

Preparing for the SFY25 TRS Baseline Analysis

2/04/2025

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MIKE DEWINE
GOVERNOR OF OHIO





WELCOME TO THE WEBINAR!

Communicating: Use Q&A box to type comments and questions.

Polls: Poll questions will appear on screen. Click the button next to your answer. All responses are anonymous.

Sign-in: At end of presentation, type your name, role, and county into the chat box.

CPDUs: CPDUs are not provided for this webinar.

Tech Tips

- Close other open apps (Word, email, etc.)
- Use headset if having audio problems.
- Make sure Computer Audio is selected (arrow next to microphone button).
- Log out and back in.
- Use Dial-in option.

OBJECTIVES/AGENDA



Timelines for the
baseline process



Compliance
components



Data cleaning



Documentation

**WHAT ARE
YOU HERE
TO LEARN?**



SFY25 BASELINE CALENDAR

<https://ohioearlyintervention.org/monitoring>

SFY25 Baseline Compliance Calendar (subject to change)	
Date(s)	LEA (All Counties) <i>Children turning three between February 1, 2024 and January 31, 2025</i>
1/21/2025	<i>Counties complete data cleaning/review</i>
1/22/2025 to 2/1/2025	<i>Counties run Feb 1 LEA report and send applicable pages to appropriate LEA</i>
2/3/2025	<i>LEA reports due to be submitted</i>
Date(s)	TRS (Group 1) <i>TRS due dates October through December 2024</i>
2/4/2025	<i>TRS Baseline webinar</i>
2/21/2025	<i>Counties complete data cleaning/review</i>
2/26/2025	<i>All deletion requests processed</i>
3/3/2025	<i>Counties complete data re-entry following deletions</i>
3/4/2025	<i>Compliance data extracted from EIDS</i>
3/26/2025	<i>Compliance inquiries sent to applicable counties</i>
3/27/2025 to 4/10/2025	<i>Counties responding to inquiries</i>
4/11/2025 to 6/16/2025	<i>Verification and final analysis</i>
6/17/2025	<i>Results memos issued</i>
Date(s)	Transition (Group 3) <i>TPC and Transition Steps and Services due October through December 2024</i>
2/6/2025	<i>Transition Baseline webinar</i>
2/21/2025	<i>Counties complete data cleaning/review</i>
2/26/2025	<i>All deletion requests processed</i>
3/3/2025	<i>Counties complete data re-entry following deletions</i>
3/4/2025	<i>Compliance data extracted from EIDS</i>
3/26/2025	<i>Compliance inquiries sent to applicable counties</i>
3/27/2025 to 4/10/2025	<i>Counties responding to inquiries</i>
4/11/2025 to 6/16/2025	<i>Verification and final analysis</i>
6/17/2025	<i>Results memos issued</i>
Date(s)	45-Day (Group 2) <i>45-Day timelines ending January through March 2025</i>
3/25/2025	<i>45-Day Baseline webinar</i>
4/14/2025	<i>Counties complete data cleaning/review</i>
4/17/2025	<i>All deletion requests processed</i>
4/22/2025	<i>Counties complete data re-entry following deletions</i>
4/23/2025	<i>Compliance data extracted from EIDS</i>
5/7/2025	<i>Compliance inquiries sent to applicable counties</i>
5/8/2025 to 5/22/2025	<i>Counties responding to inquiries</i>
5/23/2025 to 7/23/2025	<i>Verification and final analysis</i>
7/24/2025	<i>Results memos issued</i>

BASELINE PROCESS

Baseline overview document is available on the EI website:

<https://ohioearlyintervention.org/monitoring>

Ohio Baseline Compliance Analysis Process

Compliance Monitoring

Each year, Ohio monitors counties on the required compliance indicators: 45-Day Timeline; Timely Receipt of Services (TRS); and Transition, including Transition Steps and Services, Notification to the Local Educational Agency (LEA), and Timely Transition Planning Conferences (TPC). Results from each of these analyses are included in Ohio's Annual Performance Report (APR) due to the U.S. Department of Education's Office of Special Education Programs (OSEP) at the beginning of February each year.

Cyclical Monitoring Process

Ohio has implemented a rotating annual monitoring schedule in which county programs are included in the 45-Day, TRS, or Transition (including Transition Steps and Services and TPC) analysis each year and all counties have data analyzed for each of these compliance indicators within a three-year period. Notification to the LEA is monitored for every county annually.

