

Guidance Document 2018: Guidance for Effective Family and Children First Council Monitoring of Early Intervention

This guidance document was created collaboratively by Ohio Family & Children First (OFCF) and the Ohio Department of Developmental Disabilities (DODD) to provide clarification, consistency, and increase understanding of roles, responsibilities, and actions which will enhance the local oversight and monitoring of Ohio's Early Intervention (EI) system. This guidance document outlines the important program areas that should be reviewed and studied regularly by the county Family and Children First Council (FCFC) in order to provide effective oversight of the EI program. These areas include: Public Awareness and Child Find, Parent's Rights, Early Intervention Eligibility/Assessment, Early Intervention Service Coordination, Early Intervention Services and Transition. It is the responsibility of the county FCFC to provide oversight for the required EI activities. FCFC must determine the methods and who is responsible for providing oversight: the county FCFC as a whole, a committee of FCFC, the county FCFC administrative agent or the FCFC coordinator/director. The party responsible for these oversight and implementation functions should have regular contact with any vendor/provider that is providing Early Intervention Service Coordination (SC) on behalf of the county FCFC. This oversight assures the vendor is providing EI SC per the grant agreement with DODD and adheres to all relevant federal regulations and state rules.

As outlined in *ORC 121.37 (B)(2)(c)*, the county FCFC is required to participate in the development of a countywide, comprehensive, coordinated, multi-disciplinary, interagency system for infants and toddlers with developmental disabilities or delays and their families, as established pursuant to federal grant agreements received and administered by the department of developmental disabilities for early intervention services under the "Individuals with Disabilities Education Act of 2004." Per *ORC 121.37 (B)(1)(m)*, a representative of the county's early intervention collaborative established pursuant to the federal early intervention program operated under the "Individuals with Disabilities Education Act of 2004" is a required member of the county Family and Children First Council.

According to *ORC 5123.024 (B)*, the director of DODD may distribute Early Intervention program funds through contracts, grant agreements, or subsidies to entities providing services under the program. These funds run through the county FCFC administrative agent.

Per *ORC 121.37(B)(5)*, each county council shall designate an administrative agent for the council from among the following public entities: the board of alcohol, drug addiction, and mental health services, including a board of alcohol and drug addiction or a community mental health board if the county is served by separate boards; the board of county commissioners; any board of health of the county's city and general health districts; the county department of job and family services; the county agency responsible for the administration of children services pursuant to section 5153.15 of the Revised Code; the county board of developmental disabilities; any of the county's boards of education or governing boards of educational service centers; or the county's juvenile court. Any of the foregoing public entities, other than the board of county commissioners, may decline to serve as the council's administrative agent.

