

# Preparing for the SFY22 Transition Baseline Analysis

February 2, 2022

# Welcome to the webinar!

**Communicating:** Use Questions box to type comments and questions.

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

**Handouts:** Handouts section on control panel.

**Sign-in:** At end of presentation, type your name, role, and county into the Questions box.

**CPDUs:** CPDUs are not provided for this webinar.

## **Tech Tips**

- Close other open apps (Word, email, etc.)
- Use headset if having audio problems.
- Make sure Computer Audio is checked on your control panel.
- Log off and back in.
- Use Dial-in option: phone # is on your control panel.



## Objectives/Agenda

Timelines for the baseline process

Compliance components

Data cleaning

Documentation

What are you  
here to learn?



# Annual Baseline Calendar

<https://ohioearlyintervention.org/monitoring>

| SFY22 Baseline Compliance Calendar (subject to change) |   |
|--|---|
|  |   |
| <b>Date(s)</b>   | <b>LEA (All Counties)</b><br>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><br>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><br>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><br>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  |



# Baseline Process

Baseline overview document is available on the EI website:

<https://ohioearlyintervention.org/monitoring>



## 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 Educational Agency (LEA), and Timely Transition Planning Conferences (TPC). Results from each of these analyses 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 in which 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 were or 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, including asking questions and requesting any needed deletions in the Early Intervention Data System (EIDS).
  - All deletion requests are processed by EIDS staff within approximately five working days.
  - Any applicable data re-entry following deletions needs to be completed by counties within approximately five working days.
- Relevant data are extracted from EIDS 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. Data may be missing for a number of reasons, such as delays due to family reasons, late timelines due to staff error, and data entry errors. County staff are asked to indicate why any components are missing from the data system.
  - DODD staff verify applicable records (i.e., confirm that hard copies support what is entered in EIDS), send clarification requests to those counties with incomplete verification documentation, review/reconcile any needed data, and finalize results within three to four weeks.

# SFY22 Compliance Baseline Data Uses



- For federal reporting in the Annual Performance Report (APR)
- To monitor compliance with federal requirements, including issuing findings if requirements are not being met
- As a factor in calculating county determinations

# Compliance Indicators

45-Day timeline

Timely Receipt of  
Services (TRS)

## Transition

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



# Transition Requirements



- All children must have steps and services associated with a transition outcome on an IFSP that occurs at least 90 days, and not more than nine months, prior to the child's third birthday
- With parent consent, a transition planning conference must also occur for all children during an IFSP meeting at least 90 days, and not more than nine months, prior to the child's third birthday

# Transition Compliance Components in EIDS

## Transition Planning Conference

- Child Date of Birth, Transition Planning Conference Date and, if applicable, Noncompliance Reason (NCR)

## Transition Steps and Services

- Child date of birth, Transition Steps and Services Date, Transition Steps and Services, and if applicable, NCR

# Transition Compliance Date Ranges

- DODD utilizes one quarter of the SFY to determine baseline compliance percentages
- For the SFY22 Transition compliance analyses, DODD will examine all records with Transition timelines ending between **October 1, 2021, and December 31, 2021**

# Timeline for Transition Analyses

| <b><i>Projected Date</i></b> | <b><i>Event/Task</i></b>  | <b><i>Who</i></b> |
|------------------------------|---|-------------------|
| <i>2/8/2022</i>              | <b><i>Counties begin reviewing applicable data</i></b>                        | <i>Counties</i>   |
| <i>2/22/2022</i>             | <b><i>All deletion requests and inquiries regarding data cleaning due</i></b> | <i>Counties</i>   |
| <i>3/1/2022</i>              | <b><i>Counties complete data re-entry following deletions</i></b>             | <i>Counties</i>   |
| <i>3/2/2022</i>              | <i>Compliance data extracted from EIDS</i>                                    | <i>DODD</i>       |
| <i>3/15/2022</i>             | <i>Compliance inquiries sent to counties</i>                                  | <i>DODD</i>       |
| <i>3/30/2022</i>             | <b><i>Compliance inquiries due to DODD</i></b>                                | <i>Counties</i>   |
| <i>5/23/2022</i>             | <i>Results memos issued by DODD</i>   | <i>DODD</i>       |

# County Responsibilities: Data Cleaning

Ensure all data are:

- Complete
- Accurate
- Entered timely





# County Responsibilities: Data Cleaning



- Review and clean up data by **Tuesday, February 22, 2022**
  - Deletion requests
  - Questions about any of the data
- Submit any inquiries to EIDS with “SFY22 Transition Baseline” in the subject
- Any data re-entry following deletions is due **Tuesday, March 1, 2022**

