Dear First Steps Early Intervention Colleagues,

As I reflect on my first year as the Director of First Steps and as we gear up for the home visiting series training, I am reminded of what drew me to First Steps and working with infants, toddlers, and their families. Since I was a teenager, I have been drawn to activities and employment that have served others. I have enjoyed helping and developing trusting relationships with others, watching children grow and learn, facilitating parents’ interactions with their children, and observing parents taking pride in those interactions and the joy they got when their child achieved a new developmental milestone. I’m reminded of what a privilege it was to be witness of those moments and walk alongside families, and to find delight in working with them each day.

I recently attended a reflective supervision training where I heard the quote, “How we are with families is more important than what we do with or for families.” Relationships are at the core of our work. It is when we listen without judgement, are responsive to those around us, are self-reflective, and truly understand the stories of others that we can be effective in this work and children and families achieve their individual outcomes.

Thank you for how you are and what you do in the lives of children and families.

Christina

ICC Update

The Interagency Coordinating Council (ICC) members are First Steps stakeholders appointed by the Governor of the State of Indiana. The role of the Interagency Coordinating Council and its subcommittees is to advise the State First Steps office on the state’s early intervention system. We believe that adopting a shared vision and shared goals is essential to working together to improve services and outcomes for the children and families we serve.

All ICC meetings and ICC subcommittee meetings are open to the public.

The next meeting of the ICC is Thursday November 9th from 10:00 am to 3:00 pm at ProKids, 6923 Hillsdale Court, Indianapolis, IN 46250.

For additional meeting dates please visit our website: http://www.in.gov/fssa/ddrs/3355.htm#Interagency_Coordinating_Council
Have you heard about Healthy Families? Here's what you should know...

“The mission of Healthy Families Indiana is to promote child well-being and prevent the abuse and neglect of children in Indiana through home visiting services.”

Healthy Families is in all 92 counties in Indiana. It is a voluntary, free program for expectant moms and parents with newborns under 3 months old. Healthy Families home visitors meet with families to provide encouragement, access to community resources, and the most current information on how babies grow and develop. Services can last up to 3 years and help parents establish strong parent-child relationships, reduce their stress, and reach personal and family goals. Please note: Referred families must meet the income eligibility requirement of at or below 250% Federal poverty level.

Why Healthy Families?

- We understand that parenting is the most difficult and important job anyone will ever have.
- All parents need support and encouragement.
- Babies begin learning at birth, and the first three years are some of the most critical years to future development.
- Parents need current information on how babies grow and learn.
- Parents have the primary responsibility for the care and safety of their children.

Our services are designed to fit the family….Some examples of what we discuss during the home visits are:

- Health and safety during pregnancy and for each stage of a child’s growth
- Recognizing cues and caring for the baby’s needs
- What to expect as the child develops
- Activities to do with the child to promote learning and development
- Getting connected to community resources, employment, or education.

If you would like more information about the Healthy Families Program, please contact Barbara Gainer the Prevention Coordinator at the Department of Child Services, Barbara.gainer@dcs.in.gov or at 317-234-4209 to connect you with the information about the Healthy Families program in your area.
We need your help in planning the Inaugural State First Steps Conference!

In an effort to make our State First Steps Conference exciting and meaningful for everyone we are asking for YOUR input. Please take a few minutes to follow the link below and give us a few ideas for breakout sessions.

https://iu.co1.qualtrics.com/jfe/form/SV_0lkr9r1CpB3rVfn

And don’t forget to mark your calendars for next June 14th & 15th in Bloomington, Indiana! We are thrilled to announce the keynote speakers for the conference will be:

Dr. Dipesh Navsaria
“How and why stress, trauma, and extreme poverty can literally change the shape of a child’s developing brain”

&

Dr. Rosemarie Allen
“Reflections on culture, implicit bias, and connecting with diverse individuals”

◆ SAVE THE DATE: for the Indiana Speech-Language Hearing Association (ISHA) Annual Spring Convention April 4-6, 2019.

