

Preparing for the SFY26 TRS Baseline Analysis

2/05/2026

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



WELCOME TO THE WEBINAR!

Communicating: Use chat or 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.

CPDUs: As this is an informational webinar, CPDUs are not provided

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?**



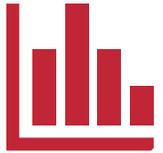
COMPLIANCE INDICATORS

45-Day

Timely Receipt of Services
(TRS)

Transition – Transitions steps
and services on the IFSP; LEA
notification; Transition
Planning Conference (TPC)

SFY26 COMPLIANCE BASELINE DATA USES



To monitor compliance with federal requirements



For federal reporting in the Annual Performance Report (APR)



As a factor in calculating county determinations



To ensure accountability to families



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

SFY26 BASELINE CALENDAR

<https://ohioearlyintervention.org/monitoring>

SFY26 Baseline Compliance Calendar (subject to change)

Date(s)	LEA (All Counties) <i>Children turning three between February 1, 2026 and January 31, 2027</i>
1/21/2026	<i>Counties complete data cleaning/review</i>
1/22/2026 to 2/1/2026	<i>Counties run Feb 1 LEA report and send applicable pages to appropriate</i>
2/2/2026	<i>LEA reports due to DCY</i>

Date(s)	Transition (Group 2) <i>TPC and Transition Steps and Services due July through September 2025</i>
11/13/2025	<i>Transition Baseline webinar</i>
12/1/2025	<i>Counties complete data cleaning/review</i>
12/4/2025	All deletion requests processed
12/12/2025	<i>Counties complete data re-entry following deletions by DCY</i>
12/15/2025	Compliance data extracted from EIDS
1/8/2026	Compliance inquiries sent to applicable counties
1/9/2026 to 1/23/2026	<i>Counties responding to inquiries</i>
1/26/2026 to 3/25/2026	Verification and final analysis
3/26/2026	Results memos issued

Date(s)	TRS (Group 3) <i>TRS due dates October through December 2025</i>
2/5/2026	<i>TRS Baseline webinar</i>
2/23/2026	<i>Counties complete data cleaning/review</i>
2/26/2026	All deletion requests processed
3/2/2026	<i>Counties complete data re-entry following deletions by DCY</i>
3/3/2026	Compliance data extracted from EIDS
3/17/2026	Compliance inquiries sent to applicable counties
3/18/2026 to 3/31/2026	<i>Counties responding to inquiries</i>
4/1/2026 to 5/20/2026	Verification and final analysis
5/21/2026	Results memos issued

Date(s)	45-Day (Group 1) <i>45-Day timelines ending January through March 2026</i>
3/26/2026	<i>45-Day Baseline webinar</i>
4/10/2026	<i>Counties complete data cleaning/review</i>
4/15/2026	All deletion requests processed
4/21/2026	<i>Counties complete data re-entry following deletions by DCY</i>
4/22/2026	Compliance data extracted from EIDS
5/7/2026	Compliance inquiries sent to applicable counties
5/8/2026 to 5/22/2026	<i>Counties responding to inquiries</i>
5/25/2026 to 7/22/2026	Verification and final analysis
7/23/2026	Results memos issued

