

Preparing for the SFY26 Transition Baseline Analysis

11/13/2025

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MIKE DEWINE
GOVERNOR OF OHIO



WELCOME TO THE WEBINAR

- Communicating: Use the chat or Q&A to type comments and questions.
- Polls: Poll questions will appear on screen. Click the button next to your answer. All responses are anonymous.
- Continuing Professional Development Units (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.
 - Log out and back in.
 - Use Dial-in option.





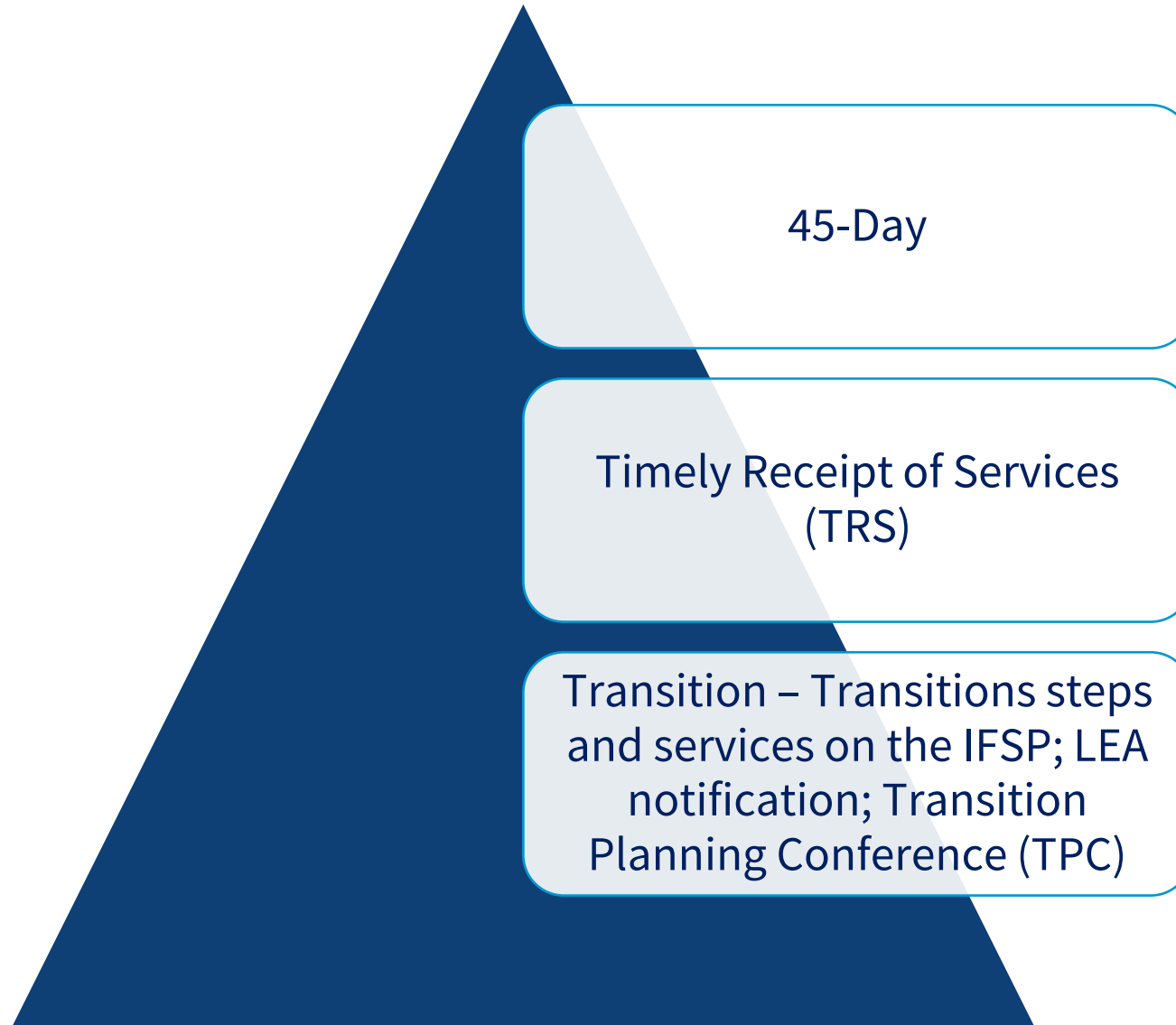
**WHAT ARE YOU
HERE TO
LEARN?**

AGENDA

- 1/ Transition baseline process and timelines
- 2/ Compliance components
- 3/ Data cleaning
- 4/ Documentation



