



September 17, 2010

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

**Newsletter Highlights...**

- How to become a qualified Spanish speaking interpreter:
- State Lead Agency Updates

**How to become a Qualified Spanish Interpreter in Kentucky:**

Interested in becoming a qualified Spanish interpreter for the Kentucky Cabinet for Health and Family Services (CHFS) or want to help us get the word out to others who may be interested?

To ensure accurate, quality interpretation services, all interpreters used by CHFS must be qualified according to Cabinet standards. To be an interpreter for CHFS, individuals must take the Spanish Language Proficiency Assessment administered by the Language Access Section and achieve a rating of no less than "Intermediate High" in all areas of the assessment (Grammar/Reading, Listening Comprehension and Oral Spanish/English) according to the standards established by the American Council for the Teaching of Foreign Languages. There is also a practical portion that is recorded. This portion must also be passed and is administered by the Language Access Section to evaluate interpretation skills. Applicants must then complete the Cabinet's one-day interpreter training at a future date.

The Cabinet for Health and Family Services will be offering Spanish Language Proficiency Assessments for those interested in serving as Spanish interpreters for the Cabinet on the following dates:

**Thursday, October 21, 2010 – Frankfort, KY**  
**Thursday, December 9, 2010 – Frankfort, KY**

There is no fee to participate in the assessment or training. If you are interested in participating in one of these assessments, please read the attached qualification procedures documents and complete the registration form and return it to Alexandria Ramos as soon as possible. The sessions are limited to 18 participants each with CHFS staff receiving priority. Other registrations will be handled on a "first come, first served" basis. More detailed information including directions to the testing site will be sent to those who register closer to the date.

If you have any questions or need any additional information, please contact Ms. Ramos at...

**Alexandria Ramos, Supervisor Language Access Section**  
**Cabinet for Health and Family Services**  
**Office of Human Resource Management**  
**275 E. Main St, Mail Stop 5C-D**  
**Frankfort, KY 40621**  
**Telephone: 502-564-7770, Ext. 3218**  
**Fax: 502-564-3129**

**\*\*Forms are attached should you be interested\*\***

**State Lead Agency Updates**

**KEDS verification from TOTS service log page for 5AA/PLE effective September 20, 2010:**

PLEs and Primary Service Providers (PSP) are required to enter assessment information in both TOTS and KEDS. The two systems are now linked to ensure that both sets of data are in the appropriate place BEFORE payment. In TOTS, if users select 5AA or PLE service, and enter service date, then after clicking on [Service Delivered], TOTS will look for the KEDS verification code. A display appears next to "Add Service Log" label as "KEDS Verification Code is xxxxxxxxxxxx. It is ready

for billing on Account Payable screen.” If you have not entered evaluation/assessment in KEDS at time when you try to enter a service log for 5AA/PLE, it will generate a warning message like "Looks like you have not entered evaluation data on KEDS ...". In this case, the billing on accounts payable screen will not be automatically approved and it has to be approved by the State Lead Agency.

At this time, it is critical that Service Coordinators let the POE Manager or designee know that a 5AA has been authorized. The PLE or PSP cannot enter data in KEDS without being assigned to the child. TOTS and KEDS download files weekly to prevent delays for the PLE or PSP. The assignment should be made no later than 3 days after authorization.

We are working with TOTS to develop an automated system of assigning children based on the authorizations so that there will be no need for POE Managers/designees to do this manual step. We do not have a firm date for when this change is effective.

Questions from the field regarding KEDS & TOTS:

1. Why do PLES have to enter KEDS data on children who are not eligible for First Steps? The current payment rate for PLE is based upon the PLE consisting of both the administration of a norm-referenced tool and the 5AA. Even if a child is not eligible for First Steps, the data is needed to add to the data pool of typically developing children in this age group. Data from that specific pool will be used for analysis of the early learning standards and other future analysis such as how children who are not eligible compare on the developmental benchmarks to those who are eligible for First Steps.
2. Who do I contact if I have been waiting for the POE to assign me so that I can enter data to KEDS? First, contact your service coordinator. If this does not work, contact the POE Manager. Allow at least three days from the date of the authorization for the POE to complete this task. If neither of those avenues works, contact the SLA.

### ***Upcoming Activities at the SLA***

- Change in process for providing language access services—October 1
- Family Survey Data Entry begins October 1
- Statements of Consideration of the public comments on the regulations due October 15<sup>th</sup>
- Federal Data Submission of 618 Exit and Dispute Resolution Data due November 1
- Initial work on Annual Performance Report begins in October