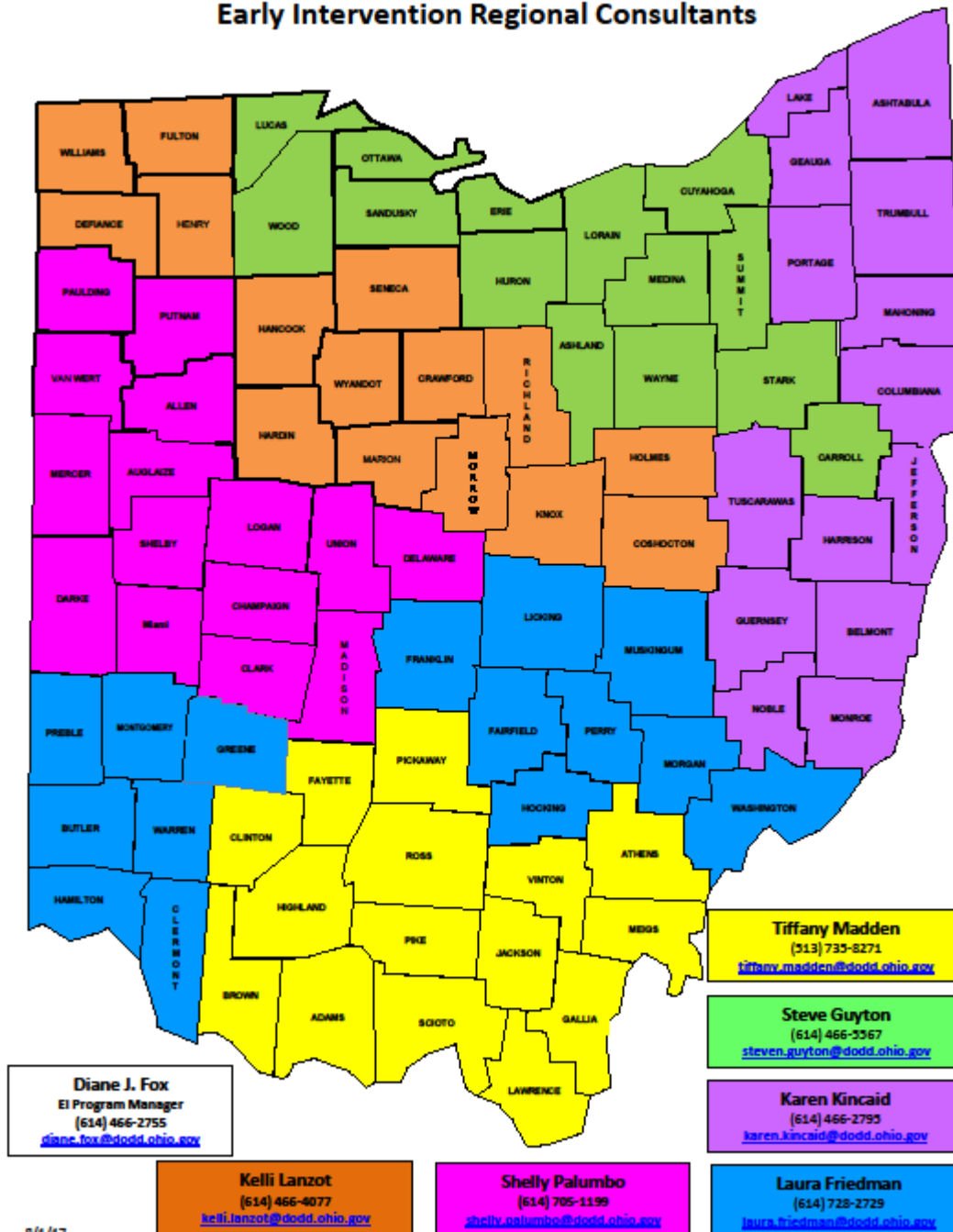
The council's administrative agent shall ensure that all expenditures are handled in accordance with policies, procedures, and activities prescribed by state departments in rules or interagency agreements that are applicable to the council's functions. The administrative agent for a county council may do any of the following on behalf of the council: enter into agreements or administer contracts with public or private entities to fulfill specific council business.

This guidance document is specific to the DODD Early Intervention (EI) Service Coordination (SC) grant agreement and thus questions about the contents of the document should be asked of the Early

Guidance Document 2018: Guidance for Effective Family and Children First Council Monitoring of Early Intervention

Intervention program consultants or the DODD contract leads. If you do not know who to call at DODD, you should call the general mailbox at 614-466-6879 and ask to speak with an early Intervention program consultant. A map of Early Intervention Regional Consultants can be found here - <https://ohioearlyintervention.org/local-state-national-resources>

Ohio Department of Developmental Disabilities Early Intervention Regional Consultants



8/1/17

Guidance Document 2018: Guidance for Effective Family and Children First Council Monitoring of Early Intervention

Section I: Important information when monitoring of the DODD EI SC Grant agreement

