

# POE Pulse

This newsletter is sent every two months. Please share with your staff. We welcome ideas for topics to be featured in the newsletter. Please contact Donna Montgomery at [donna.montgomery@ky.gov](mailto:donna.montgomery@ky.gov) with any suggestions.

## **POE Spotlight**

Our POE Spotlight for this edition features the Cumberland Valley Point of Entry. KEIS services in Bell, Clay, Harlan, Jackson, Knox, Laurel, Rockcastle, and Whitley counties are provided through this POE. The Cumberland Valley POE is located in Corbin and managed by Amy Meadows.

**How would you describe your team?** *The Cumberland Valley POE team members have a big heart for the families they serve in their region. They are dedicated to providing and coordinating quality services to the families they serve. This team is very experienced and has a long history of working together.*

**What have been your biggest accomplishments?** *Historically, our POE has experienced frequent turnover in staff, which has affected team morale and effectiveness. Our staff has remained unchanged over the past several years, which has been a great accomplishment. This has boosted morale and improved the quality and stability of relationships between team members and families. Our team has met the challenge of COVID-19 head on and worked very hard to implement the recommended policies to ensure the safety of staff and families served.*

**What are your biggest challenges?** *The Cumberland Valley POE is very rural and isolated in areas. It is challenging to find and retain service providers in all the areas served by our POE. Some areas lack resources that would provide access to services and improve the quality of service provision. For example, many areas in our district do not have access to internet needed for tele-intervention services. Also, many families we serve live on very limited budgets, which creates challenges in obtaining necessary resources to facilitate their child's growth and development. The drug epidemic has also had a great impact on our region. Many children are coping with the effects of drug exposure at birth and/or the loss of their parents due to drug addiction.*

**What would you like to tell people about your POE that they may not know? (i.e. what makes your POE special/unique?)** *The Cumberland Valley POE office is located in Corbin, Kentucky. We serve eight counties throughout southeastern Kentucky. The total number of families served at the moment is around 175. Our numbers have dropped over the past several years. However, we are working diligently to expand these numbers and provide quality services in our region.*

## **No Changes to Current COVID-19 Guidance**

The SLA continues to receive questions regarding possible updates to COVID guidance. There are no plans to revise the current guidance at this point. It is advised to continue services based on guidance issued in August 2020 (attached to this email) along with attention to the most recent CDC guidance. Tele-intervention continues to be the safest way to deliver services. If seeing a child in person, be sure to administer the health screener prior to the visit to ensure no one in the home is sick or has been exposed. Use PPE and sanitize or wash hands frequently.

## **Provider Contract Renewal Coming Up**

Renewal is fast approaching! Contracts will be expiring June 30, 2022. This year's contract renewal will be completed through DocuSign. The State Lead Agency (SLA) hopes that electronic renewal will be easier for everyone involved. A date for renewal to start has not been determined at this time, but March is the anticipated time to start with large agencies (any agency with more than 10 active on contract). Once an official date is set, an announcement will be posted on TOTS and the listserv.

Want to get a head start? Here are some things agency administrators and providers can do to prepare for renewal.

- Search for all active providers and administrative staff under your agency in TOTS. Go to each profile to make sure all information is up to date (licensure, email, phone numbers, service catchment, service delivery method, liability insurance). If changes need to be made, submit them now and get ahead of the game. Request appropriate documents by emailing [fsproviderenrollment@ky.gov](mailto:fsproviderenrollment@ky.gov).
- Agency liability: Do you have coverage for all providers or just the agency? If your providers cover themselves, is their liability insurance current and has it been submitted to the SLA? Has your agency liability expired and in need of renewal? You can update liability insurance by sending a copy of the declaration page to [fsproviderenrollment@ky.gov](mailto:fsproviderenrollment@ky.gov).
- Financial documents: Have you had any changes recently such as an address change, tax status change, agency name change, etc.? Has this been reported and changed with the IRS? Is all your information up to date with NPI? Has banking information changed? Please check TOTS to make sure your agency financial information is correct. Financial documents will not be required at renewal so if you need to make a change, contact [fsproviderenrollment@ky.gov](mailto:fsproviderenrollment@ky.gov) now to get the appropriate paperwork to make the change.
- Do you have providers or administrative staff active under your agency in TOTS, but they are no longer with your agency? Contact [fsproviderenrollment@ky.gov](mailto:fsproviderenrollment@ky.gov) to get the appropriate paperwork to remove them as soon as possible.