TRS TIMELINE REQUIREMENT

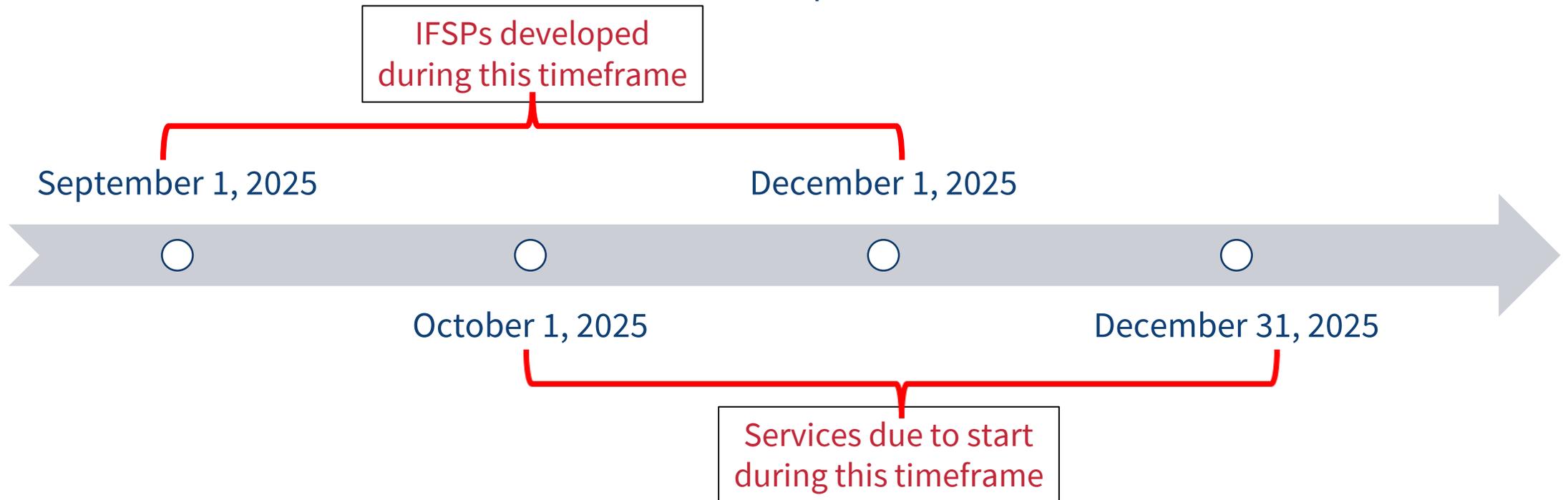


30
days

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

TRS COMPLIANCE ANALYSIS DATE RANGES

- DCY utilizes one quarter of the SFY to determine baseline compliance percentages
- For the SFY26 TRS Baseline compliance analysis, DCY will examine all records with a TRS due date between October 1, 2025 and December 31, 2025
- This includes new services added to IFSPs between September 1, 2025 and December 1, 2025



KEY DATES FOR TRS BASELINE ACTIVITIES

<i>Projected Date</i>	<i>Event/Task</i>	<i>Who</i>
2/3/2026	Data for county files extracted	DCY
2/6/2026	Files with the data to be included in analysis sent to counties	DCY
2/23/2026	All deletion requests and inquiries regarding data cleaning due	Counties
3/2/2026	Counties complete data re-entry following deletions	Counties
3/3/2026	Compliance data extracted from EIDS	DCY
3/17/2026	Compliance inquiries sent to counties	DCY
3/31/2026	Compliance inquiries due to DCY	Counties
5/21/2026	Results memos issued by DCY	DCY

TRS COUNTY RESPONSIBILITIES: DATA CLEANING



Ensure all data are:

- ➔ Complete
- ➔ Accurate
- ➔ Entered timely

TRS COUNTY RESPONSIBILITIES: DATA CLEANING

- Review and clean up data by Monday, February 23, 2026
 - Deletion requests
 - Questions about any of the data
- Submit any inquiries to EIDS with “SFY26 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 2, 2026



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 9/01/2025 through 12/01/2025 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 application interface for generating an EI Services Report. The top navigation bar includes 'Home', 'Reports', 'Administration', 'ET Info', and 'System Admin'. A status message indicates 'Report data last refreshed on 1/2/2026 9:57 AM.' The left sidebar contains links for 'County Reports', 'DSR Reports', and 'Ad-Hoc Report', along with a small image of a child. The main content area is titled 'EI Services Report' and contains a form with the following fields:

- *County: BEIS Test County (dropdown menu)
- *IFSP Date From: 09 / 01 / 2025 (calendar icon)
- *IFSP Date To: 12 / 01 / 2025 (calendar icon)
- *Report Format: EXCEL

A red box highlights the date fields, and a red arrow points to them from a text box on the right that reads: 'For SFY26, DCY will use data from IFSPs completed between 9/01/2025 and 12/01/2025.' A 'Get Report' button is located in the top right corner of the form area. A note at the bottom left of the form states '* Indicates required field.'

