

KENTUCKY EARLY INTERVENTION SYSTEM

TRAINING MEMO

TO: KEIS Providers
FROM: Tammie Isenberg, Assistant Part C Coordinator/Training Coordinator
DATE: July 1, 2016
RE: Training Requirements for the 2016-2018 Contract

A highly skilled, flexible and motivated workforce in Kentucky's Early Intervention System (KEIS) is necessary to achieve the best outcomes for the children that we serve and to ensure our future growth. This Training Policy outlines the processes in place to support ongoing professional development for the KEIS Providers and the supports provided by the State Lead Agency staff.

All new providers will receive an effective induction to KEIS. This will include an introduction to the policy and procedures and their role in KEIS. All providers are expected to learn the policies and procedures in depth. Accuracy in implementation of policies and procedures is critical.

Before any training activity, KEIS Providers will be briefed on the purpose of the training and expectations for applying the new skills and knowledge to the job.

Effective July 1, 2016 the following trainings are required:

Newly Enrolling Providers

As part of the enrollment process potential providers:

- Must complete the four (4) on-line KEIS Service Provider Modules
 - KEIS Service Provider Module 1
 - KEIS Service Provider Module 2
 - KEIS Service Provider Module 3
 - KEIS Service Provider Module 4
- Must attend the KEIS Provider Face-to-Face Orientation. **Providers may not attend until completion of the Provider Modules (1-4) has been verified.**

Upon completion of the enrollment training and signed provider agreement, KEIS providers:

- Must complete all training required by the Cabinet, including but not limited to the following:
 - Training on at least one (1) Cabinet-approved criterion referenced assessment within thirty (30) days of the contract start date. (HELP, AEPS, Carolina)
 - KEIS online data management system (TOTS) training within thirty (30) days from the contract start date.
 - Training on Record Keeping and Confidentiality 2016-2018 within thirty (30) days of the date of the contract start date.
 - Provider Matrix training within thirty (30) days of the contract start date.
 - Principles of Child Development within thirty (30) days of the contract start date.
 - Consultative Model Training within thirty (30) days of the contract start date.
 - A minimum of three (3) clock hours of training specific to early childhood development on or before June 30, 2018.
 - The three (3) hours of provider's choice **must** target early intervention practices, be relative to the provider's scope of practice or licensure. Suggested topics include cultural diversity, working with families, or disability specific interventions. All topics

must be appropriate for the birth-3 population. **All trainings must have PRIOR approval by the State Lead Agency to count toward this contract requirement.**

- Any training required by the State Lead Agency pertaining to the implementation of new regulations and procedures.

Renewing Providers

- Must complete all training required by the Cabinet, including but not limited to the following:
 - Training on Record Keeping and Confidentiality 2016-2018 within thirty (30) days of the date of contract renewal.
 - A minimum of six (6) clock hours of early childhood development on or before June 30, 2018. The training may be the provider's choice; however, it must target early intervention practices, be relative to the provider's scope of practice or licensure. Suggested topics include cultural diversity, working with families, or disability specific interventions. All topics must be appropriate for the birth-3 population. **All trainings must have PRIOR approval by the State Lead Agency to count toward this contract requirement.**
 - Any training required by the State Lead Agency pertaining to the implementation of new regulations and procedures.

Timelines:

Certificates of completion for all Adobe modules must be submitted to the SLA within 30 days from contract start date.

Certificate of completion for the cabinet-approved criterion referenced assessment tool must be submitted to the SLA within 30 days from contract start date.

Provider Choice requirements must be completed between the dates of July 1, 2016 and June 30, 2018. Proof of provider choice trainings must be submitted with contract renewal in 2018. ***Please note: It is the provider's responsibility to submit proof of approval and **proof of completion** in order to renew contracts in 2018. Contract renewals will not be processed without proof of completion ***

FAILURE TO COMPLETE THE REQUIRED TRAININGS WITHIN THE SPECIFIED TIMELINE WILL RESULT IN CONTRACT TERMINATION.

Training Modes:

Training may take several forms including face-to-face workshops and on-line modules.

Presentations at a conference or teaching a college course will not substitute for training hours required as a KEIS provider.

Information regarding any training mandated by the State Lead Agency will be disseminated and will include date, time, location and any cost associated with attendance. On-line modules will be utilized as much as possible to reduce travel time and cost.

Training Approval by the SLA:

Training for provider choice hours must have approval, **prior to attendance**, from the State Lead Agency.

Procedures for requesting SLA approval:

- Submit course (training session) information via email to chfs.firststeps@ky.gov
- Indicate "Training Approval Request" in the subject line
- The following information must be in the email in order to be considered for approval:
 - Name of the participant(s)
 - Discipline
 - Course title

- Source (Copy of flyer, website, sponsoring agency)
- Registration information
- Detailed description of the course (agenda without descriptions of content for each topic is not acceptable.)
- Date
- Location
- Time
- Amount of credit to be earned (clock hours and/or C.E.U.'s)

Be sure to include ALL information about the training or approval may be delayed.

Upon review, a member of the SLA TA team will respond to the request via email. This approval **must be kept** on file along with certificate/verification of completion.

Pre-Approved Trainings by the SLA:

As trainings are received and approved by the SLA they will be posted on the KEIS website. The listing can be found it at <http://chfs.ky.gov/dph/firstSteps/needed+discipl.htm>.

If you are interested in a specific training, please check this listing first as it may have already been submitted and approved by the SLA. If you find that the training has been pre-approved, an email stating approval from the State Lead Agency will not be needed; however, proof of completion **must** be submitted with the 2018-2020 contract renewal application.

Improvement of KEIS is reliant on the skills and abilities of the providers. The training requirements described above ensure that the foundation of KEIS provides high quality services.

Below are 2 charts to help providers understand training requirements in the Service Provider Agreement:

Enrolled in First Steps April 2016-June 2018: you are considered a Newly Enrolling Provider			
Contract requirement	Must be completed	Timeline to Complete	Certificate of Completion
Assessment Training (HELP, AEPS or Carolina)	Online or F2F	Within 30 days of contract start date	Submit to SLA upon completion
TOTS	Adobe Module	Within 30 days of contract start date	Submit to SLA upon completion
Provider Matrix	Adobe Module	Within 30 days of contract start date	Submit to SLA upon completion
Recordkeeping and Confidentiality 2016-2018	Adobe Module	Within 30 days of contract start date	Submit to SLA upon completion
Consultative Model	Adobe Module	Within 30 days of contract start date	Submit to SLA upon completion
Principles of Child Development	Adobe Module	Within 30 days of contract start date	Submit to SLA upon completion
3 Hours Early Childhood Development	provider choice, must be approved by the SLA	From date of contract start to June 30, 2018 (or before renewal is submitted in 2018)	Submit with 2018-2020 contract renewal paperwork
Any training required by the SLA	TBD	TBD	Yes (if certificate is provided)

Enrolled in First Steps before April 2016: you are considered a Renewing Provider			
Contract requirement	Must be completed	Timeline to Complete	Certificate of Completion
Recordkeeping and Confidentiality 2016-2018	Adobe Module	Within 30 days of start date	Submit to SLA upon completion
6 Hours Early Childhood Development	provider choice, must be approved by the SLA	July 1, 2016 to June 30, 2018 (or before renewal submitted in 2018)	Submit with 2018-2020 contract renewal paperwork
Any training required by the SLA	TBD	TBD	Yes (if certificate is provided)