

A place where you can get quick updates that spotlight what's going on in Kentucky's Early Intervention System (KEIS) through the listserv on the first Friday of every month

Have you missed previous editions? There is a First Friday Focus section on the Service Provider Information Page on the [KEIS website!](#)

April is National Occupational Therapy Month

Happy National Occupational Therapy Month! We are thankful for Occupational Therapists (OT) and Occupational Therapy Assistants (OTA) who work tirelessly across the state to provide evidence-based practices to encourage participation in daily activities. OTs and OTAs help families maximize learning opportunities for infants and toddlers in natural environments concentrating on family priorities. Want to learn more? Be sure to check out these [American Occupational Therapy Association \(AOTA\) infographics](#) that support early intervention practices that encourage caregiver coaching and parent training.

Coaching in Early Intervention Training and Mentorship Program (CEITMP) Moving Statewide!

KEIS is committed to caregiver coaching as its evidence-based practice to meet requirements of the Office of Special Education Program's (OSEP) Results Driven Accountability. Providers in KIPDA and those with established caseloads who have not completed the CEITMP are invited to attend one of the upcoming virtual informational meetings to learn more about the CEITMP launching into the last district.

- May 16, 4:30-6:00 p.m. EST - <https://zoom.us/j/91091984905>
- May 22, 12:00-1:30 p.m. EST - <https://zoom.us/j/91245093179>

Initial Individualized Family Service Plan (IFSP) Development

KEIS is federally required to have an IFSP in place for all eligible children within a 45-day period. Prior to an initial IFSP meeting, a service coordinator attempts to conduct a family assessment using the Routines-Based Interview™ to determine the family-driven priorities that are brought to the meeting. An initial IFSP team must include the parent(s)/guardian(s) of the child, other family members or advocates as requested by the parent(s), a service coordinator, and the person directly involved in conducting the initial evaluation (may be present by report). There isn't a requirement in the Federal regulations pertaining to the attendance of persons who will be providing ongoing early intervention services. Due to the time crunch to meet the 45-day timeline, service coordinators often do not have a lot of time to invite providers to initial IFSP meetings. POEs do invite the most likely primary coach/primary service provider as much as possible when schedules allow. During COVID, many IFSP meetings transitioned to a virtual format making attendance a little easier. POE staff appreciate all providers who regularly attend IFSP meetings, as they are a great help in writing a great IFSP and setting expectations for families. It may be helpful to reserve some time in the day to attend meetings so if you are invited to an initial IFSP meeting you can participate.

Often meetings for families who require an interpreter are scheduled in-person, which may limit a provider's availability to attend the meeting.

Don't Miss Out!

Several providers have reported that information has gone to their junk folder, and they missed information or were unaware of the correspondence. Please be sure to regularly check your junk email folder to ensure you receive announcements and emails from the State Lead Agency (SLA) & CEITMP. Also, please be aware that the KEIS listserv address is first-steps@listserv.ky.gov. The SLA sends important announcements through the listserv. It may be a good idea to add this email address to your safe contact list so the announcements don't go to junk email.

Time Saving Billing Tip

Unless it is conducted late, it is not necessary for providers to send completion notification of an assessment since a TOTS report notifies the SLA of all completed assessments. KEIS billing staff is required to manually approve all assessments for them to be paid and often does so within 7 days of submission. Receiving unnecessary emails delays payment. If your assessment was completed late, please contact the [billing mailbox](#).

OT Quote from the field:

"I love feeling like I am genuinely making a difference in families since I work with them in natural environments and can embed strategies into what they are already doing."