



KEIS First Friday Focus – October 2025

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](#).

Looking Ahead: CEITMP Cohorts for 2026 and 2027

As the CEITMP team wraps up supporting the state's largest district (KIPDA), preparations are underway for 2026 and 2027. New CEITMP cohorts will begin in January and April 2026.

- **The January 2026 cohort** includes longstanding providers who have not yet completed the CEITMP, including those who previously lacked a recording opportunity. These providers received enrollment information in September.
- **The April 2026 and January 2027 cohorts** include more recent KEIS providers who are currently being asked to submit baseline video recordings. Their CEITMP enrollment will be based on KEIS enrollment date and caseload status. Most will begin the CEITMP in April 2026, with some scheduled for January 2027. Early submissions of baseline video recordings for review supports planning for future cohorts and identifying providers who demonstrate fidelity to caregiver coaching. These providers may be eligible to move directly into maintenance. Please contact coaches@louisville.edu with any questions.

Contacting KEIS

General Assistance: DPHKEIS@ky.gov

Billing: DPHKEISBilling@ky.gov

Provider Enrollment:

KEISProviderEnrollment@ky.gov



Kentucky Public Health
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Celebrating Service Coordinators During National Case Management Week

October 12-18 is National Case Management Week, and we honor the incredible Service Coordinators (SCs) who are the backbone of family-centered early intervention. SCs guide families through the early intervention system, ensuring services reflect family priorities and every member of the IFSP team plays an equal role.

To show our support, we're excited to launch the KEIS Service Coordination Community of Practice this month! This new space will foster collaboration, build confidence and strengthen connections to make a meaningful difference for children and families.

Join us in celebrating the dedication, expertise and compassion of service coordinators. Take a moment to thank an SC for the impact they make every day.

Double-Check for Success:

Ensuring Accurate Planned Services After the IFSP Meeting

After an Individualized Family Service Plan (IFSP) meeting, Service Coordinators have many important details to enter on TOTS, and it's easy for small errors to slip through. Taking a few extra moments to review the planned services ensures everything is accurate, helps prevent billing delays and avoids late notes. If something doesn't look right, notify the SC or POE Manager right away so adjustments can be made quickly.

Here are a few things to check:

- **Collateral Services:** Were they added for the correct date and time?
- **Service Details:** Do the start and end dates match what was agreed upon at the IFSP meeting?
- **Accuracy of Settings:** Is the correct setting listed?
- **Frequency and Length:** Are both entered correctly?
- **Plan Status:** Is the IFSP fully entered and not still pending?
*Remember, TOTS will not allow notes on a pending plan.

These small steps make a big difference in keeping families and providers on track. By supporting each other and paying attention to these details, we can all help ensure smooth and successful service delivery.

Submit Notes Early for Stress-Free Billing

Providers have ten calendar days to enter service logs in TOTS but submitting them early makes the process much smoother. Timely documentation supports accuracy, allows for thorough review and provides time to resolve any errors before the deadline, keeping billing on track and minimizing last-minute stress for everyone.