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

NONCOMPLIANCE REASONS

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



<https://ohioearlyintervention.org/storage/ocali-ims-sites/ocali-ims-oei/documents/EI-NCR-Examples-11-21-2024.pdf>

TRS COUNTY RESPONSIBILITIES: DATA INQUIRIES



- **Respond** to all data inquiries by **Tuesday, March 31, 2026**
- **Potential types of inquiries:**
 - Missing Data
 - NCR Confirmation
 - Verification Request

MISSING DATA INQUIRY

- You will receive a missing data inquiry if there are any children in your county with TRS due dates between October and December 2025 who do not have a TRS date entered in EIDS

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		

NCR INQUIRY

- You will receive an NCR inquiry if any children in your county have an unacceptable NCR listed for TRS due October through December 2025

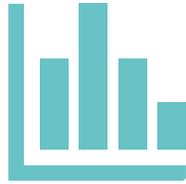
B	C	D	E	F	G	H	I	J	K	L	M
ETID	Last Name	First Name	DOB	EISC	EISC Agency	IFSP Date	Service Type	TRS Due	Start Date	Non Compliance Reason	Notes
10000022	Test	Test	6/23/2025	EISC, Test	BEIS CBDD	11/3/2025	Special Instruction	12/3/2025			

VERIFICATION INQUIRY

- You will receive a verification request listing a sample of children in your county with TRS due dates October through December 2025

NCR Code	Response (TRS)								
51	Parent/child reason								
52	Couldn't locate/reach family								
53	Emergency-related closure								
54	HMG staff error								
55	HMG system reason								
56	System Reason - COVID-19								
99	No case note(s) OR Unable to determine								
ET ID	Child's Name	ET IFSP Date	IFSP Date (Section 8)	TRS Due Date	Service Type	Service Start Date	NCR	FINAL	Outstanding Items
1200000000	Test, Test	10/24/2025			Special Instruction			Verification Not Complete	
1400000000	Test, Test	11/16/2025			Physical Therapy			Verification Not Complete	

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 (must be addressed through the correction process)

TRS VERIFICATION



Timely Receipt of Service (TRS) 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	
IFSP date, PWN of the start of a new EI service, and 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 EI services described in the IFSP. Informed consent and PWN need to be documented in case notes. 303.342, 303.420, 303.421
New service added	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

<https://ohioearlyintervention.org/monitoring>

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"/> TPC	_____	

SECTION 4: IFSP OUTCOME

Section 4: Your Child and Family Outcomes

This section identifies a child or family outcome based on what you want to accomplish, as well as the steps to meet your outcome. The outcome is based on the information you shared about your family's daily life during the child and family assessment(s). Each IFSP outcome must be written in words easily understandable by everyone and with enough detail so the entire team will know when it is accomplished. Outcomes should be based on what you would like to see happen within your family's activities as a result of EI supports and services.

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: SERVICE 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 7: TEAM PARTICIPATION

Child's name: Samantha Long

Date of birth: 4/10/2022

ETID number: 000000001

Section 7: Team Participation

In addition to your valuable contributions to the development of this IFSP, the following individuals participated in the eligibility determination, assessment, and/or IFSP development:

El Service Coordinator name:

Henry Davidson

Phone: 614-555-5555

Email: Henry.davidson@cbdd.gov

Name: Melissa Rodriguez

Phone: 614-555-5555

Email: melissa.rodriguez@cbdd.gov

Role: Evaluator/Assessor

Provider

Discipline:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Developmental Specialist | <input type="checkbox"/> Speech-Language Pathologist |
| <input type="checkbox"/> Pre-K/K Educator | <input type="checkbox"/> Occupational Therapist |
| <input type="checkbox"/> Social Worker | <input type="checkbox"/> Physical Therapist |
| <input type="checkbox"/> Vision Specialist | <input type="checkbox"/> Nurse |
| <input type="checkbox"/> Hearing Specialist | <input type="checkbox"/> Other: |

Name: Anna Hurley

Phone: 614-555-5555

Email: anna.hurley@cbdd.gov

Role: Evaluator/Assessor

Provider

Discipline:

- | | |
|---|--|
| <input type="checkbox"/> Developmental Specialist | <input type="checkbox"/> Speech-Language Pathologist |
| <input type="checkbox"/> Pre-K/K Educator | <input checked="" type="checkbox"/> Occupational Therapist |
| <input type="checkbox"/> Social Worker | <input type="checkbox"/> Physical Therapist |
| <input type="checkbox"/> Vision Specialist | <input type="checkbox"/> Nurse |
| <input type="checkbox"/> Hearing Specialist | <input type="checkbox"/> Other: |

