



Memo #11-06

To: Project Directors and FCF Council Coordinators

From: Mario DeSantis, Manager, Data and Communications *MD*
Bureau of Early Intervention Services

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

Subject: Early Track Enhancements, Monitoring Method of Collection

Date: June 9, 2011

As a condition of accepting Federal funding for the administration of Part C of the Individuals with Disabilities Education Act (IDEA), the lead agencies of Part C in every state are responsible for reporting data related certain features of the Part C eligible families. The Ohio Department of Health (ODH), lead agency for Part C in Ohio complies with these requirements by using data entered into our statewide data system by personnel in each local program. One such attribute of our eligible families that is required to be reported on an annual basis is their race and ethnicity.

In 2007, the US Department of Education provided states with guidance as to how race and ethnicity for Part C children is to be collected. Specifically, it was mandated that unless the parents of the eligible child refused, race and ethnicity was to be collected via parent report. In cases where the parents refused, the individual collecting the data may report the race and ethnicity of the eligible child by observation. The US Department of Education set a deadline for implementation of these new reporting standards as December 1, 2010.

Since 2007, the Ohio Department of Health, Bureau of Early Intervention Services (ODH/BEIS) has provided Ohio County Part C programs with guidance on the required reporting standards but was unable to monitor the implementation of this change. Early Track has been updated so that the method by which race and ethnicity is reported can be captured for County and State monitoring purposes.

Required information includes:

1. The method by which race and ethnicity was collected: parent report or observation (required field);
2. The date on which the parent refused to identify the child's race and ethnicity (conditionally required if the method was by observation); and
3. The race and ethnicity of the child in all cases (previously, both fields were conditionally required if a birth date is entered).

In addition to the new features in Early Track, as with all data ODH/BEIS monitors, there is an expectation that the method by which race and ethnicity is collected and the related information required in Early

Track be accurately documented in the child's hard-copy record. The recommended location for the method to be documented is in case notes.

The above requirements must be entered into Early Track for all children created on or after June 16, 2011. Records created prior to that date will include the capability to collect this information, but users are not required to go back and add the information for children already in the system.

Below please find a screen shot of the new first page of the Add a Child Workflow. For new records created on or after June 16, 2011, there are new fields, indicating method and date of refusal. Additionally, both race and ethnicity are no longer conditionally required fields. Both fields appear in red, indicating that they are required, regardless of whether a birth date has been entered. Finally, among the options to indicate method to collect race and ethnicity is "unknown," which for records entered after June 16, 2011, is grayed out. This option is only selected if the child was entered prior to the new functionality.

New field, indicating method used to collect race and ethnicity.

If "Observation" is selected above, must indicate the date on which the parent declined to report.

Both the Race and Ethnicity fields are no longer conditionally required. They are now required in all records.

The screen shot below shows a scenario in which race and ethnicity had to be collected via observation because the parent refused to report it. In cases like these, the date field that indicates when the parent refused to report race and ethnicity is activated and required.

ADD Child Workflow Step 1 of 6 - Add Child Demographic Information

Demographics

*Last Name: ODH **First Name: Racetestnew

Middle:

*County: BEIS Test County

**Birth Date: 01 / 12 / 2011 **Due Date: / /

SSN: - -

*Sex: Female

*Option to collect race and ethnicity: Unknown Parent Self Report Observation

**Parent refuse to report race and ethnicity date: 06 / 18 / 2011

*Ethnicity: Non-Hispanic

*Race(s): American Indian or Alaska Native Asian Indian
 Black or African American Chinese
 Filipino Guamanian or Chamorro
 Japanese Korean
 Native Hawaiian Other Asian
 Other Pacific Islander Samoan
 Unknown Vietnamese
 White

* Indicates required field.
 ** Indicates conditionally required field based on Birth Date.

Next > Cancel

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Date parent refused now active and required.

Below is a screen shot that provides an example of how the Demographics page will now appear for **existing children** in the system. Users are not required to select the method by which race and ethnicity were collected. However, if the information is available, it may be recorded for existing records.

Child	Primary Caregiver	Service Coordinator	Status
ODH Test, Clinical Opinion DOB: 1/1/2007 ET ID: 0005767859	Scott, Sue main St Newark, Ohio 43055 (740) 989-8876	Service Coordinator, Susie Child Focus Learning Center 1/1/2008	Part C 3/1/2008

45-Day Timeline Ends : 2/15/2008
 Referral Selected for 45-Day Compliance : 1/1/2008
 Missing Requirements : **Hearing Screening, Nutrition Screening, Vision Screening, IFSP**

Demographics

*Last Name: ODH Test **First Name: Racethnicity

Middle:

*County: BEIS Test County

**Birth Date: 01 / 01 / 2007 **Due Date: / /

SSN: - -

*Sex: Female

*Option to collect race and ethnicity: Unknown Parent Self Report Observation

**Parent refuse to report race and ethnicity date: / /

*Ethnicity: Non-Hispanic

*Race(s): American Indian or Alaska Native Asian Indi
 Black or African American Chinese
 Filipino Guamanian
 Japanese Korean
 Native Hawaiian Other Asia
 Other Pacific Islander Samoan
 Unknown Vietnamese
 White

* Indicates required field.
 ** Indicates conditionally required field based on Birth Date.

Add Note Save

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"Unknown" will be pre-selected. Users may change to "parent self report" or "observation" if desired. However, method may not be changed back to "unknown" once it is de-selected.

