

Introduction

DODD and Ohio Family and Children First (OFCFC) developed the following survey to learn more about local EI oversight practices. It is designed to gather information about current oversight activities in local EI programs and identify areas where additional support may be needed. The FCFC Coordinator and EISC Contract Manager should each complete the survey separately - questions will vary depending on the role selected. If you fill both roles for a county, select the appropriate box and you will only need to complete the survey once for that county. In order to gather accurate information, a separate survey needs to be completed for each county, even if the FCFC Coordinator and/or EISC Contract Manager is responsible for multiple counties.

Your open and honest responses are of great help to DODD and OFCFC as we determine how best to support local EI programs. If you have questions about the survey, contact Melissa Courts at melissa.courts@dodd.ohio.gov. Thank you!

* 1. Select the county in which you are an FCFC Coordinator and/or EISC Contract Manager. (If you have positions with multiple counties, please note that a separate survey needs to be completed for each county)

* 2. What is your role in this county? (choose one)

- Family and Children First Council (FCFC) Coordinator
- Early Intervention Service Coordination (EISC) Contract Manager
- Both FCFC Coordinator **and** EISC Contract Manager

* 3. Is there a formal agreement (such as a contract or memorandum of understanding) between the Family and Children First Council (FCFC) and the Council's Administrative Agent that identifies roles and responsibilities of each in the monitoring and oversight of the Early Intervention Service Coordination (EISC) grant agreement?

Yes

No

* 4. If the Council's Administrative Agent is not implementing the activities under the EI Service Coordination grant agreement, who is responsible for the selection of a vendor/provider to carry out EI service coordination on behalf of the county FCFC? (choose all that apply)

Not applicable – the Administrative Agent implements EI grant activities

Family and Children First Council (FCFC) selects the vendor/provider

Administrative Agent (AA) selects the vendor/provider

Other (please specify)

* 5. Did your county use a Request for Proposals (RFP) process to select a contractor for EI service coordination activities?

No

Yes (please specify how many applications were submitted)

* 6. On average, how many hours a week of the FCFC Coordinator's time is spent on activities related to the EISC grant agreement?

* 7. Who provides fiscal oversight of the EI service coordination grant?

- Designated fiscal officer of County FCFC
- County FCFC Administrative Agent
- County FCFC Coordinator
- Other (please specify)

* 8. Who is responsible for completing the fiscal reports required in the grant agreement for submission to DODD via EIGS?

- Designated fiscal officer of County FCFC
- County FCFC Administrative Agent
- County FCFC Coordinator
- EI Service Coordination Contract Manager on behalf of the FCFC
- Other (please specify)

* 9. What is the role of the *FCFC Coordinator* in your county as it relates to the oversight and implementation of Early Intervention Service Coordination? (choose all that apply)

- Fiscal oversight
- Monitoring grant deliverables
- Compliance with EI rules and DODD guidance
- EI outreach activities
- Communicating and distributing information and guidance from DODD
- Reporting out to Council on EI data
- No role at this time
- Other (please specify)

* 10. What is the role of the *EI Service Coordination Contract Manager* in your county as it relates to reporting to the FCFC Coordinator? (choose all that apply)

- Fiscal reporting (budget, expenditures, billing, etc.)
- Program updates
- Compliance (OAC rules, federal regulations, DODD guidance, etc.)
- Communication (upcoming requirements, new guidance, trainings, etc.)
- Concerns about meeting grant deliverables
- Parent concerns
- Preparing ongoing reports with data for the Coordinator to share with full Council
- Other (please specify)

* 11. Who is responsible for monitoring and oversight of the work of the Early Intervention Service Coordination agency(ies)?

- County FCF Council
- County FCFC Administrative Agent
- County FCFC Coordinator
- No specific entity (honor system)
- Other (please specify)

* 12. What methods are used by FCFC to monitor your local EISC agency? (choose all that apply)

- Review/approve written updates from EI vendor/provider or EICM
- Review/approve requested reports from EI vendor/provider or EICM
- Meet in-person or via technology on a regular basis
- Meet in-person or via technology when the EICM requests a meeting
- Review/approve expenditures/invoices
- Observe EISC visits
- No planned monitoring conducted in this area
- Other (please specify)

* 13. Who is responsible for reporting problems/concerns to your county's DODD EI program consultant? (choose all that apply)

- County FCF Council
- County FCFC Administrative Agent
- County FCF Council Coordinator
- County EI Service Coordination Contract Manager
- County EI Service Coordination Supervisor
- Other EI Service Coordination agency staff
- Other (please specify)

* 14. How often do the FCFC Coordinator and EISC Contract Manager meet (in person, virtually, or by phone)?

- At least weekly
- Every two weeks
- Monthly
- Quarterly
- Annually
- Never
- They are the same individual
- Other (please specify)

* 15. Is an Early Intervention report shared with FCF Council at every council meeting?

