

- REMINDER Public Hearing
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*Children will get the services they need...  
Families will get the supports they need...  
First Steps will be within budget...*

### **REMINDER Public Hearing for new First Steps regulations:**

New regulations for First Steps have been filed with LRC as both emergency and ordinary regulations. These regulations were available for public review through hearings and written comment earlier this year as part of the federal Part C grant application. The regulations can be viewed at the First Steps website: <http://chfs.ky.gov/dph/firststeps.htm> (scroll to the bottom of the main page) or at the LRC website: <http://www.lrc.ky.gov/kar/TITLE902.HTM> (scroll to mid-page).

There will be a public hearing on **August 23, 2010 at 9:00 a.m.** in Conference Suite C, Health Services Building, First Floor, 275 East Main Street, Frankfort, Kentucky. The hearing is open to the public. Any person who notifies Jill Brown, Office of Legal Services, that they wish to make a comment on the proposed administrative regulations, will be given an opportunity to comment. This is a formal, public comment hearing. This is not a question and answer session.

If you do not wish to attend the public hearing, you may submit written comments regarding the proposed administrative regulations. You may submit written comments on the proposed administrative regulation until close of business August 31, 2010. Send written notification of intent to attend the public hearing or written comments on the proposed administrative regulation to: Jill Brown, Office of Legal Services, 275 East Main Street 5 W-B, Frankfort, KY 40621, Phone: 502-564-7905, Fax: 502-564-7573. Please take the time to review the regulations if you have not already done so and make comments. We value your input!

### **KY TRAIN update from Hardin Stevens:**

As many of you noticed when you logged into KY TRAIN this morning you were asked if you would like to receive emails from TRAIN. This is a legitimate request and not a phishing scam. Emails from the TRAIN system have been labeled spam by some email providers and in attempt to address this, TRAIN has implemented the system below. It is highly recommended that all KY TRAIN users choose "Yes." TRAIN will not be sending any other emails (except to verify email addresses – see below) to users other than the regular registration confirmation and course completion emails when a user interacts with a course. Please feel free to pass this information along to any KY TRAIN users or other course providers. If you have any questions just let me ([Hardin.Stevens@ky.gov](mailto:Hardin.Stevens@ky.gov)) know.

Starting August 11th, TRAIN will require that you verify your email address. Verifying your email address will be required if you want to continue to receive emails from TRAIN. You will also have the option to completely opt out of receiving any emails from TRAIN. Although this option is now available,

it is not recommended. TRAIN emails and automatic updates often include important information about your training. If you do not verify your email address, you will not receive this important information.

The process of verifying your email address is simple. Just login to TRAIN after August 11th and you will be prompted to follow a few easy steps. First, you'll need to confirm that the email address we have on file for your account is correct. Next, you will need to check your email inbox for the confirmation note. Lastly, you will need to click on (or copy and paste to your browser) the link in the confirmation email. And that's it - you're verified!

TRAIN may ask you to re-verify your email address every so often and at any time you can opt out of receiving any emails from TRAIN by adjusting your email settings in the 'My Account' portion of the site.

### **Coordinator's Update:**

#### ***Evaluation/Assessment Screen Changes in TOTS***

The Evaluation/Assessment Screen has been upgraded to reflect requests for improvements from PLEs and other early intervention providers. The changes include a printed report that is formatted in a more professional layout and shortcuts for data entry such as pre-populated instrument and domain descriptions. To enter an assessment on TOTS, first go to the child's record and click Evaluation/Assessment in the blue bordered box at the top of the screen. Information on these screens is saved with an IFSP; therefore it is locked when the IFSP is finalized. Screens that are "grayed out" are records where IFSP is locked. The SC must then populate a new plan or unlock the current one to provide access for entering new data.

From this point, follow these steps:

- Choose the type of entry from the drop down box just under the child ID #. You may choose from Health, Hearing, PLE/5AA, Specialty Assessment or Vision. It is no longer necessary to delete old data to enter a new assessment!
- Enter your data on the appropriate screen, be thorough and read the labels for each field carefully! It is important to realize that the Clinical Observation fields save to the IFSP. The Summary fields and Notes print on the report for the family.
- SAVE your screen when you finish. If you leave this screen before completing your data entry, SAVE before closing, return to the Eval/Assess Screen, click EDIT and you will return to your work.
- Next, preview your report by clicking "Evaluation & Assessment Report". Review your report carefully and return to the TOTS screen to correct or add to any field as needed. You will notice that TOTS adds descriptions of tools and developmental domains for you!

