



April

STATE LEAD AGENCY UPDATE

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Documentation

Thanks to all early intervention providers who have adjusted to the timelines for entering service logs in TOTS. Timely service log entry is critical for the full benefit of TOTS as a virtual team communication tool.

The State Lead Agency conducts reviews of child records on TOTS. Documentation must be professional and accurate descriptions of the service delivered. Most of the documentation is done well; however, we find documentation that is not appropriate. First Steps early intervention records are open to parents for review. This includes service logs.

All providers need to be mindful of the words used to describe behavior—children cry, hit, kick, etc.—they do not have “fits.” The 2011 Infant-Toddler Institute will have a session on documentation that will give examples of appropriate documentation and highlight documentation practices of some early intervention providers.

SPP/APR FFY 2009

OSEP announced that the clarification period for APRs would be “sometime in April”. The clarification period is an opportunity for states to respond to questions that OSEP has about the narrative. States may clarify the content but are not to change the content. The state determinations are based mainly on the APR and will be issued in June. Kentucky is slated for an OSEP monitoring visit in 2012.

FFY 2011 Federal Grant Application

The public comment period ended April 4. Two comments were received. Both pointed out the same typographical error. The application is due May 10. At this point, the grant application will be submitted based on FFY10 funding level since no new federal budget has been approved. That amount is \$5,577,587. All Part C Federal Funds are used to pay for early intervention services. Final grants awards will be adjusted to reflect the FFY11 budgeted amount by OSEP.

General Supervision/Monitoring

Points of Entry (POEs) will begin data cleaning in anticipation of the annual determinations and monitoring activities that are slated for May and June. Letter of Determinations and Findings of Noncompliance will be issued in June.

Policy and Procedures Manual Debut

Webcasts on the regulations and Policy and Procedures Manual were launched in March. These are approximately one hour in length are available through TRAIN and end in May. The content highlights the major changes that people working in First Steps must know. Follow-up conference calls are held with the POEs after the launch of each webcast. Using an Adobe trial account, we are holding several webinars for Service Coordinators this month on the topic of Family Share and Use of Insurance. Detailed training on the manual will follow—some web-based and some face-to-face regional trainings.

STATE LEAD AGENCY UPDATE

KEDS Update

Data entry for KEDS currently represents 25.8 percent of children with a minimum of 2 data points. Previous level was 26.1 percent. We have discovered that requiring a verification of data entry prior to payment on the initial data entry was successful in ensuring data was entered. There is a need for verification prior to payment for both the annual and exit assessments. This is now a change order for TOTS. The data pool for APR reporting has to increase.

Child Find

Related to the small data pool is the actual composition of the First Steps population. Average age at entry is 18 months of age. Currently, 60 percent of the children with IFSPs are between ages 2 and 3. Many children enter and leave First Steps with less than six months of service. These children are not included in the data pull for the outcome measures as a child must have six months of intervention to be included. The POEs will be developing Child Find Plans for FY12. The activities that they plan must be based upon average age at referral and referral source data. The activities must also be measureable for effectiveness.

Liability Insurance for Providers

All early intervention providers are to have adequate liability insurance. The provider agreement states:

- (16) Agree to maintain coverage and make available, upon request, Certificates of Insurance covering:
- Statutory Worker's Compensation (if required)
 - Professional liability insurance.



SLA TRAINING COORDINATOR UPDATE



TOTS On-line Module has been updated

Tammie Isenberg, First Steps Training Coordinator and Nan Slaughter, Yahasoft, Inc. have developed a new and improved TOTS on-line training.

TRAIN # 1015494

In this module you will learn about:

- * What TOTS is and who uses it
- * Logons and Dashboards
- * The importance of the TOTS child record, phase and status
- * Protecting your TOTS data
- * An overview of each TOTS screen, including components of billing
- * How to get support for TOTS

P.S. The TOTS Manual has also been updated on the TOTS website!!!