COMPLIANCE INDICATORS



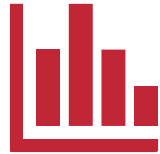
TRANSITION REQUIREMENTS

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 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



SFY26 COMPLIANCE BASELINE DATA USED



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 process 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

ANNUAL 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>

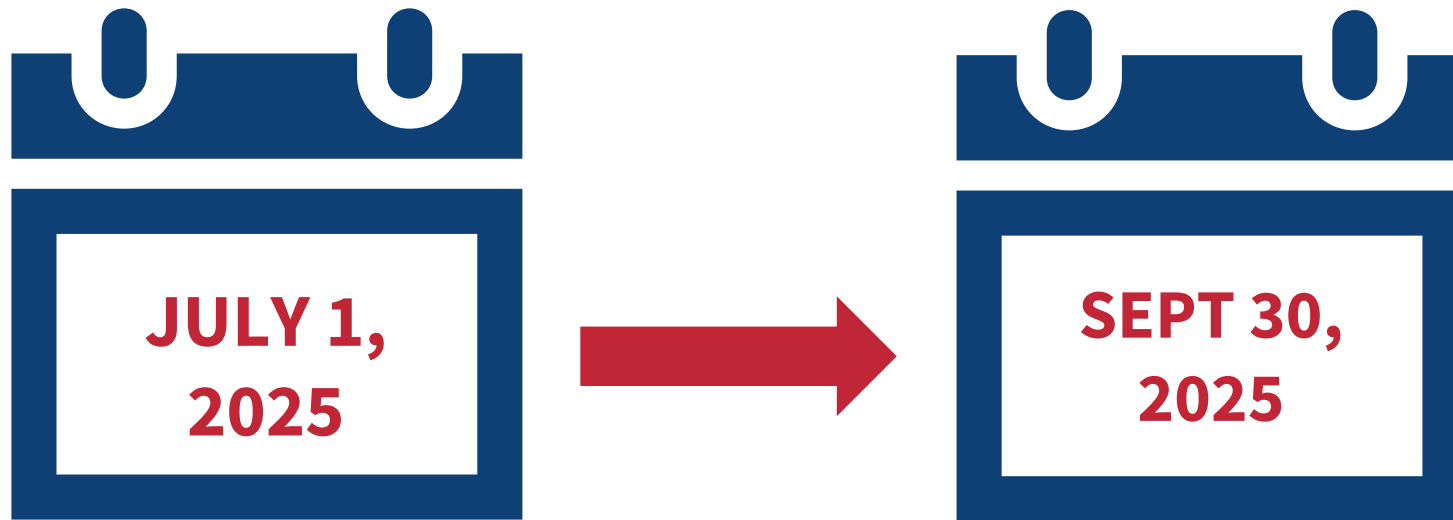
Date(s)	Transition (Group 2) <i>TPC and Transition Steps and Services due July through September 2025</i>
11/13/2025	<i>Transition Baseline webinar</i>
12/1/2025	<i>Counties complete data cleaning/review</i>
12/4/2025	<i>All deletion requests processed</i>
12/12/2025	<i>Counties complete data re-entry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

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	<i>All deletion requests processed</i>
3/2/2026	<i>Counties complete data re-entry following deletions by DCY</i>
3/3/2026	<i>Compliance data extracted from EIDS</i>
3/17/2026	<i>Compliance inquiries sent to applicable counties</i>
3/18/2026 to 3/31/2026	<i>Counties responding to inquiries</i>
4/1/2026 to 5/20/2026	<i>Verification and final analysis</i>
5/21/2026	<i>Results memos issued</i>

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	<i>All deletion requests processed</i>
4/21/2026	<i>Counties complete data re-entry following deletions by DCY</i>
4/22/2026	<i>Compliance data extracted from EIDS</i>
5/7/2026	<i>Compliance inquiries sent to applicable counties</i>
5/8/2026 to 5/22/2026	<i>Counties responding to inquiries</i>
5/25/2026 to 7/22/2026	<i>Verification and final analysis</i>
7/23/2026	<i>Results memos issued</i>

