



## Memo #11-16

**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:** December 23, 2011

Updates/changes were made to ET 3.0 on December 21, 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

### Updates

We had two minor updates to Early Track this month.

#### *Children Receiving Services Report*

- This report has been updated for children with both a Part C and Home Visiting eligibility. When children are eligible for both programs at the same time, they will now appear on the report under each program.

#### *MIECHV Dropdown Category*

- A MIECHV dropdown category has been added to the following reports for county’s administering the federal home visiting program: Home Visitor Caseload and Home Visit Tools.

### 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, several are likely of interest to all counties and users:

#### *Exit of Referral Type Unknown*

- Users were unable to exit records where the only referral was referral: unknown. Early Track now once again allows the exit of records where the only referral is referral: unknown. Please note: there are important program implications regarding when it is appropriate to use referral: unknown. If you have questions regarding this type of referral, please contact your county’s TA consultants.

#### *Exit of Records with Status of Not Eligible*

- Users were unable to exit records where the eligibility status was “Not Eligible.” This bug has been fixed, and users will be able to exit these records.

### *Header Status Updates*

- The header status was failing to update after users input data (e.g., when updating the referral date, the header date sometimes failed to update). This bug is fixed in Early Track. However, users will need to enter data or change a data element in the record in order for the header to update.

### *Non-compliance Reason for the IFSP*

- The non-compliance reason dropdown for late IFSPs was not appearing. This has been fixed.

### *IFSP End Dates*

- After the deployment of multiple eligibility, Early Track prompted users for end dates for the most recent IFSP when a child had an At Risk eligibility that was ended by Part C eligibility. This bug has been fixed, and users should no longer be prompted for end dates.

### *Home Visit Data Entry*

- Approximately 100 home visiting records were affected by a bug that prevented users from entering data. When users encountered the bug, ETDS contacted them and asked them for the data they were attempting to enter. When the data were provided, ETDS entered it for the user. This bug is now fixed.

## ***Master Agency and Medical Diagnosis List Additions***

### **Master Agency List Additions**

Child Care on the Square  
Children's Resource Center/EI Playgroup  
Choices of Canton City  
Deaf Services Center  
Early Intervention Services Goodwill Community Center  
Kids @ Home Therapy Services  
Kinship Care Navigator Program  
Mid-Ohio Educational Service Center  
Ohio Health Neighborhood Care  
Parma Area Family Collaborative  
Ross County Head Start  
Wheeling Pediatrics  
Wisconsin Birth to Three

### **Medical Diagnosis List Additions**

None