



A place to get quick updates spotlighting what's happening in the Kentucky Early Intervention System (KEIS). The newsletter is sent on the first Friday of every month and is hosted on [Service Provider Information](#).

Record Keeping & Confidentiality Training (RK&C)

The 2024-2026 RK&C Training is a federal and contractual requirement for anyone working in KEIS who has access TOTS. Training opened 10/30/24 and the deadline for completion is 12/31/24 at midnight EST. A listserv with additional information was sent to your email address on file with Adobe. Please contact DPHKEIS@ky.gov with any questions.

Billing Reminders

Please review the Explanation of Benefits (EOBs) received from insurance companies before submitting to the SLA to ensure claims are clean and can be processed for payment. A "clean claim" does not include rejection codes and is either paid by private insurance or applied to the deductible. Any rejection codes must be remedied before claim submission. Common rejection issues include a need for additional records to support the claim, issues with CPT codes or modifiers and the location of the selected codes. If rejection codes cannot be remedied quickly, document all actions taken to correct the issue in the TOTS communication log, including reference numbers. Please contact DPHKEISBilling@ky.gov with all KEIS billing questions.

Contacting KEIS

General Assistance: DPHKEIS@ky.gov
Billing: DPHKEISBilling@ky.gov
Provider Enrollment:
KEISProviderEnrollment@ky.gov



Heartfelt Thanks

KEIS would like to express heartfelt gratitude for the early intervention services you provide for children and families across Kentucky. Your expertise, support and dedication make a profound impact on each family's journey. The personalized services you offer encourage families to help their children grow and thrive in ways that we can't imagine. Thank you for being an essential part of families' lives during this critical time.

When polled about what EI services mean to them, KEIS providers say, *"I am thankful for..."*

- *flexible scheduling with families to work where and when is most effective for them.*
- *getting a total picture of a child's environment and the present supports. I love seeing the progress that a child makes when the family and I work together.*
- *The ability to provide families with opportunities to help them learn different ways to assist their child in participating in their environment and learn new skills important to them and their families.*
- *the ability to provide EI services that can change the course of a child's life. Seeing that progress and excitement is so rewarding."*

Professional Organizations Supporting Coaching

Capacity-building approaches support caregivers as they help their child develop and learn. Caregiver coaching is recommended by Part C of the Individuals with Disabilities Education Act, the Mission and Key Principles for Providing Early Intervention Services in Natural Environments, the Division for Early Childhood Recommended Practices and national professional organizations (e.g., ASHA, AOTA, APTA). Caregiver coaching is a frequently used practice in early intervention (EI) because it effectively improves child and family outcomes. The EI/Early Childhood Professional Development Community of Practice recently developed an [EI Caregiver Coaching Crosswalk](#) of commonly used coaching frameworks in Part C to align these terms and characteristics: partnering and planning, observation, demonstration and explanation, caregiver practice, reflection and feedback. The KEIS caregiver coaching approach mirrors this guidance.

December 1 Child Count

Please complete all discharge summaries and progress reports by 5:00 p.m. EST on 11/30/24. All IFSPs must be locked on this date to complete the December 1 child count, which is a date-in-time report provided to the Office of Special Education Programs (OSEP) annually as part of federal reporting.