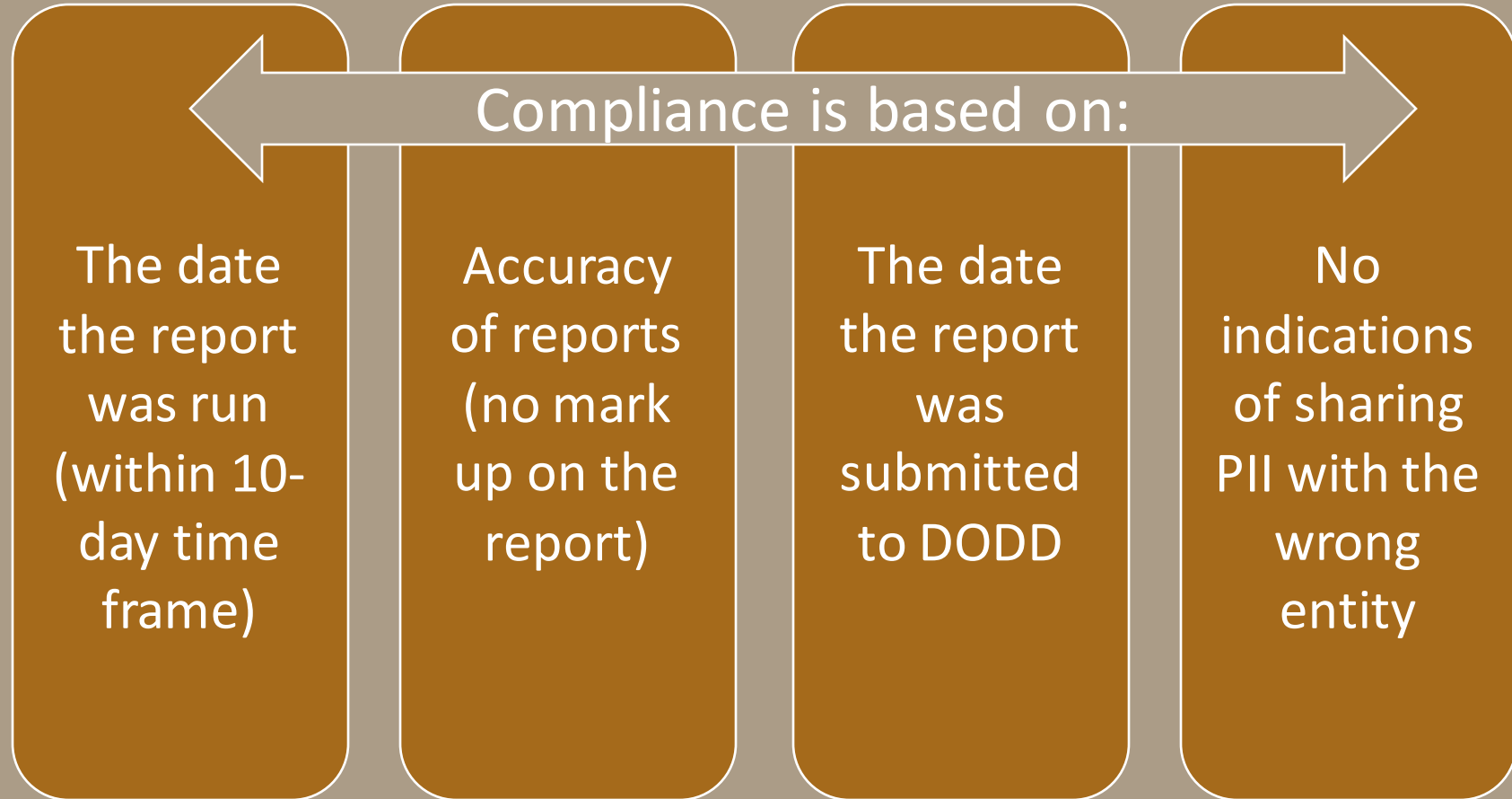
Confirm child and family information is  
accurate

Double check school districts

Confirm contact information with LEAs



# LEA: The Standards



# LEA: The Report

[Home](#)[Reports](#)[Administration](#)[ET Info](#)[System Admin](#)

Report data last refreshed on 7/2/2021 11:03 AM.