- Print a final report for the family, sign it and provide it to the family. You should keep a copy for your records as well, either by printing a hard copy or by clicking “Export to WORD” at the top right of the report and saving it to your hard drive.
- Document on the Communication Log how you provided the written report to the family. If it is an initial, annual or exit 5AA, enter it in KEDS. Finally, enter your service log and bill for the assessment. For extra help with TOTS, phone or email Nan Slaughter@ 270-745-2591 or [nan.slaughter@wku.edu](mailto:nan.slaughter@wku.edu).

Since the launch of the Evaluation/Assessment changes, individuals have asked if they can change the wording in the pre-populated sections to customize the report. The report provided to the family must be the same report that is housed in the official early intervention record. If a provider saves a Microsoft WORD© version of the report and makes changes, these changes must also be included in the appropriate narrative report on TOTS. A hard copy of the amended report must be provided to the POE to be placed in a hard file maintained by the POE, with documentation of the different report included in the service log. When a parent requests to view their child’s early intervention record, this copy must be made available to the parent. Parents cannot be provided different versions of reports that are associated with the early intervention record.

### ***TOTS Interface with KEDS***

Providers know that any Five Area Assessment (5AA) completed for the purpose of initial, annual or exit assessment must be entered in KEDS. Very soon, by the end of August, an improved KEDS/TOTS interface will be completed. This will allow the user to receive a verification code from KEDS when a COMPLETE, FINALIZED assessment is entered. This code will permit the user to complete the Account Payable screen in TOTS to bill for that event.

This interface was necessitated because data entry into KEDS was not occurring. We must have this data for federal reporting of child outcomes in the State Performance Plan. Data entry has improved; statewide, we are now at a 16.3% completion rate for children with an IFSP within the last two years and at least 2 assessment points in KEDS. Initial data indicated that KEDS had only 3% of the required data.

- Districts with the highest percent include Green River, Lake Cumberland and Lincoln Trail.
- Districts with the lowest percent include Kentucky River and Big Sandy.

We began informing all providers of this upcoming change in February, 2010. In addition to the verification step prior to payment, we have also included specific provisions concerning KEDS data entry in the provider contracts that were effective July 1, 2010.

### ***Interagency Coordinating Council News***

Governor Beshear recently announced appointments to the ICC. Representing public and private providers are Leesa Smith Croley, of Munfordville, is a speech language pathologist and Linda S. Comley, of Richmond, an independent developmental interventionist and PLE. Michelle P. Doty, of Richmond was appointed to represent parents. Two ICC members were reappointed:

Alice Richter, of Fort Thomas, is a First Steps contractor for primary evaluations and a developmental interventionist. She represents public/private providers.

Elizabeth A. Schumacher, of Louisville, is the co-director of the neonatal follow-up program at the University Of Louisville Department Of Pediatrics. She represents public/private providers. Dr. Schumacher was recently elected chair of the ICC.

The State Lead Agency thanks Paige Smith, Dianna Grubb and Karen Ogle for their gracious and willingness to serve on the ICC. The work of the ICC is critical to support the early intervention system and these women gave much time, energy, and effort to ensure that First Steps was the true implementation of Part C of the Individuals with Disabilities Education Act. All three have participated as ICC members for many years. They provided insight and comment on many changes in Kentucky's early intervention system and contributed to the success of the system. Again, many thanks for their support of First Steps.

The duties of the ICC are to:

- (A) advise and assist the lead agency in the performance of the responsibilities of implementing an early intervention system, particularly the identification of the sources of fiscal and other support for services for early intervention programs, assignment of financial responsibility to the appropriate agency, and the promotion of the interagency agreements;
- (B) advise and assist the lead agency in the preparation of applications and amendments;
- (C) advise and assist the State educational agency regarding the transition of toddlers with disabilities to preschool and other appropriate services; and
- (D) prepare and submit an annual report to the Governor and to the Secretary on the status of early intervention programs for infants and toddlers with disabilities and their families operated within the State.

Membership is representative of the diverse stakeholders in the early intervention system. We are in need of individuals willing to be considered for appointment to the ICC in the membership categories of parents of infants or toddlers with disabilities or children with disabilities aged 12 or younger, with knowledge of, or experience with, programs for infants and toddlers with disabilities. We also need individuals who represent public or private early intervention providers. Support is available for parents to attend meetings. If you know of someone who is interested or who wants their name to go forward for consideration, please contact your POE Manager or the State Lead Agency (you can send information to [paula.goff@ky.gov](mailto:paula.goff@ky.gov) ).

***Provider Enrollment:***

The moratorium on new providers was lifted August 1, 2010. The process for Provider Enrollment has changed and is posted on the First Steps website.