LOCATION: Sheraton Hotel at Keystone Crossing, Indianapolis. 13 (1.3) hours of CEUs offered specifically for Birth-3 providers. Topics for First Steps Providers include "Suspected Childhood Apraxia of Speech (SCAS)" and "The Power of Play in the Development of Young Children."
HANDS in Autism® Upcoming Training Opportunities:

HANDS in Autism will offer in-person training opportunities related to early childhood development in 2018! HANDS is also pleased to offer Next Steps™ workshops for families and caregivers, designed to provide a comprehensive roadmap, including family considerations, rights and regulations, best practices and practical strategies, and collaboration pointers for families who have recently received a diagnosis of ASD or for professionals working with families of young children with a wide range of disabilities. If you would like to be added to the waitlist to be notified of exact dates and locations for upcoming trainings by HANDS in Autism®, please visit our website and contact HANDS at (317) 274-2675 or hands@iupui.edu with questions or for more information about any resource offerings, training opportunities, or needed supports! Interested in receiving weekly, practical pointers or tips you can share with families, providers, schools, or individuals with ASD? Consider signing up for the HANDS in Autism® Practical Pointers at https://handsinautism.iupui.edu/eupdates.html.

PLAY Project

The PLAY Project is an effective, evidence-based, parent-implemented intervention for children with autism spectrum disorder (ASD). Created by Dr. Richard Solomon, a developmental and behavioral pediatrician, the PLAY Project targets social interaction, communication and functional development. It also empowers parents and caregivers to use everyday moments to connect with their child and to deliver the intervention. The PLAY Project is currently offered by trained early intervention professionals through local boards of developmental disabilities in 30 states across the nation and 10 countries worldwide. It is proven effective and can be used along with other interventions and therapies.

On November 2nd and 3rd, 2017, The Childhood League Center will host a PLAY Project Intensive Workshop and Certification Training at Easterseals Crossroads in Indianapolis. This training is open to professionals, teachers, administrators and parents/caregivers who work with children with autism or those who are at-risk. This two-day Intensive Workshop offers 12 continuing education units. Registration and training information is available online: www.interveningearly.org.
## Child Enrollment & Referral

<table>
<thead>
<tr>
<th>Description</th>
<th>Number of Children</th>
<th>Percentage of Children</th>
</tr>
</thead>
<tbody>
<tr>
<td>One-day Count w/ IFSP — 0 to 1 year old</td>
<td>1,408</td>
<td></td>
</tr>
<tr>
<td>One-day Count w/ IFSP — All Children</td>
<td>10,722</td>
<td></td>
</tr>
<tr>
<td>Annual Count of Children w/ IFSP</td>
<td>20,775</td>
<td></td>
</tr>
<tr>
<td>Annual Count of Children Served (regardless of IFSP)</td>
<td>24,838</td>
<td></td>
</tr>
<tr>
<td>Average Age at Referral (months)</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>New IFSP 04/01/2017 - 06/30/2017</td>
<td>2,976</td>
<td></td>
</tr>
<tr>
<td>Children with Referral to IFSP 45+ Days 04/01/2017 - 06/30/2017</td>
<td>60</td>
<td></td>
</tr>
</tbody>
</table>

## Exits

<table>
<thead>
<tr>
<th>Description</th>
<th>Number of Children</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children Moving to Preschool Special Education</td>
<td>4,322</td>
<td>45%</td>
</tr>
<tr>
<td>Children Under 3, Services No Longer Needed</td>
<td>229</td>
<td>2%</td>
</tr>
<tr>
<td>Eligible Children who Declined Services</td>
<td>988</td>
<td>10%</td>
</tr>
</tbody>
</table>

