November 2026



Building Caregiver Confidence Through Collaboration

When caregivers/families enroll their child in early intervention, they often experience worry about a potential delay. They may also feel relief that supports are now available to address their concerns. So, what do caregivers hope to gain during their time in the Kentucky Early Intervention System (KEIS)? Beneath their questions about behavior, development, schedules and strategies is a deeper need for confidence. Families and team members want to know what works, why it works and how to use strategies during everyday routines like meals, play and transitions. By centering our work on caregivers' priorities, strengths and experiences, we move from being the expert with solutions to a partner working alongside them toward their goals.
When we shift our mindset to see the broader impact of our work with families, we realize that the most meaningful outcome is not whether a child performs a skill during a visit or lesson, but that the caregiver feels understood, capable and confident in supporting that skill on their own.

Click on the video link below to see how Erica listened when a caregiver advocated for what she wanted to learn. Erica ensured opportunities for real-time practice and collaboration to refine strategies. As a result, the caregiver voiced confidence in their plan because, together, they refined techniques to reach her goal.

Building Caregiver Confidence Through Collaboration

A Heart Full of Thanks to Our KEIS Team



As we reflect on the important work that we do, we want to express our sincere gratitude to our KEIS providers for your tireless efforts, dedication and unwavering commitment to the infants, toddlers and families you serve.

Your work often goes above and beyond what is seen or recognized. From partnering with families and celebrating developmental milestones to navigating challenges and ensuring children and families receive the support they need, your compassion and expertise make a meaningful difference every day.

We recognize that this work requires patience, flexibility, collaboration and a deep commitment to helping every child and family reach their fullest potential. We appreciate the time, energy and heart you pour into your work, even on the most challenging days.

Thank you for the difference you make, the families you empower and the countless ways you help Kentucky's youngest learners thrive. Your efforts matter, your work is valued and the impact you make extends beyond any single visit or milestone.

Assistive Technology: Part 2 - Before You Request

Last month, we explored what makes an item an Assistive Technology (AT) device. So, what should you do when you identify a child's need, but the item you are considering may not qualify as AT?

Start with the outcome, not the item. Ask yourself: What is the child trying to accomplish, and what is preventing them from participating or being successful? Then work with the family to explore strategies, adaptations and resources that may address the need using materials already available in the child's everyday environment.

If an AT device is still needed, remember that the IFSP team determines whether the device is necessary. The requesting provider must document how the specific device is connected to the child's IFSP outcome.

It is also important to check the KEIS AT Equipment List and current policy before making a request. Some items are specifically identified as not approved for rental, including software, iPads, bath chairs, eating utensils and weighted vests or blankets.

Before submitting an AT request, ask:

- What functional need are we addressing?
- How does the device support an IFSP outcome?
- Can the family meet this need with something they already have or can reasonably access?
- Is the item allowable under the current KEIS AT policy?
- Have we considered an AT rental to determine whether the device is appropriate?

When we begin with the family's routines, priorities and outcomes, we can make thoughtful decisions about when AT is truly needed and when coaching and everyday materials may be the best solution.
Want to learn more about Assistive Technology in early intervention and procedures for requesting AT for children enrolled in KEIS?
AT Training: Friday, December 4, 2026, 10 a.m. EST (9 a.m. CST)
Register here.

December 1 Child Count: Important Reminders for KEIS Providers



The December 1 Child Count is an annual, point-in-time report documenting the infants and toddlers receiving early intervention services through the Kentucky Early Intervention System (KEIS). This information is submitted to the Office of Special Education Programs (OSEP) as part of federal reporting requirements under the Individuals with Disabilities Education Act (IDEA), Part C.
The December 1 Child Count is an annual, point-in-time report documenting the infants and toddlers receiving early intervention services through the Kentucky Early Intervention System (KEIS). This information is submitted to the Office of Special Education Programs (OSEP) as part of federal reporting requirements under the Individuals with Disabilities Education Act (IDEA), Part C.
Accurate child count data is essential for federal reporting, program accountability and informed funding and resource planning. Federal Part C funding supports states in developing and maintaining comprehensive early intervention systems and making services available to eligible children and their families. Accurate reporting helps ensure Kentucky has reliable data to evaluate program reach, identify service needs and support planning for the future of early intervention services.
To ensure an accurate and timely child count, all discharge summaries, progress reports, exit and annual 5AAs and all IFSPs must be locked by 5:00 p.m. EST on November 30, 2026.
KEIS providers are strongly encouraged to plan ahead and avoid waiting until the last minute. Please review your caseloads in advance, identify outstanding documentation, complete all required updates and verify that all IFSPs are locked before the deadline. Waiting until the final hours may create unnecessary delays and increase the risk of incomplete or inaccurate reporting.
Timely completion of these requirements helps ensure the December 1 Child Count accurately reflects the children receiving services through KEIS. Your attention to detail and commitment to meeting this deadline supports the integrity of Kentucky's early intervention data and the continued delivery of quality services to infants, toddlers and their families.

Thank you for your cooperation and continued dedication to Kentucky's children and families!

Complete Assessment & Evaluation Documentation Before Billing

To support timely processing and payment of assessments and evaluations, KEIS providers are reminded to ensure that all required documentation is entered into the TOTS system **before submitting billing**. Completing each step in the correct order helps prevent payment delays, denials and the need for corrections.
Before billing an assessment or evaluation in TOTS, please verify that you have completed the following:

- **Enter the assessment or evaluation data in the Kentucky Early Childhood Data System (KEDS).** Ensure that the line-item data from the protocol has been entered into KEDS.
- **Enter the assessment or evaluation report in TOTS.** Ensure all required assessment information and reports are entered into the appropriate section of the system before billing.
- **Verify that dates match.** The report date must match the date recorded on the corresponding service log and KEDS entry. Review all dates carefully to ensure the documentation is consistent and accurate.
- **Submit the completed protocol to the POE.** Ensure the required assessment protocol has been completed and submitted to the appropriate Point of Entry office.
- **Provide the report to the family.** Share a copy of the completed report with the family within the required timeframe and document the delivery or mailing of the report in TOTS.
- **Verify documentation before billing.** Before submitting the claim through TOTS, confirm that all required information has been entered, dates have been verified and the necessary documentation steps have been completed.

Please do not bill first and enter the report later. Claims submitted before the report is entered will be denied, resulting in unnecessary processing delays and additional work. Take a moment to verify that the detailed report is entered in TOTS and that all documentation is complete before submitting billing. Following the required sequence helps ensure assessments and evaluations are processed smoothly and reduces avoidable billing issues.
Thank you for your attention to these important documentation requirements and for your continued commitment to supporting Kentucky's infants, toddlers and families!

