



OHIO DEPARTMENT OF HEALTH

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Memo #12 - 11

To: FCF Council Coordinators; HMG Project Directors; Home Visiting Contractors
Angela Sausser-Short, Ohio FCF; Katrina Bush, DoDD

From: Wendy Grove, Ph.D., Help Me Grow Program Administrator

Date: July 16, 2012

Re: Help Me Grow Forms Use Requirements

The Ohio Department of Health put draft Help Me Grow (HMG) forms out for public comment in May 2012. The new HMG rules will become final in August, leaving a gap between now and when the requirements for forms are clarified in new Ohio Revised Code chapter 3701-8. This memo communicates to all program personnel the expectations and requirements for the continued use of existing forms as well as the timeline for implementation of new or revised forms. The ODH will be coordinating a stakeholder group to revise the state's IFSP and Evaluation & Assessment report form during SFY 2013.

Although the drafted rules provide an effective date of July 1, 2012 for all required forms, this memo serves as official notification that the final required **forms need to be implemented by every local HMG program no later than December 1, 2012**. This timeline allows the ODH to produce detailed instructions and training for the required forms by program; including "HMG Home Visiting Required Forms" and "HMG Early Intervention Required Forms." These trainings will each include forms required by both programs and will be ready to view no later than October 1, 2012 via the internet on OhioTrain. Each form will also be available in an electronic **fillable format** on the www.ohiohelpmegrow.org website by the time the training is available.

Between now and rules implementation (August 2012 date, TBD by JCARR), county HMG programs and contractors should **continue to use the forms in use now**. When rules go into effect, counties have the option to start using the new forms or implement at a later date, as long as the implementation date is before December 1, 2012. Ultimately, contractors will be monitored for the use of the statewide required forms, in accordance with the Ohio Revised Code chapter 3701-8, starting December 1, 2012.

Currently, county programs are able to make modifications to forms which reflect local county logos, names, and contact information. Through public comment and stakeholder involvement, the ODH decided that for required forms, one statewide form is preferred. Therefore, we will implement the following required statewide forms in Table 1 and **alteration of these forms will not be allowed**. That being said, brochures which will be available from ODH soon will allow programs to add their own local information.

**Table 1: Statewide Required HMG Forms Effective July 1, 2012
and Fully Implemented by December 1, 2012**

HEA Number	HMG Form Name	Cited in Rule 3701-8-	Used in EI, HV or Both?	Replaces an Existing Form?
8043	HV Documentation of Eligibility	06.1	HV	No
7123	EI System of Payment Application for Parents	08.1	EI	Yes
7720	Individualized Family Service Plan	07.1; 09	EI	Yes
8018	Parent Consent to Participate in EI	07; 09	EI	Yes
8019	Consent to Release Information	07.1; 09; 10.1	BOTH	Yes
8021	PCSA Referral	04; 06; 07; 09	BOTH	Yes
8022	Prior Written Notice	09; 10.2	EI	Yes
8023	Case note form	09	BOTH	Yes
8024	Condition Not on Qualifying List	07; 09	EI	No
8025	EI System of Payment Provider enrollment application	09	EI	Yes
8032	Evaluation & Assessment Report	07; 07.1; 09	EI	No
8033	HV contractor enrollment application	02	HV	Yes
8034	Data Use agreement	09	BOTH	Yes
8035	COSF paper	09	EI	Yes
8036	Family Plan	06.1; 09	HV	Yes
8037	Referral Follow up	06.1; 07.1; 09	BOTH	Yes
8038	Parent Consent to Participate in HV	06.1; 09	HV	Yes
8039	Written Meeting Notification	07.1; 09; 10.2	EI	Yes
8040	Surrogate Parent Application	09; 10.2	EI	Yes
8041	Informed Clinical Opinion Documentation	07; 09	EI	Yes

To summarize, this memo serves as notification that required statewide HMG forms cited in Ohio Revised Code chapter 3701-8 must be fully implemented in every HMG program no later than December 1, 2012. The ODH will provide form instructions, guidance documents when necessary, fillable forms, and training to the HMG providers and contractors no later than October 1, 2012.

If you have questions about this memo or the use of required forms, please contact your HMG program consultant, call the program at (614) 644 – 8389, or email us at beis@odh.ohio.gov.