County Reports  
DSR Reports  
Ad-Hoc Report



## Quarterly LEA Report

[Get Report](#)

**County:** Mahoning

**Contract:** Early Intervention (Mahoning County Early

**Agency:** Mahoning County Board of DD

**Worker:** ALL

**\*Report Date:** February /01/ 2021

**\*Report Format:** PDF

*\* Indicates required field.*



# LEA: The Report



## Quarterly LEA Report

County: Mahoning

Service Agency: Mahoning County Board of DD

Service Coordinator: ALL

Report Date: 2/1/2021

Austintown Local  
S.D.5001

Child's Name	D.O.B	SSID	Parent	Street Address 1	City	State	Zip	Phone Number	Service Coordinator	SC Phone #
--------------	-------	------	--------	------------------	------	-------	-----	--------------	---------------------	------------

The Quarterly LEA report lists the names, birth dates, addresses and phone numbers of children who are Early Intervention eligible, have a current IFSP and will be turning three (3) years within the next 12 months. The children are listed alphabetically by their school district. The child's school district is entered at the county level and can be found on the family information page in the IFSP section of ET 3.0.

Report Run: 7/2/2021 11:05:45 AM

Report data last refreshed to: 7/2/2021 11:05:25 AM

Page 1 of 14

# LEA: The Results



In SFY21, all 88 counties were **100%** for LEA Notification!

# LEA

# Poll



When should the official Quarterly LEA Report for February 1 be run?

- ☐ January 2
- ☐ Between January 18 and Feb 1
- ☐ Between January 22 and Feb 1
- ☐ February 1
- ☐ February 1, or the first business day after if Feb 1 is a weekend





# LEA: Challenges & Strategies

---

- Put LEA reports on your calendar as a recurring event
- Subscribe to the biweekly EI Updates for reminders and news
- Run reports ahead of time and have EISCs review them
  - The Transition Extract report includes data on parent consent and school districts and can also be used to review data for accuracy
- Identify who is responsible for reporting – have a back up
- Run and send reports early in the 10-day window



# Steps & Services: The Requirements

---

Every child must have a transition outcome on their IFSP that includes the steps to be taken and any services needed to prepare the child and family for transition.

A transition outcome needs to be developed during a specific timeframe – not more than 9 months before the child's 3<sup>rd</sup> birthday, but at least 90 days before their 3<sup>rd</sup> birthday.

OAC 5123-10-02(L)(2)(a)

34 CFR 303.209(d)



# Steps & Services: The Details

- The transition outcome is written in Section 4 of the IFSP, just like any other outcome
- The box indicating that the “outcome addresses transition” needs to be checked
- Steps and Services ("Strategies") describe who will do what when
- Because Steps and Services are part of an IFSP, they must be developed as part of an IFSP meeting, but it does not need to be the TPC



# Steps & Services: The Preparation

A white ceramic cup filled with coffee, topped with a layer of brown foam and small bubbles. The cup sits on a matching white saucer. Several dark brown coffee beans are scattered around the base of the cup and saucer on a light-colored surface.

One cohort participates in Steps & Services baseline annually

DODD sends applicable counties instructions, including a data cleaning handout

It is the county's responsibility to review data in EIDS to make sure it is complete and accurate **before** DODD pulls it for analysis.

- Steps & Services are entered in the data system on the Transition page
- The correct date is entered
- Any noncompliance reasons (NCRs) are accurate
- Exits have been entered

# Steps & Services: The Preparation

A white ceramic cup filled with coffee, topped with a layer of brown foam and small bubbles. The cup sits on a matching white saucer. Several dark brown coffee beans are scattered around the base of the cup and saucer on a plain white background.

