



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](#).

Get Ready for 1099s

All KEIS providers should confirm their address in Kentucky's Online Vendor Self-Service System to ensure their 1099 is sent to the correct address. Access the Vendor Self-Service System Portal here: [Kentucky Business One Stop Home - Kentucky Business One Stop](#)

If additional assistance is needed, contact the Commonwealth Service Desk [via email](#) or phone at (502) 564-6100.

OT License Renewal

Occupational Therapy (OT) licenses must be renewed by 12/31/24. Providers are encouraged to start the renewal process early with the KY Department of Professional Licensing to prevent potential delays or sanctions, especially with holiday closures near the end of the year. Please email a PDF copy of your renewed license to KathyL@ky.gov

Billing Reminders

Please ensure KEIS services are delivered as authorized in planned services as they were determined by the IFSP team. The parent consented to the early intervention services as they were written in the IFSP. If services are not provided as authorized, the reason must be documented in the service log. If you have any billing questions, contact DPHKEISBilling@ky.gov

Contacting KEIS

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



Support Caregivers and Children with Their Own Things...

Don't Bring Stuff In

IDEA and [KEIS guidance documents](#) outline expectations and best practices for early intervention. We support caregivers in choosing a priority that will enhance infants' and toddlers' ability to participate and engage in everyday routines and activities using materials already present where children live, learn and play, whether in a family home, childcare setting or the community. Scaffolding with caregivers to creatively brainstorm, problem-solve and decide which of their things to use while targeting priorities promotes engagement, ownership and ongoing practice between sessions. Therefore, with the exception of assistive technology included in the IFSP, providers are not to supply any toys or materials for early intervention.

KEIS Early Intervention Records

Children in Kentucky's Early Intervention System (KEIS) have records in multiple formats: an electronic record within the TOTS system, a physical record at the Point of Entry (POE) office and working files managed by early intervention providers. Providers are advised to include the following in their hard copy files:

- *A Record of Access form*
- *Progress monitoring data and anecdotal notes*
- *Treatment plans*
- *Signed notices and consent forms relative to provider files (e.g., HIPAA releases, Consent to Release/Obtain Information and Notice of Confidentiality)*
- *Insurance and billing documentation*
- *Any letters or written communication with the family*

Assessment protocols are stored at the Point of Entry Office in the child's file.

Records in KEIS must be maintained for a minimum of six (6) years from the child's last service date in the early intervention system. Providers and POEs must follow their agency's policy for record destruction. For more information on Early Intervention Records and their destruction, please refer to Chapter 12 of the [KEIS Policy & Procedure Manual](#).

2024-26 Record Keeping and Confidentiality Training Deadline

Record Keeping and Confidentiality training is a federal and contractual requirement for anyone working in KEIS who has access to TOTS. The deadline to complete this mandatory training is midnight EST on 12/31/24. Any questions should be sent to DPHKEIS@ky.gov.