

Preparing for the SFY25 Transition Baseline Analysis

2/04/2025

Taylor Hammond, Part C Coordinator
Erin Hale, EI Monitoring Consultant



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.

WHAT ARE
YOU HERE TO
LEARN?

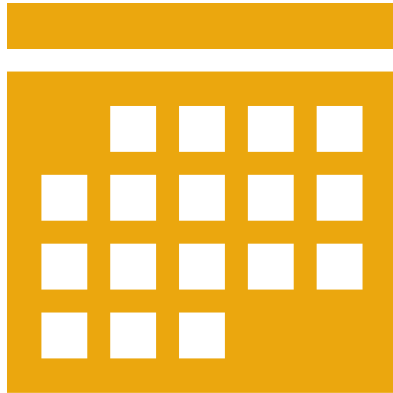


AGENDA

- 1/ Timelines for the baseline process
- 2/ Compliance components
- 3/ Data cleaning
- 4/ Documentation



ANNUAL 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	All deletion requests processed
3/3/2025	<i>Counties complete data re-entry following deletions</i>
3/4/2025	Compliance data extracted from EIDS
3/26/2025	Compliance inquiries sent to applicable counties
3/27/2025 to 4/10/2025	<i>Counties responding to inquiries</i>
4/11/2025 to 6/16/2025	Verification and final analysis
6/17/2025	Results memos issued

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	All deletion requests processed
3/3/2025	<i>Counties complete data re-entry following deletions</i>
3/4/2025	Compliance data extracted from EIDS
3/26/2025	Compliance inquiries sent to applicable counties
3/27/2025 to 4/10/2025	<i>Counties responding to inquiries</i>
4/11/2025 to 6/16/2025	Verification and final analysis
6/17/2025	Results memos issued

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	All deletion requests processed
4/22/2025	<i>Counties complete data re-entry following deletions</i>
4/23/2025	Compliance data extracted from EIDS
5/7/2025	Compliance inquiries sent to applicable counties
5/8/2025 to 5/22/2025	<i>Counties responding to inquiries</i>
5/23/2025 to 7/23/2025	Verification and final analysis
7/24/2025	Results memos issued

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 COMPLIANCE BASELINE DATA USED



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



For federal reporting in the Annual Performance Report (APR)



As a factor in calculating county determinations



Ensure accountability to families

COMPLIANCE INDICATORS

45-Day

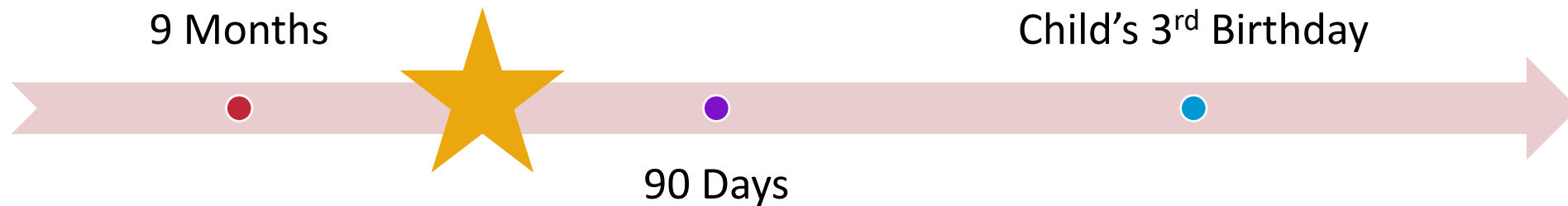
Timely Receipt of Services
(TRS)

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

TRANSITION REQUIREMENTS

All children must have steps and services associated with a transition outcome on an IFSP that occurs at least 90 days, and not more than nine months, prior to the child's third birthday

With parent consent, a transition planning conference must also occur for all children during an IFSP meeting at least 90 days, and not more than nine months, prior to the child's third birthday



TRANSITION COMPLIANCE COMPONENTS IN EIDS

Transition Planning Conference

- Child Date of Birth, Transition Planning Conference Date and, if applicable, Noncompliance Reason (NCR)

Transition Steps and Services

- Child date of birth, Transition Steps and Services Date, Transition Steps and Services, and if applicable, NCR