Baseline Analysis Schedule

The entire process, from initial notification of inclusion to disseminating final results memos, is completed in approximately three to five months, and includes the following:

- Initial communications are sent:
 - Counties included in the baseline indicator analysis receive a schedule of baseline activities and a handout regarding the process for reviewing and cleaning data.
 - Counties not included in the analysis receive information about which indicator they were or will be monitored on for the baseline year.
- A data cleaning period is initiated:
 - Counties have about two weeks to review and clean data that will be included in the baseline analysis, including asking questions and requesting any needed deletions in the Early Intervention Data System (EIDS).
 - All deletion requests are processed by EIDS staff within approximately five working days.
 - Any applicable data re-entry following deletions needs to be completed by counties within approximately five working days.
- Relevant data are extracted from EIDS and analyzed after the data cleaning period is complete:
 - DCY staff perform initial data analyses and prepare any needed county inquiries within approximately a week and a half.
 - County inquiries, including missing data and verification requests, as applicable, are sent to counties, who are then required to respond within approximately 10 working days. Data may be missing for a number of reasons, such as delays due to family reasons, late timelines due to staff error, and data entry errors. County staff are asked to indicate why any components are missing from the data system.
 - DCY staff verify applicable records (i.e., confirm that hard copies support what is entered in EIDS), send clarification requests to those counties with incomplete verification documentation, review/reconcile any needed data, and finalize results.
- Results memos are sent to each county included in the analysis

SFY25 BASELINE COMPLIANCE DATA USES

For federal reporting in the Annual Performance Report (APR)

To monitor compliance with federal requirements, including issuing findings if requirements are not being met

As a factor in calculating county determinations



COMPLIANCE INDICATORS

45-Day

Timely Receipt of Services
(TRS)

Transition - LEA notification;
Steps and services on the
IFSP; Transition Planning
Conference (TPC)

TRS TIMELINE REQUIREMENT

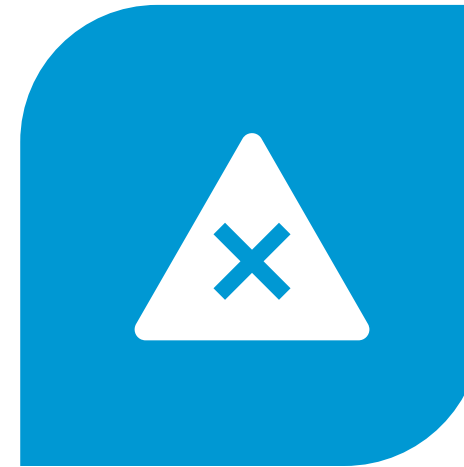


All EI services must **begin within 30 calendar days** of the IFSP to which they are added in order to be considered timely

