



MENTAL RETARDATION BULLETIN

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SUBJECT

Early Intervention Reporting
System Roles and Responsibilities

BY

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SCOPE:

County Mental Health/Mental Retardation Administrators
Base Service Unit Directors
Early Intervention Service Coordinators

PURPOSE:

The purpose of this Bulletin is to define roles and responsibilities related to the Early Intervention Reporting System (EIRS).

BACKGROUND:

Federal Public Law 99-457, Part H of the Education of the Handicapped Act Amendments, was adopted on October 8, 1986. Part H was reauthorized in October, 1991 as Public Law 102-119 of the Individuals with Disabilities Education Act (IDEA). The Department of Public Welfare, Office of Mental Retardation, is designated by the Governor as lead agency for Part H, Infant and Toddler Program of Public Law 99-457 and PA Act 212-1990. To receive federal funds and be in compliance with federal and state statutes there must be a system for compiling data on the numbers of infants and toddlers with disabilities and their families in need of appropriate early intervention services; the numbers of infants and toddlers and their families served; and the types of services provided. In response to these requirements, the Department of Public Welfare, Office of Mental Retardation, in concert with the Pennsylvania Department of Education, developed the Early Intervention Reporting System data collection system to collect, update, retrieve, and aggregate data of various kinds and types which will satisfy program needs and provide uniformity in statistical reporting.

REFER COMMENTS AND QUESTIONS TO:

Regional Office of Mental Retardation Early Intervention Coordinators

On September 29, 1993, the Office of Mental Retardation transmitted material to County Mental Health/Mental Retardation Administrators that outlined roles and responsibilities relative to the Early Intervention Reporting System. Counties were asked to review the material and provide comments for the purpose of refining the Early Intervention Reporting System prior to changing the project into an ongoing program. Based upon the comments submitted, roles and responsibilities were further clarified. It is anticipated that enhancements to the system will continue to be developed as needed.

DISCUSSION:

All County Mental Health/Mental Retardation Programs, or their designee, shall use the Early Intervention Reporting System to report data to both the Regional and Central Office of Mental Retardation.

A. County Mental Health/Mental Retardation Responsibilities

1. Within fifteen calendar days of the receipt of each child's data, County Mental Health/Mental Retardation Program staff will enter the following information into the Early Intervention Reporting System:
 - a. Name, address, birth date, sex, Social Security number (if available), ethnic background, and Medical Assistance recipient number (if applicable).
 - b. Within fifteen calendar days following the Individualized Family Services Plan (IFSP) meeting, the County shall enter the evaluation date and type, service information (type, termination date, etc.) and school district information.
 - c. For children determined ineligible for service, the County shall enter the evaluation date, evaluation type, termination date and reason for termination, into the Early Intervention Reporting System.
2. Every month before the tenth day of the month, county Mental Health/Mental Retardation staff will transmit data to the Early Intervention Reporting System support staff and the Office of Mental Retardation Regional Offices. Data must be submitted electronically using the Early Intervention Reporting System (mailing of tapes or disks will not be accepted). Counties will meet the standards specified in Appendix G of the Early Intervention Reporting System Users Manual. Counties will respond to special requests for data within seventy-two hours of receiving the request. This request will come from either central or regional office staff of the Office of Mental Retardation and will be the result of a legislative inquiry, or a budgetary or other similar need.

- a. County Mental Health/Mental Retardation staff will annually review data on children in service following the annual Individualized Family Service Plan review.
 - b. County Mental Health/Mental Retardation staff will ensure that data is maintained in the county's Early Intervention Reporting System data base for twelve months following the child's termination from service.
 - c. County Mental Health/Mental Retardation staff will maintain data on children in at-risk tracking who do not become eligible for early intervention for twelve months after the child's third birthday.
 - d. The County Mental Health/Mental Retardation Administrator will designate an Early Intervention Reporting System contact person. Counties must notify Central Office Early Intervention Reporting System staff and the Office of Mental Retardation Regional Office when this designation changes. While the contact does need specific training for the Early Intervention Reporting System, it is not necessary for the contact to be a computer professional.
 - e. The duties of the contact person will be to maintain the user password list in the Early Intervention Reporting System, to electronically mail the Early Intervention Reporting System data, and to install any updates to the Early Intervention Reporting System as they are distributed. The County Mental Health/Mental Retardation Administrator will assign a person to regularly check the electronic mail system for incoming messages. This person may also be asked to update the telephone numbers on QuickMail as they change. Training on this task may be required, but advanced training in computer technical issues is not necessary.
3. The County Mental Health/Mental Retardation Program and the local Mutually Agreed Upon Written Arrangement (MAWA) holder will agree on the amount, format, and means of sharing the Early Intervention Reporting System data on children who transition from the infant/toddler program to preschool service. Local Interagency Coordinating Council (LICC) members and others may participate, as appropriate. All federal and state standards of confidentiality will be followed.
 4. At the end of each calendar quarter, County Mental Health/Mental Retardation staff will download data for children who will transition to preschool in a format agreed upon by both parties. The format may include a printed report of specified elements on disk.