# County Responsibilities: Data Inquiries

- Respond to any data inquiries by **Wednesday, March 30, 2022**
- Three potential types of inquiries
  - Missing data (if any Transition components are missing in EIDS)
  - Verification Request (selection of records from some or all of the counties)
  - NCR confirmation (for any system reasons)



# Data Cleaning

## 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>   |



Counties should use the *Transition Extract* in EIDS to review TPC and Transition Steps and Services data

# Transition Extract

This report includes all children with TPCs and Transition Steps and Services due in the selected timeframe

Transition Extract

Get Report

County: BEIS Test County

Contract: Early Intervention (BEIS Test County Early

Agency: ALL

Worker:

\* TPC and Steps & Services due on/after: 10/01/2021

\* TPC and Steps & Services due on/before: 12/31/2021

For the SFY22 baseline analysis, use 10/1/2021 to 12/31/2021

# Transition Extract

- Any/all MISSING data not corrected before DODD extracts data will require an explanation
- While checking data accuracy, be sure to use case notes that verify NCRs used

| Transition_Steps_and_Services_Date | Transition_Steps_and_Services_NCR | Transition_Steps_and_Services |
|------------------------------------|-----------------------------------|-------------------------------|
| 1/24/2020                          |                                   |                               |
|                                    |                                   |                               |
| 2/5/2020                           |                                   |                               |
|                                    |                                   |                               |
| 1/24/2020                          |                                   |                               |
|                                    |                                   |                               |

| TPC_Due   | TPC_Date  | Days_from_TPC_to_Third_Birthday | TPC_NCR |
|-----------|-----------|---------------------------------|---------|
| 1/30/2020 | 1/24/2020 | 96                              |         |
| 3/19/2020 |           |                                 |         |
| 2/17/2020 | 2/5/2020  | 102                             |         |
| 3/3/2020  |           |                                 |         |
| 1/26/2020 | 1/24/2020 | 92                              |         |
| 3/21/2020 |           |                                 |         |



# Common Issues: Data Entry

- Transition data not being entered prior to exiting the record
  - To enter TPC after exit requires deletion request
  - Steps & Services can be updated even if child exited
- Transition Steps and Services not being entered exactly as they are documented on Section 4 of the IFSP Form under “Strategies: What steps and activities, including who and when, will help us meet the IFSP outcome?”

# Noncompliance Reasons (NCR)

|    |                              |
|----|------------------------------|
| 51 | Parent/Child Reason          |
| 52 | Couldn't locate/reach family |
| 53 | Emergency related closure    |
| 54 | HMG staff error              |
| 55 | HMG system reason            |
| 56 | System reason – COVID-19     |



# Missing Data Inquiry

| Child<br>Birthdate | TPC and<br>Transition<br>Steps &<br>Services<br>Due | TPC Date | TPC NCR | TPC Notes |
|--------------------|---|----------|---------|-----------|
| 1/19/2021          | 10/21/2020  | Missing  |         |           |
| 1/25/2021          | 10/27/2020  | Missing  |         |           |
| 3/23/2021          | 12/23/2020  | Missing  |         |           |

| Steps &<br>Services<br>Date | Steps & Services NCR | Transition Steps and<br>Services | Steps & Services Notes |
|-----------------------------|----------------------|----------------------------------|------------------------|
| Missing                     |                      |                                  |                        |
| Missing                     |                      |                                  |                        |
| Missing                     |                      |                                  |                        |



# Verification of records

- Does the documentation in the record support what is entered in the data system?

<https://ohioearlyintervention.org/monitoring>

| Transition Verification   |  |  |  |
|---|--|--|--|
| <i>The child's EIDS# should be on the upper right corner of every page of every verification document (unless already present on the page).</i> |  |  |  |
| Component   | Verification document                                    | Source of information  | Requirement  |
| Steps and Services  | IFSP   | Section 4  | "Outcome addresses transition" checked<br>Transition outcome written<br>Strategies section completed       |
|   |  | Section 5  | Parent signature and date<br>EI Service Coordinator signature and date<br>Date is within required timeline |
| Transition Planning Conference (TPC)  | Form EI-07<br><br>In addition, if consent given:<br>IFSP | TPC section  | Consent choice checked<br>Parent signature and date  |
|   |  | Header   | IFSP type and date<br>"TPC" written next to IFSP date or a case note documenting TPC date                  |
|   |  | Section 1  | Date of birth  |
|   |  | Section 5  | Parent signature and date<br>EI Service Coordinator signature and date                                     |
| NCR   | Case note  | Case note with date/s<br>(Case notes may be documented on paper or electronically) | Must support reason and reflect date prior to due date*<br>Date of case note<br>Signature or initials      |
|   | Other sources such as a newspaper article, email, etc.   | Dated document with details of event (weather emergency, closure, etc.)            | Documentation with details of event  |

\*Note that the federal regulations require that any late activities be completed as soon as possible after the documented exceptional family circumstances no longer exist.