- Do you need to add someone to your contract? Great! You will not be allowed to submit paperwork for a new provider or administrative staff with your renewal paperwork in DocuSign. This will be handled separately just as we have done in the past.

### **Reminder of Best Practices for Tele-Intervention**

The following policies **must be followed** when conducting a tele-intervention session:

- Do not use public Wi-Fi as it is not secure.
- Do not conduct a tele-intervention session in a location where someone else may overhear the conversation or see the family on the screen.
  - In your home or office, conduct the session behind a closed door with no one else in the room. Be sure those present in your home or office know you are not to be disturbed. Do some experimenting to see how easily you can be overheard and what arrangements you can make to ensure that doesn't happen.
  - Do not conduct a tele-intervention session in public (i.e. in a restaurant, on a park bench, in a library, etc.).
  - Do not conduct a tele-intervention session in your vehicle with the windows down or with another person present in your vehicle.
  - Be careful using Bluetooth to connect your device to your car's stereo system. Using this feature often creates a sound loud enough to be heard outside your vehicle.
  - Position your vehicle to minimize visibility of the screen by others (i.e. park in the back of a parking lot, back into a spot if this minimizes people walking by, avoid conducting the session in busy areas, etc.).
- When leaving an in-home session with one family, do not conduct a tele-intervention session with another family while parked in the first family's driveway or directly in front of their house.
- Do not conduct a tele-intervention session while driving.

The following are **recommended best practices** when conducting tele-intervention sessions:

- Consider taking a break between sessions. Taking a break to stretch your legs, use the restroom, grab a cup of coffee, etc., can help you to decompress and feel refreshed.
- Consider your own safety. If the only parking option you have that meets the required criteria is in a dark, secluded, or potentially dangerous area, consider not conducting the session. Notify the family you will need to reschedule. When you do reschedule, make

sure you have time to be somewhere safe during the session (i.e. your home or office, a well-lit area, etc.).

You may also want to review the previously shared tele-intervention tips for providers, which are attached to this email.

### **IFSP Outcome Writing Refresher**

Writing IFSP outcomes can be tricky and it is always good to have reminders about the process. The State Lead Agency has been working on uploading content into the new Adobe Captivate Prime learning management system and we now have an optional outcome writing refresher learning path. There are three self-paced learning modules that focus on writing child-level outcomes, family-level outcomes, and transition outcomes. When staff are registered for the learning path, they will also have access to job aids, which are supplemental materials that reinforce family-driven functional outcome writing.

If interested, the State Lead Agency will create accounts in the new learning management system and then register participants for the learning path. Participants will receive one email to set up a password to access the new learning management system and a separate email to access the learning path. If you or your staff would like to have access to the Outcome Writing Refresher learning path, please send a list of participants to [Melissa Hardison](#).

