



OHIO DEPARTMENT OF HEALTH

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Memo #13-2a

To: Early Intervention Contract Managers and FCF Council Coordinators

From: Sondra Crayton, Assistant Chief 
Bureau for Children with Developmental and Special Health Needs

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

Subject: Early Intervention Compliance for State Fiscal Year 2013 – Timely Receipt of Services

Date: January 18, 2013

The Bureau for Children with Developmental and Special Health Needs (BCDSHN) will begin examining Early Intervention (Part C) Compliance data in February 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/BCDSHN 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, Timely Receipt of Services, and 45 Day) over a three-year period. **We will begin examining Timely Receipt of Services (TRS) data in February.**

Your county has been selected to be included in the upcoming TRS analysis. We plan to extract the necessary data from Early Track on February 21, 2013. The data extracted will be from the time period of **July 1, 2012 to September 30, 2012**. In order to have the cleanest, most accurate data we are asking counties to review their data in Early Track by **February 20, 2013**. The process we are asking counties to use in reviewing their data is that used previous 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.

BCDSHN will host a conference call on February 1, 2013 at 11:00 a.m. to go over the process. Call-in information along with handouts will be sent out prior to the call.

Timely Receipt of Services	
Report to use in Early Track	TRS Compliance Report
Review should include the accuracy of:	<ul style="list-style-type: none"> • IFSP dates • Corresponding specialized services • Service start dates • Payment sources • Accuracy of noncompliance reasons, if applicable
Timeline of data that will be extracted	TRS Due Dates between 07/01/2012 and 09/30/2012

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/BCDSHN.

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
2/1/2013	Conference call	ODH & counties
2/20/2013	Counties complete data reviews	Counties
2/21/2013	Compliance data extracted from Early Track	ODH
3/4/2013	Compliance inquiries sent to counties	ODH
3/19/2013	Missing Data Reports &/or verification due to ODH/BCDSHN	Counties
4/1/2013	Verification complete	ODH
4/12/2013	Findings issued by ODH	ODH
4/23/2013	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.