



February 3, 2026

MESSAGE FROM THE PART C COORDINATOR

This edition of the EI program update includes important program, monitoring, and professional development information. I would particularly like to call your attention to the Resources and Training Opportunities section, which includes announcements about new documents related to renewing Developmental Specialist (DS) certifications and EI Service Coordinator (EISC) and EISC Supervisor credentials.

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

PROGRAM UPDATES

State Fiscal Year 2026 Mid-Year Program Report and Local Outreach Report

As a reminder, all counties are required to complete the State Fiscal Year 2026 (SFY26) mid-year program report and local outreach report by February 28. The mid-year program report requirements include an attestation regarding the completion of Principles of Service Coordination (POSC) module 3, questions related to monitoring locally contracted providers, and sharing a success story. We have consolidated the reporting related to local outreach, and are asking for total numbers and costs of events and activities, along with some open-ended items related to what has worked well and challenges experienced with local outreach and public awareness over the first six months of the fiscal year. Complete the mid-year program report [here](#) and the local outreach report [here](#). Please reach out to ei@childrenandyouth.ohio.gov with any questions.

EI Service Coordination Oversight Report

As we are now past the midpoint of SFY26, DCY reminds all EI Contract Managers that the EI Service Coordination Oversight Report for activities that occurred between July 1, 2025 and December 31, 2025 is due soon. The report must be shared with the local Family and Children First Council no later than February 28. Please note that a copy of the report must also be submitted to your EI program consultant by February 28. The SFY26 report template and guide are available on [Service Coordination Grant Agreements page](#) of the EI website. If you have additional questions regarding the report, please contact Erin Hale at Erin.Hale@childrenandyouth.ohio.gov.

SFY26 Transition Compliance

Activities for the SFY26 Transition baseline analyses are underway. Data inquiries were sent to applicable counties on January 8 and the requested documentation must be submitted to DCY by January 23. DCY will review requested records and other inquiries, request additional information, as needed, incorporate information from the inquiries into the dataset, and complete the final analyses over the next several weeks. Results memos for this analysis are scheduled to be sent March 26. Please reach out to the EI Policy and Monitoring consultants, Erin Hale Erin.Hale@childrenandyouth.ohio.gov and Becca Muntean Rebecca.Muntean@childrenandyouth.ohio.gov, with any questions about the SFY26 transition compliance analyses.

SFY26 Timely Receipt of Services Compliance

Activities related to the SFY26 Timely Receipt of Services (TRS) baseline analysis will begin soon. The EI Policy and Monitoring team is hosting a webinar on February 5 from 2 - 3 p.m. to review TRS timelines and requirements, documentation needed to verify compliance activities, and information about how to prepare for the process. Register [here](#) for the webinar. Group 3 counties will be included in the SFY26 TRS analysis, but we encourage all counties to attend. The SFY26 baseline calendar, including a list of counties in each group, is available on the [Monitoring page](#) of the EI website.

RESOURCES AND TRAINING OPPORTUNITIES

Continuing Professional Development Unit Tracker IMPORTANT ANNOUNCEMENTS – New Required and Optional Documents Available for EISC Credentials and DS Certifications

EISC Credentialing Announcements and Reminders

There is an updated version of the EISC Credential User Guide available. Click [here](#) to access the document.

To check the expiration date of your EISC or EISC Supervisor credential, follow these steps:

1. Log in to your OPR profile.
2. Click the drop-down arrow next to “My Account” in the left navigation menu.
3. Select the “Credentials” tab.
4. View the expiration date next to your credential.

Individuals who have completed the requirements for the 5-Year EISC or EISC Supervisor credential are encouraged to apply as soon as possible – they do not need to wait to be within 90 days of expiration of their current credential.

Individuals holding an EISC Transition or EISC Supervisor Transition credential will **not** renew their Transition credential. Instead, they will apply for an Initial 5-Year EISC Supervisor credential. Please see [this document](#) containing application instructions and requirements for an individual holding a Transition credential.

Any questions regarding EISC credentialing can be directed to Rhannon.Monks@childrenandyouth.ohio.gov.

Continuing Professional Development Tracker – REQUIRED for Renewal of 5-Year EISC, EISC Supervisor, and DS Certifications/Credentials

To renew a 5-Year certification or credential, applicants must complete either 50 or 80 hours of state-approved continuing professional development (CPDU), depending on the certification type, over the preceding 5-Year certification period. Proof of completion of these hours is documented in the applicant's Ohio Professional Registry (OPR) profile.

DCY and the Ohio Child Care Resource & Referral Association (OCCRRA) have developed a new [CPD Tracker](#) tool. This form supports professionals in two ways. First, it allows EI professionals to monitor their professional development over time. Second, it supports the expedition of the application process by identifying the specific courses being used to meet the renewal requirement. This saves time by allowing the reviewer to know which courses to check in the applicant's OPR profile.

Any individual submitting a 5-Year renewal application for an EISC, EISC Supervisor, or DS certification application **after March 2, 2026**, must complete the CPD Tracker document and upload it to the "Attachment" section of their application. More details will be shared in an informational webinar, announced below.

Application Checklists – Optional Resource

DCY has developed application checklists to assist EISCs, EISC Supervisors, and DSs with tracking completion of credential/certification requirements. While completion of these checklists is optional, it is recommended they be used to assist professionals with organizing their application materials and ensuring that all components are complete before submitting an application in the OPR. Application checklists for DS certifications can be found on the last page of the [DS certification At a Glance](#) document. Application checklists for EISC credentials can be found on the last page of the [EISC Credential Requirements](#) document.

Informational Webinar

DCY will host an informational webinar on February 26, at 10 a.m., discussing the use of the resources referenced above, as well as general credential/certification application reminders and tips. The presentation will be followed by a question and answer session. No CPD units will be provided for this informational webinar. Register for this event [here](#). Questions may be directed to Rhiannon.Monks@childrenandyouth.ohio.gov.