### **New TOTS Login Procedures Coming**

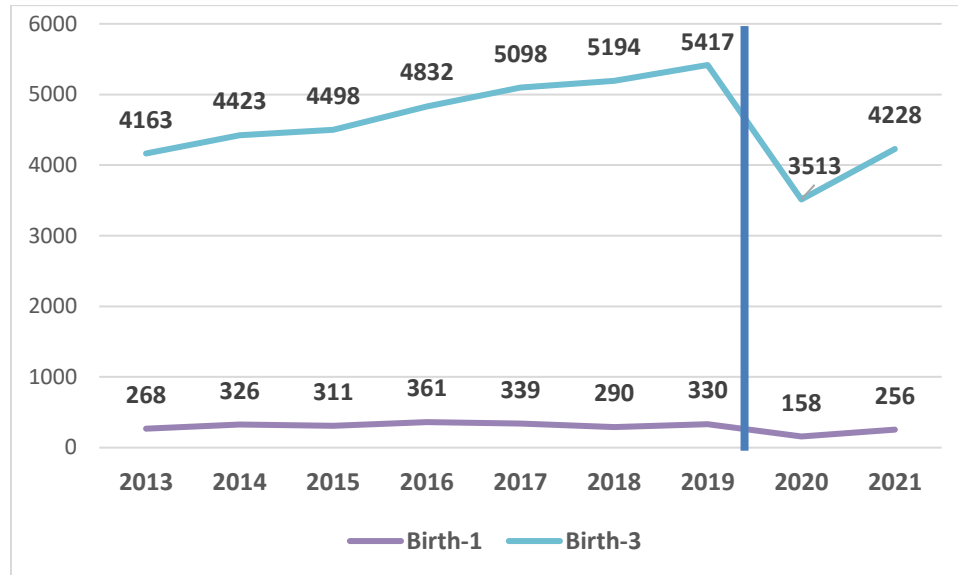
To increase security measures, there will soon be new procedures for logging into TOTS through Kentucky's Online Gateway (KOG). Along with added security, another benefit will be the ability for users to retrieve a password without SLA staff assistance. Be sure to keep an eye out for upcoming announcements from the State Lead Agency as this change is implemented.

### **Free Service Coordination Resource**

Are you looking for an opportunity to network with other Service Coordinators across the nation? Are you interested in sharing or receiving service coordination resources and tips? Would you like to learn about topics relevant to providing high quality service coordination? If so, please take a moment to click [this link](#) and join the Division for Early Childhood Service Coordination Community of Practice. The Service Coordination Community of Practice (SC CoP) was created to recognize the value of service coordinators and give these important early intervention team members a professional home. Membership is FREE! So what are you waiting for? Join now!

## Update on Child Count

Child Count data was collected December 1, 2021. This data is given to the Office of Special Education Programs each year as part of federal reporting and is also tied to KEIS funding.



As illustrated by this graph, there was a dramatic drop in child count numbers when the pandemic hit. Although we are beginning to rebound, we are still nowhere close to pre-pandemic numbers. Up until the holidays, provider payments were higher, which meant more children receiving services. However, we always expect a lower amount during the holidays due to people being busy with other activities. We expect to see higher payments resume in the next payment cycle and the number of children enrolled continue to increase.

## SLA Operations

- The SLA currently has two vacancies. One has been changed from a state merit position to a federally funded, time limited position. The change will allow a small variance in salary which may help to fill this long-term vacancy. We currently have a candidate for this position progressing through the hiring process. The other position is still in the process of being approved for posting.
- All Interagency Coordinating Council (ICC) positions are open for new appointments. You can learn more about the ICC [here](#). Anyone interested in an appointment should complete the [application](#) online. Active recruitment should start soon.