TRS COMPONENT IN EIDS



SERVICE START DATE



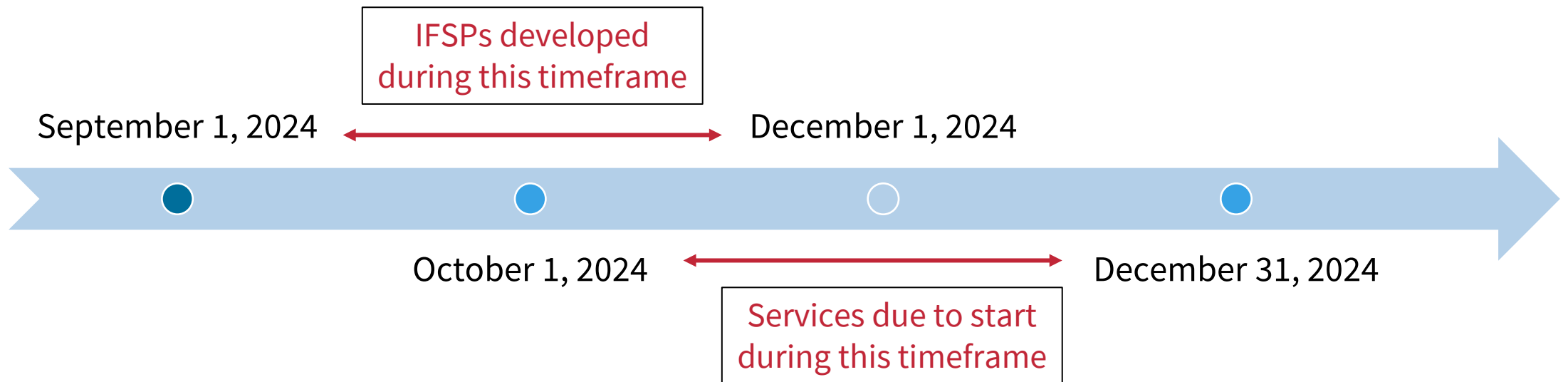
NONCOMPLIANCE REASONS
(NCR), AS APPLICABLE

TRS DATE RANGES

DCY utilizes one quarter of the SFY to determine baseline compliance percentages

For the SFY25 TRS Baseline compliance analysis, DCY will examine all records with a TRS due date between October 1, 2024 and December 31, 2024

This includes new services added to IFSPs between September 1, 2024 and December 1, 2024



TIMELINE FOR TRS ANALYSIS

<i>Projected Date</i>	<i>Event/Task</i>	<i>Who</i>
2/4/2025	Data for county files extracted	DCY
2/6/2025	Files with the data to be included in analysis sent to counties	DCY
2/21/2025	All deletion requests and inquiries regarding data cleaning due	Counties
3/3/2025	Counties complete data re-entry following deletions	Counties
3/4/2025	Compliance data extracted from EIDS	DCY
3/26/2025	Compliance inquiries sent to counties	DCY
4/10/2025	Compliance inquiries due to DCY	Counties
6/17/2025	Results memos issued by DCY	DCY

TRS: COUNTY RESPONSIBILITIES



- Ensure all data are:

- Complete
- Accurate
- Entered timely

COUNTY RESPONSIBILITIES: DATA CLEANING

- Review and clean up data by Friday, February 21, 2025
 - Deletion requests
 - Questions about any of the data
- Submit any inquiries to EIDS with “SFY25 TRS Baseline” in the subject
 - Be sure to use this email address:
eids@childrenandyouth.ohio.gov
- Any data re-entry following deletions is due Monday, March 3, 2025



COUNTY RESPONSIBILITIES: DATA INQUIRIES



- **Respond** to all data inquiries by **Thursday, April 10, 2025**
- **Potential types of inquiries:**
 - Verification Request (selection of records from each county)
 - Missing Data (if any TRS dates are missing in EIDS)
 - NCR Confirmation (for any system NCR reasons)

TRS DATA CLEANING: COUNTY FILES

Because the EI Services Report contains additional information outside of TRS, DCY will send a data file that includes all of the children with individual service due dates between October 1, 2024 and December 31, 2024

Feb 4, 2025

Oct 1, 2024 – Dec 31, 2024

Please note that the data for this additional report were extracted on February 4, 2025. This means that any data entry/changes/edits performed after this date will NOT be reflected in the data file provided to you.

TRS DATA CLEANING: COUNTY FILE EXAMPLE

- County data files look similar to the one below (with additional information):

IFSP Date	Service Type	TRS Due	Start Date	Non Compliance Reason
10/25/2023	Speech-language pathology services	11/24/2023	11/1/2023	
11/6/2023	Special instruction	12/6/2023	11/7/2023	
11/28/2023	Occupational Therapy	12/28/2023	12/12/2023	
9/25/2023	Special instruction	10/25/2023	10/4/2023	
9/28/2023	Special instruction	10/28/2023	10/20/2023	
9/12/2023	Special instruction	10/12/2023	10/2/2023	
9/18/2023	Family training, counseling and home visits	10/18/2023	10/17/2023	
11/20/2023	Occupational Therapy	12/20/2023	12/19/2023	
11/7/2023	Special instruction	12/7/2023	Missing	
9/14/2023	Special instruction	10/14/2023	10/26/2023	Parent/Child Reason
10/3/2023	Special instruction	11/2/2023	10/19/2023	
9/13/2023	Physical Therapy	10/13/2023	9/26/2023	
9/27/2023	Special instruction	10/27/2023	10/12/2023	
10/23/2023	Special instruction	11/22/2023	12/6/2023	Parent/Child Reason
10/31/2023	Physical Therapy	11/30/2023	11/6/2023	
10/20/2023	Special instruction	11/19/2023	10/31/2023	
10/31/2023	Physical Therapy	11/30/2023	11/6/2023	
10/20/2023	Special instruction	11/19/2023	10/31/2023	
11/27/2023	Physical Therapy	12/27/2023	12/6/2023	
11/8/2023	Special instruction	12/8/2023	12/20/2023	Parent/Child Reason



