Department of Children & Youth
Help Me Grow Early Intervention

Early Intervention Data System (EIDS) Role Request Form

Please complete the following sections, as applicable, and submit your completed form to eids@childrenandyouth.ohio.gov.

Requestor Information

Requestor's Name

Phone Number   **Email Address**

Please select one: **OHID**

      I currently have an EIDS account

      I do not currently have an EIDS account

Note: *The above information must match your OHID account exactly. You can search for the EIDS tile within OHID and request access to EIDS. Instructions for how to do so are on the EI website:* https://ohioearlyintervention.org/data-system

Early Intervention Roles

Please select the EI role(s) that you are requesting be added to your EIDS account and include the county/ies and agency/ies with which your role should be associated.

Clinical Supervisor: *Access and perform data entry in all records in designated SC agencies; assign new referrals in designated county/ies to Service Coordinators in the designated SC agency*

                    Date added   ***Date Removed***

Contractor Access (Read Only): *Access all records in designated county/ies (cannot perform data entry)*

                    Date added   ***Date Removed***

County Transfer Email Recipient: *Receive email if another requests a record to be transferred*

                    Date added   ***Date Removed***

Data Entry Staff: *Access and perform data entry in all records in designated county/ies; assign new referrals in designated county/ies to Service Coordinator Agencies or Service Coordinators*

                    Date added   ***Date Removed***

Service Coordinator: *Access and perform data entry in all records assigned to user; view all records assigned to user on dashboard*   ***Date added***   ***Date Removed***

Service Coordinator (Read Only): *Access all records assigned to user (cannot perform data entry); view all records assigned to user on dashboard*   ***Date added***   ***Date Removed***

System Administrator: *Access and perform data entry in all records in designated county/ies; assign new referrals in designated county/ies to Service Coordinator Agencies or Service Coordinators; add and modify user accounts for all EI roles other than System Administrator*

                    Date added   ***Date Removed***

County/ies

Service Coordination Agency(ies)

Central Intake Roles

Please select the CI role(s) that you are requesting be added to your EIDS account and include the county/ies or region/s with which your role should be associated.

Central Intake Statewide System Administrator: *Access and add contacts in records in all counties; view all open Central Intake referrals in all counties on CI dashboard; add and modify user accounts for all CI roles other than Statewide System Administrator*

Date added   *Date Removed*

Central Intake Statewide Worker (outside region): *Access and add contacts in records in all counties (no records on CI dashboard unless user has other Central Intake roles)*

Date added   *Date Removed*

Central Intake System Administrator: *Access and add contacts in all records in designated county/ies; view all open Central Intake Referrals in designated county/ies on CI dashboard; add and modify accounts with Central Intake Work role in designated county/ies*

Date added   *Date Removed*

Central Intake Worker: *Access and add contacts in all records in designated county/ies; view all open Central Intake Referrals in designated county/ies on CI dashboard*

Date added   *Date Removed*

Region or County/ies

Other Roles

Please select any other role(s) that you are requesting be added to your EIDS account and include the county/ies or region/s with which your role should be associated.

Hearing Service Provider: *Access all records*   *Date added*   *Date Removed*

Hospital Based Child Find Specialist: *Access all records in designated county/ies*

Date added   *Date Removed*

Region or County/ies

Requestor Signature   **Date**

Contract Manager Signature   **Date**

*Please note, as defined in **34 CFR § 303.406,** each participating agency must keep a record of parties obtaining access to early intervention records collected, maintained, or used under part C of the Act (except access by parents and authorized representatives and employees of the participating agency), including the name of the party, the date access was given, and the purpose for which the party is authorized to use the early intervention records.*