



OHIO DEPARTMENT OF HEALTH

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John R. Kasich / Governor

Theodore E. Wymyslo, M.D. / Director of Health

Memo #14-3

To: Early Intervention Contract Managers and FCF Council Coordinators

From: Robin Bell, Interim HMG Early Intervention Monitoring Manager
Bureau for Children with Developmental and Special Health Needs

Copy: HMG staff, Angela Sausser-Short, OFCF, Kim Hauck, DODD

Subject: February 1st LEA Report for SFY 2014

Date: January 13, 2014

The purpose of this memorandum is to request a copy of the **PDF version of the Quarterly LEA report with a run date (printed in the bottom LEFT corner) between January 22, 2014 and February 1, 2014** as documentation that the report was run and submitted to the local education agencies (LEAs) in a timely manner.

Rule 3701-8-07.1(A)(3)(a) states: *Early intervention service coordination contractors shall send the local education agency report for all local education agencies in the counties of contracted service by the first day of every February, May, August, and November; with data run from the statewide data system no more than ten calendar days in advance of the deadline.*

The quarterly LEA report may be run a maximum of 10 days in advance and must be sent to the LEAs no later than February 1, 2014. **Please note that February 1 falls on a Saturday, therefore it is imperative that you plan ahead to ensure that the reports are sent to the LEAs by the deadline.** You are strongly encouraged to maintain a copy of the report in the event that it is needed at a later date for monitoring purposes.

February 1 reports are used for our annual compliance analysis and ODH is responsible for issuing findings of noncompliance in this area where appropriate. Your county's compliance percentage in this area, and the determination of compliance or noncompliance, will be derived from documentation submitted to ODH and will serve as your SFY 2014 baseline result for **Transition B – LEA Notification** and will also be reported in ODH's Annual Performance Report (APR) for the current fiscal year.

Reports must be received by ODH no later than **5:00 PM on Monday February 3, 2013**. Please submit reports to Karen Mills, Monitoring Consultant at karen.mills@odh.ohio.gov (preferred) or by fax at (614) 728-9163 (only if necessary).

If you have questions regarding this memorandum, please contact Karen Mills at karen.mills@odh.ohio.gov or (614) 728-2155.