TRANSITION COMPLIANCE DATE RANGES

- DCY utilizes one quarter of the SFY to determine baseline compliance percentages
- For the SFY25 Transition compliance analyses, DCY will examine all records with Transition timelines ending between October 1, 2024 and December 31, 2024

Transition Extract

Get Report

County:	BEIS Test County	▼
Contract:	Early Intervention (BEIS Test County Early I	▼
Agency:	ALL	▼
Worker:		▼
* TPC and Steps & Services due on/after:	10/01/2024	📄
* TPC and Steps & Services due on/before:	12/31/2024	📄

For the SFY25 baseline analyses, use 10/01/24-12/31/24

TIMELINE FOR TRANSITION ANALYSES

<i>Projected Date</i>	<i>Event/Task</i>	<i>Who</i>
<i>2/21/2024</i>	<i>All deletion requests and inquiries regarding data cleaning due</i>	<i>Counties</i>
<i>3/3/2025</i>	<i>Counties complete data re-entry following deletions</i>	<i>Counties</i>
<i>3/4/2025</i>	<i>Compliance data extracted from EIDS</i>	<i>DCY</i>
<i>3/26/2025</i>	<i>Compliance inquiries sent to counties</i>	<i>DCY</i>
<i>4/10/2025</i>	<i>Compliance inquiries due to DCY</i>	<i>Counties</i>
<i>6/17/2025</i>	<i>Results memos issued by DCY</i>	<i>DCY</i>

COUNTY RESPONSIBILITIES – DATA CLEANING

- 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 Transition 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**



DATA CLEANING

Early Intervention Reports
45-Day CAP Log
45-Day Compliance Monitoring Report
45-Day Info For All Referrals
Active Service Coordinator
CAPTA Report
Child Outcome Extract
Child Outcome Monitoring
COSF - Child List Report
Diagnosed Medical Conditions List
EI Redetermination
EI Services
Exit Extract
Feb 1st LEA School Report
HV Referrals
Quarterly LEA Report
Service Coordinator Caseload
Service Coordinator Caseload Monitoring Report
Service Coordinator Caseload Summary
Service Coordinator Funding and IFSP Services Payment Source Report
SOP Extract
Transition Compliance
Transition Extract
Transition Planning Conference Cap Log
TRS Cap Log
TRS Compliance Report



Counties should use the *Transition Extract Report* in EIDS

TRANSITION EXTRACT

- This report includes all children with TPCs and Transition Steps and Services due in the selected timeframe

Transition Extract

Get Report

County: BEIS Test County

Contract: Early Intervention (BEIS Test County Early)

Agency: ALL

Worker:

* TPC and Steps & Services due on/after 10/01/2024

* TPC and Steps & Services due on/before 12/31/2024

For SFY25, use 10/01/2024 through 12/31/2024

TRANSITION EXTRACT

- Any/all MISSING data not corrected before DCY extracts data will require an explanation
- While checking data accuracy, be sure to review case notes to ensure they verify NCRs used

Transition_Steps_and_Services_Date	Transition_Steps_and_Services_NCR	Transition_Steps_and_Services
1/24/2020		
2/5/2020		
1/24/2020		

TPC_Due	TPC_Date	Days_from_TPC_to_Third_Birthday	TPC_NCR
1/30/2020	1/24/2020	96	
3/19/2020			
2/17/2020	2/5/2020	102	
3/3/2020			
1/26/2020	1/24/2020	92	
3/21/2020			

NONCOMPLIANCE REASONS

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



COMMON ISSUES – DATA ENTRY

- Transition data not being entered prior to exiting the record
 - To enter TPC after exit requires deletion request
 - Steps & Services can be updated even if child exited
- Transition Steps and Services not being entered exactly as they are documented on Section 5 of the IFSP Form under “Strategies: What steps and activities, including who and when, will help us meet the IFSP outcome?”