TRS DATA CLEANING: EI SERVICES REPORT

Counties should use the *EI Services Report* in EIDS

Early Intervention Reports

[45-Day CAP Log](#)

[45-Day Compliance Monitoring Report](#)

[CAPTA Report](#)

[COSF - Child List Report](#)

[Diagnosed Medical Conditions List](#)

[EI Redetermination](#)

[EI Services](#)

[Quarterly LEA Report](#)

[Service Coordinator Caseload](#)

[Service Coordinator Caseload Monitoring Report](#)

[Service Coordinator Funding and IFSP Services Payment Source Report](#)

[Transition Compliance](#)

[Transition Planning Conference Cap Log](#)

[TRS Cap Log](#)

[TRS Compliance Report](#)

EI SERVICES REPORT

- This report includes a list of all services included on all IFSPs within the selected timeframe. (This means that additional services not subject to TRS will be included on the report)
 - Please note this report pulls by IFSP date, so use the timeframe of 09/01/2024 through 12/01/2024 to extract TRS due dates in the applicable timeframe
- Reminder: ONLY new services added to IFSPs within the timeframe will be included in the TRS analysis

The screenshot shows a web form titled "EI Services Report". The form includes the following fields:

- *County:** BEIS Test County (dropdown menu)
- *IFSP Date From:** 09 / 01 / 2024 (calendar icon)
- *IFSP Date To:** 12 / 01 / 2024 (calendar icon)
- *Report Format:** EXCEL

A red box highlights the date fields, and a red arrow points from a text box to them. A "Get Report" button is located in the top right corner. A red asterisk indicates required fields.

** Indicates required field.*

Get Report

For SFY25, DCY will use data from IFSPs completed between 9/1/2024 and 12/1/2024.

NONCOMPLIANCE REASONS

51	Parent/Child Reason
52	Couldn't locate/reach family
53	Emergency related closure
54	HMG staff error
55	HMG system reason



TRS: MISSING DATA INQUIRY



IFSP Date	Service Type	Start Date	Non Compliance Reason
9/27/2023	Psychological services		
9/27/2023	Special instruction		
11/9/2023	Family training, counseling and home visits		
11/26/2023	Physical Therapy		
11/26/2023	Vision services		
11/2/2023	Occupational Therapy		
11/15/2023	Vision services		
11/30/2023	Physical Therapy		
11/10/2023	Occupational Therapy		
11/12/2023	Speech-language pathology services		

VERIFICATION OF RECORDS


Does the documentation in the record support what is entered in the data system?

<https://ohioearlyintervention.org/monitoring>

Timely Receipt of Service (TRS) Verification Standards				
Component	Verification document	Source of information	Indicator requirements	Additional requirements
# on child record	Every document	Upper right corner of each page, if not already on page	Must be on all pages	
date, PWN at start of a EI service, consent	IFSP	Header Section 8	IFSP type and date Parent signature and date EI Service Coordinator signature and date Service Provider/s signature and date for any new service Waiver of timeline initialed and dated if service to start within 10 days	The contents of the IFSP must be fully explained to the parents and informed written consent must be obtained prior to the provision of services described in the IFSP. Informed consent and PWN need to be documented in case notes. 303.342, 303.420, 303.421
service provided	IFSP	Section 4 and/or 5 Section 6 Section 7	Functional outcome written Date added complete All new EI services listed on the grid Service type (including PSP or SSP), Method, Location, Frequency, Session length, Provider agency, Funding source, Projected start date, and Projected end date complete Projected end date not past third birthday or more than 180 days from IFSP Provider details documented under Team Participation Provider box and applicable disciplines checked	The IFSP must include the specific EI services, based on peer-reviewed research (to the extent practicable), that are necessary to meet the unique needs of the child and the family to achieve the results or outcomes identified. The IFSP must include a statement that each EI service is provided in the natural environment for that child or service to the maximum extent appropriate, or a justification as to why an early intervention service will not be provided in the natural environment. 303.344

