



OHIO DEPARTMENT OF HEALTH

246 North High Street
Columbus, Ohio 43215

614/466-3543
www.odh.ohio.gov

John R. Kasich / Governor

Theodore E. Wymyslo, M.D. / Director of Health

Memo #11-04

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

From: Sondra Crayton, Acting Chief, Bureau of Early Intervention Services *SCC*

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

Subject: May 1st LEA Report

Date: April 7th, 2011

The purpose of this memorandum is to remind all counties to run and submit the May 1, 2011 LEA Report in a timely manner to the appropriate representatives in your school districts. Policy requires that local Family and Children First Councils/HMG programs send 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 to each LEA in the county. For the May 1, 2011 report, we added a column to the report that specifies the child’s assigned Statewide Student Identifier (SSID). Please see the information below for a more detailed explanation.

As a reminder, policy requires that the LEAs receive the report within 10 days of the “report run date,” which is the date on which the report was generated in Early Track. Additionally, counties can generate the report up to one month in advance of the specified quarterly report date, as long as it is submitted to the LEA within ten days of the date on which the report was generated. See the table below for examples:

Quarterly Report Date	Date Range for Running Report	Run Date Example 1	Report Due to the LEA Example 1	Run Date Example 2	Report Due to the LEA Example 2
February 1	January 1 – February 1	1/15/2011	1/25/2011	2/1/2011	2/11/2011
May 1	April 1 – May 1	4/20/2011	4/30/2011	5/1/2011	5/11/2011
August 1	July 1 – August 1	7/1/2011	7/11/2011	8/1/2011	8/11/2011
November 1	October 1 – November 1	10/31/2011	11/10/2011	11/1/2011	11/11/2011

The Quarterly LEA Report has been modified to meet the counties’ request of adding the SSID number. Assigning an SSID to a Part C eligible Help Me Grow child required matching certain fields in Early Track with fields on the birth certificate (e.g., name, date of birth). Using a matching algorithm, ODH attempted to match the two data sets but in some circumstances a match was not produced. As a result, there may be some children without a SSID number. Below is a screen shot of the LEA Report that indicates the addition of the SSID column. The red boxes indicate redacted information to ensure privacy.



Quarterly LEA Report

County:
Service Agency: ALL
Service Coordinator: ALL
Report Date: 5/1/2011

	SSID	
	TM3926449	
	TO2036561	
	TM823663	

ODH is currently reviewing the submitted February 1, 2011 LEA Reports for compliance. Counties who receive findings for SFY11 will be required to submit copies of the May 1st LEA Report to ODH/BEIS to verify corrections for SFY11. Please retain electronic copies of the May 1st report, should ODH/BEIS need to request them to verify correction.

When submitting the report to the LEAs, please make sure the Quarterly LEA indicates a report run date (printed in the bottom right corner) between April 1, 2011 and May 1, 2011.

If you have any questions, please contact Mario De Santis at mario.desantis@odh.ohio.gov. Thank you for your attention to this issue.