Counties with any missing data will receive a spreadsheet and be asked to provide more information about why components are missing from EIDS

A subgroup of counties will be asked to submit documentation of Steps & Services for verification



# Steps and Services: The Standards

Compliance is based on:

- Whether Steps & Services have been entered in EIDS
- Whether the date for Steps & Services was timely
- What NCR is indicated for any missing or late timelines

For counties selected for verification, compliance also reflects whether documentation in the physical record reflects the timely development of a transition outcome with Steps & Services

# Steps & Services: The Standards

## Transition Verification

*The child's EIDS# should be on the upper right corner of every page of every verification document (unless already present on the page).*

Component	Verification document	Source of information	Requirement
Steps and Services	IFSP	Section 4	"Outcome addresses transition" checked Transition outcome written Strategies section completed
		Section 5	Parent signature and date EI Service Coordinator signature and date Date is within required timeline

<https://ohioearlyintervention.org/monitoring>



# Steps & Services: The Standards

Child's name **Natalia Williams**

EIDS number **0000000001**

## Section 4: Our Child and Family Outcomes

This section identifies a child or family outcome based on what you want to accomplish, as well as the steps to meet your outcome. The outcome is based on information the team learned from the child and family assessment(s). Each IFSP outcome must be written in words easily understandable by everyone and in a way that clearly relates to what you stated as your priorities during the family-directed assessment (if conducted).

Outcome number <b>3</b>	This child outcome addresses	<input checked="" type="checkbox"/> Developing positive social relationships	<input type="checkbox"/> Acquiring and using new skills and knowledge	<input type="checkbox"/> Taking action to meet own needs	Outcome addresses family participation, family well-being, or information	<input checked="" type="checkbox"/> Outcome addresses transition
-------------------------	------------------------------	--	---	--	---	--

Given what you've shared about your family's daily life, what would you like to see happen within your family's activities as a result of EI supports and services. How will we know when it is accomplished?

**Tallie will participate in story time at the library by sitting and interacting with the librarian.**

What's happening now?

**Natalia moves around the room and watches Mary, the librarian, read the book. When Mary passes out props for her story, Tallie carries them around but doesn't use them to participate in the story. When Mary asks questions about the story, Tallie doesn't look at Mary or make an attempt to respond. Parents have found that Natalia really enjoys pop-up books. Keisha is worried that she will not be able to sit and participate in activities when she goes to preschool, and therefore she won't learn.**

Strategies: What steps and activities, including who and when, will help us meet the IFSP outcome?

**Keisha will arrive early to give Natalia time to explore the library. During story time, Keisha will give Tallie tight hugs to help her sit and attend to the story. Kate, SLP/PSP, will model and practice techniques with parents during their story time and at the library. Parents will share Tallie's book preferences with the librarian. EISC will help parents prepare questions for preschool visits and the transition planning conference meeting.**

Supports that we currently have available to help us with this outcome (formal and natural, including services not provided by EI).

**Family: grandparents, aunt**

**EISC: Mandy Pearson**

**Speech-Language Pathologist (SLP)/ Primary Service Provider (PSP): Kate Metz**

# Steps & Services: The Standards

Child's name	Natalia Williams			EIDS number	0000000001		
--------------	------------------	--	--	-------------	------------	--	--

Section 5: Consent for EI Services

I have been fully informed and understand all information related to the provision of Early Intervention services described in this IFSP. I have a copy of the Ohio Early Intervention Parent Rights brochure and understand my rights for giving consent. I understand that I have dispute resolution options if I have an Early Intervention complaint. I have received prior written notice about the proposed Early Intervention services and agree to the provision of these Early Intervention services described in this IFSP.

<u>Keisha Williams</u>	Keisha Williams	1/12/19
Parent signature	Parent name	Date
<u></u>		
Parent signature	Parent name	Date


We acknowledge that the outcomes reflect the family's priorities and concerns and the EI services support those outcomes. We agree to carry out the plan in a manner that supports the family's ability to help their child participate in and learn from their everyday activities whenever possible.

