

Monthly Help Me Grow Update Call
September 18, 2014



Central Coordination

In July, We said this: By September 1, 2014, ODH will be sharing with you what Central Coordination will look like for SFY 2016 (which starts July 1, 2015). There is a great CC Workgroup working and discussing both Expectations/Roles as well as Allocation of Funds. We can tell you now that a map of regions will NOT be imposed by ODH for Central Coordination, but that combining/collaborating/coming together to do CC will be encouraged.

Today's Update: It is now almost October 1, 2014 and we are not done. We have pieces and parts of a ToolKit, which we will release in October. The point of the ToolKit is to provide you with resources for having conversations and planning for collaboration across county lines. My absence of 3 weeks in August hindered our making the deadline and I apologize.

Central Coordination for SFY 2016 will not require counties to come together, but when an allocation is complete, we hope it will encourage the cross-county collaboration. Administrative Agents of Family & Children First Councils will remain the entity who receives the contract to do Central Coordination. Allocation work is happening now, with the hopes of providing that by the end of the calendar year to you for planning purposes.

LOOK at the new Parents & Caregivers page of HMG website >>>>>>
www.helpmegrow.ohio.gov/Parents-Caregivers/Parents%20and%20Caregivers.aspx

<https://www.facebook.com/OhioHelpMeGrow>



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Rules Update

We have posted a complete rules document, as well as the Overview Powerpoint, and Side-by-side comparisons of current and new rule on the HMG website under "News."

Remember that the new rules do not go into effect until January 15, 2015 so that we have time to get Early Track, guidance, trainings, and technical assistance tools available for your use/participation before the implementation date.

The encore Rules Overview webinar from today is Friday September 26: 8:30 am – 10:00 am. Another e-mail will go out statewide with the connection information. Additionally, a recorded version of the webinar will be made available on the website very soon.

Early Intervention

The Help Me Grow Early Intervention Advisory Council's Co-Chair Kimberly Travers has won [The DEC Parent/Family Award](#). She will be recognized at the Division for Early Childhood's Awards Breakfast on October 9, 2014. Kim is a tireless advocate for children with disabilities, having given of her time and energy here in Ohio and nationally. We appreciate her very much and applaud this national recognition!

Upcoming Trainings! Attached to this handout is a flyer for the new IFSP training, but we wanted to provide a bit of clarification: These trainings are geared for all evaluators, assessors, service coordinators and intervention providers. The ODH and DODD consultants will review the new IFSP form and guidance around the evaluation, assessment and IFSP process. These forms have been combined into one document and will be required starting January 15, 2015 when the new rules go into effect. Registration on Ohio Train is required to attend. Course# 1053115

The Ohio Department of Health (ODH) is pleased to announce [The Ohio Hearing Aid Assistance Program \(OHAAP\)](#) beginning August 2014. OHAAP is a temporary assistance program for families with permanently hearing impaired children from birth to age 21 for hearing aids.

Please share this information with any families that may be eligible for assistance or providers that may be interested. Contact Melissa McCoy at Melissa.mccoy@odh.ohio.gov or (614) 466-1995 with any questions regarding the OHAAP program.

This program will assist families with incomes of between 200% and 400% of the federal poverty level with the purchase of hearing aids for children from birth to age 21. (Families with income of less than 200% of the FPL should be referred to Medicaid or BCMH for services.). Licensed Audiologists and Hearing Aid Dealers and Fitters serving as OHAAP providers have a signed agreement in place with the ODH and are able to assist with children eligible for the program.

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CHILD OUTCOMES SUMMARY FORMS

- Due dates for COSF are not in current HMG rule
- We no longer have a COSF report in Early Track because it imposed an arbitrary set of timelines on completing COSFs
- ***From now until January 15, 2015: Complete an entry and an exit COSF on every EI child, regardless of their age or their time in the program***

Early Intervention Compliance

SFY14 45 Day Baseline: The SFY14 45 Day baseline analysis process is underway. Inquiry files have been sent out to the applicable counties and are due to be submitted next Wednesday, September 24th, after which the necessary verification and final analysis of the data will take place. Results for the 45 Day baseline are scheduled to be sent to counties at the end of October.

2014 Family Questionnaire: The 2014 Family Questionnaires are scheduled to be sent out Friday, September 19th. Shortly after that time, each county will receive a list of which families in their program are receiving the questionnaire. We ask that you encourage all of your families receiving the questionnaire to participate, as their feedback is important in helping to ensure all families in Help Me Grow Early Intervention are having the best possible experience with the program. Families will have approximately two months to respond.

