



## Memo #13-19

**To:** Help Me Grow Early Intervention Contract Managers  
Administrative Agents of Family & Children First Councils  
State Partners

**From:** Wendy Grove, PhD  
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**Copy:** State Partners and HMG Program Staff

**Subject:** New Help Me Grow Logo

**Date:** October 30, 2013

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This memo is to clarify when a service is required and allowed to start when it is being provided through the Individualized Family Service Plan. The answer has implications for compliance with TRS, or Timely Receipt of Services, which Ohio has set forth as 30 calendar days from the parent signing the IFSP (see 3701-8-07.1).

For many years, we guided service providers in EI put the date of the IFSP as the start date for a specialized service, when the service was in place prior to the referral and/or IFSP.

Our thinking has evolved on this topic due to updated federal IDEA, Part C regulations and technical assistance accessed by the state.

Monitoring and verification of TRS will now be held to the following standard:

- A service is not considered an EI service until the service is listed on the IFSP
- Every service must be addressing at least one outcome on the IFSP
- The first occurrence of the service after the IFSP date must be within 30 days in order to be compliant with the Timely Receipt of Services
- The only time that a service start date should be the same date as the IFSP is if the service actually did start on the same date
- Service start dates will be verified using service provider case notes