Signature	Name, role, and agency	Participation method	Date
<u>Mandy Pearson</u>	Mandy Pearson, EI Service Coordinator, London County DD	P	1/12/19
<u>Kate Metz</u>	Kate Metz, SLP, London County DD	P	1/12/19



# Steps & Services: The Standards

[Transition Planning Conference](#) **Transition Steps and Services**

	<b>Child's School District:</b>	Columbus City S.D. 2503
	<b>Child's Third Birthday:</b>	9/28/2019
	<b>Days Until Child's Third Birthday:</b>	243
	<b>* Transition Steps and Services Date:</b>	01 / 12 / 2019 
	<b>* Transition Steps and Services:</b>	Keisha will arrive early to give Natalia time to explore the library. During story time, Keisha will give Tallie

[Add Note](#) [Save](#)



# Steps & Services: The Report

Use the Transition Extract report  
to review Steps & Services.

Specify the date range of due  
dates to review.

## Early Intervention Reports

[45-Day CAP Log](#)[45-Day Compliance Monitoring Report](#)[45-Day Info For All Referrals](#)[Active Service Coordinator](#)[CAPTA Report](#)[Child Outcome Extract](#)[Child Outcome Monitoring](#)[COSF - Child List Report](#)[Diagnosed Medical Conditions List](#)[EI Redetermination](#)[EI Services](#)[Exit Extract](#)[Feb 1st LEA School Report](#)[HV Referrals](#)[Quarterly LEA Report](#)[Service Coordinator Caseload](#)[Service Coordinator Caseload Monitoring Report](#)[Service Coordinator Caseload Summary](#)[Service Coordinator Funding and IFSP Services Payment Source Report](#)[SOP Extract](#)[Transition Compliance](#)[Transition Extract](#)[Transition Planning Conference Cap Log](#)[TRS Cap Log](#)[TRS Compliance Report](#)



## Steps & Services: The Results

- 30 counties (Group 1) participated
- 579 records were part of the analysis
- 115 records were verified from 7 counties
- 5 counties received findings

# Steps & Services



Which children are required to have Steps & Services on an IFSP during the specified timeframe (not more than 9 months, but not fewer than 90 days before their third birthday)?

- ☐ Only children whose parents have signed consent
- ☐ Only children who have a TPC with the LEA
- ☐ Only children who have a TPC with any participants
- ☐ All children
- ☐ No children – Steps & Services are optional

# Steps & Services: Challenges & Strategies

---



- Every child must have a transition outcome with Steps & Services on their IFSP during the time period
  - Plan ahead – remember you have six months
  - It does not need to be part of a TPC
  - It must occur at an IFSP meeting
- A transition outcome can be developed at an IFSP review
  - You don't have to wait for the TPC or the LEA to be available, unless the parent chooses to do so
- A transition outcome with Steps & Services can be developed at the initial IFSP
- Document all reasons for delays



# Transition Planning Conference (TPC): The Requirements

- EISCs must ensure that a TPC occurs, with parent consent, at least 90 days and not more than 9 months before a child's 3<sup>rd</sup> birthday
- The TPC is conducted during an IFSP meeting
- For children potentially eligible for Part B preschool services, the LEA is included, with parent consent

OAC 5123-10-02(L)(2)(b) and (c)

34 CFR 303.209





# TPC: The Standards

Compliance is based on:

- Whether TPC dates have been entered in EIDS for any child whose parent consented
- Whether the dates were timely
- What NCR is indicated for any missing or late timelines

For counties selected for verification, compliance also includes whether documentation reflects timely TPCs and support a family reason for any late timelines

# TPC: The Details

The bottom of EI-07 must be complete indicating whether the parent consents to hold a TPC

If the parent checks “yes”:

- Appropriate participants are invited
- TPC occurs as part of an IFSP meeting
- TPC date is documented on the applicable IFSP
- The date is during the required timeline
- Parent and EISC sign and date applicable IFSP





# TPC: The Details



**Transition Planning Conference (TPC):** If your child may be eligible for preschool services under part B of IDEA, Ohio Early Intervention (EI) seeks your consent to schedule a transition planning conference with a representative from your school district who will explain the process for determining part B preschool eligibility. This conference must occur at least 90 days, but no sooner than 9 months before your child's 3rd birthday.