- Yes
- No (please describe when reports are provided to Council)

* 16. What information about Early Intervention is provided to FCF Council? (choose all that apply)

- EI data (referrals, child count, etc.)
- Lack of EI service providers (DS/SLP/PT/OT)
- State or federal updates (e.g., rules, forms, guidance, etc.)
- Professional development opportunities
- Fiscal updates
- Outreach activities
- Parent concerns about their EI services
- Compliance issues (findings and/or PIPs)
- Annual Performance Report (APR) and/or determinations
- Other (please specify)

* 17. Who informs FCFC about issues such as staff turnover, EI service gaps, fiscal concerns, etc.? (choose all that apply)

- County FCFC Administrative Agent
- County FCF Council Coordinator
- County EI Service Coordination Contract Manager
- County EI Service Coordination Supervisor
- Other EI Service Coordination agency staff
- Other (please specify)

For each of the following eight activities, indicate how they are monitored by the local FCFC in your county:

* 18. What methods are used by FCFC to monitor Early Intervention Public Awareness and Child Find?

- General written updates from EI vendor/provider
- Specific written reports from EI vendor/provider
- Conversations with EISC Contract Manager
- It is not monitored by FCFC
- Other (please specify)

* 19. What methods are used by FCFC to monitor Early Intervention Parent Rights and Procedural Safeguards?

- General written updates from EI vendor/provider
- Specific written reports from EI vendor/provider
- Conversations with EISC Contract Manager
- It is not monitored by FCFC
- Other (please specify)

* 20. What methods are used by FCFC to monitor Early Intervention Eligibility and Assessment?

- General written updates from EI vendor/provider
- Specific written reports from EI vendor/provider
- Conversations with EISC Contract Manager
- It is not monitored by FCFC
- Other (please specify)

* 21. What methods are used by FCFC to monitor Early Intervention Service Coordination?

- General written updates from EI vendor/provider
- Specific written reports from EI vendor/provider
- Conversations with EISC Contract Manager
- It is not monitored by FCFC
- Other (please specify)

* 22. What methods are used by FCFC to monitor Early Intervention Service Delivery?

- General written updates from EI vendor/provider
- Specific written reports from EI vendor/provider
- Conversations with EISC Contract Manager
- It is not monitored by FCFC
- Other (please specify)

* 23. What methods are used by FCFC to monitor Early Intervention Transition?

- General written updates from EI vendor/provider
- Specific written reports from EI vendor/provider
- Conversations with EISC Contract Manager
- It is not monitored by FCFC
- Other (please specify)

* 24. What methods are used by FCFC to monitor correction of Early Intervention compliance issues?

- General written updates from EI vendor/provider
- Specific written reports from EI vendor/provider
- Conversations with EISC Contract Manager
- It is not monitored by FCFC
- Other (please specify)

* 25. What methods are used by FCFC to monitor Early Intervention credentialing and training requirements?

- General written updates from EI vendor/provider
- Specific written reports from EI vendor/provider
- Conversations with EISC Contract Manager
- It is not monitored by FCFC
- Other (please specify)

* 26. Who is responsible for addressing legal questions or concerns regarding Early Intervention in your county?

- County prosecutor's office
- Agency counsel
- Other (please specify)

* 27. Does the FCFC Coordinator typically also serve as the EI Service Coordination Contract Manager in your county?

- No
- Yes

* 28. If the FCFC Coordinator typically serves as the EISC Contract Manager, describe what additional safeguards are in place to ensure that the local EI oversight procedures are objective and avoid any conflict of interest.

* 29. How is the FCFC Coordinator made aware of new information from DODD regarding Early Intervention?
(choose all that apply)

- Subscribes to EI Program Updates
- EI website
- EISC Contract Manager shares
- DODD staff
- Other colleagues
- Other (please specify)

* 30. Who in your county is signed up to receive the biweekly EI communication from DODD? (choose all that apply)

- County FCF Council Coordinator
- County FCFC Chair
- County FCFC Administrative Agent
- EISC Contract Manager
- EISC Supervisors
- EI Service Coordinators
- EI service providers
- I am not familiar with the biweekly EI Communication
- Other (please specify)

* 31. Who is responsible for sharing information from the biweekly EI Communication with program staff?

- County FCF Council Coordinator
- EISC Contract Manager
- EISC Supervisors
- EI Service Coordinators
- EI service providers
- Staff sign up for the biweekly communication and are responsible for reading it
- I am not familiar with the biweekly EI Communication
- Other (please specify)

* 32. Who is responsible for ensuring that staff follow guidance provided in the biweekly EI updates?

- County FCF Council Coordinator
- EISC Contract Managers
- EISC Supervisors
- EI Service Coordinators
- I am not familiar with the biweekly EI Communication
- Other (please specify)

* 33. What methods does leadership use to ensure that the guidance provided by DODD through biweekly communications, training, and documents is read, understood, and implemented by all EI staff?

Describe:

* 34. Which EI modules has the EISC Contract Manager completed so far? (choose all that apply)

- Introduction to EI: (EI-064 or OhioTRAIN #1061260)
- Forms Overview (EI-065)
- Procedural Safeguards (EI-066)
- Mission and Key Principles (EI-068 or OhioTRAIN #1061264)
- Service Coordination Duties and Process (EI-070)
- The IFSP Process (EI-076 or OhioTRAIN #1066899)
- Mandated Reporting of Child Abuse and Neglect (EI-067)
- Primary Service Provider Approach (EI-074 or OhioTRAIN #1064737)
- Natural Learning Environments (EI-075 or OhioTRAIN #1063888)
- None of the above

35. Please share anything else that would be helpful to know about oversight of early intervention in your county. Indicate what additional supports or resources would be helpful.