

MEMORANDUM

To: Family and Children First Council Coordinators and Early Intervention Contract Managers

From: Jacob Foskuhl, Financial Manager, DODD Division of Fiscal Administration
Nathan DeDino, Part C Coordinator, DODD Division of Policy and Strategic Direction

Date: March 26, 2021

Re: SFY22 Service Coordination, Evaluation/Assessment & Outreach Grant

The Department of Developmental Disabilities is the lead agency for the early intervention program in Ohio and oversees service coordination activities at the local level. The following memorandum lays out what to expect from DODD in the coming months.

- 1) **Agreements:** Ohio FCFC will provide DODD with the list of FCFC fiscal agencies and their contacts in each county for the grant year starting July 1, 2021. DODD will provide those entities with funding agreements containing information about the terms of the award, use of funds, reporting requirements, contact information, etc. We will post the agreement documents and allocations to the EI website in April. We will ask that signed agreements are returned to DODD by Friday, June 4, 2021. Training resources (including documents and videos) are available on the service coordination website: <https://ohioearlyintervention.org/service-coordination-grant-agreements>

Fully executed grant agreements will be returned after a state budget is enacted (typically early July).
- 2) **Program Narrative & Budget Justification:** For the grant beginning July 1, 2021, the Program Narrative will not be submitted with the initial grant materials. Instead, the Program Narrative is part of the reporting requirements specified in the service coordination agreement at section 3.10 and must be submitted to your EI program consultant no later than October 1, 2021. Insufficient or incomplete program narratives may result in delayed or denied payments in the Early Intervention Grant System (EIGS). The budget justification will still be uploaded in EIGS by the administrative agency prior to a budget being approved. Please see the updated Exhibit C (Budget Justification) when agreement documents are posted to the website.
- 3) **Local Outreach:** Consistent with last year, activities related to local child find and outreach are budgeted and reported in EIGS. The funding previously associated with local outreach grants is included with each county's total allocation within the service coordination, evaluation, assessment & local outreach grants.
- 4) **Multi-County Collaborations:** DODD welcomes counties to collaborate and pool or aggregate funds by establishing multi-county agreements. The intent to enter into a

multi-county agreement must be shared with Ohio FCFC via email prior to Friday, April 16, 2021 so the allocations resulting from the multi-county agreements are properly loaded into EIGS. This email must identify all counties participating in the collaboration, the county that will become responsible for overseeing the aggregated funds, and the name of the FCFC administrative agency for the responsible county. DODD will accept a signed service coordination grant agreement from only the county responsible for the aggregated allocation. Collaborating counties must formalize the multi-county collaboration by agreement or resolution. Before a grant payment is issued, DODD will now require documentation that the multi-county collaboration was made formal by agreement signed by all counties or resolution. Please email this documentation to eigs@dodd.ohio.gov. Finally, please note that multi-county agreements must remain in place for the entire duration of the grant year.

Example: Adams and Brown counties choose to create a multi-county agreement and decide that Adams County will be the recipient and responsible party of the grant funds. Adams County will notify Ohio FCFC by April 16, 2021 of their intent to collaborate with Brown County. DODD will then add the allocations for Adams County and Brown County together and load the combined allocation in the grants system under Adams County. Brown County's allocation in the system will be \$0. DODD would then have an agreement with Adams County but would not have one with Brown County. Prior to submitting the first expense report in EIGS, Adams County will provide documentation that the multi-county collaboration is agreed to by all parties by emailing eigs@dodd.ohio.gov.

- 5) **Early Intervention Grants System:** DODD administers the Early Intervention Grants System, where counties submit budgets and expense reports. Allocations for the grant year starting July 1, 2021 are expected to be loaded into EIGS by Friday, May 7, 2021. Budgets must be completed and uploaded with a copy of the Addendum B (EI Personnel Contact Sheet) and a copy of the Exhibit C (Budget Justification) document by Friday, June 4, 2021. Training resources (including documents and videos) are available on the EI website here: <https://ohioearlyintervention.org/service-coordination-grant-agreements>

Please note that DODD does not require counties to attach copies of fully executed subcontracts until requesting reimbursement for related expenses for the first time.

- 6) **Early Intervention Data System (EIDS):** DODD administers the Early Intervention Data System. EIDS is used to collect information about participants in the Early Intervention program. Each grantee must designate the Early Intervention contract manager to have the role of "EI System Administrator" in EIDS, who will be responsible for creating and maintaining access to EIDS at the agency level. Exhibit F of the grant agreement will provide additional information. Directions for obtaining access to EIDS are available here: <https://ohioearlyintervention.org/data-system>
- 7) **Contract Manager Training Requirements.** DODD is adding training requirements for EI contract managers consistent with those training requirements for EI service

coordinators and supervisors and agencies under contract with DODD to provide EI services. EI contract managers will have up to a year to complete the trainings. The trainings and timeline are described in Exhibit G that will be posted to the EI website in April.

- 8) **State vs. Federal Funds:** The source of funds associated with each grant payment is available to subrecipients in three ways in order to inform SEFA reporting and revenue deposits as needed.
- EIGS identifies the funding source associated with each expense report marked “Paid.” This can be found when you first access the system. Look to the right on the County Expense Report Dashboard.
 - Funding information will also be available via the payment message field. This can be viewed using the OAKS EFT lookup website, administered by the Office of Shared Services. The website address is <http://remitlookup.obm.ohio.gov/> Questions about how to use the site should be directed to the Office of Shared Services (OSS) by emailing ohiosharedservices@ohio.gov. If additional information about these resources or a direct deposit is needed, call OSS at 1-877-644-6771.
 - At least twice annually, DODD will provide the total amount of disbursements made using each funding source: state general revenue funds (GRF) or Federal (by FAIN).

If you have any questions, please do not hesitate to contact Jacob.Foskuhl@dodd.ohio.gov or (614) 466-4926.

Who Does This	Activity	Deadline
DODD	SFY22 allocations and Grant Agreements posted on EI website	Early April
FCFC Administrative Agencies	Notify Ohio FCFC of intent to participate in multi-county Agreements	Friday, April 16
DODD	Allocations uploaded to EIGS	Late April
FCFC Administrative Agencies	Grant Agreements and required forms due via email to DODD	Friday, June 4
FCFC Administrative Agencies	Budgets due in EIGS	Friday, June 4