SECTION 1: IFSP HEADER



Form EI-04 Individualized Family Service Plan (IFSP)					Department of Children & Youth Help Me Grow Early Intervention
IFSP type and date	<input type="checkbox"/> Initial	<u>4/1/2024</u>	<input checked="" type="checkbox"/> Periodic	<u>8/1/2024</u>	ETID number <u>000000001</u>
	<input type="checkbox"/> Annual	_____	<input type="checkbox"/> Periodic	_____	
			<input type="checkbox"/> Periodic	_____	
			<input type="checkbox"/> TPC	_____	

SECTION 4: IFSP OUTCOME



Outcome number: 1	This child outcome addresses:	<input type="checkbox"/> Developing positive social relationships	<input type="checkbox"/> Acquiring and using new skills and knowledge	<input checked="" type="checkbox"/> Taking action to meet own needs	This family outcome addresses:	<input type="checkbox"/> Family well-being, family participation, or information
Date outcome added: 4/1/2024	Outcome: When Sami finishes the yogurt bites on her highchair during breakfast and wants more, she will sign "more" to Dad.					

SECTION 6: THE GRID

Using all the information available, the IFSP team has identified the following EI services to support our outcomes:

Date of IFSP: 8/1/2024

EI Service Type	Method	Location	Frequency	Session Length	Provider Agency	Funding Source	Projected Start Date*	Projected End Date	Outcome Number(s)
Special Instruction <input checked="" type="checkbox"/> PSP <input type="checkbox"/> SSP	P	H/C	24X/180 days	60 minutes	CBDD	CBDD	4/15/2024 <input type="checkbox"/> New Service	1/28/2025	2, 3, 4
Occupational Therapy <input type="checkbox"/> PSP <input checked="" type="checkbox"/> SSP	P/T	H/C	6x/180 days	60 minutes	ABC Therapy	DCP	8/7/2024 <input checked="" type="checkbox"/> New Service	1/28/2025	2, 3, 4
<input type="checkbox"/> PSP <input type="checkbox"/> SSP							<input type="checkbox"/> New Service		
<input type="checkbox"/> PSP <input type="checkbox"/> SSP							<input type="checkbox"/> New Service		
<input type="checkbox"/> PSP <input type="checkbox"/> SSP							<input type="checkbox"/> New Service		

Method: In-person (P); Technology (T)

Location: Home (H); Community (C); Other (O)

SECTION 8: PARENT & PROVIDER SIGNATURES



Section 8: Prior Written Notice and Consent for EI Services

Parent Consent

I agree to the provision of these Early Intervention services described in this IFSP. I participated in the development of this IFSP and have been fully informed and understand all information related to the provision of Early Intervention services described in this IFSP. I have a copy of the Ohio Early Intervention Parent Rights brochure and understand my rights for giving consent. I understand that I have dispute resolution options if I have an Early Intervention complaint.

I understand that when any Ohio Early Intervention (EI) service provider recommends or proposes to begin (initiate) or change the EI services that will be provided to my family and child, I must receive prior written notice at least ten calendar days before beginning or changing that EI service. I understand that this IFSP constitutes prior written notice about the proposed Early Intervention services and the details of the proposed initiation or change of services are described within Section 6 of the IFSP. Additional prior written notice is not needed for a service that was proposed to end using form EI-11 prior to this IFSP meeting.

Waiver of Timeline (optional)

I understand and agree to waive my right to receive written notice 10 calendar days prior to changing or beginning an EI service.

NL 8/1/2024
Initials of parent(s) Date

Nathan Long Nathan Long 8/1/2024
Parent name Parent signature Date

Estelle Long Estelle Long 8/1/2024
Parent name Parent signature Date

EI Service Coordinator and Provider Consent

We acknowledge that the outcomes reflect the family's priorities and concerns, and the EI services support those outcomes. We agree to implement this IFSP in a manner that supports the family's ability to help their child participate in and learn from their everyday activities whenever possible.