COUNTY RESPONSIBILITIES – DATA INQUIRIES



- Respond to any data inquiries by **Thursday, April 10, 2025**
- Three potential types of inquiries
 - Verification Request (selection of records from each county)
 - Missing data (if any Transition components are missing in EIDS)
 - NCR confirmation (for any system reasons)

COUNTY RESPONSIBILITIES: MISSING DATA INQUIRY

Child Birthdate	TPC and Transition Steps & Services Due	TPC Date	TPC NCR	TPC Notes
1/19/2021	10/21/2020	Missing		
1/25/2021	10/27/2020	Missing		
3/23/2021	12/23/2020	Missing		

Steps & Services Date	Steps & Services NCR	Transition Steps and Services	Steps & Services Notes
Missing			
Missing			
Missing			

COUNTY RESPONSIBILITIES: NCR INQUIRY

H	I	J	K	L	M	N
TPC and Transition Steps and Services Due	TPC Date	TPC NCR	Transition Steps and Services Date	Transition Steps and Services NCR	Transition Steps and Services	Notes
1/10/2024	1/25/2024	HMG Staff Error	1/25/2024	Parent/Child Reason	Label his feelings. Pictures (emoji's). Story books. Explore a sensory profile. Family members will model feelings and label them. Explore sign language. Songs.	Correct, please see attached note in documentation

COUNTY RESPONSIBILITIES : VERIFICATION INQUIRY

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



Transition Compliance Verification Standards

Component	Verification document	Source of information	Indicator requirements	Additional Requirements
ETID # on child record	Every document	Upper right corner of each page, if not already on page	Must be on all pages	
Steps and Services 303.209 5123-02(L) OAC	IFSP	Section 1 Section 5 Section 6 Section 8	Date of birth accurate Transition outcome date documented Date is within required timeline (not fewer than 90 days—and, at the discretion of all parties, not more than 9 months—before the toddler’s third birthday) Transition outcome written Steps and activities documented for the child and their family to exit from EI Any transition services that the IFSP Team identifies as needed by the child or their family are documented on the grid (or in case notes if EISC only) Parent signature and date EI Service Coordinator signature and date IFSP date matches transition outcome date	The IFSP must include a statement of the specific EI services that are necessary to meet the unique needs of the child and the family to achieve the results or outcomes identified in the IFSP. A program must ensure that for all toddlers with disabilities— <ul style="list-style-type: none"> • It reviews the program options for the child for the period from the toddler’s third birthday through the remainder of the school year; and • Each family is included in the development of the transition plan The steps must include— (i) Discussions with, and training of, parents, as appropriate, regarding future placements and other matters related to the child’s transition; (ii) Procedures to prepare the child for changes in service delivery, including steps to help the child adjust to, and function in, a new setting; (iii) Confirmation that child find information about the child has been transmitted to the LEA or other relevant agency, transmission of additional information needed by the LEA to ensure continuity of services from the part C program to the part B program, including a copy of the most recent evaluation and assessments of the child and the family and most recent IFSP; and (iv) Identification of transition services and other activities that the IFSP Team determines are necessary to support the transition of the child.

Revised 10/15/24

1

<https://ohioearlyintervention.org/monitoring>

FINAL ANALYSIS & RESULTS



Data inquiries 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



TRANSITION STEPS & SERVICES

<p>Steps and Services</p> <p>303.209 5123-02(L) OAC</p>	<p>IFSP</p>	<p>Section 1</p> <p>Section 5</p> <p>Section 6</p> <p>Section 8</p>	<p>Date of birth accurate</p> <p>Transition outcome date documented Date is within required timeline (not fewer than 90 days—and, at the discretion of all parties, not more than 9 months—before the toddler’s third birthday) Transition outcome written Steps and activities documented for the child and their family to exit from EI</p> <p>Any transition services that the IFSP Team identifies as needed by the child or their family are documented on the grid (or in case notes if EISC only)</p> <p>Parent signature and date EI Service Coordinator signature and date IFSP date matches transition outcome date</p>	<p>The IFSP must include a statement of the specific EI services that are necessary to meet the unique needs of the child and the family to achieve the results or outcomes identified in the IFSP.</p> <p>A program must ensure that for all toddlers with disabilities—</p> <ul style="list-style-type: none"> • It reviews the program options for the child for the period from the toddler’s third birthday through the remainder of the school year; and • Each family is included in the development of the transition plan <p>The steps must include—</p> <p>(i) Discussions with, and training of, parents, as appropriate, regarding future placements and other matters related to the child’s transition;</p> <p>(ii) Procedures to prepare the child for changes in service delivery, including steps to help the child adjust to, and function in, a new setting;</p> <p>(iii) Confirmation that child find information about the child has been transmitted to the LEA or other relevant agency, transmission of additional information needed by the LEA to ensure continuity of services from the part C program to the part B program, including a copy of the most recent evaluation and assessments of the child and the family and most recent IFSP; and</p> <p>(iv) Identification of transition services and other activities that the IFSP Team determines are necessary to support the transition of the child.</p>
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TRANSITION STEPS & SERVICES