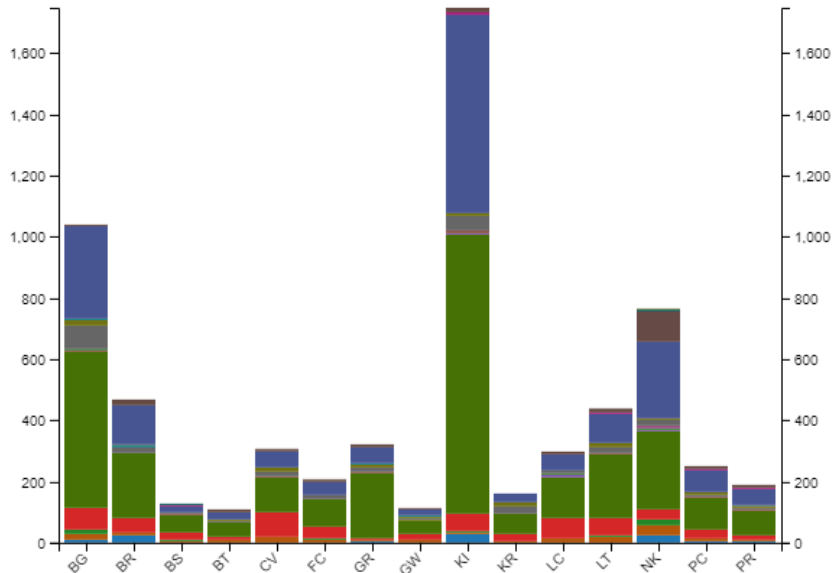
## KEIS Statistics

FY22	7/01/2021-09/30/2021	10/01/2021-12/31/2021
Screened (children with suspected delay)	1,587	1,472
Number of Referrals	2,881	2,774
Number Eligible (includes Established Risk, Developmental Delay and Informed Clinical Judgment)	1,305	1,236
Cumulative Count of Children receiving at least one IFSP service (excludes children referred and not eligible for Part C)	5,238	6,487

**Referral Number = 6540**, Number of Children Referred to Early Intervention System in Date Range



Total



Referral Source	BG	BR	BS	BT	CV	FC	GR	GW	KI	KR	LC	LT	NK	PC	PR	STATE
Child Care Provider	8	23	0	0	1	1	4	0	28	1	1	1	23	7	4	102
HANDS	20	10	6	10	16	8	5	8	5	2	14	20	33	5	4	166
Foster Parent	14	0	3	0	1	4	1	3	5	0	1	2	19	0	1	54
DCBS	73	45	26	11	81	40	4	15	57	23	64	56	32	29	13	569
Physician	507	216	55	44	113	88	214	47	911	68	132	208	259	105	84	3051
Mental Health Clinics	0	0	0	2	0	0	0	1	1	0	0	0	0	0	0	4
Help Me Grow	1	0	0	0	2	2	0	0	2	0	9	0	4	0	0	20
NICU	7	1	4	0	4	0	4	2	11	0	2	6	0	3	2	46
LEA/School	2	0	0	0	0	1	0	0	2	0	2	0	3	2	0	12
Advocacy Org	0	0	0	0	0	0	0	0	0	0	1	0	9	0	1	11
Other	76	15	4	2	13	12	15	5	48	25	10	18	18	7	3	271
Head Start/EHS	21	1	0	5	16	0	10	6	7	11	0	13	4	5	6	105
OCSHCN	4	4	2	0	1	0	3	1	1	1	2	1	0	1	1	22
CAPTA	1	8	0	0	0	0	0	0	0	0	0	0	0	0	0	9
EHDI	0	0	0	0	0	0	0	0	0	0	0	1	0	0	2	3
Parent	302	124	20	26	51	41	53	23	647	29	48	96	255	74	56	1845
Current Therapist	0	2	1	1	0	1	0	0	8	0	0	1	0	1	1	16
Hospital	2	21	2	6	5	5	8	2	13	0	11	13	97	10	11	206
Community/Child Find Activity	0	0	4	0	0	0	0	0	0	0	0	0	4	0	0	8
Service Coordinator	1	0	0	0	0	2	0	0	0	1	0	1	4	0	0	9
Health Department	0	0	0	0	1	1	0	1	2	1	0	2	1	2	0	11
<b>Total:</b>	<b>1039</b>	<b>470</b>	<b>127</b>	<b>107</b>	<b>305</b>	<b>206</b>	<b>321</b>	<b>114</b>	<b>1748</b>	<b>162</b>	<b>297</b>	<b>439</b>	<b>765</b>	<b>251</b>	<b>189</b>	<b>6540</b>

Source: TOTS

## **Mark Your Calendar for Upcoming POE Manager Meetings**

All meetings will be held 12:30-2:00 ET/11:30-1:00 CT.

February 25

May 20

August 26

## **Self-Care Corner**

[25 Quick Ways to Reduce Stress](#)

[The Nervous Person's Guide to Re-entering Society \(how to cope with a less cautious world as pandemic restrictions loosen\)](#)

[6 Strategies for Coping with Change](#)

[Mental health experts debunk 10 stress myths](#)

[Manage Yourself: 10 Ways to Make Yourself Accountable at Work, in Life, and with Money](#)