TRANSITION COMPLIANCE DATE RANGES

- ➡ DCY utilizes one quarter of the SFY to determine baseline compliance percentages
- ➡ For the SFY26 Transition compliance analyses, DCY will examine all records with Transition timelines ending between July 1, 2025 and September 30, 2025



KEY DATES FOR TRANSITION BASELINE ACTIVITIES

<i>Projected Date</i>	<i>Event/Task</i>	<i>Who</i>
12/1/2025	<i>All deletion requests and inquiries regarding data cleaning due</i>	Counties
12/12/2025	<i>Counties complete data re-entry following deletions</i>	Counties
12/15/2025	<i>Compliance data extracted from the Early Intervention Data System (EIDS)</i>	DCY
1/8/2026	<i>Compliance inquiries sent to counties</i>	DCY
1/23/2026	<i>Compliance inquiries due to DCY</i>	Counties
3/26/2026	<i>Results memos issued by DCY</i>	DCY

COUNTY RESPONSIBILITIES – DATA CLEANING

- Ensure all data are:
 - Complete
 - Accurate
 - Entered timely



COUNTY RESPONSIBILITIES – DATA CLEANING



- Review and clean up data by **Monday, December 1, 2025**
 - Deletion requests
 - Questions about any of the data
- Submit any inquiries to EIDS with “SFY26 Transition Baseline” in the subject
 - Be sure to use this email address: eids@childrenandyouth.ohio.gov
- Any data re-entry following deletions is due **Friday, December 12, 2025**

TRANSITION COMPLIANCE COMPONENTS IN EIDS

Transition Steps and Services

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

Transition Planning Conference

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

<https://ohioearlyintervention.org/storage/ocali-ims-sites/ocali-ims-oei/documents/EI-Data-Entry-Guide-20241024.pdf>

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 Transition Steps and Services and TPCs due in the selected timeframe

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:	07/01/2025	
	* TPC and Steps & Services due on/before:	09/30/2025	

For SFY26, use 7/01/2025 through 9/30/2025

TRANSITION EXTRACT

- ➔ Any/all MISSING data not corrected before DCY extracts data will require an explanation
- ➔ While checking data accuracy, be sure to use case notes that 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



DATA ENTRY TIPS



- Ensure all data are entered prior to exiting a child, including transition data
 - To enter TPC after exit requires deletion request
 - Transition Steps and Services can be added/updated even if child exited
- Ensure Transition Steps and Services are entered in EIDS exactly as they are documented on Section 5 of the IFSP Form under “What steps and activities, including who and when, will help us meet this outcome?”

COUNTY RESPONSIBILITIES – DATA INQUIRIES

- Three potential types of inquiries
 - Missing data (if any Transition components are missing in EIDS)
 - NCR confirmation (for any system reasons)
 - Verification Request (selection of records from each county)
- Respond to any data inquiries by **Friday, January 23, 2026**



MISSING DATA INQUIRY

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

Third Birthday	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		

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

VERIFICATION INQUIRY

County	ETID	Last Name	First Name	Birthdate	Third Birthday	EISC	EISC Agency	Transition Steps and Services Due	Transition Steps and Services Date	Transition Steps and Services NCR
Example County	111111111	Example 1	Child 1	1/16/2022	1/16/2025	Example EISC	Example Agency	10/18/2024	5/17/2024	
Example County	222222222	Example 2	Child 2	1/29/2022	1/29/2025	Example EISC	Example Agency	10/31/2024	8/28/2024	

County	ETID	Last Name	First Name	Birthdate	Third Birthday	MR SC	MR SC Agency	TPC Due	TPC Date	TPC NCR
Example County	333333333	Example	Child	2/2/2022	2/2/2025	Example EISC	Example Agency	11/4/2024	10/28/2024	

FINAL ANALYSIS & RESULTS



Incorporate information from data inquiries into dataset



Complete final analysis to determine compliance percentage for each county



Issue results memos





POLL

What do you find most challenging about the Transition process?