SLA TRAINING COORDINATOR UPDATE

Assessment Training:

4/25/2011	AEPS Assessment Training	London	TRAIN #1026639
4/27/2011	HELP Assessment Training	Lexington	TRAIN #1026740
5/4/2011	HELP Assessment Training	Elizabethtown	TRAIN #1026742
5/5/2011	AEPS Assessment Training	Shelbyville	TRAIN #1026702
5/12/2011	AEPS Assessment Training	Lexington,	TRAIN # 1026502
5/10/2011	HELP Assessment Training	Slade	TRAIN #1026741
5/19/2011	HELP Assessment Training	Bowling Green	TRAIN #1026759



First Steps Provider Orientation - Face-to-Face:

May 19, 2011 Frankfort, KY TRAIN #: 1026565



2011 Infant-Toddler Institute:

The momentum for the 2011 Infant-Toddler Institute is building!

The schedule and session descriptions have been posted on the website

<http://www.kentuckypartnership.org/InfantToddler>.

Online registration is now open.

Bayley III: Administration and Scoring Webinar hosted by Pearson

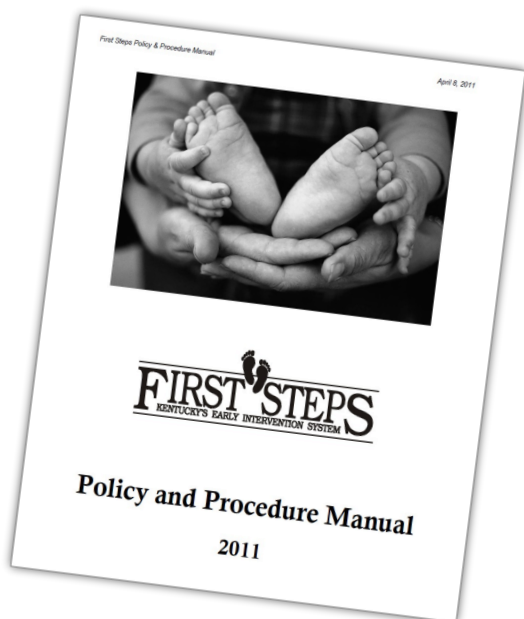
This training will provide an overview of administering and scoring of the Bayley-III. This training does not provide enough information for providers to be able to fully administer and score the Bayley-III. The Training Coordinator is working with Pearson on an online training that may be available for providers. More information to come as details are settled.

For more information go to:

<http://www.pearsonassessments.com/pai/ca/training/webinars/Webinars.htm>



SLA TRAINING COORDINATOR UPDATE



Regulation and Policy and Procedure Trainings:

The State Lead Agency is in the process of developing a series of webcast trainings for the new regulations and policy and procedures. The first two webcasts are now available for viewing!

First Steps Update #1: First Steps Regs: It's a New Day, It's a New Day!
TRAIN#1026744

First Steps Update #2: Step Me In The Right Direction!
TRAIN # 1027002

To view the webcast, log into your TRAIN account and search for course by course number. Go to the registration tab and select launch. There are PDF attachments of the webcast PowerPoint that will be sent to your email once you select launch. For the second webcast, the PowerPoint and the new Policy and Procedure Manual will be attached. You **must** be registered to receive emails from TRAIN in order to receive the PDF attachments.

To confirm that you are registered to receive emails from TRAIN, go to the TRAIN homepage and select "My Account" under "My Learning Record". Once you select "My Account" you will see the following statements mid-page:

- I would like to receive emails from TRAIN.
- I would like to receive notifications about the site updates by email.
- I would like to receive annual notifications to keep my account up to date.



All three boxes should be checked. Select "Save" at the bottom of the page. After you select "save", you will receive an email from TRAIN asking you to verify your email by selecting a link within the email. You must confirm your email to complete the process.

Once you have confirmed your email, you can return back to the webcast course description and launch the webcast. Once you select launch, the webcast will begin playing and the email with the PDF attachment will be sent to you.

