

## What is First Steps?

First Steps is Kentucky's Early Intervention System (KEIS) that serves children from birth to age 3 who have a developmental delay or a particular medical condition that is known to cause a developmental delay. First Steps services are provided statewide and coordinated by the lead agency, Cabinet for Health Services.

Anyone in your community, including yourself, can call the district Point of Entry (POE) office to refer a child suspected of having a delay to the First Steps service system.

## Is My Child Eligible for First Steps Services?

With your permission, staff from the district POE office will visit your family, explain the First Steps program, assign an Initial Service Coordinator, and arrange for an evaluation, if needed, to determine if your child will be eligible for services.

This evaluation is a procedure to see if your child has a significant delay in one or more of the following skill areas: communication, mobility, learning, social, emotional, and adaptive/self-help. If the evaluation shows that your child is eligible because of a developmental delay or established risk condition, (particular medical condition) then the POE will work with you and your child to arrange the necessary services.

## What is the Individual Family Service Plan?

The POE Initial Service Coordinator, along with your family, physician, and the evaluation team, will design an Individual Family Service Plan (IFSP), identify needed resources, then obtain and coordinate early intervention services for your child and your family. For example, if the evaluation shows a delay in communication, speech therapy may be necessary. Therefore, the Initial Service Coordinator will inform you about all the speech therapists in your area, and you may choose the therapist that fits your needs. Once all the service providers are identified, this team meets with you to complete the IFSP. This should be done within 45 days.

Also at the initial IFSP meeting, a Primary Service Coordinator is determined, based on your

# Point of Entry (POE)

## Locations

### Purchase District

(270) 442-5831  
1-800-648-6599  
(Ballard, Calloway, Carlisle, Fulton, Graves, Hickman, Marshall, McCracken)

### Barren River District

(270) 746-9941  
1-800-643-6233  
(Allen, Barren, Butler, Edmonson, Hart, Logan, Monroe, Simpson, Warren)

### Northern Kentucky District

(859) 815-1095  
1-888-300-8866  
(Boone Campbell, Carroll, Gallatin, Grant, Kenton, Owen, Pendleton)

### Gateway District

(606) 674-3204  
1-800-718-0378  
(Bath, Menifee, Morgan, Montgomery, Rowan)

### Cumberland Valley District

(606) 523-0229  
1-800-509-9559  
(Bell, Clay, Harlan, Jackson, Knox, Laurel, Rockcastle, Whitley)

### Pennyriple District

(270)886-5186  
1-800-609-0047  
(Caldwell, Christian, Crittenden, Hopkins, Livingston, Lyon, Muhlenburg, Todd, Trigg)

### Lincoln Trail District

(270) 737-5921  
1-800-678-1879  
(Breckinridge, Grayson, Hardin, Larue, Marion, Meade, Nelson, Washington)

### Buffalo Trace District

(606) 759-5510  
1-800-335-4249  
(Bracken, Fleming, Lewis, Mason, Robertson)

### Big Sandy District

(606) 478-8572  
1-800-230-6011  
(Floyd, Johnson, Magoffin, Martin, Pike)

### Lake Cumberland District

(606) 678-2821  
1-800-378-2821  
(Adair, Casey, Clinton, Cumberland, Green, McCreary, Pulaski, Russell, Taylor, Wayne)

### Green River District

(270) 686-5982  
1-888-686-1414  
(Davies, Hancock, Henderson, Ohio, McLean, Union, Webster)

### Kentuckiana District

(502) 459-0225  
1-800-442-0087  
(Bullitt, Henry, Jefferson Oldham, Shelby, Spencer, Trimble)

### FIVCO District

(606) 325-3738  
1-800-298-6525  
(Boyd, Carter, Elliott, Greenup, Lawrence)

### Kentucky River District

(606) 439-1325  
1-800-328-1767  
(Breathitt, Knott, Lee, Leslie, Letcher, Owsley, Perry, Wolfe)

### Bluegrass District

(859) 271-9448  
1-800-454-2764  
(Anderson, Bourbon, Boyle, Clark, Estill, Fayette, Franklin, Garrard, Harrison, Jessamine, Lincoln, Madison, Mercer, Nicholas, Powell, Scott, Woodford)

choice. This Primary Service Coordinator will take over the duties of the POE Initial Service Coordinator and will serve your family until your child leaves the First Steps Program. Services are individualized and based on your child's need. The IFSP will be reviewed at least every 6 months and adjusted by the Primary Service Coordinator and family as needed.

## What is the cost of First Steps Services to My Family?

Evaluation and assessment to determine your child's needs and service coordination is at no cost to

the family. For other services identified in the IFSP, First Steps requires families, based on the sliding fee scale, to contribute a modest amount toward payment for the services their child receives. Based on your total household income you may or may not be asked to make this "Family Share" contribution. The contribution amounts range from \$0 to a maximum of \$50 per month for each month your child receives services. If your child is eligible for the Kentucky Medical Assistance Program (KMAP) of KCHIP then KMAP or KCHIP will cover most First Steps cost. You may use your private health insurance if you choose to, but you are not obligated to do so. Doing so may reduce or eliminate your "Family Share" contribution. Check with your insurance carrier

to fully learn what your private health insurance will cover and if there are any restrictions.