B. Office of Mental Retardation Regional Staff Responsibilities

1. Regional Office of Mental Retardation staff will maintain confidentiality of any personally identifiable data submitted to them through the Early Intervention Reporting System.
2. By the twenty-first day of every month, both Regional Office of Mental Retardation and the Early Intervention Reporting System support staff will review the reported anomalies. The regional staff will follow-up with the County Mental Health/Mental Retardation program to see if the anomaly needs to be corrected, or should remain as reported. Regional Office of Mental Retardation and the Early Intervention Reporting System Support staff will follow-up on any anomalies and ensure that corrections are made before the next data submission to the Early Intervention Reporting System.
3. By the twenty-first day of every month, the Regional Office of Mental Retardation staff will follow up on late or incomplete data submissions.

C. Early Intervention Reporting System Support Staff Responsibilities

1. Early Intervention Reporting System support staff will schedule training sessions on QuickMail, Early Intervention Reporting System data entry, Early Intervention Reporting System custom report generation, and QuickMail administration. These training sessions will be held throughout the State quarterly or as needed. Content and scheduling of the training sessions will be subject to the approval of the Office of Mental Retardation.
2. The Early Intervention Reporting System support staff will maintain a "help desk" telephone number during normal working hours.
3. By the fifteenth day of every month, the Early Intervention Reporting System support staff will report any findings of duplicate names and birth dates to the appropriate Regional Office of Mental Retardation.

4. The Early Intervention Reporting System support staff will maintain confidentiality as outlined in the Memorandum of Understanding with the Department of Education relative to the maintenance of old data.
5. The Early Intervention Reporting System support staff, as required by the Office of Mental Retardation, will update the Early Intervention Reporting System software.
6. The Early Intervention Reporting System support staff will receive early intervention data electronically, transferring the data to the Hewitt-Packard 3000 central computer, editing the data for correctness and loading the information into the database for system access.
7. Upon receipt of statewide early intervention data, the Early Intervention Reporting System support staff will distribute error reports to appropriate counties and Regional Office of Mental Retardation offices. As needed, the Early Intervention Reporting System support staff will provide technical support to rectify any problems.

D. Office of Mental Retardation Central Office Responsibilities

1. Annually, by thirty days after the close of the fiscal year, the Office of Mental Retardation, Central Office staff will generate a report which will show the number of children referred each month, the number of children leaving services each month (including the number who transition to the Department of Education), and the number of children in at-risk tracking. This report will be distributed to the appropriate Central Office staff, Regional Program Managers, and Regional Early Intervention Coordinators, the State Interagency Coordinating Council and other state agencies as appropriate.
2. The Office of Mental Retardation Central office staff will be responsible for generating monthly and quarterly reports in content, format and frequency which will be determined on an on-going basis.
3. Annually, at the times specified by the Federal Government, the Office of Mental Retardation Central Office staff, will develop Part H Data Tables. While the content of these tables varies from year to year, they will minimally contain data on the number of children served, the types of services provided and the types of locations where the services were provided.

4. Annually, the Office of Mental Retardation Central Office staff will review their need for data on early intervention, balancing the amount of data requested against the cost and difficulty of collection. The Office of Mental Retardation will seek recommendations from families and outside agencies, such as the County Mental Health/Mental Retardation Administrator's Association, advocacy groups, and the Pennsylvania Department of Education and the State Interagency Coordinating Council.
5. Based upon the availability of funding, the Office of Mental Retardation will hold an annual Early Intervention Reporting System Users Conference.

**SUMMARY OF
EARLY INTERVENTION REPORTING SYSTEM
DUE DATES**

County Mental Health/Mental Retardation Staff:

By the tenth calendar day of each month, counties will transmit child specific data to Office of Mental Retardation Regional Offices and the Early Intervention Reporting System support staff. This data will include the child's name, address, birth date, sex, Social Security Number (if available), and Medical Assistance recipient number (if applicable). County Mental Health/Mental Retardation staff will also enter the child's eligibility status, evaluation information, service plan data and school district information.

Quarterly, at the end of the each calendar quarter, the County Mental Health/Mental Retardation staff will download data on children who are to transition to preschool.

Office of Mental Retardation Regional Office Staff:

During the third week of the month, staff will ensure that repeated anomalies are corrected.

By the twenty-first calendar day of the month, staff will follow-up with counties to ensure that all duplications have been addressed.

Annually, staff will review data needs.

Early Intervention Reporting System Support Staff:

By the fifteenth calendar day of the month, staff will report any findings of duplicate data to the Office of Mental Retardation Regional Office staff.

Office of Mental Retardation Central Office Staff:

Monthly, Quarterly & Annually, at times specified by the Federal Government, the Office of Mental Retardation Central Office staff will develop Part H Data Tables.

Annually, by thirty days after the close of the fiscal year, the Office of Mental Retardation Central Office staff will generate a report which will show the number of children referred each month, the number of children leaving services each month (including the number who transition to the Department of Education), and the number of children in at-risk tracking.