

Addendum to First Steps Policy & Procedure Manual
Relates to: IV – Assessment – 911 KAR 2:130
Effective: August 1, 2007

- (4) Every child determined eligible by established risk shall have an assessment in all five (5) areas of development done by a primary level evaluator in lieu of a primary level evaluation using a cabinet-approved criterion referenced instrument (See RES-15).

- (6) The assessment report shall include:
 - (a) A description of the assessment activities and the information obtained;

 - (b) Identifying information:
 - 1. The Central Billing and Information System identification number; and
 - 2. The child's Date of Birth; and
 - 3. The name of the child; and
 - 4. The child's age at the date of the assessment; and
 - 5. The name of the service provider and discipline; and
 - 6. The date of the assessment; and
 - 7. The setting of the assessment; and
 - 8. The state of the health of the child during the assessment; and
 - 9. Whether the child's response level was typical; and
 - 10. The instruments and assessment methods used; and
 - 11. Who was present for the assessment; and
 - 12. The signature of the assessment;

 - (c) A profile of the child's level of performance, in a narrative form and shall indicate:
 - 1. Concerns and priorities; and
 - 2. Child's unique strengths and needs; and
 - 3. Skills achieved since last report, if applicable; and
 - 4. Emerging skills; and
 - 5. Direction of future service delivery;

- (d) Suggestions for any strategies, materials, or equipment or adaptations that shall support the child's development;
 - (e) Information that shall be helpful to the family and other providers in building on the team's focus for the child and family; and
 - (f) For providers completing a cabinet-approved assessment instrument for progress monitoring and program planning purposes, a copy of the assessment protocol shall be submitted to the local Point of Entry (POE) office for data entry purposes within ten (10) working days if an online version of the assessment is not used or direct entry into the Kentucky Early Childhood Data System (KEDS) is not available. If an online version of the assessment is used, the provider must list *Christopher Anderson* as an administrator for the online account. Christopher Anderson's e-mail is: andersoncf@uky.edu . Mr. Anderson will export data directly from the online account.
 - (a) Each assessment protocol submitted to the POE must contain: 1) the child's CBIS number, 2) the provider number, and 3) the provider's National Provider Identifier (NPI), if applicable.
- (7) The initial assessment(s) report(s) shall be shared verbally with the family. The written report, not including a copy of the assessment protocol, shall be sent to the family and the written report, including a copy of the protocol (if applicable), shall be sent to the local Point of Entry within ten (10) working days of the completion of the assessment or prior to the IFSP meeting, whichever is earlier.