



OHIO DEPARTMENT OF HEALTH

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John R. Kasich/Governor

Memo #11-03

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

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

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

Subject: February 1st LEA Report for SFY2011

Date: January 19, 2011

The purpose of this memorandum is to request documentation that shows the February 1st LEA Transition Report and confirmation that it was submitted to all LEAs in a timely manner. Policy requires that local Family and Children First Councils/HMG programs send to each LEA in the county names, addresses and birth dates of children with developmental delays or disabilities eligible for Part C services, with a current IFSP, who will be turning three years old within the next 12 months.

As a reminder, policy requires that the LEAs receive the report within 10 days of the “report run date,” which is the date on which the report was generated in Early Track. Additionally, Counties can generate the report up to one month in advance of the specified quarterly report date, as long as it is submitted to the LEA within ten days of the date on which the report was generated. See the table below for examples:

Quarterly Report Date	Date Range for Running Report	Run Date Example 1	Report Due to the LEA Example 1	Run Date Example 2	Report Due to the LEA Example 2
February 1	January 1 – February 1	1/15/2011	1/25/2011	2/1/2011	2/11/2011
May 1	April 1 – May 1	4/20/2011	4/30/2011	5/1/2011	5/11/2011
August 1	July 1 – August 1	7/1/2011	7/11/2011	8/1/2011	8/11/2011
November 1	October 1 – November 1	10/31/2011	11/10/2011	11/1/2011	11/11/2011

ODH/BEIS also requests that the February 2010 notification to the LEA be submitted to ODH/BEIS. 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 SFY11 baseline finding for Transition A – LEA Notification and will also be reported in ODH’s Annual Performance Report (APR) for the current fiscal year. ODH will accept the following as documentation that the report was run and submitted in a timely manner:

The PDF version of the Quarterly LEA with a report run date (printed in the bottom right corner) between January 1, 2010 and February 1, 2010

Be advised also that if your county received a SFY10 finding in this area, timely submission of the February 1, 2011 report to LEAs and ODH will verify correction of your SFY10 finding.

The preferred method of submission of this documentation is via email. ODH recommends that counties save the original electronic version of the report to a local PC and attach the file to an email to ODH when making their submission rather than scanning a paper version of the report. If for some reason the county is unable to email the report, they may also be mailed or faxed. Reports must be received by ODH no later than 5:00 PM on **Friday, February 18, 2011**. Please submit to Robin Bell, HMG Monitoring Consultant:

- Via email at Robin.Bell@odh.ohio.gov;
- Via fax, at (614) 728-9163; or
- Via USPS, FedEx, UPS (etc) at
Bureau of Early Intervention Services
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