Name	Discipline	Signature	Date
<u>Henry Davidson</u>	<u>EI Service Coordinator</u>	<u>Henry Davidson</u>	<u>8/1/2024</u>
<u>Melissa Rodriguez</u>	<u>DS</u>	<u>Melissa Rodriguez</u>	<u>8/1/2024</u>
<u>Anna Hurley</u>	<u>OT</u>	<u>Anna Hurley</u>	<u>8/1/2024</u>

SERVICE PROVIDER NOTES

Documentation of the early intervention services provided, including:

- ✓ Date
- ✓ Length
- ✓ Duration
- ✓ Frequency
- ✓ Method of Delivery
- ✓ Location
- ✓ All activities related to IFSP outcomes
- ✓ Reasons for any delays in service delivery
- ✓ Explanation for any discrepancy b/w IFSP grid and service provision



SERVICE PROVIDER NOTES

Additional requirements include:

Provider name and discipline

Provider matches service type

Intervention occurred with, or information provided to, family

Provider signature

Service occurred no earlier than date IFSP signed

SERVICE DELIVERY GUIDANCE DOCUMENT

EISC's Responsibilities After Services are Added to the IFSP

- Coordinating, facilitating, and monitoring the delivery of needed EI services and other services identified in the IFSP to ensure that the services are provided in a timely manner (i.e., within 30 days of the parent's signature on the IFSP after a service has been added to the grid).
- Requesting and reviewing provider notes to document service start dates, including requesting additional documentation when needed (such as to support a reason for a late timeline).
- Conducting ongoing follow-up activities to determine if early intervention services are being provided as written on the IFSP.
- Facilitating an IFSP review any time a change needs to be made to a service.
- Ensuring that Prior Written Notice and Consent for EI Services (Section 8 of the IFSP) is signed by the parent before any change in service occurs.
 - Parent must initial and date waiver if change is to occur in 10 or fewer days.
- Documenting all activities in case notes

https://ims.ocali.io/storage/ocali-ims-sites/ocali-ims-oei/documents/EIServiceDelivery_0824.pdf

POLL



How soon after being added to an IFSP must a new service begin?