Child's name: Samantha Long

Date of birth: 4/10/2022

ETID number: 000000001

Section 5: Your Child and Family Transition Plan

The supports and services provided through Early Intervention end when the child turns three. This section serves as your transition plan and identifies the child and family transition needs and the steps and activities needed to make this transition from EI as smooth as possible. Your team will work with you to develop a plan and assist you to identify potential community supports or services that may be beneficial to your child and family.

Your plan will be developed between **9 months** (7/28/2024) and **90 days** (1/28/2025) before your child's third birthday.

If your child was referred to EI within 90 days of their third birthday, your transition plan will be developed at your initial IFSP meeting.

This planning process will include:

- Discussion with you about your child and family's future needs, potential future services and placements, and details you may need about those service options.
- Procedures to prepare your child for changes in service delivery, including steps to help your child adjust to and function in a new setting. This may include anything from learning to get on a school bus, to separating from family members, to acquiring and using a communication or other assistive technology device in a new setting.
- Identifying the transition steps, activities, and any services that the IFSP team determines necessary to support the transition.
- With your consent (on the EI-07 Consent for Transition Planning Conference), a Transition Planning Conference (TPC) with any community service providers you have identified as potential resources.

While your child's name, date of birth, and your contact info has already been shared with your school district, the TPC is a time for you to share and learn additional information. If your child may be eligible for preschool special education services at age three, this planning process will also include conversations with you about the role of the school district and the process for obtaining your consent for sharing copies with your school district of the most recent evaluations, assessments and IFSP, and inviting the school district representative to a Transition Planning Conference.

Date transition outcome with steps and services developed: 8/1/2024

Potential future resources, placements, and/or services:

Preschool special education classroom (1/2 day), childcare (when located), local library story time (Monday and Thursday a.m.)

Child transition outcome: What will your child need to make a smooth transition?

Outcome number: 4

Sami will sit in her spot for an entire book at story time at the library.

What steps and activities, including who and when, will help us meet this outcome?

The DS and OT will support Mom and Dad at library story time and reading time at home/babysitter's. The family, Maggie, and providers will work on ways to engage Sami and maintain her attention while reading, including sensory rich items, seats, or activities.

This transition outcome addresses:

Developing positive social relationships

Acquiring and using new skills and knowledge

Taking action to meet own needs

Family transition outcome: What will you need to support your child in this transition?

Outcome number: 5

Dad will find available quality childcare, within 10 miles of his office, for Sami and her sister.

What steps and activities, including who and when, will help us meet this outcome?

Dad will research childcare options near his office. He will reach out to coworkers with kids and employee support at his office. The EISC will provide support and resources to help the family with their search, including the link to the childcare search engine and the EI Resource Directory, as needed.

TRANSITION STEPS & 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

Initials of parent(s)

8/1/2024

Date

Nathan Long

Parent name

Nathan Long

Parent signature

8/1/2024

Date

Estelle Long

Parent name

Estelle Long

Parent signature

8/1/2024

Date



TRANSITION STEPS AND SERVICES: KEY POINTS

- Every child must have a transition outcome with Steps & Services on their IFSP during the time period
- Plan ahead – remember you have six months
- A transition outcome does not have to be developed during the TPC, but must occur at an IFSP meeting
- A transition outcome with Steps & Services can be developed at the initial IFSP
- Transition outcomes and the steps and services to support them should be individualized to the needs of each child/family
- You don't have to wait for the TPC or the LEA to be available, unless the parent chooses to do so
- Document any/all reasons for delays

TRANSITION PLANNING CONFERENCE (TPC)