If your child is determined not to be potentially eligible for preschool services under part B of IDEA, EI seeks your consent to schedule a transition planning conference with other community service providers you and your team have identified.

My service coordinator has informed me of all information related to the transition planning conference (TPC) and explained my parent rights, including giving consent. I have a copy of the Ohio Early Intervention (EI) Parent Rights brochure. I understand I have dispute resolution options if I have an EI complaint.

☒ I understand and give consent to scheduling a TPC.

☐ I do not give consent to a TPC.

Keisha Williams

Parent name(s)

*Keisha Williams*

Parent signature(s)

8/1/2018

Date

# TPC: The Preparation

---

- One cohort participates in TPC baseline annually (same as Steps)
- DODD sends applicable counties instructions, including a data cleaning handout
- It is the county's responsibility to review data in EIDS to make sure it is complete and accurate **before** DODD pulls it for analysis.
  - TPC consents are entered accurately
  - The correct TPC date is entered if parent consented
  - Any noncompliance reasons (NCRs) are accurate
  - Exits have been entered (after all data have been entered)





# TPC: The Preparation

---

Counties with any missing data will receive a spreadsheet and be asked to provide more information about why components are missing from EIDS.

A subgroup of counties will be asked to submit documentation of Transition Planning Conferences for verification




# TPC: The Standards

Transition Planning Conference (TPC)	Form EI-07  <b>In addition, if consent given:</b> IFSP	TPC section	Consent choice checked Parent signature and date
		Header	IFSP type and date "TPC" written next to IFSP date or a case note documenting TPC date
		Section 1	Date of birth
		Section 5	Parent signature and date EI Service Coordinator signature and date



# TPC: The Standards

<b>Form EI-04 Individualized Family Service Plan (IFSP)</b> 			
IFSP type and date	<input type="radio"/> Initial <u>7/24/18</u>	<input checked="" type="radio"/> Periodic <u>1/12/19 TPC</u>	EIDS number <u>0000000001</u>
	<input type="radio"/> Periodic <u>          </u>	<input type="radio"/> Periodic <u>          </u>	
<b>Section 1: Child and Family Information</b>			
Child's first name <u>Natalia</u>	Last name <u>Williams</u>	Nickname <u>Tallie</u>	Date of birth <u>7/04/2016</u>

# TPC: The Standards

Child's name	Natalia Williams			EIDS number	0000000001		
--------------	------------------	--	--	-------------	------------	--	--

Section 5: Consent for EI Services

I have been fully informed and understand all information related to the provision of Early Intervention services described in this IFSP. I have a copy of the Ohio Early Intervention Parent Rights brochure and understand my rights for giving consent. I understand that I have dispute resolution options if I have an Early Intervention complaint. I have received prior written notice about the proposed Early Intervention services and agree to the provision of these Early Intervention services described in this IFSP.

<u>Keisha Williams</u>	Keisha Williams	1/12/19
Parent signature	Parent name	Date
Parent signature	Parent name	Date

We acknowledge that the outcomes reflect the family's priorities and concerns and the EI services support those outcomes. We agree to carry out the plan in a manner that supports the family's ability to help their child participate in and learn from their everyday activities whenever possible.

Signature	Name, role, and agency	Participation method	Date
<u>Mandy Pearson</u>	Mandy Pearson, EI Service Coordinator, London County DD	P	1/12/19
<u>Kate Metz</u>	Kate Metz, SLP, London County DD	P	1/12/19



# TPC: The Report

Use the Transition Extract report to review TPCs.

Specify the date range of due dates to review.