a. 45 calendar days

b. 45 business days

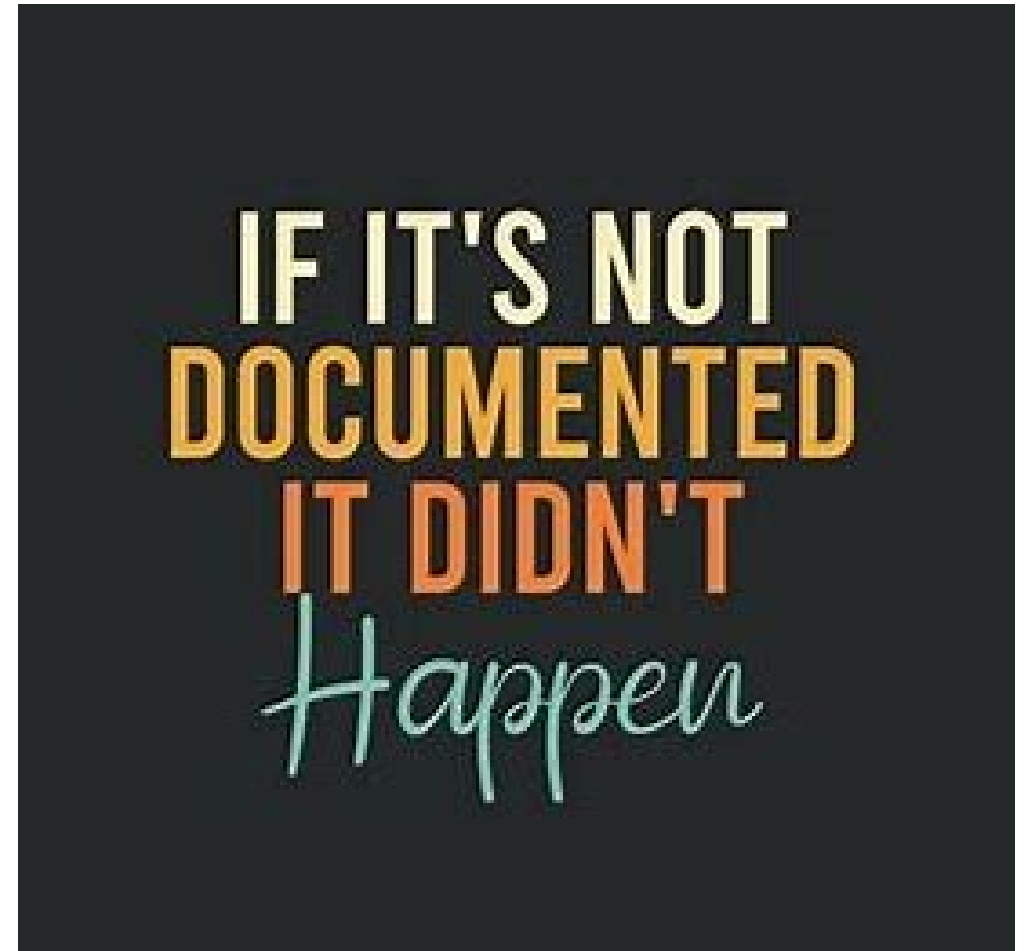
c. 30 calendar days

d. 30 business days

e. The same day

DOCUMENTATION OF NONCOMPLIANCE REASONS

- For any late or missing components, case notes will be needed to support the reason
- Case notes, along with other supporting documentation, often determine whether a record will pass verification



DOCUMENTATION: HIGH-QUALITY CASE NOTES



When did it occur?



Where did it take place?



How did it take place?



Who was involved?



What took place?



Why did the activity occur?

