



# OHIO DEPARTMENT OF HEALTH

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Ted Strickland/Governor

Alvin D. Jackson, M.D./Director of Health

Memo #10-01

To: Help Me Grow Project Directors  
County Family and Children First Coordinators

From: Jean Myer, Administrator *Jean Myer*  
Bureau of Early Intervention Services

Copy: HMG staff, Angela Sausser-Short, OFCF, OFCF Regional Coordinator, Katrina Bush, DODD, DODD Regional Staff

Subject: February 1<sup>st</sup> LEA Report for 2010

The purpose of this memorandum is to provide clarification regarding the February 1<sup>st</sup> LEA Transition Report and to request documentation that shows it was submitted to all LEAs in a timely manner. Current and past policy requires that local Family and Children First Councils/ HMF programs send to each LEA in the county names, addresses and birth dates of children with developmental delays or disabilities eligible for Part C services, with a current IFSP, who will be turning three years old within the next 12 months.

Please be aware that the Help Me Grow Transition Policy has changed so that requirements surrounding submission of the LEA reports have changed as of September 17, 2009. The LEAs must now receive the report within 10 days of the “report run date.” In Early Track, the upcoming report run date is specified as February 1. As clarified in the September 17, 2009 policy webinar, all LEAs must receive the report by February 10, 2010.

ODH/ BEIS also requests that the February 2010 notification to the LEA be submitted to ODH/ BEIS. February 1 reports are used for our annual compliance analysis and as the lead agency for Part C, ODH is responsible for issuing findings of noncompliance in this area based on this upcoming submission where appropriate. This information will also be reported in ODH’s Annual Performance Report (APR) for the current fiscal year to the US Department of Education Office of Special Education Programs.

As such, ODH will accept the following as documentation that the report was run and submitted in a timely manner:

1. The PDF version of the LEA report run (printed in the bottom right corner) between January 1, 2010 and February 1, 2010 **OR**

2. The MS Excel version of the LEA report with transmission documentation showing submission to the LEAs between January 1, 2010 and February 10, 2010. Acceptable forms of transmission documentation include:
  - a. E-mails to each LEA with the report attached (you may copy or forward e-mail communication with LEAs to ODH via Robin Bell, HMG Monitoring Consultant at [Robin.Bell@odh.ohio.gov](mailto:Robin.Bell@odh.ohio.gov)) with a sent date between 01/ 01/ 2010 and 02/ 10/ 2010.
  - b. Copies of cover letters dated between 01/ 01/ 2010 and 02/ 10/ 2010 sent to the LEAs AND the Excel version of the report

Please note that if your County runs the MS Excel version of the report, we require both proof of date of transmission and a copy of the report sent to each LEA. If your County runs the PDF version of the report, we require a copy of the report.

All documentation must be submitted in the following manner by **Friday, February 19, 2010**:

- If submitting an MS Excel version of the report:
  - A dated communication between the County HMG program and the LEA **AND**
  - A copy of the MS Excel version of the report
- If submitting a PDF version of the report:
  - A copy of the PDF version of the report with the date stamp visible in the lower right hand corner

They may be e-mailed, mailed, or faxed. For submission of this report, ODH's preference is that submission be made via e-mail whenever possible. Please send all documentation to:

Robin Bell, HMG Monitoring Consultant

**If e-mailing (preferred):** [Robin.Bell@odh.ohio.gov](mailto:Robin.Bell@odh.ohio.gov)

**If sending via USPS, UPS, FedEx or other delivery service:**

Bureau of Early Intervention Services

246 N. High Street, 5th Floor

Columbus, OH 43215

**If faxing:** 614-728-9163