



# OHIO DEPARTMENT OF HEALTH

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Memo #12-3a

To: Project Directors and FCF Council Coordinators

From: Sondra Crayton, Assistant Chief   
Bureau of Early Intervention Services

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

Subject: Early Intervention Compliance for State Fiscal Year 2012

Date: February 16, 2012

The Bureau of Early Intervention Services (BEIS) will begin examining Early Intervention (Part C) Compliance data in March to determine statewide and county-specific compliance. This data will be reported to the U.S. Department of Education, Office of Special Education Programming (OSEP) in upcoming reports.

ODH/BEIS 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 will be examining Transition data, including Transition Planning Conferences (TPC) and Steps, beginning in March.**

**Your county has been selected to be included in the upcoming Transition analysis.** We plan to extract the necessary data from Early Track on March 12, 2012. The data extracted will be from the time period of **October 1, 2011 to December 31, 2011**. In order to have the cleanest, most accurate data we are asking counties to review their data in Early Track by **March 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 on February 24, 2012** to go over the process. Call-in information will be sent out prior to the call. A PowerPoint is attached that explains the process. The call will be recorded and posted on the Help Me Grow website.

	Transition
Reports to use in Early Track	Transition Compliance Report
Review should include the accuracy of:	<ul style="list-style-type: none"><li>• Birthdates</li><li>• Transition Planning conference dates</li><li>• Exit dates</li><li>• Accuracy of noncompliance reasons, if applicable</li></ul>
Timeline of data that will be extracted	TPC Due Dates between 10/1/11 and 12/31/11

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/BEIS.

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
2/24/12	Conference Call	ODH & counties
3/12/12	Counties complete data reviews	Counties
3/13/12	Compliance data extracted from Early Track	ODH
3/26/12	Compliance Inquiries sent to counties	ODH
4/9/12	Missing Data Reports &/or verification due to ODH/BEIS	Counties
4/23/12	Verification done	ODH
5/9/12	Findings issued by ODH	ODH
5/21/12	Final conference call	ODH & counties

If you have any questions regarding this information, please contact Taylor Hammond, Part C Researcher, at [taylor.hammond@odh.ohio.gov](mailto:taylor.hammond@odh.ohio.gov).