## Final Analysis & Results

- Data inquiries are incorporated into the final analysis
- Results memos are issued to each county
- Any county that is less than 100% receives a finding which must be addressed through the correction process





# Transition Steps and Services

## 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<br>Transition outcome written<br>Strategies section completed       |
|                    |                       | Section 5             | Parent signature and date<br>EI Service Coordinator signature and date<br>Date is within required timeline |

# Transition Steps and Services

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 | <input type="checkbox"/> 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**

# Transition Steps and Services

|              |                  |  |             |            |  |
|--------------|------------------|--|-------------|------------|--|
| 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.

|  |   |                                    |
|--|---|------------------------------------|
| <div>Keisha Williams</div> <div>Parent signature</div> | <div>Keisha Williams</div> <div>Parent name</div> | <div>1/12/19</div> <div>Date</div> |
| <div></div> <div>Parent signature</div>                | <div></div> <div>Parent name</div>                | <div></div> <div>Date</div>        |

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    |
|--------------------------|---|----------------------|---------|
| <div>Mandy Pearson</div> | Mandy Pearson, EI Service Coordinator, London County DD | P                    | 1/12/19 |
| <div>Kate Metz</div>     | Kate Metz, SLP, London County DD                        | P                    | 1/12/19 |

# Common Issues: Transition Steps and Services

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
- A transition outcome with Steps & Services can be developed at the initial IFSP
- You don't have to wait for the TPC or the LEA to be available, unless the parent chooses to do so
- Document all reasons for delays

# Transition Planning Conference (TPC)

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



# Transition Planning Conference (TPC):EI-07

**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

# Transition Planning Conference (TPC)

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

# Transition Planning Conference (TPC)

|              |                  |  |             |            |  |
|--------------|------------------|--|-------------|------------|--|
| 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.

|  |   |                                    |
|--|---|------------------------------------|
| <div>Keisha Williams</div> <div>Parent signature</div> | <div>Keisha Williams</div> <div>Parent name</div> | <div>1/12/19</div> <div>Date</div> |
| <div></div> <div>Parent signature</div>                | <div></div> <div>Parent name</div>                | <div></div> <div>Date</div>        |

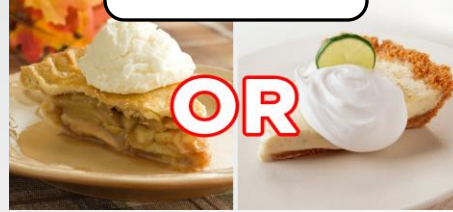
We acknowledge that the outcomes reflect the family's priorities and concerns and the EI services support those outcomes. We agree to carry out the plan in a manner that supports the family's ability to help their child participate in and learn from their everyday activities whenever possible.

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

# Common Issues: Transition Planning Conferences

- 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
- The date of the TPC must be documented on the IFSP header

POLL



True or false: The parent must indicate consent on the EI-07 to develop a transition plan with Steps & Services

- ☐ True
- ☐ False



# A Note About Consents & Signatures

## Written informed consent in general

- Ensure parents understand consent
- Alternative documentation (text, email, etc.) must reflect informed consent
- Method is documented in case notes



<https://ohioearlyintervention.org/storage/ocali-ims-sites/ocali-ims-oei/documents/EI-Program-Updates-2017.pdf>



# Noncompliance Reasons

- For any late or missing requirements, case notes will be needed to support the reason
- Case notes, along with other supporting documentation, often determine whether a record will pass verification



# 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: Tell me what happened

- Attempts to coordinate with the LEA and/or other TPC participants
- Offers to hold TPC without LEA if LEA cannot attend and parent's decision



# Common Issues: Case Notes

Document everything!

- All contacts and attempts
- All details around scheduling
- Dates within timeline that were offered
- Attempts to reschedule cancellations within a reasonable time





# Record Review Checklist

<https://ohioearlyintervention.org/forms/Record-Review-Checklist>

Child's Name: \_\_\_\_\_

EIDS #: \_\_\_\_\_

## **Transition**

### **When referral is after child's second birthday:**

- ☐ Case note documents EISC had conversation during initial visit regarding transition.
- ☐ Header of EI-07 filled out completely.
- ☐ Top section of EI-07 completed to show that parent made a choice whether or not to share their information with LEA and choice is accurately reflected in EIDS.
- ☐ Parent has signed and dated top part of EI-07.

### **For children 24 months of age or older**

- ☐ Top section of EI-07 is completed.
- ☐ Parent has checked that they do or do not consent to share information with the LEA on the top section of EI-07 and choice is accurately reflected in EIDS.
- ☐ Parent name, signature, and date are complete for LEA notification.