After you complete the webcast, you must complete the evaluation before you will be marked as complete.

The series of webcast are not mandatory trainings; **however**, please understand that this is training for program regulations as well as new program policies and procedures. While it is not mandatory for you to watch, it is your responsibility to implement your services according to the regulations, policy and procedures. The State Lead Agency developed these webcasts so that all providers working in the First Steps system could access the trainings at a convenient time. I encourage you to watch each webcast. You do not have to submit the certificate to anyone. It will remain in your TRAIN transcript as proof of completion.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Webcast Update

#3 – First Steps: Step Me in the Right Direction!
1027273

To view the webcast, log into your TRAIN account and search for the webcast by course number. You will then go to the registration tab and select launch. There will be a link to access the webcast and a link to download the Power-Point of the webcast. After you complete the webcast, you must complete the evaluation before you will be marked as complete. The webcast is not mandatory; **however**, please understand that this is training for program policy and procedures. While it is not mandatory for you to watch, it is your responsibility to implement your services according to the regulations, policy and procedures. The State Lead Agency developed these webcasts so that all providers working in the First Steps system could access the trainings at a convenient time. I encourage you to watch each webcast. You do not have to submit the certificate of completion to anyone. It will remain in your TRAIN transcript as proof of completion.

Assistive Technology Training for Providers

Help!

Topics Addressed:
What qualifies as AT?
How can we use it?
What can it do?
How can we get it?
How do we know it's working?
How long can we keep it?
What happens after age 3?

WHEN & WHERE:

- May 16 1-3 p.m.
Bowling Green
- May 20 9-11 a.m.
Lexington
- May 24 1-3 p.m.
Hazard

Gain valuable insight into Assistive Technology used by children, birth - 3. A team of therapists will educate the audience on what is available and how it is used to achieve outcomes and developmental milestones.

REGISTRATION IS REQUIRED

REGISTRATION & QUESTIONS:

WKATC@WFCAMPUS.ORG

There is no cost to attend, location of events will be sent to you upon registration.

<http://chfs.ky.gov/dph/firststeps.htm>

***Registration form is attached to newsletter email.**

REMEMBER TO NOMINATE SOMEONE FOR THE ICC!

It's time for ICC Awards Nominations!

The two annual awards given to deserving individuals who are nominated by their peers. Nominations will be accepted through May 31 with the award winners announced at the Infant-Toddler Institute in August.



REQUEST FOR NOMINATIONS FOR THE 2011 MARGE ALLEN SPIRIT AWARD AND JIM HENSON SERVICE AWARD

The Interagency Coordinating Council of Kentucky's Early Intervention System invites you to submit nominations for their annual awards presentation to take place at the Kentucky Infant Toddler Institute, Aug. 9-11, 2011.

MARGE ALLEN SPIRIT AWARD

"Helping to promote the statewide dream of Early Intervention in Kentucky"

Nomination Criteria:

- The nominee must have made a positive impact on the lives of Kentucky's infants and toddlers with disabilities and their families.
- The nominee's experience with early intervention in Kentucky may have been past or current, personal, professional or parent.
- The nominee must be an individual.

JIM HENSON SERVICE AWARD

"To recognize a local or regional positive impact by an individual to insure the reality of Early Intervention in Kentucky"

Nomination Criteria:

- The nominee must have made a positive impact on the lives of Kentucky's infants and toddlers with disabilities and their families.
- The nominee's experience with early intervention in Kentucky may have been past or current, personal, professional, or parent.
- The nominee must be an individual.
- ICC members and former ICC member are not eligible for the Jim Henson Service Award.

How to Submit Nominations:

Use the ICC Award Nomination form, and email or fax the nomination on or before **May 31** to Elizabeth Schumacher. When using email to nominate, please attach the Award Nomination form as a Word® document.

Dr. Elizabeth Schumacher, ICC Chairperson

eschumacher@louisville.edu

(502) 852-0135 (fax)