

## Q & A to Follow Up on the Implementation of Assessment Data Collection

As you read through the questions, if you have additional questions please email Dr. Sampers at [Jackie.Sampers@ky.gov](mailto:Jackie.Sampers@ky.gov). Also, please read through all of the questions and responses, each response does not stand alone.

How will I know which files to copy?

Copies of all assessment protocols for eligible children completed after **July 1, 2006** have been requested. These should be sent to the appropriate POE office no later than **May 31, 2007**. For all **new assessments** completed, providers will continue to submit copies of the assessments to the POE within 14 calendar days, but will include copies of newly completed test protocols for all eligible children (if a provider does not use a formal assessment tool, then no documentation needs to be submitted).

What if I am using a tool that can not be copied due to publisher/copyright protections?

Publisher permission has been granted to copy the following tests: Assessment, Evaluation, and Programming Systems (AEPS), Carolina Curriculum for Infants and Toddlers with Special Needs (CCITSN), Early Learning Accomplishment Profile (E-LAP), and Hawaii Early Learning Profile (HELP) for this purpose.

If you are using other tests check with the publisher for permission to copy.

If you are unable to provide an assessment due to copyright concerns make a list of children and their CBIS numbers. This list should be submitted to the appropriate Point of Entry.

The guidelines that make this effort legal include: each child has a protocol, each protocol has child specific data on it, and it is copied only for the purpose of developing summary data. For all other tools, you're subject to the requirements of the publisher and to your professional organization. In no way should you infringe on the copyright of a published test. If you have additional questions contact Dr. Sampers at [Jackie.Sampers@ky.gov](mailto:Jackie.Sampers@ky.gov).

Why do I have to do this work?

The Office of Special Education Programs (OSEP) has changed the manner in which child progress needs to be reported. The Developmental Status Scale will not provide the information required. The collection of these instruments will allow First Steps to comply with the guidance from the federal government.

Do I have to copy assessment notes and/or progress notes?

NO, notes do not have to be copied to complete this requirement.

Do I have to copy all of the protocol pages?

Yes, you should copy all pages for submission. One option to minimize copying blank pages would be to add a note saying which pages were excluded due to being blank. (Note: If I were doing it, I would have some labels made up that say "These pages are blank \_\_\_ \_\_\_ \_\_\_ \_\_\_" and then by hand identify the pages on the protocol that were excluded and include your initials.)

What if I don't have a copy of the paper protocols?

If you did not keep your protocols please contact Dr. Sampers via email [Jackie.Sampers@ky.gov](mailto:Jackie.Sampers@ky.gov) to discuss further.

What if my protocols are stored electronically?

If you used an electronic version of the tools please contact Caroline Gooden at [cjgood2@email.uky.edu](mailto:cjgood2@email.uky.edu) or 859-257-2081 or 866-742-4015, to work out procedures for the data transfer.

This applies to curriculum based tools that support the transfer of data such as CD-ROMs that accompany the testing tool.

When contacting Caroline have the following information available: child name, CBIS number, and publisher.

Who do I send the assessment materials to?

Materials should be sent to your Point of Entry:  
<http://chfs.ky.gov/NR/rdonlyres/C365947C-9AA9-4CB3-8853-7270FCE55223/0/POEList.pdf>

What will POE do with the data?

For now they are responsible for storing the materials. In the near future, they will be responsible for entering information at an item by item level from the protocols into a web platform.

Who pays to copy the forms?

The provider is responsible for copying this information.

What if the child was discharged from FS services?

The provider will still need to copy the information for the POE.

What if the child was seen for assessment only one time?

You still need to send in the data to the POE.

How can I find out more about the SPP/APR?

There is a copy of the State Performance Plan on the First Steps web site <<http://chfs.ky.gov/NR/ronlyres/CCBA6E6E-A119-432D-905C-10696900FE2A/0/KentuckySPP0207.pdf>>.

Will I have to copy protocols next year?

First Steps is working on a procedure for the upcoming year to electronically collect this information. Our goal is to minimize the need for copying.

How can I find out more about what will happen with assessment in the next year?

This information will be shared prior to the next fiscal year so that all stakeholders are aware of their role in this important process.

To ask additional questions or to comment/recommend changes on this document please email Dr. Sampers at [Jackie.Sampers@ky.gov](mailto:Jackie.Sampers@ky.gov).