Department of Children & Youth

EARLY INTERVENTION PROGRAM UPDATES

October 27, 2026

MESSAGE FROM THE PART C COORDINATOR

As always, we have several important updates for you today. I particularly want to call your attention to the implementation of the new Developmental Specialist (DS) certification rule, an updated date for the State Fiscal Year 2027 (SFY27) 45-day compliance webinar, and important information related to Transition Steps and Services requirements.

I also want to announce the retirement of a former long-time state EI team member. After 36 impressive years of state service, Melissa Courts is retiring this month. Melissa's official last day at DCY is this Friday, October 30. I have thoroughly enjoyed working alongside Melissa for many years and appreciate her tremendously as both a colleague and a friend.

Melissa spent her entire career dedicated to early childhood programs and was an invaluable member of the state EI team as a monitoring consultant for over a decade. Melissa was pivotal in establishing and implementing procedures and protocols for effective monitoring in Ohio's EI system and in ensuring a supportive and collaborative approach to monitoring.

Melissa was promoted to a Project Manager in the Bureau of Professional Development shortly after the EI program transitioned to DCY, where she supported the agency's statewide coordinated system of professional development for the past two years.

One of the most passionate advocates I know, Melissa always keeps the needs of children and families at the forefront of her mind, in both her professional and her personal life. She truly embodies DCY's motto: DO WHAT'S RIGHT FOR KIDS.

On behalf of the EI team at DCY, **thank you, Melissa!** Your contributions to EI over the years have made a substantial impact on the program and will continue to make an impact for years to come. Join us in congratulating Melissa and wishing her the very best in her retirement!

Please feel free to reach out to me at Taylor.Hammond@childrenandyouth.ohio.gov with ideas, questions, or suggestions any time.

PROGRAM UPDATES

Developmental Specialist Certification Rule

The new Developmental Specialist Certification rule was effective October 15. This rule was renumbered to 5180:8-1-05 and moved into its official chapter at DCY. The rule was restructured into a question-and-answer format, and other changes are outlined in both the September 29 EI Program Update and in Transmittal Letter 107. Resources and guidance related to Developmental Specialist certification have been updated and are available on the Credentials and Certifications page of the EI website. Please email ei@childrenandyouth.ohio.gov with any questions about the rule or certification process.

SFY27 Compliance Calendar Update

Please note the date of the upcoming 45-day compliance webinar has been moved to November 17 at 2:00 PM due to a conflict with the EI track of the Ohio Association of County Boards (OACB) fall convention on November 12. Those who registered prior to the update received an email with the updated information and an updated calendar invitation. Those who have not yet registered can register here. An updated compliance calendar is also available on the Monitoring page of the EI website. This was the only update to the calendar, and DCY still plans to initiate activities related to the 45-day timeline analysis in November, and Transition and Timely Receipt of Services (TRS) analyses in January 2027 and March 2027, respectively.

SFY27 45-Day Compliance Analysis

Activities related to the SFY27 45-day compliance analysis will begin soon. All counties will receive an email in early November notifying them regarding their inclusion in SFY27 compliance analyses. DCY will host a webinar on November 17 (please again note the change in date) at 2:00 PM to review 45-day timeline requirements and the compliance process. Counties will have until December 1 to review and clean up data, including submitting any applicable deletion requests, and until December 11 to re-enter any deleted data. Data for the analysis will be extracted December 14.

October EI Breakfast Club

Our October 26 EI Breakfast Club call featured information and resources related to literacy and Kindergarten readiness. Access the recordings and slides from this call and register for our final Breakfast Club of the year, which will take place November 30, on the EI Breakfast Club page of the EI website.

November 1 LEA Report Requirements

The November 1 quarterly LEA reporting requirement is quickly approaching. Under Ohio Administrative Code (OAC) 5180-10-02(L)(1)(b), the EI service coordination agency must notify the LEA of children who will turn three within the next year by the first day of February, May, August, and November. This report is available in the EI Data System (EIDS) in both Excel and PDF formats. You may use either version, but please remember the following:

- The November 1 LEA report must be run no earlier than October 22 and no later than November 1.
- It is expected that child information will be updated in a timely manner so that the LEA reports in EIDS are accurate.
- Only the sections of the report that are relevant to a particular LEA should be sent to that LEA.
- If you are not sure which LEA should be selected for a specific child, we encourage you to contact the relevant educational service center (ESC) for clarification. Contact information for all of the ESCs and public school districts, along with a map of districts, is available here.

This quarterly report must be provided to the LEAs no later than November 1. The report does not need to be submitted to DCY, but we encourage you to keep a copy for your records. If you have any questions, please contact your EI Policy and Monitoring Consultant, Erin Hale (Erin.Hale@childrenandyouth.ohio.gov) or Becca Muntean (Rebecca.Muntean@childrenandyouth.ohio.gov).

Did You Know? – Transition Steps and Services

Please be reminded that while Transition Steps and Services and Transition Planning Conferences (TPC) are both required to be completed at least 90 days and not more than nine months prior to the child's third birthday, these are separate and distinct requirements and do not have to be completed on the same day. Transition planning should start as early in the child's journey as possible, so the development of a transition outcome with transition steps and services is very likely to occur prior to the TPC.

This may also mean that there are multiple transition outcomes with related transition steps and services developed during a child's time in Early Intervention. In these cases, the Transition Steps and Services requirement is met the first time a transition outcome with transition steps and services is listed on an IFSP between nine months and 90 days prior to the child's third birthday. The associated date should be entered on the Transition Steps and Services page in EIDS, and this page should not

be updated if an existing transition outcome is reviewed and steps are updated, or a new transition outcome is added at a later time. Any changes to outcomes or steps and services should be reflected on the physical IFSP and within case notes.

If you have any questions about the Transition Steps and Services compliance requirement, please reach out to your Policy and Monitoring Consultant.

RESOURCES AND TRAINING OPPORTUNITIES

Updates Regarding Upcoming Transfer of EI Coursework

The Early Intervention (EI) coursework currently housed in the Department of Developmental Disabilities (DODD) MyLearning is transferring to the Ohio Professional Registry (OPR). This transition will take place over the month of December. Please review the following information to prepare for the transition.

Important Dates:

- The last day to enroll in an EI course in DODD MyLearning is December 11. Professionals will no longer be able to register for an EI course in DODD MyLearning after December 11.
- The last day to complete all EI course work in DODD My Learning is December 24. **Course progress for unfinished courses will not transfer to the OPR.**
- Beginning December 14, Early Intervention professionals will register for EI courses in the OPR.

What you can expect in the future:

- Regular guidance, reminders, and updates in the EI Program Updates.
- Guidance documents outlining how to locate, enroll in, and complete the EI courses in the OPR.
- Direct support by contacting eitraining@childrenandyouth.ohio.gov.
- Continued access to your MyLearning profile after December 2026. You will be able to continue to access your past course completions, transcript, and non-EI courses.

Action steps you can take now to prepare:

- If you have not already done so, create an OPR profile.
- Plan to complete any EI coursework you have started in MyLearning by **Thursday, December 24.**
- If you regularly use resource links on any EI course pages in DODD MyLearning, be sure to download or bookmark them prior to December 11.