### **For all children within 90 days of their third birthday**

- ☐ On the bottom section of EI-07, parent has checked that they do or do not consent schedule a TPC meeting.
- ☐ Parent name, signature, and date are complete for TPC consent.
- ☐ EI-06 completed for all agencies/LEA that the parent wants to share information with as part of TPC/transition process.
- ☐ Section 4 of the IFSP has a transition outcome with "outcome addresses transition" checked.
- ☐ The transition outcome meets the Six Step Criteria and describes what the family would like to happen to support transition.
- ☐ The Strategies section describes the steps needed to meet the transition outcome.
- ☐ Section 5 of the IFSP documents that the transition outcome and steps were developed during the required time period (no more than 9 months, and not fewer than 90 days, before the child's third birthday).



# Transition Timeline Checklist

<https://ohioearlyintervention.org/guidance-documents-and-memos/guidance-documents>

| Activity  | Due | Completed |
|---|-----|-----------|
| <b>At initial IFSP meeting:</b>   |     |           |
| Introduce family to transition planning   |     |           |
| <b>At IFSP meeting closest to 2nd birthday (or whenever child determined eligible after 24 months):</b>   |     |           |
| Explain eligibility and role of LEA   |     |           |
| Explain parent rights and ensure informed consent   |     |           |
| Ensure parent has copy of Parent Rights brochure  |     |           |
| Have parent sign EI-07 regarding consent to share PII with LEA & SEA  |     |           |
| Provide a copy of consent to parent and document on EI-07   |     |           |
| <b>Ensure</b> consent status is correctly entered in EIDS (data system defaults to "yes" unless changed to "no")  |     |           |
| Place consent in child record and document Transition activities completed in case notes  |     |           |
| <b>Informing the LEA of children potentially eligible for Part B:</b>   |     |           |
| Confirm consent and contact information are correct in EIDS prior to sending LEA Quarterly Report   |     |           |
| Confirm appropriate school district is selected in EIDS   |     |           |
| <b>Transition plan development (9 months - 90 days before the child's third birthday):</b>  |     |           |
| Team develops IFSP with a transition plan for every child in EI that includes:  |     |           |
| At least one transition outcome to create a plan to support a smooth transition of the child from EI services under part C to preschool services under part B or to other appropriate services, and |     |           |
| Transition steps and services describing who, what, and when  |     |           |
| Check transition box on the IFSP outcome page   |     |           |
| Document development of transition outcome with steps and services in case notes  |     |           |
| Enter both outcome and steps and services into EIDS   |     |           |

# Resources

- SFY22 Baseline Schedule - [https://ohioearlyintervention.org/storage/ocali-ims-sites/ocali-ims-oei/documents/SFY22-Baseline-Calendar\\_condensed-for-website.pdf](https://ohioearlyintervention.org/storage/ocali-ims-sites/ocali-ims-oei/documents/SFY22-Baseline-Calendar_condensed-for-website.pdf)
- Baseline Analysis Process - <https://ohioearlyintervention.org/storage/ocali-ims-sites/ocali-ims-oei/documents/Baseline-Analysis-Process-2019-10-3.pdf>
- Verification Standards - <https://ohioearlyintervention.org/storage/ocali-ims-sites/ocali-ims-oei/documents/Verification-Compliance-Standards-11-30-20.pdf>
- Record Review Checklist - <https://ohioearlyintervention.org/forms/Record-Review-Checklist>
- IFSP Guidance Document - <https://ohioearlyintervention.org/storage/ocali-ims-sites/ocali-ims-oei/documents/IFSPGuidanceDocument07012019.pdf>
- Transition Timeline Checklist - <https://ohioearlyintervention.org/storage/ocali-ims-sites/ocali-ims-oei/documents/Transition-Timeline-Checklist-7-10-2020.pdf>
- Transition Foundational: Nuts and Bolts - <https://register.gotowebinar.com/recording/3381854086805955843>



# Questions?

Send any questions regarding the baseline process to [Melissa.Courts@dodd.ohio.gov](mailto:Melissa.Courts@dodd.ohio.gov)

Send any deletion requests or data questions to [EIDS@dodd.ohio.gov](mailto:EIDS@dodd.ohio.gov)

# Contact Information

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Karen Kincaid – [karen.kincaid@dodd.ohio.gov](mailto:karen.kincaid@dodd.ohio.gov)

Program Consultant Map: <https://ohioearlyintervention.org/local-state-national-resources>

# POLL

## Was this helpful?



- I found it very helpful
- I found it helpful, but it didn't answer all my questions
- I already knew most of this, but it was good to hear again
- I really didn't get much out of this
- I was disappointed because it didn't meet my needs

