



Memo #11-15

To: HMG Project Directors and ET System Administrators
From: Sondra Crayton, Assistant Chief, BEIS
CC: FCFC Coordinators, BEIS HMG Staff, State Partners
Subject: Early Track August 2011 Updates
Date: November 16, 2011

Updates/changes were made to ET 3.0 on November 16, 2011. When updates/changes occur, a memo is sent to county HMG Project Directors and ET System Administrators. *Please notify all of your county ET users that this memo can be accessed under “ET Info” in Early Track.*

Summary of Updates and Changes

Multiple Eligibility: Overview

Multiple eligibility was added to Early Track in this release. With multiple eligibility, data entry now better mirrors actual practice. For example—

- Children can be simultaneously Part C Eligible and Home Visiting Eligible in Early Track.
- A Part C eligibility determination in Early Track will no longer automatically end an existing Home Visiting eligibility.
- Part C eligible children can become Home Visiting Eligible in Early Track if they meet the Home Visiting eligibility standards.

Multiple eligibility resulted in changes to Referral, Eligibility, and Exit in Early Track. However, the data entry requirements are nearly identical to what they were before the release. The PowerPoint slides sent November 9 to all county PDs, FCFCs, and Early Track system administrators (and re-sent with this memo) provide screenshots that you may find helpful to understand the concepts laid out below.

- *Referral*
 - Referrals can be made to both Part C and Home Visiting at the same time
 - Part C Referral is always available
 - At Risk Referral is always available to any child previously At Risk Eligible.
 - Home Visiting Referral is always available to any child referred on/after July 16, 2010
- *Eligibility*
 - Eligibility criteria have **not** changed!
 - A child with a diagnosis on the diagnosis list can still be made Part C eligible based on this diagnosis
 - A child meeting the Home Visiting eligibility criteria can still be made Home Visiting eligible, but now it will not matter if the child has a Part C eligibility in Early Track
 - A child previously At Risk eligible can become At Risk eligible again if under the age of three. A child never previously At Risk eligible cannot become At Risk eligible
- *Exit*
 - Exit page reasons and destinations have **not** changed. Optional Exit page questions are **still** optional.
 - Users will need to Exit **each program/referral separately**

- Users must **confirm** an Exit before it is saved. **If a user does not confirm an Exit, it will not save.**
- An Exit from one program does not result in an Exit from Early Track if the child has an open Referral to another program or if the child is currently eligible for another program

Multiple Eligibility: Reports

Users should notice a few practical differences in most of the Early Track reports. A child in both Part C and Home Visiting, for example, should show up on both the Service Coordinator Caseload and Home Visitor Caseload reports. More significant differences appear on the Children Receiving Services report and the Child Extract.

- **Children Receiving Services**
 - The Children Receiving Services report is currently listing dually served children under only the program with the most recent Eligibility determination.
 - At this time, dually served children will have a duplicate entry under whatever section had the most recent eligibility start date. The Eligibility date and Family Plan/IFSP date will correspond for both entries to whatever program has the most recent eligibility start date. If you wish to determine which children are dually served, you will need to look for duplicate entries in the Children Receiving Services report and look up the ET ID number to determine which other programs are serving the child.
 - Thus, if a child was first determined Part C eligible, subsequently determined Home Visiting Eligible, and was receiving both Part C and Home Visiting services, the child would appear only in the Home Visiting section of the report. Although the child *should* appear under both the Part C *and* Home Visiting sections of the report, the child will at this time appear only in the Home Visiting section of the report because the Home Visiting eligibility start date was more recent than the Part C eligibility start date.
 - We are working to fix this error and hope to have the fix deployed in the December release.
 - In the example below, the child is both Part C and Home Visiting eligible. The Part C Eligibility start date is March 1, 2011, and the Home Visiting Eligibility start date is March 31, 2011. Thus, the child appears twice on the Children Receiving Services report under Home Visiting. To determine the Eligibility date, IFSP date, etc. for other programs serving the child, the user would need to look up the ET ID in Early Track.