Format for E-Mail Submissions: When submitting compliance documents to ODH, please include the county name in the subject line. This will ensure that you receive credit for all electronic submissions and allow Data and Monitoring staff to more easily track correspondence.

Early Track

Early Track was last updated on August 26 to correct various bugs from the re-architecture release. We are aware of several additional bugs that we are working on getting fixed. Thank you for your patience as we work to resolve these. As always, please refer to the Early Track message box for details about known issues.

Home Visiting

We have kicked off the regional meetings! Attendance is required for the HV Contract Managers, at least one Supervisor, and at least one Home Visitor from each contracted entity.

September 24	Butler County	Butler County ESC
October 1	Franklin County	Columbus Public Health
October 2	Montgomery County	Dayton Jobs Center
October 9	Guernsey County	Guernsey CBDD
October 15	Summit County	Main Library
October 16	Cuyahoga County	Parma Library
October 21	Putnam County	Putnam County ESC
October 23	Holmes County	Holmes County Training Center

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Resources

A new report from the Ounce of Prevention Fund, [Start Early to Build a Healthy Future: The Research Linking Early Learning and Health](http://www.ounceofprevention.org/research/pdfs/start-early-healthy-future.pdf) (September 2014), summarizes new research on what children need to get a healthy start in life and discusses the positive effects of nurturing relationships, safe and secure environments, access to nutrition, health-promoting behaviors, and enriching early learning experiences. The authors provide policy and practice recommendations for supporting children's lifelong health through quality early care and education programs, as well as improved coordination and integration across agencies involved with young children and their families. Get it here:
<http://www.ounceofprevention.org/research/pdfs/start-early-healthy-future.pdf>

Statewide Rural Health Conference

The [2014 Statewide Rural Health Conference and Flex Annual Meeting](#), which is tentatively scheduled for **Nov. 20 - 21, 2014** in central Ohio.

The conference will be sponsored by the Ohio Department of Health State Office of Rural Health (SORH). The audience for the conference includes staff from Critical Access Hospitals and other hospitals in rural areas, certified Rural Health Clinics, and local health departments in rural areas, as well as many other rural health professionals, researchers, health professions students and educators, and others with an interest in rural health. The conference theme is "Forging Partnerships for Healthier Communities."

The Center on the Developing Child at Harvard University recently published an activity guide on [Enhancing and Practicing Executive Function Skills with Children from Infancy to Adolescence](http://developingchild.harvard.edu/resources/tools_and_guides/enhancing_and_practicing_executive_function_skills_with_children/), which describes a variety of age-appropriate activities and games that adults can use to support and strengthen various components of executive function and self-regulation skills in children. Get the activity sheets here:
http://developingchild.harvard.edu/resources/tools_and_guides/enhancing_and_practicing_executive_function_skills_with_children/

On Wednesday, September 24th there will be a Lead Poisoning Prevention Summit in Toledo, Ohio. 1:00 p.m. to 4:30 p.m. at the McMaster Center, Main Branch, Toledo Lucas County Public Library, Michigan Avenue, Downtown Toledo.

This summit is free and open to the public. Space is limited.

Advanced registration is required no later than Monday, September 22. Please email: leadsummit@ablelaw.org with your name and contact information.

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The Association of University Centers on Disabilities (AUCD) recently announced a new [Six by '15 Campaign](#), which celebrates 25 years of the Americans with Disabilities Act (ADA) and 40 years of Individuals with Disabilities Education Act (IDEA). The campaign has six overarching goals that its [founding partners](#) and [endorsers](#) hope to achieve by the end of 2015 to directly improve the lives of people with disabilities across the country. The [early childhood goals](#) of the campaign are:

- At least six states increase by 15 percent the proportion of children ages 0-3 who receive recommended developmental screening.
- At least six states commit to improving cross-system information exchange that supports access to services for children identified by screening.

The AUCD invites contributions to the content of the [Sixby15 Campaign website](#) with updates on efforts that are being made at the state and regional level toward these goals. Everyone is invited to contribute! Updates can be sent to Adriane Griffen at agriffen@aucd.org

Go here: <http://sixbyfifteen.org/>

REGISTER NOW!