Name:

Phone:

Email:

Role: Evaluator/Assessor

Provider

Discipline:

- | | |
|---|--|
| <input type="checkbox"/> Developmental Specialist | <input type="checkbox"/> Speech-Language Pathologist |
| <input type="checkbox"/> Pre-K/K Educator | <input type="checkbox"/> Occupational Therapist |
| <input type="checkbox"/> Social Worker | <input type="checkbox"/> Physical Therapist |
| <input type="checkbox"/> Vision Specialist | <input type="checkbox"/> Nurse |
| <input type="checkbox"/> Hearing Specialist | <input type="checkbox"/> Other: |

Name:

Phone:

Email:

Role: Evaluator/Assessor

Provider

Discipline:

- | | |
|---|--|
| <input type="checkbox"/> Developmental Specialist | <input type="checkbox"/> Speech-Language Pathologist |
| <input type="checkbox"/> Pre-K/K Educator | <input type="checkbox"/> Occupational Therapist |
| <input type="checkbox"/> Social Worker | <input type="checkbox"/> Physical Therapist |
| <input type="checkbox"/> Vision Specialist | <input type="checkbox"/> Nurse |
| <input type="checkbox"/> Hearing Specialist | <input type="checkbox"/> Other: |

Other participant names

Maggie Smith

Role/Relationship to family

Family friend/babysitter

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 SERVICE
DELIVERY

REASONS FOR ANY
DELAYS OR
INCONSISTENCIES

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

EISC RESPONSIBILITIES IN MONITORING SERVICE DELIVERY

EISC Responsibilities

- Coordinating, facilitating, and monitoring the delivery of needed services to ensure services are delivered timely (w/i 30 days of parent consent)
- Requesting and reviewing provider notes to document service start dates, including requesting additional documentation when needed (such as to explain a late timeline)
- Conducting ongoing follow-up activities to determine if services are being delivered consistent with the IFSP
- Facilitating an IFSP review any time a change needs to be made to a service
- Ensuring that PWN and consent is obtained prior to any change in service occurs
- Documenting all activities in case notes



Department of
Children & Youth

Help Me Grow Early Intervention

OHIO EARLY INTERVENTION Service Delivery Guidance Document

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

https://ohioearlyintervention.org/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?

45 calendar days

45 business days

30 calendar days

30 business days

The same day



POLL

At a periodic IFSP review, the frequency of Physical Therapy is changed from 12/180 days to 8/180 days. Is TRS required?

Yes

No

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

**IF IT'S NOT
DOCUMENTED
IT DIDN'T
HAPPEN**

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?