Children Receiving Services

County Name: BEIS Test County

Report Date: 4/30/2011

Eligibility Category: Home Visiting						
Age Category: Age 0 to 1(*)						
Child's Name	ET ID	Ethnicity	Race(s)	Birth Date/Due Date	Eligibility Date	Family Plan Date
ODH Test, Baby	0005847269	N	American Indian or Alaska Native	11/24/2010	7/16/2010	2/1/2011
Psmith, Stuart	0005880220	N	White	1/1/2011	3/31/2011	4/15/2011
Psmith, Stuart	0005880220	N	White	1/1/2011	3/31/2011	4/15/2011

- **Child Extract**
 - The child extract column headings are accurate, but this may mean something different for some records than in the past.
 - For example, assume the following case:
 - Child receives a Part C Referral on January 1, 2011,
 - Part C Eligibility on January 15,
 - Home Visiting Referral on February 1,
 - Part C Referral on February 15, and
 - Part C Exit on March 3.

- The Child Extract will show that the child's Initial Referral to Category and Most Recent Referral to Category were Part C Referrals and the Most Recent Exit date will correspond to the Part C Exit as follows:
 - Part C Referral on January 1, 2011 = Initial Referral
 - Part C Eligibility on January 15 = Initial Eligibility
 - Home Visiting Referral on February 1 = Not Reported
 - Part C Referral on February 15 = Most Recent Referral
 - Part C Exit on March 3 = Most Recent Exit

We are working to update both the Children Receiving Services report and the Child Extract to better accommodate multiple eligibility. If you find discrepancies or errors in the other reports, please e-mail ETDS (etds@odh.ohio.gov) so we can investigate and make fixes as needed.

Multiple Eligibility: Deletions and Shared Tools

Although most data entry for HMG programs is tied to only one program (*e.g.*, an Eligibility determination applies only to one program), there are several shared tools (*e.g.*, the vision screening) that apply to multiple programs.

- These shared tools need to be entered only once for dually enrolled children
- For example, if a vision screening result for a Part C and Home Visiting eligible child is entered under Part C, the vision screening will appear under the HV Tools as well.
- We are aware that the data collection standards for the shared tools can differ among the programs. We will be working on harmonizing data collection for these shared tools in the coming months.
- Shared tools have implications for deletions. When we receive a deletion request, we delete the data entry and all subsequently entered data. In multiple eligibility, if we receive a deletion request, we will attempt to delete only the data entry and all subsequent *program-specific* data entry.

Multiple Eligibility: Current Dually Enrolled Children

If you have children in your county who are ***currently being served under both Part C and Home Visiting*** whose Home Visiting eligibility was ended in Early Track when they were made Part C eligible, please do the following:

1. Contact ETDS (etds@odh.ohio.gov) and provide the applicable ET ID(s)
2. Wait for ODH/BEIS to process the request and remove the Home Visiting Eligibility end date and Home Visitor end date, and notify you of the removal
3. Ensure that the child's ***initial*** Family Plan was entered into the record. If the ***initial*** Family Plan was not entered into the record, complete the necessary data entry related to the ***initial*** Family Plan
4. Although ODH/BEIS will only hold you accountable for data entry from November 17, 2011 forward, entering data prior to November 17, 2011 provides a fuller, better picture of the child's stay in Home Visiting, and will better equip all of us to talk about the positive outcomes of the Help Me Grow Home Visiting Program.

Bug Fixes

Several bugs were uncovered by users and reported to ETDS. We appreciate very much your reporting of Early Track bugs. When you report bugs to ETDS, we can make fixes more quickly to the benefit of all users. Of the bugs fixed in this release, one is likely of interest to all counties and users:

- *Optional IFSP Tabs Showing up as Incomplete on the Service Coordinator Monitoring Report*
 - In the August release, the Family Assessment and Family Supports tabs were made optional. However, if users did not complete these tabs, they showed up as awaiting completion on the Service Coordinator Monitoring Report. This bug has now been fixed.

Master Agency and Medical Diagnosis List Additions

Master Agency List Additions

Creative Canton Music Studio
Cymbal, Edith – MA, SLP
Donna Lilley, PT
East End Neighborhood House
Goshen Family Practice
Great Trail Family Practice
Hiestand, John M.D.
Hops Therapy Services
Lorenz, Gretchen, MD
McNerney, James, MD
Modern Child
Pike County Early Childhood and Family Center
Step to Your Dreams Foundation
University of Akron Center for Child Development
White Physical Therapy Services

Medical Diagnosis List Additions

None