



# OHIO DEPARTMENT OF HEALTH

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Memo #12-8a

To: Project Directors and FCF Council Coordinators

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

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

Subject: Early Intervention Compliance for State Fiscal Year 2012 – Timely Receipt of Services

Date: May 23, 2012

The Bureau of Early Intervention Services (BEIS) began examining Early Intervention (Part C) Compliance data in March to determine statewide and county-specific compliance. These data will be reported to the U.S. Department of Education, Office of Special Education Programming (OSEP) in upcoming reports.

ODH/BEIS will continue to utilize a cyclical monitoring cycle. In other words, we will review all 88 counties in all three compliance areas (i.e., Transition Planning Conferences, Timely Receipt of Services, and 45-Day) over a three-year period. We examined Transition data, including Transition Planning Conferences (TPC) and Steps, in March 2012. **We will begin examining Timely Receipt of Services (TRS) data in June.**

**Your county has been selected to be included in the upcoming TRS analysis.** We plan to extract the necessary data from Early Track on June 20, 2012. The data extracted will be from the time period of **January 1, 2012 to March 31, 2012**. In order to have the cleanest, most accurate data we are asking counties to review their data in Early Track by **June 20, 2012**. The process we are asking counties to use in reviewing their data is that used over the past three years. County staff are asked to review the quality of data in Early Track to ensure that all missing data is entered and that the data entered is accurate.

**BEIS will host a conference call on June 5, 2012** to go over the process. Call-in information will be sent out prior to the call. A PowerPoint is attached that explains the process.

	Timely Receipt of Services
Reports to use in Early Track	TRS Compliance Report
Review should include the accuracy of:	<ul style="list-style-type: none"> <li>• IFSP dates</li> <li>• Corresponding specialized services</li> <li>• Service start dates</li> <li>• Payment sources</li> <li>• Accuracy of noncompliance reasons, if applicable</li> </ul>
Timeline of data that will be extracted	TRS Due Dates between 01/01/2012 and 03/31/2012

It is very important that any missing dates are completed and that the above data elements are accurately entered into Early Track prior to the data extract by ODH/BEIS.

Below is a table with the calendar of events for the compliance data gathering. Please note that this calendar is subject to change.

Projected Date	Event/Task	Who
6/5/2012	Conference Call	ODH & counties
6/20/2012	Counties complete data reviews	Counties
6/21/2012	Compliance data extracted from Early Track	ODH
7/3/2012	Compliance Inquiries sent to counties	ODH
7/18/2012	Missing Data Reports &/or verification due to ODH/BEIS	Counties
8/2/2012	Verification done	ODH
8/20/2012	Findings issued by ODH	ODH
8/28/2012	Final conference call	ODH & counties

If you have any questions regarding this information, please contact Melissa Courts, Monitoring Consultant, at [Melissa.courts@odh.ohio.gov](mailto:Melissa.courts@odh.ohio.gov).