



# FIRST STEPS

KENTUCKY'S EARLY INTERVENTION SYSTEM

June 2011

## STATE LEAD AGENCY UPDATE

### Provider Matrix

All providers need to update their information on the TOTS Provider Matrix. This matrix will include all Service Coordinators, Primary Level Evaluators, and early intervention providers who are enrolled with First Steps. The purpose of the Provider Matrix is to have an easily accessible source for information about the individuals who provide services to children and families. The Provider Matrix pages include basic provider enrollment data from TOTS. There are additional sections that agency administrators need to complete. Step-by-step instructions are available on the First Steps website as well as on TRAIN.

No later than June 30, each agency administrator (this includes agencies with multiple providers and agencies of one provider) needs to review the contact information and add information to the shell that supports the Provider Matrix. To access the page, first click on Edit/Find User on the homepage. A listing of all providers associated with that administrator logon will appear. The next step is to click on the "Update" button by the provider's name.

Under Find/Edit User: The first section is used by the State Lead Agency and is pre-filled when the page opens. Any item that is gray is locked and cannot be changed by the user. The user is able to change any item #3-13; however, if any contact information is changed, a revised Form 6 must be submitted to the State Lead Agency. Failure to submit a Form 6 will result in no payment since there is critical information on the Form 6 that must be entered in the state's procurement database.

Under Additional Information for Service Provider and Primary Service Coordinator, only items 13-16 and 18-19 may be changed. Items #13, 14, and 15 are text boxes that the agency administrator completes.

Items 18 and 19 are the availability data. Numbers only can be entered in these boxes—any text will cause an error and the information cannot be saved. If a provider wants to describe their availability, this can be added to the text box for personal information. Some examples of acceptable descriptions include: "I work in First Steps on Mondays and Wednesdays", "I see children in First Steps after 3:30 pm during the school year", etc.



### INSIDE THIS

#### ISSUE:

State Lead Agency Update 2

SLA Training Coordinator Update 3

Provider Training Requirements 5

Professional Development Opportunities 6

# STATE LEAD AGENCY UPDATE



## Direct Deposit

Direct deposit of payments from First Steps is now available. Providers wishing to receive payment in this way must complete the *eMARS Direct Deposit Form* available on the First Steps website (<http://chfs.ky.gov/dph/firstSteps/default.htm>). Then return this accurately completed form to:

Holly Ackerman  
First Steps  
275 E Main St., HS2W-C  
Frankfort, KY 40621

There is a code that must be entered by First Steps staff for each provider receiving direct deposit. It is important that the completed form be sent to the State Lead Agency.

Frequent calls for assistance have been made concerning three items on the form:

- ◆ FEIN/EMP ID—This is the federal tax identification number for the business. Federal Employer Identification Number (FEIN) is a nine-digit number that IRS assigns in the following format: XX-XXXXXXX.
- ◆ Vendor Name—This is the name of the person who receives the payment; it may be the same as the TIN Name or may be an individual's name.
- ◆ TIN Name—This is the name of the business. The business name must match the name listed for the FEIN/EMP ID.

We are pleased to offer this service to our providers. If all testing of the system works without glitches, the first payment available for direct deposit will be the first payment cycle of the new fiscal year (June 28-July 11).

# SLA TRAINING COORDINATOR UPDATE

## First Steps Face-to-Face Provider Orientation

July 14

Frankfort

TRAIN #10258060

## First Steps Webcast Updates

Please note that Webcast #1 and #2 have now expired. Those webcast will no longer be available. Webcast #3, 4, 5, and the Provider Matrix will **expire June 30**.

Webcast Update #3: TRAIN #1027273

Webcast Update #4: TRAIN #1027371

Webcast Update #5: TRAIN #1027753

Webcast Update Provider Matrix: TRAIN #1027369



# PROVIDER ENROLLMENT PROCESS



First Steps program enrolls a sufficient number of providers necessary to carry out Early Intervention Services.

Individuals wishing to contract with First Steps, Kentucky's Early Intervention System, must meet the minimum entry level requirements as outlined in 902 KAR 30:150 Section 2. All contractors must have a current license in their chosen discipline at the time of contract approval and maintain the license throughout the contract period. Failure to maintain a current license will result in a suspension of services until the license is reinstated and recoupment of any funds paid during the lapse period.

All those interested in contracting with First Steps, either individually or through an agency, must complete the application process. **Please follow these steps to enroll a provider:**

- Contact Theresa James at [Theresa.James@ky.gov](mailto:Theresa.James@ky.gov) to request an application packet.
- Ms. James will send an electronic application packet that will include all the necessary paperwork for phase 1 of the enrollment process. (Part of phase 1 is background checks. This process may take up to three weeks)
- After phase 1 paperwork is complete, Ms. James will electronically send the information to complete phase 2 of the enrollment process. (Keep in mind, information for phase 2 will not be disseminated until phase 1 is complete)
- Once phase 2 is completed Ms. James will send confirmation by email that enrollment is complete and services may start.

## FIRST STEPS TO ASSISTIVE TECHNOLOGY

We are pleased to present *First Steps to Assistive Technology*, a collaboration between Assistive Technology Resource Centers (ATRC) and First Steps. The mission is to provide up-to-date information and resources to Early Intervention providers of all disciplines about assistive technology (AT) for infants and toddlers. In order to achieve this mission, an online community of practice has been created.

This website offers you the following resources:

- ◆ *a place to connect with providers across the state*
- ◆ *a platform for sharing your ideas and asking for advice.*
- ◆ *information on equipment commonly used by the birth-3 age group*
- ◆ *tips for integrating equipment into a child's routines.*
- ◆ *details on how to get AT!*

Follow this link to join, contribute, and be a part this community!

<http://kyonlinecommunityofpractice.ning.com/?xqi=3jMVvGDn9UdmoQ>

# PROFESSIONAL DEVELOPMENT OPPORTUNITIES



**CONNECT Module 5 on Assistive Technology Interventions Now Available** Source: CONNECT: The Center to Mobilize Early Childhood Knowledge

CONNECT: The Center to Mobilize Early Childhood Knowledge has published a new online module on the purpose, use and potential benefits of assistive technology interventions when working with young children. CONNECT Modules are free online modules that include high quality videos, handouts and activities based on real life, practice-focused dilemmas.

Instructor Module 5 -

<http://community.fpg.unc.edu/connect-modules/instructor-community/dashboards/module-5?enews=>

Learner Module 5 -

<http://community.fpg.unc.edu/connect-modules/learners/module-5?enews=>

<http://chfs.ky.gov/dph/firststeps.htm>



## **2011 Infant-Toddler Institute:**

The momentum for the 2011 Infant-Toddler Institute is building!

The schedule and session descriptions have been posted on the website

<http://www.kentuckypartnership.org/InfantToddler>.

**Online registration is now open.**

**Children make you want to start life over.**

*~Muhammad Ali*