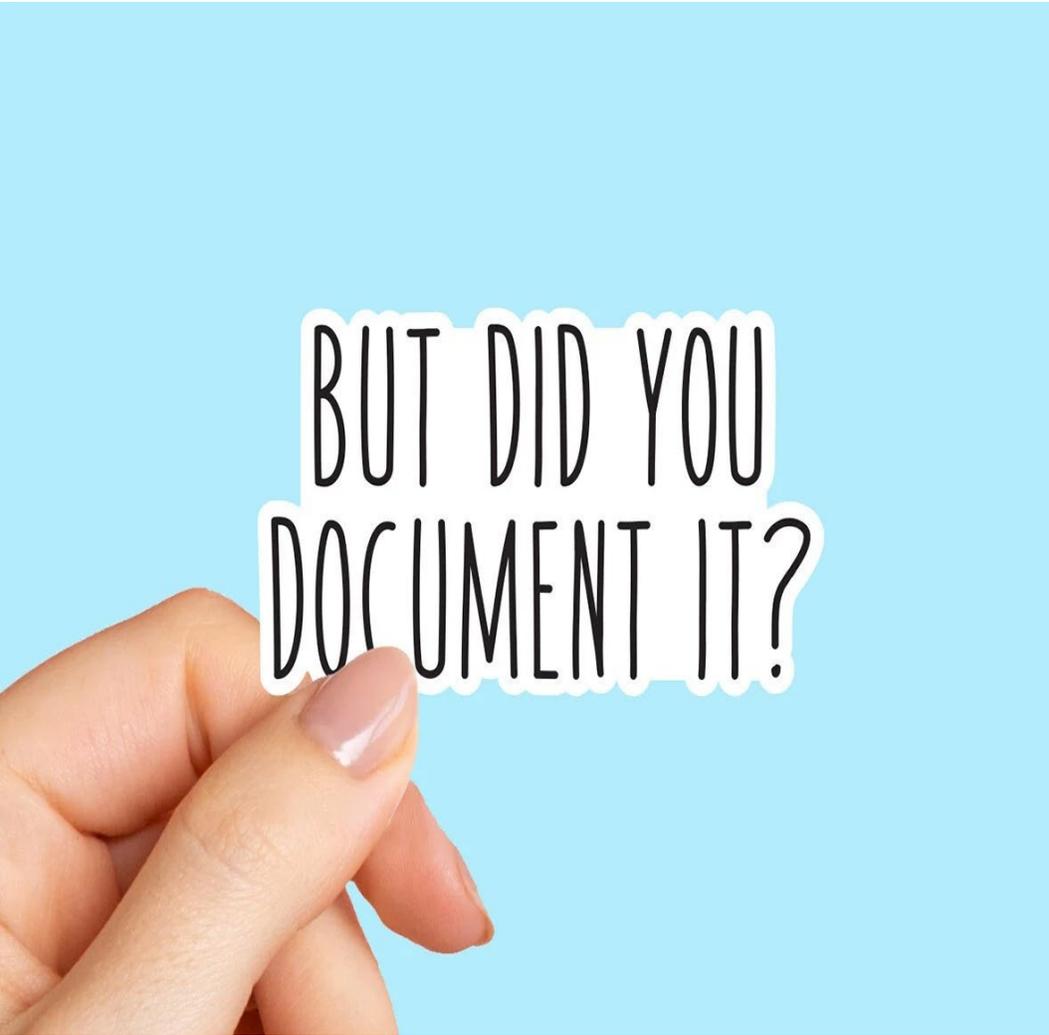


Follow-up activity needed



Signature/credentials/
date

DOCUMENTATION



BUT DID YOU
DOCUMENT IT?

- All attempts to contact the family
- Conversations with the family (including informed consent)
- Details regarding forms that were explained/completed
- Conversations with service providers
- 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 end result

SAMPLE CASE NOTE

Date: 6/19/25

“EISC received text message from Sarah (mom) @ 3:35pm to let me know that all the kids have the flu. She requested that we cancel the IFSP review for the following day @ 9am and asked that we reschedule at least a week out. EISC offered next available times of 6/27/25 @ 11:30am and 6/30/25 @ 1pm - mom declined both days/times and requested the next early morning appt. (prefers around 8-10 am). EISC offered first available early morning appt on 7/3/25 @ 8:15am - mom accepted. EISC notified DS and PT of the cancellation/updated IFSP time via text @ 3:50pm. EISC will contact Mom to confirm visit on 7/2/25.”

COMMON CASE NOTE ISSUES

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

COMMON CASE NOTE ISSUES



- Case notes do not include all contacts and attempts
- No details around scheduling (e.g., dates offered, dates declined, limitations, etc.)
- No indication dates within timeline were offered
- Documentation does not reflect attempts to reschedule cancellations within a reasonable time

PROVIDER DOCUMENTATION GUIDANCE



**Department of
Children & Youth**

Help Me Grow Early Intervention

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

IDEA Part C and OAC Documentation Requirements

Please note, the following are required of all EI providers; however, there may be additional documentation requirements based on specific discipline/licensure and/or employer.

