



# OHIO DEPARTMENT OF HEALTH

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John R. Kasich / Governor

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

Memo #13-01

To: Early Intervention Contract Managers and Family and Children First Council Coordinators

From: Sondra Crayton, Assistant Chief   
Bureau for Children with Developmental and Special Health Needs

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

Subject: February 1<sup>st</sup> LEA Report for SFY 2013

Date: January 14, 2013

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, 2013 and February 1, 2013** 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.*

In the past, counties could run the quarterly LEA report up to 30 days in advance. Effective September 3, 2012 the report may be run a **maximum of 10 days before the deadline**. Also, counties were previously required to send the report to the LEAs within 10 days of running the report. The LEA report must now be sent **by the first day** of the designated month. 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. Documentation submitted to ODH that shows compliance or noncompliance in this area will serve as your SFY2013 baseline finding 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 4, 2013**. Please submit reports to Melissa Courts, Monitoring Consultant at [melissa.courts@odh.ohio.gov](mailto:melissa.courts@odh.ohio.gov) (preferred) or by fax at (614) 728-9163 (only if necessary).

If you have questions regarding this memorandum, please contact Melissa Courts at [melissa.courts@odh.ohio.gov](mailto:melissa.courts@odh.ohio.gov) or (614) 728-6782.