Early Intervention Reports
<a href="#">45-Day CAP Log</a>
<a href="#">45-Day Compliance Monitoring Report</a>
<a href="#">45-Day Info For All Referrals</a>
<a href="#">Active Service Coordinator</a>
<a href="#">CAPTA Report</a>
<a href="#">Child Outcome Extract</a>
<a href="#">Child Outcome Monitoring</a>
<a href="#">COSF - Child List Report</a>
<a href="#">Diagnosed Medical Conditions List</a>
<a href="#">EI Redetermination</a>
<a href="#">EI Services</a>
<a href="#">Exit Extract</a>
<a href="#">Feb 1st LEA School Report</a>
<a href="#">HV Referrals</a>
<a href="#">Quarterly LEA Report</a>
<a href="#">Service Coordinator Caseload</a>
<a href="#">Service Coordinator Caseload Monitoring Report</a>
<a href="#">Service Coordinator Caseload Summary</a>
<a href="#">Service Coordinator Funding and IFSP Services Payment Source Report</a>
<a href="#">SOP Extract</a>
<a href="#">Transition Compliance</a>
<a href="#">Transition Extract</a>
<a href="#">Transition Planning Conference Cap Log</a>
<a href="#">TRS Cap Log</a>
<a href="#">TRS Compliance Report</a>

# TPC

## Poll



The bottom half of EI-07 is where the parent indicates consent to:

- ☐ Develop a transition outcome
- ☐ Hold a TPC with the LEA specifically
- ☐ Hold a TPC with any participants
- ☐ Share contact information with the LEA

# TPC

## Poll



A TPC must include, at a minimum:

- ☐ The parent and EISC
- ☐ The parent, EISC, and LEA
- ☐ The parent and full team
- ☐ The parent, LEA, and full team



## TPC: The Results

---

- Group 1 (30 counties) participated
- 554 records were part of the analysis
- 49 records were verified from 7 counties
- 6 counties received findings



# TPC: Challenges & Reminders

---



- Form EI-07 – The bottom indicates consent to hold a TPC with anyone (not just the LEA)
- A TPC does not need to include the LEA; a TPC needs to include the parent & EISC and anyone else the parent wants to invite
- If the parent consents to a TPC, it must be held as part of an IFSP meeting
- Consent, including on EI-07 and IFSPs, must be written
- Case notes must document events leading to any late timelines

# TPC: Strategies



**Make sure an EI-07 is completed by the child's second birthday or soon after**

**The TPC date needs to correspond to an IFSP date**

**A TPC can be held during an initial IFSP for a late referral**

**Work with LEAs to schedule the TPC early enough to allow for changes**

**Review your IAA with LEAs to build in best practice and ensure that timelines are met**

**Review the DODD Transition guidance available on the website**

**Document the entire process, including any events leading to late timelines**

# TPC: Timeline Checklist

Transition Timeline Checklist		
Activity	Due	Completed
<b>At TPC (9 months – 90 days before the child's third birthday):</b>		
If parent <b>consents to TPC</b> , hold TPC during IFSP meeting:		
If child <b>may be eligible</b> for Part B services at age 3 and parent consents:		
LEA or school district representative provides Part B planning		
Document date of TPC on IFSP header and in EIDS		
Document all conversations and events in case notes		
If child <b>may be eligible</b> for Part B services at age 3, but parent has chosen <b>not to share</b> PII with the LEA:		
Ensure informed consent		
Provide family with LEA/school district info		
Hold TPC (with consent) with any community service providers identified by the team		
Document TPC (if applicable) on header of IFSP and in EIDS		
Document all conversations and events in case notes		
If child is determined <b>not to be potentially eligible</b> for Part B services at age 3 and parent <b>consents</b> to TPC:		
Include any community service providers identified by the team		
Document TPC (if applicable) on header of IFSP and in EIDS		
Document all conversations and events in case notes		
If parent <b>does not consent to a TPC</b> :		
Team addresses transition based on the family's needs and priorities		
Document in case notes transition activities to support a smooth transition		



# Compliance Strategies

---

- Ensure contact info is up to date with DODD
- Sign up for (and read) the biweekly EI Updates
- Review any information, especially data cleaning instructions, that are sent out prior to the baseline process
- Be familiar with guidance documents
- Use tools, such as the Child Record Review Checklist and the Verification Standards, to conduct ongoing record reviews
- Attend upcoming baseline webinars
- Maintain thorough documentation



# Documentation

Many records fail verification due to insufficient documentation of family reasons for late timelines





