



# OHIO DEPARTMENT OF HEALTH

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John R. Kasich / Governor

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

## Memo # 12-01

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

From: Sondra Crayton, Assistant Chief, 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 SFY2012

Date: January 17, 2012

The purpose of this memorandum is to request a copy of the **PDF version of the Quarterly LEA report with a run date (printed in the bottom LEFT corner) between January 1, 2012 and February 1, 2012** as documentation that the report was run and submitted to the LEAs in a timely manner.

Policy requires that the **LEAs receive the report within 10 days of the “report run date.”** You are strongly encouraged to maintain a copy of the report in the event that it is needed at a later date for monitoring purposes.

February 1 reports are used for our annual compliance analysis and ODH is responsible for issuing findings of noncompliance in this area where appropriate. Documentation submitted to ODH that shows compliance or noncompliance in this area will serve as your SFY12 baseline finding for Transition A – LEA Notification and will also be reported in ODH’s Annual Performance Report (APR) for the current fiscal year.

Reports must be received by ODH no later than **5:00 PM on Friday, February 10, 2012.** Please submit reports to Melissa Courts at [melissa.courts@odh.ohio.gov](mailto:melissa.courts@odh.ohio.gov) (preferred) or by fax at (614) 728-9163 (only if necessary).

If you have questions regarding this memorandum, please contact Melissa Courts at [melissa.courts@odh.ohio.gov](mailto:melissa.courts@odh.ohio.gov) or (614) 728-6782.