Documenting service delivery as written on the IFSP in accordance with rule 5180-10-02(O)(2) (formerly 5123-10-02(O)(2)) includes the following components:

- Documentation of the EI services provided, including date, method of delivery, location, frequency, and session length, as well as all activities related to implementing the IFSP
- Documentation of the reasons for any delays in service delivery, including all correspondence and/or conversations, contact attempts, scheduling conflicts for the family, etc.
- Documentation of the reasons why a service is inconsistent with what is listed on the grid page of the IFSP (e.g., method of delivery, location, frequency, session length, etc.)
- Provider name, discipline, signature, and additional relevant details

In addition to ensuring the above requirements are included in provider notes, in accordance with 5180-10-02 (formerly 5123-10-02) OAC, early intervention service providers, other than early intervention service coordinators, must maintain the following components of the EI record for each child in the early intervention program:

1. Current individualized family service plan;
2. Copies of relevant forms and all early intervention program correspondence; and
3. Documentation of the early intervention services provided, including the date, length, duration, frequency, method of delivery, location, and all activities related to implementing the individualized family service plan.

Required Components of High-Quality Provider Notes

The following components **MUST** be in provider documentation:

- Child's name
- Child's date of birth
- ETID number
- Date of the service/activity
- Location of service/activity (e.g., family's home, library, childcare, etc.)
- Method (e.g., in-person, virtual, phone, etc.)
- Length of service/activity
- Purpose of the service/activity (e.g., assessment, service visit, IFSP review, etc.)
- Names/roles of those present/involved
- Type of service provided (e.g., Special Instruction, PT, etc.)
- Description of service provided, including

<https://ohioearlyintervention.org/storage/ocali-ims-sites/ocali-ims-oei/documents/Provider-Documentation-Guidance.pdf>

RECORD REVIEW CHECKLIST

Conduct complete record review or focus on a specific area

Contains sections specific to 45-Day Timeline, TRS, Transition

Tool to ensure EISCs and providers are meeting EI requirements and maintaining proper documentation

<p>Timely Receipt of Service (TRS)/Monitoring of Service Delivery</p> <ul style="list-style-type: none"> <input type="checkbox"/> Documentation reflects steps taken by EISC to seek out providers and funding sources for any needed EI services <input type="checkbox"/> Case notes document EISC activities related to the coordination, facilitation, and monitoring the delivery of EI services, including contacts, meetings, requests for provider documents, and follow-up activities to ensure that services, including those needed but not yet coordinated, are provided as written on the IFSP and in a timely manner <input type="checkbox"/> PWN (Section 8 of IFSP) is completed whenever any of the first seven columns of the service grid are changed (EI-04). Copy in file <input type="checkbox"/> PWN (form EI-11) is completed whenever an EI provider proposes to end a service prior to an IFSP review. Copy in file <input type="checkbox"/> Documentation reflects contacts around scheduling an IFSP review, including sending IFSP Meeting Notice (form EI-13) to participants in enough time for them to attend <input type="checkbox"/> For providers, case notes include: <ul style="list-style-type: none"> o Documentation of the EI services provided, including the date, length, duration, frequency, method of delivery, location, and all activities related to IFSP outcomes o Provider name, discipline, and evidence the provider's licensure matches the service type o Description of service provided (i.e., how information was provided to, or intervention occurred with, the family) o Any adjustments made to intervention strategies and activities o Documentation of the reasons for any delays in service delivery, including all correspondence and/or 		
---	--	--

RESOURCES

- **SFY26 Baseline Schedule** - https://ohioearlyintervention.org/storage/ocali-ims-sites/ocali-ims-oei/documents/SFY26-Baseline-Calendar_with-groups.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 Record Review Checklist** - https://ohioearlyintervention.org/storage/ocali-ims-sites/ocali-ims-oei/documents/EI-Record-Review-Checklist_Revised-August-2025.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
- **Provider Documentation Guidance** - <https://ohioearlyintervention.org/storage/ocali-ims-sites/ocali-ims-oei/documents/Provider-Documentation-Guidance.pdf>



POLL

How helpful was this webinar?

I found it very helpful

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

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

I really didn't get much out of this

I was disappointed because it didn't meet my needs

QUESTIONS?



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



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



MIKE DEWINE

GOVERNOR OF OHIO

CONNECT WITH DCY



<https://childrenandyouth.ohio.gov/home>



info@childrenandyouth.ohio.gov



<https://www.facebook.com/ohdcy>



<https://twitter.com/OhioDCY>



<https://www.instagram.com/ohiodcy/>



<https://www.youtube.com/@OhioDCY>





**THE HEART
OF IT ALL™**

Ohio.org

OHIO.ORG