



OHIO DEPARTMENT OF HEALTH

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Memo #12-12a

To: Contract Managers and FCF Council Coordinators

From: Sondra Crayton, Assistant Chief 
Bureau for Children with Medical Handicaps & Early Intervention Services

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

Subject: Early Intervention Compliance for State Fiscal Year 2012 – 45 Day

Date: September 19, 2012

The Bureau for Children with Medical Handicaps & Early Intervention Services (BCMHEIS) 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/BCMHEIS 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 and Timely Receipt of Services (TRS) in June. We will begin examining 45 Day in October.

Your county has been selected to be included in the upcoming 45 Day analysis. We plan to extract the necessary data from Early Track on October 12, 2012. The data extracted will be from the time period of April 1, 2012 – June 30, 2012. In order to have the cleanest, most accurate data we are asking counties to review their data in Early Track by **October 11, 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 at 2:00 p.m. on September 26, 2012 to go over the process. Call-in information and handouts will be sent out prior to the call.

	45 Day
Reports to use in Early Track	45 Day Compliance Monitoring 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
Timeline of data that will be extracted	45-Day Timelines Ending 4/1/12 – 6/30/12

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/BCMH&EIS.

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
9/26/2012	Conference Call	ODH & counties
10/11/2012	Counties complete data reviews	Counties
10/12/2012	Compliance data extracted from Early Track	ODH
10/19/2012	Compliance Inquiries sent to counties	ODH
11/5/2012	Missing Data Reports &/or verification due to ODH	Counties
11/16/2012	Verification completed	ODH
11/30/2012	Findings issued by ODH	ODH
12/7/2012	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.