

Ohio Baseline Compliance Analysis Process

Compliance Monitoring

Each year, Ohio monitors counties on the required compliance indicators: 45-Day Timeline, Timely Receipt of Services (TRS), and Transition, including Transition Steps and Services, Notification to the Local Education Agency (LEA), and Timely Transition Planning Conferences (TPC). Results from each of these analysis are included in Ohio's Annual Performance Report (APR) due to the U.S. Department of Education's Office of Special Education Programs (OSEP) at the beginning of February each year.

Cyclical Monitoring Process

Ohio has implemented a rotating annual monitoring schedule such that county programs are included in either the 45-Day, TRS, or Transition (including Transition Steps and Services and TPC) analysis each year and all counties have data analyzed for each of these compliance indicators within a three-year period. Notification to the LEA is monitored for every county annually.

Baseline Analysis Schedule

The entire process from initial notification of inclusion to disseminating final results memos takes approximately 3.5 months, and includes the following:

- Initial Communications are sent:
 - Included counties receive a schedule of baseline activities and a handout regarding the process for reviewing and cleaning data
 - Counties not included receive information as such, with approximate dates regarding which indicator they will be monitored on for the baseline year
- A data cleaning period is initiated and lasts approximately one month:
 - Counties have two weeks to review and clean data that will be included in the baseline analysis and all questions and deletion requests must be submitted in this time
 - All deletion requests are processed by ETDS staff within approximately five working days
 - Any applicable data re-entry following deletions is completed by counties within approximately five working days
- Relevant data are extracted from Early Track and analyzed after the data cleaning period is complete:
 - DODD staff perform initial data analyses and prepare any needed county inquiries within approximately a week and a half
 - County inquiries, including missing data and verification requests, as applicable, are sent to counties, who are then required to respond within approximately 10 working days. During the Transition baseline process, all participating counties receive an inquiry regarding Steps and Services on the IFSP.
 - DODD staff verify applicable records, send clarification requests to those counties with incomplete verification documentation, and review/reconcile any needed data with finalized results being disseminated within three to four weeks
- Results memos are sent to each county included in the analysis

Baseline Results

Results of the baseline analyses are determined using percent compliant, as follows:

- 95 – 99.9%: DODD looks at one month of the most recent data. If the data are at 100% face value (including any necessary missing data requests), no finding is issued; however, the original percentage is utilized for Annual Performance Report (APR) reporting purposes. If the more recent data are not at 100% face value, a finding is issued following the <95% guidelines below.
- < 95%: If the subsequent data are not at 100% face value, a finding is issued reflecting the original compliance percentage.

Correction of Findings

Once issued a finding, counties must correct the finding as soon as possible, but no more than one year from issuance of the finding. DODD examines data on a monthly basis to determine county compliance. In order to correct any findings, counties must first have two consecutive months of data at 100% face value, at which point DODD requests a representative sample of records for verification. If all records are found to be compliant, a correction memo is issued. If any records are found to be noncompliant, the state continues to examine monthly data. The following are some additional requirements of and details about what happens while a county is working to correct a finding:

- Counties must access technical assistance while on a finding.
- Data will be pulled on or just after the first of each month and counties will receive missing data inquiries, as necessary.
- Counties are strongly encouraged to run and review CAP logs and compliance reports at least monthly in order to stay on top of the data.
- If a county does not correct within six monthly data analyses, the county will go on a Corrective Action Plan (CAP).
- If a county has no applicable records during one of the first six months of analyses, the month will still count towards the six months. A month with no applicable records, however, will not impact two consecutive months that occur immediately prior to and following the null month.