

## **Exhibit E**

The Early Intervention Data System (EIDS) is the data system DODD uses to collect information about participants in the Early Intervention program. The purpose of this exhibit is to—

- Set forth the requirements for access to the EIDS and
- Clarify the data entry requirements for service coordination agencies

### *Access to EIDS*

- Each grantee must appoint at least one person to have the role of “EI System Administrator” in EIDS. This person(s) will be responsible for creating and maintaining access to EIDS at the agency level. Only DODD can create EI system administrator accounts.
- Prior to granting access to EIDS to any person, the grantee will ensure that the person has completed the EIDS user agreement, form HEA 8034 (or its successor). The grantee will maintain these completed user agreements at the agency level for at least as long as the user requires access to EIDS.
- The grantee will ensure that DODD is contacted within 24 hours of a system administrator’s no longer needing access to EIDS so DODD can remove the access.
- The grantee will ensure that any local user’s access to EIDS is removed within 24 hours of the user no longer needing access to EIDS.
- Directions for obtaining access to EIDS are available here:  
<https://ohioearlyintervention.org/data-system>

### *Data Entry in EIDS*

- The grantee will ensure that all data entry required in EIDS is completed within 30 days of the event.
- The grantee may maintain case notes in hard copy in the child’s paper record, electronically in EIDS, or a combination of the two.