## Paid Services

<table>
<thead>
<tr>
<th>Description</th>
<th>Number of Children</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children w/ IFSP Served Primarily in the Natural Environment</td>
<td>20,215</td>
<td>97%</td>
</tr>
<tr>
<td>Total Amount Paid on Behalf of Children Served</td>
<td>$40,720,810.31</td>
<td></td>
</tr>
<tr>
<td>Average Paid on Behalf of Each Child Served</td>
<td>$1,639.46</td>
<td></td>
</tr>
</tbody>
</table>

## Children Receiving Each Service Type

<table>
<thead>
<tr>
<th>Description</th>
<th>Number of Children</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistive Technology</td>
<td>196</td>
<td>1%</td>
</tr>
<tr>
<td>Audiology</td>
<td>1,075</td>
<td>4%</td>
</tr>
<tr>
<td>Developmental Therapy</td>
<td>12,308</td>
<td>50%</td>
</tr>
<tr>
<td>Health Services</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Interpreter Services</td>
<td>340</td>
<td>1%</td>
</tr>
<tr>
<td>Medical</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Nursing</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Nutrition</td>
<td>382</td>
<td>2%</td>
</tr>
<tr>
<td>Occupational Therapy</td>
<td>13,507</td>
<td>54%</td>
</tr>
<tr>
<td>Physical Therapy</td>
<td>12,756</td>
<td>51%</td>
</tr>
<tr>
<td>Psychology</td>
<td>155</td>
<td>1%</td>
</tr>
<tr>
<td>Social Work</td>
<td>39</td>
<td>0%</td>
</tr>
<tr>
<td>Speech Therapy</td>
<td>17,707</td>
<td>71%</td>
</tr>
<tr>
<td>Vision</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Other Services</td>
<td>70</td>
<td>0%</td>
</tr>
</tbody>
</table>
Staying IN Step with First Steps…

State Profile Report: 07/01/2016—06/30/2017 Continued

One–day Child Count: The unduplicated number of children with an active IFSP on the first day of the last month of the reporting period.

Annual Count of Children with IFSP: The unduplicated number of children with an active IFSP at any time during the reporting period.

Annual Count of Children Served (Regardless of IFSP): The unduplicated number of children who received a service during the reporting period, regardless of IFSP status. This count includes assessments and evaluations as well as treatment services.

Average Age at Referral (months): For children referred during the reporting period, the age in months as of the referral date, divided by the total number of children referred during the period.

New IFSP: The unduplicated number of children whose first IFSPs were started during the last three months of the reporting period.

Children with Referral to IFSP 45+ Days: The unduplicated number of children whose first IFSPs were started longer than 45 days after referral during the last three months of the reporting period.

Children Moving to Preschool Special Education: The unduplicated number of children with IFSPs who exited First Steps to Preschool Education during the reporting period, plus the percentage this exit category represents out of all children with IFSPs exiting during the reporting period.

Children under 3, Services No Longer Needed: The unduplicated number of children with IFSPs who were determined no longer to be in need of First Steps services during the reporting period, plus the percentage this exit category represents out of all children with IFSPs exiting during the reporting period.

Eligible Children who Declined Services: The unduplicated number of children with IFSPs who declined services during the reporting period.

Children with IFSP Served Primarily in the Natural Environment: The unduplicated number of children who received services at locations where a normally developing child would receive services, along with the percentage of all children served. Children are included in this count if: at least half their services during the reporting period took place at one or more locations considered as natural environment; their services during the reporting period were assessment, evaluation or family planning meetings; or they received no services during the reporting period.

Total Amount Paid on Behalf of Children Served: The total amount paid for services taking place during the reporting period.

Average Paid on Behalf of Each Child Served: The total amount paid for services taking place during the reporting period, divided by the Annual Count of Children Served (Regardless of IFSP).

Children Receiving Each Service Type: The number and percentage of all children receiving services, broken out by service type. A child is counted in each type of service received during the reporting period.

Race Information: The number and percentage of all children receiving services, broken out by race. A child is counted in only one race.