Healthier Pregnancy: Tools and Techniques to Best Provide ACA-Covered Preventive Services

A Focus on: Tobacco Alcohol Depression Intimate Partner Violence Obesity & Breastfeeding, addressed using Trauma-Informed Care Principles.

TUESDAY SEPTEMBER 23, 2014

PARTICIPATE VIA WEBCAST

9:00–10:30 a.m. (ET)

OR

LIVE EVENT

9:00–10:30 a.m. (ET)

The Ohio Union at the Ohio State University 1739 N. High Street Columbus, OH 43210

Intended Audience: Health care providers and system leaders, integrated care teams, behavioral health centers, community-based and social service organizations, case managers, and WIC providers. Continuing Education will be provided.

CLICK HERE TO REGISTER: <https://www.blsm meetings.net/healthierpregnancy/registration.cfm>

A Parent's View of the Power of Early Intervention

California's Desired Results access Project recently added a new video on the power of early intervention to their online Video Library. [Harper Hope: A Parent's View of the Power of Early Intervention](#) (runtime 15:03), is meant to benefit families who are, or will be, receiving early intervention services, as well as current and future early intervention practitioners. In Part 1, Karis and Mike Johnson share reflections about their daughter's birth and early months in the NICU; in Part 2, Karis describes and illustrates the role of early intervention in their lives. As with all Desired Results videos, this video can be viewed online or downloaded at no cost for use in educational and professional development activities. Find it here: <http://draccess.org/videolibrary/harperhope.html>

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2014 Time & Activity Guidance

Help Me Grow Early Intervention is requiring all of their sub grantees to submit time and activity at the close of the first quarter for personnel paid with EI grant funds. The first quarter for SFY 15 ends on September 30, 2014. Time and activity reports are due by 5:00 pm on October 15, 2014. For entities that use HMG EI grant funds to pay for evaluation and assessments – if you pay your evaluators per evaluation you are not required to submit time and effort for your evaluation staff. For example, if Lucas County contracts with the Board of DD at a rate of \$150 per evaluation- you would not be required to complete time and effort for this expenditure. However, if you pay your evaluation team on a per hour basis – you would be required to keep time and effort for the evaluation team members. Example, Lucas County pays Jennifer Wagner Speech therapist \$50.00 dollars per hour.

If you have staff members that are paid 100% from the HMG EI grant you are not required to submit time and effort for these employees, but you must complete the certification process every six months. This certification should be sent into ODH on October 15, 2014 by 5:00 pm. - The language below is taken directly from the federal registry in regard to time and effort for employees who are 100% paid from the HMG EI grant.

Where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be prepared at least semi-annually and will be signed by the employee or supervisory official having firsthand knowledge of the work performed by the employee.

If you charge the HMG EI grant for fiscal, payroll, human resources, technical support, and those individuals bill less than 10% of their time to the EI grant – you are not required to submit time and effort for these employees. You will find an example time and activity sheet attached to this email.

If you have staff members that are paid from multiple funding sources, please ensure that all funding sources used to pay their salary are listed on the time and effort sheet. Once again, this does not apply to fiscal, payroll, human resources, technical support, and those individuals bill less than 10% of their time to the EI grant. If you have questions contact your Early Intervention Program Consultant.

Time and Activity Reporting Requirement when Personnel receiving ANY federal funds

This is easy to remember if you think of your own funding sources for your salary. For example, 73% of my funding is the federal Part C dollars. The other 27% comes from GRF. That is why I have to complete the time and activity for 100% of my activity when we are completing the MAC STUDY; not to mention what is Medicaid reimbursable activity.

Federal Register / Vol. 70, No. 168 / Wednesday, August 31, 2005 / Rules and Regulations 51915

h. Support of salaries and wages. These standards regarding time distribution are in addition to the standards for payroll documentation.

(1) Charges to Federal awards for salaries and wages, whether treated as direct or indirect costs, will be based on payrolls documented in accordance with generally accepted practice of the governmental unit and approved by a responsible official(s) of the governmental unit.

(2) No further documentation is required for the salaries and wages of employees who work in a single indirect cost activity.

(3) Where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be prepared at least semi-annually and will be signed by the employee or supervisory official having firsthand knowledge of the work performed by the employee.