# Documentation: High Quality Case Notes

---

When did it occur?  
Where did it take place?  
How did it take place?  
Who was involved?  
What took place?  
Why did the activity occur?  
Follow-up activity needed  
Signature/credentials/date

# Documentation: Tell me what happened

---

- All attempts to contact the family
- Conversations with the family (including informed consent)
- Scheduling process – dates offered, dates declined, preferences, limitations
- Meetings, cancellations, and no shows
- Attempts to reschedule missed appointments ASAP
- The overall process, not just the result





# Documentation: Sample Insufficient Case Notes

- A) 6/1/21 Held TPC with Mom & LEA today. TPC was late because mom canceled original meeting.
- B) 6/4/21 Texted mom to schedule TPC for tomorrow. No response. TPC will be late due to parent reason.
- C) 6/4/21 Mom canceled meeting today because she had to work. TPC is due 6/26/21. 7/14/21 held TPC today with LEA.



# Documentation: Examples of Important Components

5/1/21 PC with mom to schedule TPC (due 6/18/21). I offered May 7, 13, and 17. Mom said the 17th at 10AM would be perfect.

5/14/21 Mom texted me to let me know she is starting a new job and can't meet May 17. She asked if we could wait a few weeks until she figures out her regular schedule. I responded and said that would be fine and asked her to reach out to me when she has the details.

5/28/21 I texted to mom to ask how her new job was going and if she had her schedule yet. No response.



# Documentation: Examples of Important Components

6/1/21 I texted mom again to ask if she had any dates that would work for the TPC in the next two weeks.

6/3/21 Mom called me to reschedule TPC. She suggested we meet on 6/21 or 6/22 because she is covering a weekend shift and will be off that M & T. I told her the school district rep could meet at 9AM on 6/15 or 2PM on 6/17 if Mom was available, or they could meet at 11AM on 6/21 if she wanted to wait. Mom said she wanted to wait until her day off.







## Data Entry

---

- Grant requirement – enter data within 30 days from event
- Enter all data and review for accuracy BEFORE exiting a child
- Both a TPC (if applicable) and Steps must be entered in the Transition section
- Steps & Services can still be edited after a child has been exited, if needed
- Refer to the EIDS Data Entry Guide

# Resources

- EI rules and federal regulations – <https://ohioearlyintervention.org/federal-and-state-regulations>
- Monitoring calendar and verification standards – <https://ohioearlyintervention.org/data-and-monitoring>
- Transition guidance – <https://ohioearlyintervention.org/guidance-documents-and-memos/guidance-documents>
- Child Record Review Checklist - <https://ohioearlyintervention.org/forms/Record-Review-Checklist>
- EIDS Data Entry Guide – [https://ohioearlyintervention.org/storage/ocali-ims-sites/ocali-ims-oei/documents/EI-Data-Entry-Guide\\_2-26-2021.pdf](https://ohioearlyintervention.org/storage/ocali-ims-sites/ocali-ims-oei/documents/EI-Data-Entry-Guide_2-26-2021.pdf)

# Resources:

## Transition Webinars

Transition Foundation: Nuts and Bolts

<https://attendee.gotowebinar.com/recording/3381854086805955843>

Transition: Best Practice 7-30-2021

<https://attendee.gotowebinar.com/recording/7202324946146037259>

Questions





# Contact Info

**Melissa Courts**

[Melissa.Courts@dodd.ohio.gov](mailto:Melissa.Courts@dodd.ohio.gov)

**Taylor Hammond**

[Taylor.Hammond@dodd.ohio.gov](mailto:Taylor.Hammond@dodd.ohio.gov)

**EIDS**

[EIDS@dodd.ohio.gov](mailto:EIDS@dodd.ohio.gov)



# Thank you!







# Welcome to the Webinar!



**Certificates:** Please type your name, role and county in the Questions box.

If participating as a group, please include names of all participants.

**Recording:** Webinar was recorded. Link to recording will be posted on the Ohio EI website, [ohioearlyintervention.org](http://ohioearlyintervention.org) within the webinar description. **Note: CPDUs not provided for recorded webinars.**