<p>Transition Planning Conference (TPC)</p> <p>303.209 5123-02(L) OAC</p>	<p>Form EI-07</p> <p>In addition, if consent given: IFSP</p> <p>EI-13</p>	<p>Consent for TPC Consent to invite LEA Signature line</p> <p>Header</p> <p>Section 1</p> <p>Section 7</p> <p>Section 8</p> <p>EI-13</p>	<p>TPC consent choice checked LEA consent choice checked (if applicable) Parent signature and date</p> <p>TPC box checked Date of TPC documented Date is within required timeline (not fewer than 90 days—and, at the discretion of all parties, not more than 9 months—before the toddler’s third birthday)</p> <p>Date of birth correct</p> <p>LEA representative and/or other community representatives listed as participant, if applicable</p> <p>Parent signature and date EI Service Coordinator signature and date Date of IFSP matches TPC date on header</p> <p>“Today’s date” complete Transition Planning Conf. box checked</p>	<p>Any conference or meeting to develop the transition plan (which may be combined into one meeting) must meet the requirements of an IFSP meeting.</p> <p>IFSP meetings must be conducted—</p> <ul style="list-style-type: none"> • In settings and at times that are convenient for the family; and • In the native language of the family or other mode of communication used by the family, unless it is clearly not feasible to do so. <p>Meeting arrangements must be made with, and written notice provided to, the family and other participants early enough before the meeting date to ensure that they will be able to attend.</p> <p>Parental consent must be obtained before personally identifiable information, including the child’s medical records, E&A reports, provider progress notes, IFSP, etc. is disclosed to anyone outside of a participating agency.</p> <p>If a child is referred to the early intervention program 90 or fewer calendar days but more than 45 calendar days before the child’s third birthday, a transition planning conference is not required, but the EISC will coordinate the eligibility determination process.</p> <p>303.209, 303.342, 303.343, 303.414</p>
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TRANSITION PLANNING CONFERENCE (TPC):EI-07



Form EI-07

7.1.2024	Aryana Johnson	1.7.2022	0000987654
Today's date	Child's name	Child's DOB	ETID number

Consent for Transition Planning Conference (TPC)

Before your child turns three (3) and you leave Early Intervention, a transition planning conference is helpful in planning how we may assist you in making the transition from Early Intervention to the services and supports your child may be eligible to receive at age 3. This conference must occur at least 90 days, but no sooner than 9 months, before your child's 3rd birthday. Prior to scheduling this meeting, you and your EI team may identify others, including any community service providers, you want to invite to this meeting.

- I give consent to scheduling a TPC
- I do not give consent to scheduling a TPC


If your child may be eligible for preschool special education services, your local school district will be responsible for providing those services. It is beneficial to invite your school district representative who will explain the process for determining "Part B" special education preschool eligibility. Other community service providers may also be invited to this meeting.

- I give consent to inviting the school district representative to my TPC
- I do not give consent to inviting the school district representative to my TPC

If you, with your EI team, believe your child is NOT potentially eligible for preschool special education services OR you do not want to invite your school district, we can schedule a transition planning conference with any other community service providers you have identified as potential resources.

Derrick Johnson	<i>Derrick Johnson</i>	7/11/2024
Parent name(s)	Parent signature(s)	Date

TRANSITION PLANNING CONFERENCE (TPC)

Form EI-04 Individualized Family Service Plan (IFSP)  **Department of Children & Youth**
Help Me Grow Early Intervention

IFSP type	<input type="checkbox"/> Initial	<input checked="" type="checkbox"/> Periodic	9/22/24	<input type="checkbox"/> Periodic		ETID number
and date	<input type="checkbox"/> Annual	<input type="checkbox"/> Periodic		<input checked="" type="checkbox"/> TPC	9/22/24	0000012000

Section 1: Child and Family Information

Child's first name	Last name	Nickname	Date of birth
Evan	Fields		12/26/21

TRANSITION PLANNING CONFERENCE

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.

KF 9/22/24
Initials of parent(s) Date

Kelsey Fields
Parent name

Kelsey Fields
Parent signature

9/22/24
Date

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.