(4) Where employees work on multiple activities or cost objectives, a distribution of their salaries or wages will be supported by personnel activity reports or equivalent documentation which meets the standards in subsection 8.h.(5) of this appendix unless a statistical sampling system (see subsection 8.h.(6) of this appendix) or other substitute system has been approved by the cognizant Federal agency. Such documentary support will be required where employees work on:

(a) More than one Federal award,

(b) A Federal award and a non-Federal award,

(c) An indirect cost activity and a direct cost activity,

(d) Two or more indirect activities which are allocated using different allocation bases, or

(e) An unallowable activity and a direct or indirect cost activity.

51916 Federal Register / Vol. 70, No. 168 / Wednesday, August 31, 2005 / Rules and Regulations

(5) Personnel activity reports or equivalent documentation must meet the following standards:

(a) They must reflect an after-the-fact distribution of the actual activity of each employee,

(b) They must account for the total activity, for which each employee is compensated,

(c) They must be prepared at least monthly and must coincide with one or more pay periods, and

(d) They must be signed by the employee.

(e) Budget estimates or other distribution percentages determined before the services are performed do not qualify as support for charges to Federal awards but may be used for interim accounting purposes, provided that:

(i) The governmental unit's system for establishing the estimates produces reasonable approximations of the activity actually performed;

(ii) At least quarterly, comparisons of actual costs to budgeted distributions based on the monthly activity reports are made. Costs charged to Federal awards to reflect adjustments made as a result of the activity actually performed may be recorded annually if the quarterly comparisons show the differences between budgeted and actual costs are less than ten percent; and

(iii) The budget estimates or other distribution percentages are revised at least quarterly, if necessary, to reflect changed circumstances.

GAPP: 103.1

Accounting System

All accounting records must be maintained in accordance with generally accepted accounting principles as adopted by the American Institute of Certified Public Accountants (AICPA). Subgrantees are responsible for establishing and maintaining an adequate system of internal fiscal and management controls to provide full accountability for revenues, expenditures, assets, and liabilities.

The primary objective in agency accounting for subgrantee activities are to: (1) ensure that the record keeping system separately identifies the receipts, disbursements, assets, liabilities and fund balances for each grant; and (2) provide a summary of financial information that will enable the preparation of periodic reports required by the ODH. In order to ensure an acceptable and adequate accounting system:

1. The agency must maintain separate general ledger accounts for each program that receives funding. Program accounts must adequately identify the source and application of program funds. Adequate control must be established by the program director to assure that program funds are used only for budgeted line items approved by ODH and allowable by the federal or state granting authority.
2. The agency must maintain effective internal control and accountability for all program funds, equipment, and other assets. The agency must establish written procedures, which ensure internal control and require proper authorizations by designated officials for all actions to be taken. Effective internal control requires that the work of employees be subdivided so that no single employee performs a complete cycle of operations. For example, an employee handling cash would not post accounts receivable records. Agencies must adequately safeguard equipment purchased with grant funds and ensure that such items are used solely for authorized purposes.
3. If appropriate or specifically required by the ODH program unit supervising the program, subgrantees shall relate financial information to performance or productivity data, including the production of unit cost information. If unit cost data are required, estimates based on available documentation will be accepted whenever possible.
4. Subgrantee accounting records shall be supported by source documentation such as canceled checks and warrants, paid bills, payrolls, personnel time and activity records, purchase orders, travel orders and reports, motor vehicle usage and cost records, contracts and vouchers.

Full accountability requires complete documentation of expenditures including, but not limited to, signed descriptive time sheets indicating what work was performed and how it benefited the program. Invoices should include the vendor name, date and amount of purchase, description of material or service provided, and signature of a person authorized to approve program expenditures. Descriptive receipts should be obtained for all purchases and services. All documentation must be compiled in an orderly manner so that a proper matching of expenses and revenues can be performed during ODH on-site visits and/or audits. I thought GAPP also included the specific 4 elements required for the documentation as in the Federal Register but could not find it.

Save the Date



Join us for a free in person training on Ohio's *new* IFSP with ODH and DODD Program Consultants!

Register Early
on OhioTrain!

Choose between one of
two sessions

9 AM—12 PM

1PM—4 PM

You only need to attend
one of these sessions.

Oct. 15 - Putnam Co.

Oct. 16 - Champaign Co.

Oct. 17 - Coshocton Co.

Oct. 21 - Delaware Co.

Oct. 22 - Butler Co.

Oct. 28 - Seneca Co.

Oct. 28 - Hamilton Co.

Oct. 30 - Athens Co.

Nov. 12 - Summit Co.

Nov. 18 - Ross Co.

Nov. 20 - Trumbull Co.