Consideration	Identify Responsible Party for Oversight
<ul style="list-style-type: none"> Is there a formal agreement between the Council and the Council's AA that identifies roles and responsibilities of each in the monitoring and oversight of the EI SC grant agreement? 	County FCFC & FCFC Administrative Agent
<ul style="list-style-type: none"> What is the role of the FCFC Coordinator as it relates to the oversight and implementation Early Intervention SC? Who is responsible for monitoring the work of Early Intervention SC vendor? What additional level of oversight will be needed if the FCFC Coordinator also serves as the EI Contract Manager? 	County FCFC & FCFC Administrative Agent
<ul style="list-style-type: none"> Who is responsible for the selection of any required vendor/provider to carry out EI SC on behalf of the county FCFC? 	County FCFC via a formal selection process (Request for Proposal)
<ul style="list-style-type: none"> Who is managing the fiscal responsibilities? (i.e. Approving invoices, keeping track of expenditures on behalf of the FCFC) 	<input type="checkbox"/> County FCFC <input type="checkbox"/> County FCFC AA <input type="checkbox"/> County FCFC Coordinator/Director
<ul style="list-style-type: none"> Who completes the grant agreement's fiscal reports? 	<input type="checkbox"/> County FCFC <input type="checkbox"/> County FCFC AA <input type="checkbox"/> County FCFC Coordinator/Director <input type="checkbox"/> EI SC Vendor on behalf of the FCFC
<ul style="list-style-type: none"> Who is responsible for submitting grant agreement into EIGS?? 	<input type="checkbox"/> County FCFC <input type="checkbox"/> County FCFC AA <input type="checkbox"/> County FCFC Coordinator/Director <input type="checkbox"/> EI SC Vendor on behalf of the FCFC
<ul style="list-style-type: none"> Who has access to submit, change, or answer EIGS proposals, revisions, and reports? Have they been EIGS trained? 	<input type="checkbox"/> County FCFC <input type="checkbox"/> County FCFC AA <input type="checkbox"/> County FCFC Coordinator/Director <input type="checkbox"/> EI SC Vendor on behalf of the FCFC
<ul style="list-style-type: none"> What is the contingency plan when someone exits their position within the EI vendor in either the fiscal or the programmatic area? 	<input type="checkbox"/> County FCFC <input type="checkbox"/> County FCFC AA <input type="checkbox"/> County FCFC Coordinator/Director <input type="checkbox"/> EI SC Vendor on behalf of the FCFC
<ul style="list-style-type: none"> What funding sources are used to support EI in your county? 	County FCFC
<ul style="list-style-type: none"> Who is responsible to report problems/concerns to your county's Department of Developmental Disabilities (DODD) EI consultant? 	<input type="checkbox"/> County FCFC <input type="checkbox"/> County FCFC AA <input type="checkbox"/> County FCFC Coordinator/Director

Guidance Document 2018: Guidance for Effective Family and Children First Council Monitoring of Early Intervention

Consideration	Identify Responsible Party for Oversight
<ul style="list-style-type: none"> How often do you meet with the contract manager? Is the regular report to FCFC previewed prior to dissemination? (See FCFC Report Template) 	<input type="checkbox"/> County FCFC <input type="checkbox"/> County FCFC AA <input type="checkbox"/> County FCFC Coordinator/Director
<ul style="list-style-type: none"> How often do you report on Early Intervention to the Family & Children First Council? (See FCFC Report Template) 	<input type="checkbox"/> County FCFC <input type="checkbox"/> County FCFC AA <input type="checkbox"/> County FCFC Coordinator/Director
<ul style="list-style-type: none"> Who is responsible to disseminate the bi-weekly Early Intervention communications and to share the information with the HMG staff? 	<input type="checkbox"/> County FCFC <input type="checkbox"/> County FCFC AA <input type="checkbox"/> County FCFC Coordinator/Director <input type="checkbox"/> EI SC Vendor on behalf of the FCFC

Section II: Important considerations when monitoring program areas

Topic	Consideration	Identify Responsible Party for Oversight
Public Awareness and Child Find	<ul style="list-style-type: none"> Who is responsible to complete DODD-funded child find duties in our county specific to EI? Who educates the public about EI SC? How is public awareness done? By whom? How often? 	<input type="checkbox"/> County FCFC <input type="checkbox"/> County FCFC AA <input type="checkbox"/> County FCFC Coordinator/Director <input type="checkbox"/> EI SC Vendor on behalf of the FCFC
	<ul style="list-style-type: none"> What type of outreach is being done within the county EI child find efforts? Are there are noticeable gaps in outreach, and what can we do to resolve them? Is it enough or should we consider combining with another Council? 	County FCFC
	<ul style="list-style-type: none"> What is our relationship like for streamlining EI SC referrals from child welfare? Physicians? Other relevant early childhood partners? 	<input type="checkbox"/> County FCFC <input type="checkbox"/> EI SC Vendor on behalf of the FCFC

