



# OHIO DEPARTMENT OF HEALTH

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Ted Strickland/Governor

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

## Memorandum #10-08

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

**From:** Audrey Blake, M.P.H.  
Administrator  
Early Intervention System of Payment  
Bureau of Early Intervention Services

**Subject:** Clarification on Documents Required for EISOP Renewals

**Date:** May 4, 2010

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Please see the attached Renewal Documentation Request. This has been sent to Service Coordinators in your county who provide service coordination to children whose services are paid through the Early Intervention System of Payment (EISOP).

Service Coordinators are required to send in the following items to assist ODH in renewing the approval for continued payment of early intervention services past the end of the fiscal year, June 30, 2010.

- **Service updates from the early intervention provider:** A written statement from the provider (i.e. occupational therapist, physical therapist, speech-language pathologist, etc.) on the provider's letterhead verifying the continued need including the frequency, intensity and duration of the service
- **Include progress notes from the early intervention provider** (i.e. occupational therapist, physical therapist, speech-language pathologist, etc.)
- **Most Recent IFSP - Section Six** (goals-related to the service being paid by EISOP)
- **Most Recent Updated IFSP - Section Seven** (listing the specialized early intervention service(s), including frequency, intensity and duration)

**It is extremely important that Service Coordinators send this information back to ODH by the May 24<sup>th</sup> deadline. Failure to return the documentation will result in payment for services ending after June 30, 2010. Service Coordinators should e-mail the renewal information to [Linda.Coffey@odh.ohio.gov](mailto:Linda.Coffey@odh.ohio.gov).**