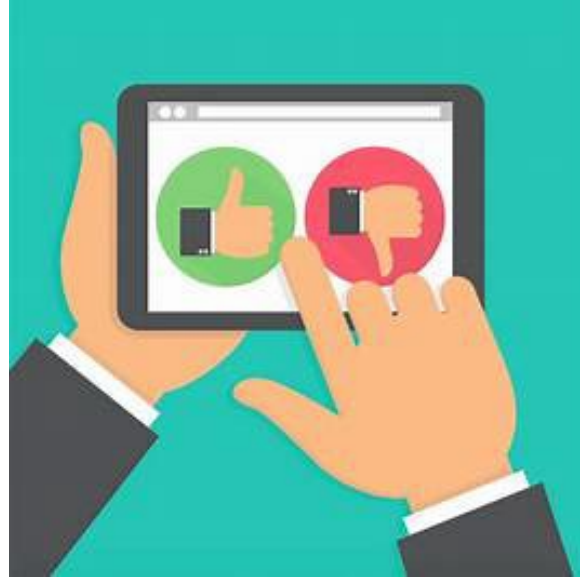
Name	Discipline	Signature	Date
<u>Mary Smith</u>	EI Service Coordinator	<u>Mary Smith</u>	<u>9/22/24</u>
<u>Susan Walker</u>	SLP	<u>Susan Walker</u>	<u>9/22/24</u>
_____	_____	_____	_____



TRANSITION PLANNING CONFERENCES: KEY POINTS

- ❖ Form EI-07 – Remember that the top indicates consent to hold a TPC with anyone (not just the LEA)
- ❖ A TPC does not need to include the LEA; a TPC needs to include the parent & EISC and anyone else the parent wants to invite
- ❖ A meeting to discuss whether to meet with the LEA is not a TPC
- ❖ If the parent consents to a TPC, it must be held as part of an IFSP meeting
- ❖ Consent, including on EI-07 and IFSPs, must be written
- ❖ Case notes must document events leading to any late timelines
- ❖ The date of the TPC must be documented on the IFSP header

POLL – TRUE OR FALSE



True or false: The parent must indicate consent on the EI-07 to develop a transition plan with Steps & Services.

True

False

REMINDER - CONSENTS & SIGNATURES



- Written informed consent in general
- Ensure parents understand consent
- Alternative documentation (text, email, etc.)
must reflect informed consent
- Method is documented in case notes

<https://ohioearlyintervention.org/storage/ocali-ims-sites/ocali-ims-oei/documents/EI-Program-Updates-2017.pdf>

DOCUMENTATION OF NONCOMPLIANCE REASONS

For any late or missing requirements, case notes will be needed to support the reason

Case notes, along with other supporting documentation, often determine whether a record will pass verification

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

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

- All attempts to contact the family
- Conversations with the family (including informed consent)
- Scheduling process – dates offered, dates declined, preferences, limitations
- Meetings, cancellations, and no shows
- Attempts to reschedule missed appointments ASAP

Document the overall process, not just the result



DOCUMENTATION – TELL ME WHAT HAPPENED

Attempts to coordinate with the LEA and/or other TPC participants

Offers to hold TPC without LEA if LEA cannot attend and parent's decision



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

SAMPLE CASE NOTE



“EISC received text message from mom @ 3:40 pm on 8/15/22 requesting to cancel the assessment for the following day (8/16/2022) due to XXXX and his younger brother being sick. She asked that we reschedule at least a week out. EISC offered next available times of 8/29/2022 @ 11:30am and 8/31/2022 @ 1pm - mom declined both days/times and requested the next early morning appt. (preferably around 9-9:30am). EISC offered first available morning appt @ 9am on 9/7/2022 - mom accepted. EISC will confirm visit with mom on 9/6/22.”

TRANSITION TIMELINE CHECKLIST

https://ims.ocali.io/storage/ocali-ims-sites/ocali-ims-oei/documents/TransitionTimelineChecklist_0824.pdf

Document each step of this process in the case notes.