Developing meaningful transition outcomes

Identifying appropriate steps/activities to support transition outcomes

Identifying/coordinating services needed to support transition outcomes

Coordinating the TPC

I don't find any part of it challenging

TRANSITION STEPS & SERVICES

Steps and Services 303.209 5123-02(L) OAC	IFSP	Section 1	Date of birth accurate	<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>
		Section 5	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	
		Section 6	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)	
		Section 8	Parent signature and date EI Service Coordinator signature and date IFSP date matches transition outcome date	

TRANSITION STEPS & SERVICES



Child's name: Samantha Long Date of birth: 4/10/2022 ETID number: 0000000001

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 (½ 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

A transition outcome with Steps & Services can be developed at any IFSP (including initial)

Plan ahead – remember you have six months

Transition outcomes and the steps and services to support them should be individualized

A transition outcome does not have to be developed during the TPC, but must occur at an IFSP meeting

You don't need to wait for the LEA to be available to hold the TPC, unless the parent chooses to do so

Document reasons for any and all delays!

TRANSITION PLANNING CONFERENCE (TPC)

Transition Planning Conference (TPC) 303.209 5123-02(L) OAC	Form EI-07	Consent for TPC Consent to invite LEA Signature line	TPC consent choice checked LEA consent choice checked (if applicable) Parent signature and date	Any conference or meeting to develop the transition plan (which may be combined into one meeting) must meet the requirements of an IFSP meeting. IFSP meetings must be conducted— <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. 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. 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. 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.
	In addition, if consent given: IFSP	Header	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)	
		Section 1	Date of birth correct	
		Section 7	LEA representative and/or other community representatives listed as participant, if applicable	
		Section 8	Parent signature and date EI Service Coordinator signature and date Date of IFSP matches TPC date on header	
	EI-13	EI-13	“Today’s date” complete Transition Planning Conf. box checked	303.209, 303.342, 303.343, 303.414

TRANSITION PLANNING CONFERENCE (TPC): FORM EI-07



Form EI-07

7.1.2024

Today's date

Aryana Johnson

Child's name

1.7.2022

Child's DOB

0000987654

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

Parent name(s)

Derrick Johnson


Parent signature(s)

7/1/2024

Date

TRANSITION PLANNING CONFERENCE (TPC): IFSP HEADER

Form EI-04 Individualized Family Service Plan (IFSP)



Department of
Children & Youth

Help Me Grow Early Intervention

IFSP type and date

☐ Initial

2/18/25

☒ Periodic

7/14/25

☐ Periodic

☐ Annual

☐ Periodic

☒ TPC

7/14/25

ETID number

0000012121

Section 1: Child and Family Information

Child's first name	Last name	Nickname	Date of birth
Johnny	Doe	N/A	11/16/2022

TIP: Use a Date Calculator to ensure you are calculating transition dates accurately - <https://www.timeanddate.com/date/dateadd.html>

TRANSITION PLANNING CONFERENCE: SIGNATURES

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.

JD

Initials of parent(s)

7/14/25

Date

Janie Doe

Parent name

Janie Doe

Parent signature

7/14/25

Date

Parent name

Parent signature

Date

El 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
Henry Davidson	EI Service Coordinator	<div>Henry Davidson</div>	<div>7/14/25</div>
Mary Johns	PT	<div>Mary Johns</div>	<div>7/14/25</div>



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, the TPC must be held as part of an IFSP meeting
- ❖ Consent, including on EI-07 and IFSPs, must be written
- ❖ Case notes must clearly document events contributing 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 form EI-07 to develop a transition plan with Steps & Services

☐ True

☐ False

REMINDER - CONSENTS & SIGNATURES



- ☐ Ensure parents understand consent
- ☐ Consent for all EI activities must be in writing
- ☐ 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)
- Contacts for coordinating TPC
- 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

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

DOCUMENTATION – TPC CONSIDERATIONS



Document all attempts to coordinate TPC with the LEA and/or other participants

Offer to hold TPC without LEA if LEA is not available to attend; Allow parent to make decision

