



Memo #11-13

To: Project Directors and FCF Council 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: Part C Compliance for Upcoming Report to the U.S. Department of
Education

Date: September 7, 2011

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

We will examine all three compliance areas simultaneously (i.e., Transition Planning Conferences, Timely Receipt of Services, and 45 Days). We plan to extract the necessary data from Early Track on October 3, 2011. In order to have the cleanest, most accurate data we are asking counties to review their data in Early Track **October 3, 2011**. The process we are asking counties to use in reviewing their data is the same process we have used over the past three years.

ODH/BEIS intends to implement a cyclical monitoring cycle. In other words, we will review all 88 counties in all three compliance areas over the next three years. Counties will be notified in the near future as to which area(s) they have been chosen for this year.

BEIS will host a conference call on Thursday, September 8, 2011 to go over the process. Please see page 3 for call in instructions. A PowerPoint is attached that explains the process. The call will be recorded and posted on the Help Me Grow website. Please rest assured that we are not requesting county staff to do anything with which they are not familiar. County staff are only 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.

	45 Days	Transition Planning Conference	Timely Receipt of Services
Reports to use in Early Track	45 Days Compliance Monitoring report	Transition Compliance Report	TRS Compliance Report
Review should include the accuracy of:	<ul style="list-style-type: none"> • Birth dates • Referral to Part C date • IFSP, evaluation & screening dates • Accuracy of noncompliance reasons, if applicable 	<ul style="list-style-type: none"> • Birthdates • Transition Planning conference dates • Exit dates • Accuracy of noncompliance reasons, if applicable 	<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	45-Day Timelines Ending 4/1/2011 to 6/30/2011	TPC Due 4/1/2011 to 6/30/2011	TRS Due Dates 4/1/2011 to 6/30/2011

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. This calendar is subject to change but we at ODH will do our best to honor these timelines. I hope you find it helpful to know what to anticipate and when to anticipate it.

Projected Date	Event/Task	Who
9/8/11	Compliance Call	ODH & counties
10/2/11	Counties complete data reviews	Counties
10/3/11	Compliance data extracted from Early Track	ODH
10/19/11	Compliance Inquiries sent to counties	ODH
11/14/11	Missing Data Reports &/or verification due to ODH/BEIS	Counties
11/23/11	Verification done	ODH
12/9/11	Findings issued by ODH	ODH

Please see below for instructions on the conference call.

If you have any questions regarding this information, please contact Taylor Hammond, Part C Researcher, at taylor.hammond@odh.ohio.gov.

Thank you for your attention to this important matter.

Attachment

AUDIO CONFERENCE ACCESS

EVENT DETAILS	
Event Title:	Compliance Data
Start Date:	Thursday, September 08, 2011
Start Time:	10:00:00 AM EST
Duration:	60 Minutes
PARTICIPANT INSTRUCTIONS	
Step 1:	Dial the Conference Access Number: (646) 216-7221 (866) 200-6965
Step 2:	Enter your Participant PIN Code followed by the # key: 34985795#
Step 3:	You will be placed on musical hold until the Event begins
If the PIN code is not dialed or is dialed incorrectly, you will be automatically transferred to our Customer Service department who will be able to place you into the conference. The Customer Service team can be reached at any time during your conference call simply by pressing *0 on your telephone keypad.	
CUSTOMER SERVICE	
All Speakers and Participants can reach our Customer Service team during your conference call simply by pressing *0 on the telephone keypad.	