Transition Requirements	Due	Completed
If the child is eligible for EI and is listed on a recent LEA notification, you must:		
Develop an IFSP with at least one transition outcome including steps and services		
TPC is required (with consent)		
If the child is eligible for EI and is NOT listed on a recent LEA notification, you must:		
Provide notification to LEA		
Develop an IFSP with at least one transition outcome including steps and services		
Hold a TPC (with consent)		
If child was referred more than 90 days before their third birthday AND determined eligible less than 90 days before their 3rd birthday, you must:		
Provide notification to LEA		
Develop an IFSP with at least one transition outcome including steps and services		
Hold a TPC (with consent)		
If the child was referred 90 or fewer calendar days BUT more than 45 calendar days before 3rd birthday, you must:		
Determine eligibility		
If eligible , provide notification to LEA		
Coordinate assessment of the child and family		
Develop an IFSP with at least one transition outcome including steps and services		
(TPC is NOT required)		
Activity	Due	Completed
Initial IFSP meeting:		
Introduce family to transition timelines		
Complete timeframe for the development of transition plan listed on section 5 of the IFSP (you may use the link to the date calculator)		
When the child is approximately 2 years of age:		
Explain transition activities and timelines and determine what the family and child need for a smooth transition		
Explain and ensure parent understands procedural safeguards related to transition and parent has a copy of the Parent Rights brochure		

TRANSITION WHAT IT DOES AND DOES NOT LOOK LIKE



OHIO EARLY INTERVENTION Transition: What it Does and Does Not Look Like

Prepared by
 Early Intervention Program Consultants
 Early Intervention Data and Monitoring Team
 August 2024
 Ohio Department of Children and Youth
 246 N. High St
 Columbus, Ohio 43215

Service Coordinator

The role of an early intervention service coordinator (EISC) is to work with and support the family to ensure a smooth and timely transition.

- Key Concepts:**
- The child and family are successful in transitioning out of EI.
 - The child and family are prepared for the next phase in their child's life.
 - All federal and state mandates are met.

Looks Like:	Does Not Look Like:
The EISC ensures that the family is at the center of all decisions.	The EISC does not include the family in transition decisions and planning.
The EISC informs the family about the Part C transition process and their role as a member of the team.	The family is not aware of the transition timelines and what is expected of them.
The EISC gives the family ample time to think about and plan for their future.	The EISC sticks to their own schedule of when to discuss and conduct transition activities.
The EISC explains parent rights and procedural safeguards regarding the transition process and obtains consent using EI-06 prior to sharing information with the LEA, Head Start, and/or other community programs/services.	The EISC sends the IFSP to LEA, Head Start, and/or other community providers without informed consent (EI-06).
The EISC updates EIDS when a family moves into a new school district.	EIDS is not updated, and the LEA report is sent to the wrong school district, thereby sharing personally identifiable information without consent.
The EISC explains and completes all required transition paperwork (EI-04, EI-06, EI-07, and EI-13) within the appropriate timelines.	The EISC loses track of timelines and obtains consents without explaining them. The EISC then rushes parents and the LEA to schedule a TPC to meet timelines.
The EISC coordinates all steps of the transition process (transition plan, transition outcome, TPC/IFSP with necessary participants).	Transition timelines are not met, and the child may not receive timely services at the age of 3.

TRANSITION: STEPS FOR SUCCESS

https://ims.ocali.io/storage/ocali-ims-sites/ocali-ims-oei/documents/TransitionSteps_0824.pdf



OHIO EARLY INTERVENTION

Transition: Steps for Success

Used in conjunction with the Transition Checklist

Prepared by

Early Intervention Program Consultants
Early Intervention Data and Monitoring Team
August 2024
Ohio Department of Children and Youth
246 N. High St
Columbus, Ohio 43215

www.ohioearlyintervention.org

RESOURCES

- SFY25 Baseline Schedule - [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>
- Transition Verification Standards - [Transition-Verification-Compliance-Standards-10-25-2024.pdf](#)
- IFSP Guidance Document - [IFSPGuidanceDocument7.18.24.pdf](#)
- Transition Timeline Checklist - [Transition Timeline Checklist 7.10.2020](#)
- Transition Steps for Success Guidance-[El Service Delivery Guidance 05.12.2021](#)
- Transition: What is Does and Does Not Look Like - [Transition What It Does & Does Not Look Like \(Updated 9:28:2020\)](#)

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



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



MIKE DEWINE

GOVERNOR OF OHIO

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