Guidance Document 2018: Guidance for Effective Family and Children First Council Monitoring of Early Intervention

Topic	Consideration	Identify Responsible Party for Oversight
Public Awareness and Child Find Cont.	<ul style="list-style-type: none"> What is working across the Council's programs in our county to help identify children in need of help? 	County FCFC
	<ul style="list-style-type: none"> What additional sources of funds are available to supplement those DODD provides via the grant agreement? 	County FCFC
	<ul style="list-style-type: none"> Who completes the contract's fiscal reports? Are the required reports (both program & fiscal) done on time? Who needs to contribute? 	<input type="checkbox"/> County FCFC <input type="checkbox"/> County FCFC AA <input type="checkbox"/> County FCFC Coordinator/Director <input type="checkbox"/> EI SC Vendor on behalf of the FCFC
	<ul style="list-style-type: none"> Are children & families linking with EI SC? If they are linking, do they stay? Engage? Enroll? Why or why not? 	<input type="checkbox"/> County FCFC <input type="checkbox"/> County FCFC AA <input type="checkbox"/> County FCFC Coordinator/Director <input type="checkbox"/> EI SC Vendor on behalf of the FCFC
	<ul style="list-style-type: none"> Who is responsible for monitoring the work of Central Coordination? 	<input type="checkbox"/> County FCFC <input type="checkbox"/> County FCFC AA <input type="checkbox"/> County FCFC Coordinator/Director <input type="checkbox"/> EI SC Vendor on behalf of the FCFC

Guidance Document 2018: Guidance for Effective Family and Children First Council Monitoring of Early Intervention

Topic	Consideration	Identify Responsible Party for Oversight
Parents' Rights	<ul style="list-style-type: none"> Have there been any family complaints in our county? What were the nature of the complaints? How were they resolved? How can they be prevented? 	<input type="checkbox"/> County FCFC <input type="checkbox"/> County FCFC AA <input type="checkbox"/> County FCFC Coordinator/Director
	<ul style="list-style-type: none"> What are the results of the HMG EI Family Survey for our county? What can the county do to increase the response rate? How is this information shared with the FCFC? 	<input type="checkbox"/> County FCFC <input type="checkbox"/> County FCFC AA <input type="checkbox"/> County FCFC Coordinator/Director
	<ul style="list-style-type: none"> Does the budget need revised to address any challenges with Parent's Rights? Who is responsible for implementing this changes? 	<input type="checkbox"/> County FCFC <input type="checkbox"/> County FCFC AA <input type="checkbox"/> County FCFC Coordinator/Director <input type="checkbox"/> EI SC Vendor on behalf of the FCFC
	<ul style="list-style-type: none"> Is the EI SC vendor aware of a family's right to use the local FCFC Service Coordination dispute process in addition to their right to contact DODD directly? 	<input type="checkbox"/> County FCFC <input type="checkbox"/> County FCFC AA <input type="checkbox"/> County FCFC Coordinator/Director
	<ul style="list-style-type: none"> Are families aware of their right to use the local FCFC Service Coordination dispute process, in addition to their right to contact DODD directly? How is this shared with the family? 	<input type="checkbox"/> County FCFC <input type="checkbox"/> County FCFC AA <input type="checkbox"/> County FCFC Coordinator/Director <input type="checkbox"/> EI SC Vendor on behalf of the FCFC
Early Intervention Eligibility/Assessment	<ul style="list-style-type: none"> Who completes Evaluations for determining eligibility for EI? Does this require a contract, Memorandum of Understanding (MOU)? How are these paid for or provided (to include in-kind)? What tool is used for evaluation to determine EI eligibility? 	<input type="checkbox"/> County FCFC <input type="checkbox"/> EI SC Vendor on behalf of the FCFC
	<ul style="list-style-type: none"> Who completes the authentic child Assessments for determining needed services? Does this require a contract, MOU? How are these paid for or provided (to include in-kind)? What methods are used for child assessment? 	<input type="checkbox"/> County FCFC <input type="checkbox"/> EI SC Vendor on behalf of the FCFC