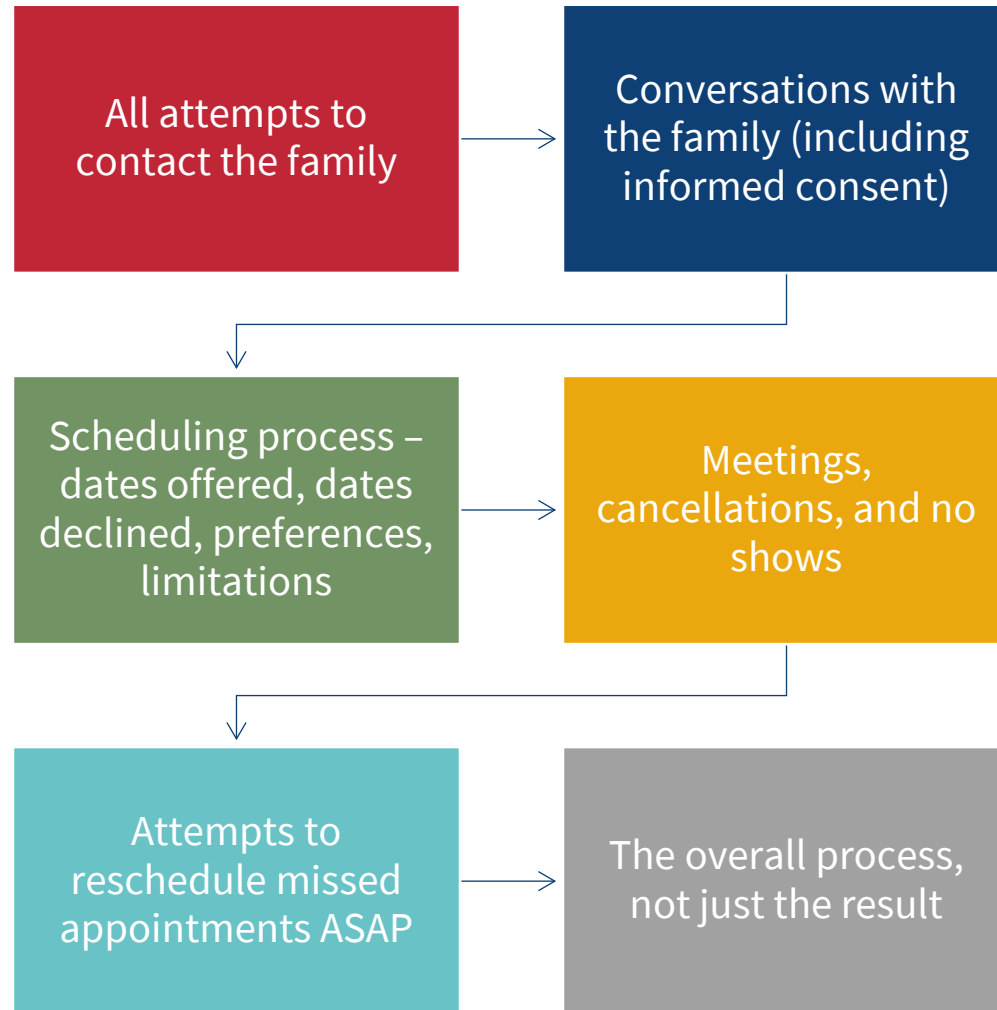


Follow-up activity needed



Signature/credentials/
date

DOCUMENTATION: TELL ME WHAT HAPPENED



SAMPLE CASE NOTE

SAMPLE CASE NOTE

“EISC received text message from mom, XXX XXXX requesting to cancel the evaluation appointment for the following day (8/16/2024) due to her older child having a fever. She requested to leave time to allow the illness to get through the rest of the family. EISC offered next available time slots of 8/29/2024 @ 11:30am and 8/31/2024 @ 1pm, mom declined both slots and requested the next early morning time slot, EISC offered first available time slot of 9/7/2024 @ 9am, mom accepted.”

FINAL ANALYSIS & RESULTS



Data inquiry results are incorporated into the final analysis



Results memos are issued to each county



Any county that is less than 100% receives a finding which must be addressed through the correction process

COMMON TRS ISSUES

- Provider notes reflect IFSP development, not service delivery
- Provider notes do not include documentation of family reasons for delays and/or what dates were offered/declined/canceled
- Provider notes do not include the names and roles of those present/involved
- Provider notes do not describe service provision (i.e., what the provider did to support the applicable outcome(s))
- Provider notes do not support what is on the IFSP (e.g., length of service, location, etc.) and/or do not include an explanation for the discrepancy
- Provider notes describe service provision of another provider (e.g., DS documents PT service during joint visit)
- Notes are missing provider's discipline
- Case notes are from EISC rather than service provider
- Documentation is for the wrong IFSP or wrong sibling

COMMON ISSUES: CASE NOTES



Document everything!

- Case notes do not include all contacts and attempts
- No details around scheduling
- No indication dates within timeline were offered
- Documentation does not reflect attempts to reschedule cancellations within a reasonable time

PROVIDER DOCUMENTATION



OHIO EARLY INTERVENTION Provider Documentation

Prepared by

Early Intervention Data and Monitoring
Team January 2025
Ohio Department of Children and Youth
246 N. High St
Columbus, Ohio 43215

www.ohioearlyintervention.org

RESOURCES

- **SFY25 Baseline Schedule** - <https://ohioearlyintervention.org/storage/ocali-ims-sites/ocali-ims-oei/documents/SFY25-Baseline-Calendar.pdf>
- **Baseline Analysis Process** - <https://ohioearlyintervention.org/storage/ocali-ims-sites/ocali-ims-oei/documents/Baseline-Analysis-Process-1-3-2025.pdf>
- **TRS Verification Standards** - <https://ohioearlyintervention.org/storage/ocali-ims-sites/ocali-ims-oei/documents/TRS-Verification-Standards-10162024.pdf>
- **EI NCR Examples**- [EI-NCR-Examples-11-21-2024.pdf](#)
- **IFSP Guidance Document** - <https://ims.ocali.io/storage/ocali-ims-sites/ocali-ims-oei/documents/IFSPGuidanceDocument7.18.24.pdf>
- **EI Service Delivery** - https://ims.ocali.io/storage/ocali-ims-sites/ocali-ims-oei/documents/EIServiceDelivery_0824.pdf

QUESTIONS?



Send any questions regarding the baseline process to Erin.Hale@childrenandyouth.ohio.gov

Send any deletion requests or data questions to EIDS@childrenandyouth.ohio.gov

Reach out to your program consultant with any questions about the IFSP process or documentation of services (including joint visits)



Erin Hale –
Erin.Hale@childrenandyouth.ohio.gov



Taylor Hammond –
Taylor.Hammond@childrenandyouth.ohio.gov

PRESENTER CONTACT INFORMATION

POLL



Was this helpful?

a. I found it very helpful

b. I found it helpful, but it didn't answer all my questions

c. I already knew most of this, but it was good to hear again

d. I really didn't get much out of this

e. I was disappointed because it didn't meet my needs



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GOVERNOR OF OHIO

CONNECT WITH DCY



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