



Annual Ohio Deafblind Census:

How to Register a Child, Update a Child's Record, or Report No Children with Deafblindness

What is the Deafblind Census?

The Deafblind Census is a registration of children, ages birth through 21, who have a combined vision and hearing loss. The Ohio Center for Deafblind Education (OCDBE) is required by the US Department of Education, Office of Special Education Programs (OSEP) to identify children throughout Ohio who have a combined vision-hearing loss (aka deafblindness) for the National DB Child Count. Parental consent is not required to register a child and registration by educators or agency personnel does not violate FERPA, as outlined in Reg. 99.31(a).

The Registration Process

Who is eligible for registration? Any child, birth through age 21 with a combined vision and hearing loss, should be registered on the Ohio Deafblind Census. Due to different reporting requirements, the child does not need to be identified as deafblind on the Ohio Department of Education's EMIS child count. The EMIS disability designation has no bearing on registering for the census.

Who can register a child? Parents, school districts, and agencies can register a child online for the Ohio Deafblind Census at any time by using the links found on the OCDBE website at www.ohiodeafblind.com. Click on the **Census: Register/Update a Child** link located in the upper right-hand corner of the OCDBE home page.

Steps to Register a Child, Update a Child's Record, or Report No Children with Deafblindness

Before beginning: A child's record cannot be submitted unless all the fields in all four sections of the record are completed. This includes completing all Part B and Part C fields for all children regardless of their age. Any field that is not completed is bordered in *red*.

If the school district has "No Children to Report"

Step 1: Go to the OCDBE home page at www.ohiodeafblind.com. Click on **Census: Register/Update a Child** link located in the upper right-hand corner of every page on the OCDBE website.

Step 2: After reading the introductory information, "If your school district has no children to report," click on *Click Here*. By clicking on the link, the school district is reporting that there are no children with combined vision-hearing loss attending school in the district.

If a child is registering for the first time

Step 1: Go to the OCDBE home page at www.ohiodeafblind.com. Click on the **Census: Register/Update a Child** link located in the upper right-hand corner of every page on the OCDBE website.

Step 2: Enter the child's last name and birthdate and click on the *Click Here to Begin* to enter information into the record.

Step 3: Upon completion, click on *Review* or *Cancel*.

Step 4: After reviewing the record, click on *Submit*. The record is submitted to OCDBE for review. If eligible, the child is registered on the Ohio Deafblind Census.

If a child's record needs to be updated

Step 1: Go to the OCDBE home page at www.ohiodeafblind.com. Click on the **Census: Register/Update a Child** link located in the upper right-hand corner of every page on the OCDBE website.

Step 2: Enter the child's last name and birthdate and click on **Click Here to Begin**. On the next screen, if the child is registered with OCDBE, read the information in the blue box and click on the link to request a passcode. A passcode will be sent to you via e-mail.

Step 3: After receiving the passcode, go to the OCDBE home page, click on the **Census: Register/Update a Child** located in the upper right-hand corner of every page on the OCDBE website, enter the child's last name, date of birth, and passcode to access the child's record.

Step 4: Review the child's information on each field in each section and make any changes. After updating the record, click on **Review** or **Cancel**.

Step 5: After reviewing the updated record, click on **Submit**. The record is submitted to OCDBE for review. If eligible, the child is registered on the Ohio Deafblind Census.

Questions or need assistance?

If you have questions or need assistance in completing the registration of a child, updating a record, or reporting no children for the Ohio Deafblind Census, visit the OCDBE home page at www.ohiodeafblind.com and click on **Contact Us** located in the upper right-hand corner of every page.



About OCDBE

OCDBE, a federally funded technical assistance and dissemination project, provides technical assistance, training, professional development, and consultation at no cost to parents, district and school personnel, and agency personnel for children registered on the Ohio Deafblind Census. For more than 30 years, OCDBE has worked with local districts, educators, and agency personnel responsible for IDEA Part B and Part C implementation, state and national parent and professional associations, and a variety of other partners committed to improving results for all children. In order to provide services, it is essential that children with any degree of vision-hearing loss are registered on the Ohio DB census. OCDBE conducts the census annually.

OCDBE is operated through the University of Cincinnati Systems Development & Improvement Center, a Center within UC's College of Education, Criminal Justice, and Human Services. For more information, contact visit the OCDBE website at www.ohiodeafblind.com.

 **Systems Development & Improvement Center**



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