Guidance Document 2018: Guidance for Effective Family and Children First Council Monitoring of Early Intervention

	Consideration	Identify Responsible Party for Oversight
	<ul style="list-style-type: none"> Who completes the Family Assessment? Does this require a contract, MOU? How are these paid for or provided (to include in-kind)? What tool is used for family assessment? 	<input type="checkbox"/> County FCFC <input type="checkbox"/> EI SC Vendor on behalf of the FCFC
	<ul style="list-style-type: none"> Are all families given information about the opportunity to participate in the FDA? If a family consents what tool is used to conduct the FDA and who conducts the interview. How is this information incorporated into the IFSP? 	<input type="checkbox"/> County FCFC <input type="checkbox"/> EI SC Vendor on behalf of the FCFC
EI Service Coordination	<ul style="list-style-type: none"> Who provides service coordination? Do this require a contract, MOU? How is this service paid for? Does the grant budget allow for adequate SC staffing? 	County FCFC
	<ul style="list-style-type: none"> What is the SC to family caseload ratio? Do we see trends in caseload increase or decrease? Does the program have adequate SC staff? 	<input type="checkbox"/> County FCFC <input type="checkbox"/> County FCFC AA <input type="checkbox"/> County FCFC Coordinator/Director <input type="checkbox"/> EI SC Vendor on behalf of the FCFC
	<ul style="list-style-type: none"> Do we have a contingency plan for staff termination, quitting, or absences? 	<input type="checkbox"/> County FCFC <input type="checkbox"/> EI SC Vendor on behalf of the FCFC
	<ul style="list-style-type: none"> Who provides supervision to service coordinators? How is supervision provided? 	<input type="checkbox"/> County FCFC <input type="checkbox"/> County FCFC AA <input type="checkbox"/> County FCFC Coordinator/Director
	<ul style="list-style-type: none"> Who monitors initial and renewal credential applications for service coordination staff? 	<input type="checkbox"/> County FCFC <input type="checkbox"/> County FCFC AA <input type="checkbox"/> County FCFC Coordinator/Director <input type="checkbox"/> EI SC Vendor on behalf of the FCFC

Guidance Document 2018: Guidance for Effective Family and Children First Council Monitoring of Early Intervention

	Consideration	Identify Responsible Party for Oversight
	<ul style="list-style-type: none"> • How do we ensure the EI SC vendors are adhering to HMG rules? • Do our county’s families receive adequate service coordination? If not, why not? • How often do SC have contact with families? 	<input type="checkbox"/> County FCFC <input type="checkbox"/> County FCFC AA <input type="checkbox"/> County FCFC Coordinator/Director
	<ul style="list-style-type: none"> • Ensure that the EI SC vendor is aware of how children are referred through FCFC Service Coordination Mechanism. 	County FCFC
EI Services	<ul style="list-style-type: none"> • Are there gaps in EI services? • How can gaps be closed? • Who recruits EI service providers to serve our children & families? 	County FCFC
	<ul style="list-style-type: none"> • How is our County Board of Developmental Disabilities (CBDD) involved in the EI system? • What EI services do kids in our county receive? • How does the CBDD contribute to the local EI program? (i.e.: provide at no cost/at cost/shared cost E and A, contribute CORE team members) 	County FCFC
	<ul style="list-style-type: none"> • What sub-contracts, MOUs, or other mechanisms are necessary to fulfill grant requirements for services? 	County FCFC
	<ul style="list-style-type: none"> • Do I know the mandated EI services? • What relationships have been established for services and need to be maintained? What ones could be strengthened? 	County FCFC
	<ul style="list-style-type: none"> • Can services be shared with other FCFC across county lines? 	County FCFC

Guidance Document 2018: Guidance for Effective Family and Children First Council Monitoring of Early Intervention