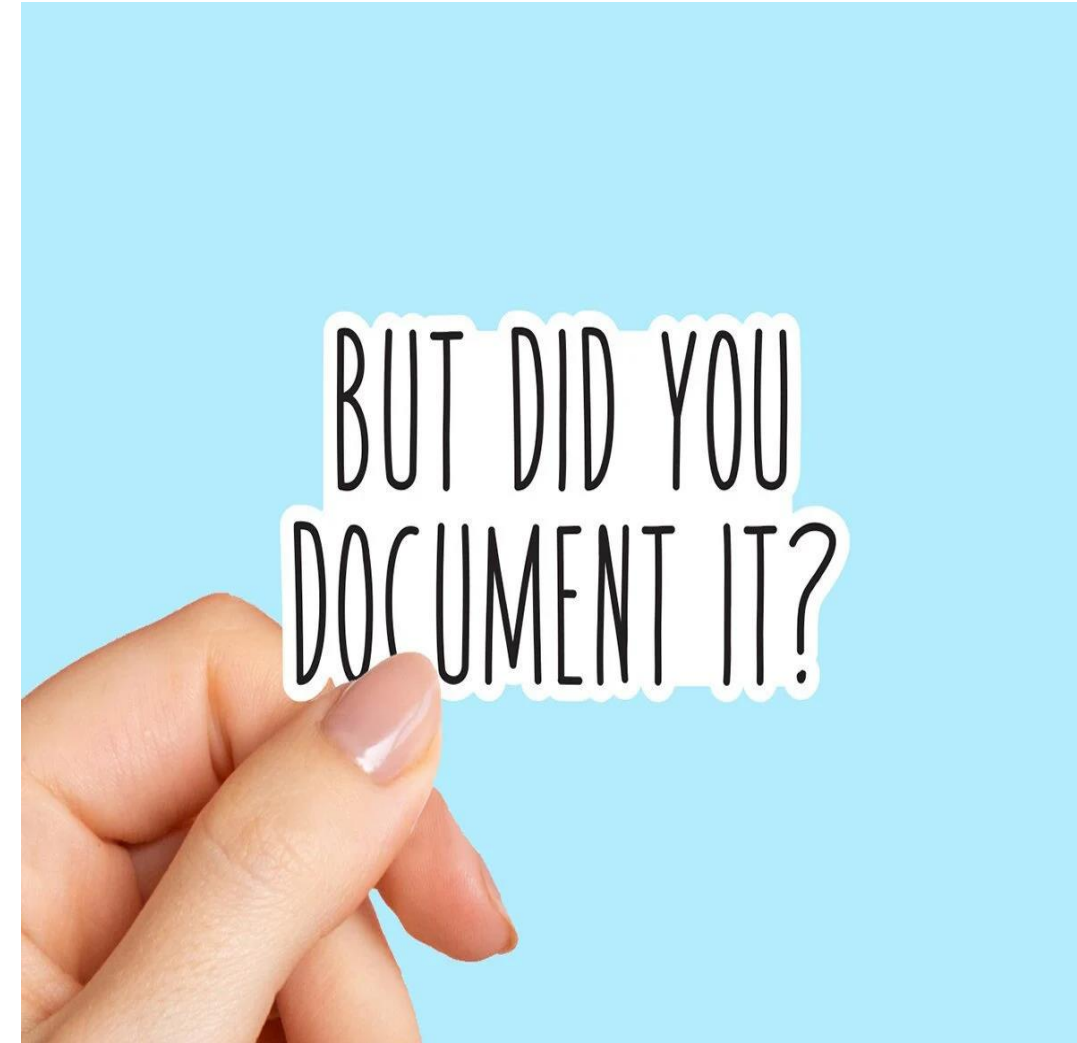
SAMPLE CASE NOTE

“EISC received text message from Sarah (mom) @ 11:10 am on 6/19/25 saying 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 via text and will contact Sarah to confirm visit on 7/2/25.”

COMMON ISSUES – CASE NOTES

- ➔ Do not include details re all contacts and attempted contacts
- ➔ Do not reflect that TPC dates within timeline were offered
- ➔ Missing key information re conversations, consent, etc.
- ➔ Do not reflect attempts to reschedule cancellations within a reasonable time

In short, document
EVERYTHING




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		



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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



**Department of
Children & Youth**

Help Me Grow Early Intervention

OHIO EARLY INTERVENTION

Transition: Steps for Success

Used in conjunction with the Transition Checklist

Prepared by

Early Intervention Program Consultants
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August 2024
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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>
- **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** - [EI Service Delivery Guidance 05.12.2021](#)
- **Transition: What it Does and Does Not Look Like** - [Transition What It Does & Does Not Look Like \(Updated 9:28:2020\)](#)
- **EI Record Review Checklist** - https://ohioearlyintervention.org/storage/ocali-ims-sites/ocali-ims-oei/documents/EI-Record-Review-Checklist_Revised-August-2025.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



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



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