## What are my Rights as a First Steps Family?

You have specific rights under the First Steps Program. The Family Rights Handbook fully explains each of your rights and how to exercise them. As a First Steps family, you have the right to:

- ◆ Choose the services you want for your child, based on the evaluation.
- ◆ Give written permission to share your child's personal information.
- ◆ Review all records.
- ◆ Receive a written notice before a change is made in your child's IFSP.
- ◆ Have any complaints heard through a process explained in the Family Rights Handbook.

## What Happens As My Child Approaches His/Her Third Birthday?

Children in the First Steps Program are eligible for services until their 3<sup>rd</sup> birthday. In order to help you learn about and decide on available services for your child after leaving First Steps, a Transition Planning Meeting must be held at least 90 days prior to your child's 3<sup>rd</sup> birthday.

This transition Planning Meeting will be coordinated by your Primary Service Coordinator. The meeting may be attended by you, your Primary Service Coordinator, your child's service providers and invited staff from any of the program(s) in your community for 3 to 5 year olds that you and your Service Coordinator identify as appropriate, such as Head Start, the local school district, etc. This meeting will provide important information about those programs and outline how to pursue getting your child enrolled in the program of your choice.

**If you need to ask more questions about any aspects of the program call your Service Coordinator.**

## What Services Are Available?

First Steps offers the following services. Services are based on your child's needs and will be identified on your child's IFSP.

**Service Coordination** - Assignment of an Point of Entry Initial Service Coordinator while eligibility is being determined. All eligible children will be assigned a Primary Service Coordinator at no cost to the family to work with the family to implement the IFSP and to access community services.

**Evaluation** - Evaluation to determine eligibility.

**Assessment** - Assessment for purpose of service planning.

**Individual Family Service Plan** - Written plan stating what services will be provided, in what setting, how often, by who and who the funding source will be.

### Health Services -

**Medical** - provision of services by a physician for evaluation purposes to determine a child's developmental status and need for early intervention services.

**Nursing** - to promote optimal health, safety and well being of the child. These services are limited.

**Nutrition** - Individual child assessment, nutritional history, dietary intake, and consultation in meeting nutritional needs.

**Occupational Therapy** - Therapy designed to improve your child's ability to socialize, pay attention, play, eat, dress, and perform toileting and grooming tasks.

**Physical Therapy** - Therapy that enhances muscle and motor development.

**Developmental Intervention** - Includes services that provide families with information, skills and support related to enhancing the skill development of the child in the areas of physical, social, emotional, communicative, cognitive and adaptive development.

**Assistive Technology** - Providing devices to increase, maintain or improve the functional capabilities of the child.

**Communication Development** - Identifying children with communicative or oropharyngeal disorders and delays in development of communication skills; providing services for the habilitation, rehabilitation, or prevention of those communicative disorders/delays;

referring to other professionals for services necessary to enhance communication.

### Sensory Development -

**Vision Services** - evaluating and assessing visual functioning; training in communication skills, orientation and mobility visual development, independent living skills and other skills necessary to activate visual motor abilities; referring to other professionals for services necessary for habilitation or rehabilitation of visual disorders.

**Audiology** - evaluating and assessing auditory functioning; determining the range, nature and degree of hearing loss and communication functions; referring to other professionals for services necessary for habilitation or rehabilitation of hearing disorders.

**Respite** - temporary, short-term care to provide relief to families from the responsibility of caring for their infants/toddlers, reduce family stress, maintain family integrity and forestall out of home placement.

**Transportation** - cost of travel and related costs to those who are in need of transportation that is necessary to enable an eligible child and his/her family/caregivers to participate in and receive early intervention services.

First Steps services are available through various services providers. These services providers may be located in a center-based program, where your child will go to the center for his/her services or through a home-based program where the service provider comes to your home to provide services.

### Acronyms

KEIS	- Kentucky's Early Intervention System
KMAP	- Kentucky Medical Assistance Program
POE	- Point of Entry
PSC	- Primary Service Coordinator
IFSP	- Individual Family Service Plan
OT	- Occupational Therapy
PT	- Physical Therapy
ST	- Speech Therapy
EI	- Early Intervention
CHS	- Cabinet for Health Services
TAT	- Technical Assistance Teams
KCHIP	- Kentucky's Children's Health Insurance Program

## Do you have more questions or need more information?

First Steps has formed seven University-based Technical Assistance Teams (TATs). The teams are made up of a Program Consultant and a Parent Consultant. Each person on this team can help with additional questions regarding First Steps services. The Parent Consultant can be extremely helpful since she has a child who has experienced a developmental delay and may have used First Steps services. You can reach TA Teams at:

Murray State University  
(270) 762-6828

**ADD Districts Served**  
Purchase  
Pennyrite

University of Louisville  
(502) 852-7884

**ADD Districts Served**  
Lincoln Trail  
Kentuckiana

Eastern KY University  
(606) 546-5109

**ADD Districts Served**  
Kentucky River  
Cumberland Valley  
Lake Cumberland

Western KY University  
(270) 745-4641

**ADD Districts Served**  
Barren River  
Green River

University of Kentucky  
(859) 257-1135

**ADD Districts Served**  
Bluegrass

Northern KY University  
(859) 442-3510

**ADD Districts Served**  
Northern Kentucky  
Buffalo Trace

Morehead State University  
(606) 783-2362

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# Family Guide to Services