	Consideration	Identify Responsible Party for Oversight
Transition	<ul style="list-style-type: none"> How many of our youth in EI end up eligible for Individuals with Disabilities Education Act (IDEA) Part B? 	<input type="checkbox"/> County FCFC <input type="checkbox"/> County FCFC AA <input type="checkbox"/> County FCFC Coordinator/Director <input type="checkbox"/> EI SC Vendor on behalf of the FCFC
	<ul style="list-style-type: none"> Who is reviewing the county program determination/level of compliance with IDEA? (i.e. indicators for timely receipt of services, SOP and 45-day timeline) 	<input type="checkbox"/> County FCFC <input type="checkbox"/> County FCFC AA <input type="checkbox"/> County FCFC Coordinator/Director
	<ul style="list-style-type: none"> Ensure that the required MOU/IAA is in place to ensure smooth transitions between HMG EI and Part B Special Education preschool? Who is responsible for creating, updating, and maintaining the MOU or agreement to ensure smooth transitions between HMG EI and Part B Special Education Preschool? 	<input type="checkbox"/> County FCFC <input type="checkbox"/> EI SC Vendor on behalf of the FCFC
	<ul style="list-style-type: none"> How is the relationship between the EI vendor and the LEAs in our county? Are some better than others? Can these relationships be strengthened? How? Do I understand the TPC compliance indicator and how it factors into our county HMG EI determination? 	<input type="checkbox"/> County FCFC <input type="checkbox"/> County FCFC AA <input type="checkbox"/> County FCFC Coordinator/Director <input type="checkbox"/> EI SC Vendor on behalf of the FCFC

Guidance Document 2018: Guidance for Effective Family and Children First Council Monitoring of Early Intervention

Section III: Recommended Monitoring Action Items

<ul style="list-style-type: none"> Review reports submitted to DODD for the grant 	<input type="checkbox"/> County FCFC <input type="checkbox"/> County FCFC AA <input type="checkbox"/> County FCFC Coordinator/Director
<ul style="list-style-type: none"> Know whether the county has any DODD findings, corrective action plans, program improvement plans or complaints with findings 	<input type="checkbox"/> County FCFC <input type="checkbox"/> County FCFC AA <input type="checkbox"/> County FCFC Coordinator/Director
<ul style="list-style-type: none"> Who is responsible for implementing the local TA and Training plan? 	<input type="checkbox"/> County FCFC <input type="checkbox"/> EI SC Vendor on behalf of the FCFC
<ul style="list-style-type: none"> Provide written and verbal fiscal reports to council 	<input type="checkbox"/> County FCFC <input type="checkbox"/> County FCFC AA <input type="checkbox"/> County FCFC Coordinator/Director <input type="checkbox"/> EI SC Vendor on behalf of the FCFC
<ul style="list-style-type: none"> Monitor contracts Maintain formal agreements/MOUs/Contracts to describe deliverables/ party roles and responsibilities 	<input type="checkbox"/> County FCFC <input type="checkbox"/> County FCFC AA <input type="checkbox"/> County FCFC Coordinator/Director
<ul style="list-style-type: none"> Obtain Early Information Grant System (EIGS) & Early Track (ET) access- monitor what is/is not submitted and when 	<input type="checkbox"/> County FCFC <input type="checkbox"/> County FCFC AA <input type="checkbox"/> County FCFC Coordinator/Director
<ul style="list-style-type: none"> Attend staff meetings with EI Service Coordination personnel as needed 	<input type="checkbox"/> County FCFC <input type="checkbox"/> County FCFC AA <input type="checkbox"/> County FCFC Coordinator/Director
<ul style="list-style-type: none"> What does the data tell us about the program? What trends do we see in data collection/record keeping? How is data shared with the FCFC? 	<input type="checkbox"/> County FCFC <input type="checkbox"/> County FCFC AA <input type="checkbox"/> County FCFC Coordinator/Director
<ul style="list-style-type: none"> How does our county ensure that data entered into EIDS matches the data found in the record? 	<input type="checkbox"/> County FCFC <input type="checkbox"/> County FCFC AA <input type="checkbox"/> County FCFC Coordinator/Director