



KEIS FIRST FRIDAY FOCUS

November 2023

A place where you can get quick updates that spotlight what's going on in Kentucky's Early Intervention System (KEIS) through the listserv on the first Friday of every month Information Page on the [KEIS website](#).

December 1 Child Count

Please complete all discharge summaries and progress reports by November 30. All IFSPs must be locked on this date to complete the December 1 child count. This is a date-in-time report provided to the Office of Special Education Programs each year as part of federal reporting.

Billing Reminder

Having in-network documentation on file with the State Lead Agency will ensure that payments can be made more quickly with fewer delays or denials. For smoother claims processing:

- Please attempt to become in-network with all insurance companies for the children and families on your caseload each year. This is especially important for insurance companies previously denying your agency in-network status.
- Be sure to obtain pre-authorization if it is needed through insurance.
- Send all documentation to: CHFSFirstStepsBilling@ky.gov



Kentucky Public Health
Prevent. Promote. Protect.

KEIS Gratitude

The State Lead Agency would like to thank everyone for ensuring children and families across the commonwealth receive quality early intervention services. The KEIS recurring process involves the family assessment, individualized family service plan (IFSP), and ongoing services in which caregivers partner with providers to help their child develop and learn. All families better understand this process after viewing [this video](#) at initial meetings. KEIS providers, like research literature, report increased caregiver confidence and capacity to help their child's learning and development after coaching during early intervention sessions. KEIS would like to thank you for making a difference in the lives of the children and families that you serve. Thank you for all that you do!

Professionalism Tips for Documentation

Early intervention records include educational and medical components; therefore, accuracy, confidentiality, and security are paramount. High-quality (i.e., timely, impartial, clear, professional) documentation is critical for effective communication with IFSP team members and enhances the quality of early intervention services to children and families. Here are a few tips to keep in mind when documenting early intervention services:

- Ensure that documentation occurs in the correct record on TOTS.
- Document the facts (no frustration, speculation, comments on personality or behavior, or any assumptions).
- Document as soon as possible using proper grammar and spelling.
- Steer clear of using jargon, abbreviations, acronyms, and shorthand in your notes.
- Maintain strengths-based language focusing on the assets, strengths, and resources of the children and families served (avoid using negative, judgmental, or deficit-driven documentation).
- Be conscious that parents can access their child's TOTS record and view documentation.
- Remember that records requests include not only individualized family service plans, but also service logs, communication logs, progress reports, family assessment reports, and evaluation reports.
- Communication logs entered into TOTS don't automatically notify the State Lead Agency. If any follow-up correspondence is needed, please send an email to the general or billing email boxes to ensure proper assistance is provided.