<table>
<thead>
<tr>
<th>RACE INFORMATION</th>
<th>Number of Children</th>
<th>Percentage of Children</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>17,776</td>
<td>72%</td>
</tr>
<tr>
<td>Black or African American</td>
<td>2,632</td>
<td>11%</td>
</tr>
<tr>
<td>Hispanic/Latino</td>
<td>2,420</td>
<td>10%</td>
</tr>
<tr>
<td>American Indian or Alaskan Native</td>
<td>28</td>
<td>0%</td>
</tr>
<tr>
<td>Asian</td>
<td>515</td>
<td>2%</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>17</td>
<td>0%</td>
</tr>
<tr>
<td>2 or More Races Selected</td>
<td>1,444</td>
<td>6%</td>
</tr>
<tr>
<td>Other Race</td>
<td>0</td>
<td>0%</td>
</tr>
</tbody>
</table>
Quality Review Update

With the change in season, comes the Annual Fall Quality Review Visits to the SPOE offices. The Quality Review Team travels to each SPOE office to complete a multiday visit, looking at files from July through September (Quarter 1). The review of these files are used as the baseline for our Annual Performance Report (APR) submitted to the Office of Special Education Programs (OSEP).

During these visits content is reviewed for files at Initial IFSP, 6 Month IFSP Review, Annual IFSP and Transition during Quarter 1. The QR Team is looking for documentation of completion of the following indicators:

Federal Indicator 1: Timely Start of Service (Initial/Annual)
Federal Indicator 8A: Transition Steps listed on IFSP (Annual)
Federal Indicator 8C: Timely Transition Conference (Transition)
State Indicator 15: IFSP Written Prior to Expiration (Annual)
State Indicator 16: Timely 6-Month Review (6-Month)
State Indicator 17: 10-Day Notice (Initial/Annual/6-Month/ Transition)
State Indicator 18: Documentation of Income (Initial/Annual)
State Indicator 19: Documentation of Insurance (Initial/Annual)

The findings of the Fall Review guide the SPOEs on their focus for the Quality Improvement Plans (QIP), with the goal to be in compliance with every indicator by the end of Quarter 4.

All First Steps personnel can help with Fall Reviews by ensuring paperwork and reports are completed accurately and submitted on time and notes are detailed, especially when documenting an issue of noncompliance such as a late start of service.

From the reviews completed so far this year, we have seen great improvement in writing high quality outcomes that are both functional and based in real life settings. Keep up the good work!

Thank you to all of our QR volunteers, SPOE staff, Service Coordinators, and Providers for all of your hard work. We appreciate all that you do for both the First Steps data system and the families in First Steps.

Training and Credentialing Update

Visit Training Central to access a variety of posted online trainings ...

- Go to http://partnershipsforearlylearners.org/get-involved/providers/training-central/ and register for an account. When registering, you will use the category “early intervention provider”. All trainings are free of charge and provide users with a certificate upon training completion. Certificates for all trainings completed are stored in each user’s account under “My Certificates”. First Steps personnel must keep these certificates in their personal training records for five years.

If you are having trouble registering for Training Central please review these tips.

If you have questions, please contact the Training Central help desk at tcsupport@earlylearningindiana.org or 1-800-299-1627 and choose option 5.
Assessment, Evaluation and Programming System Training (AEPS) Part 2

AEPS Part 2 Training must be completed in-person by all members of the Assessment Team within the first year of their enrollment. On-going Providers may also take AEPS Part 2 Training as a First Steps Core Training (FSCT).

- Friday November 10, 2017
- Thursday February 8, 2018
- Friday May 4, 2018

All AEPS trainings are held at Peds TLC Pediatric Training and Learning Center 6239 S. East Street Suite A1 Indianapolis, IN 46227 from 9:00 am—4:00 pm.

Register for trainings here.

DSP 102 & 103 Training Dates

Direct Service Provider 102 & 103 trainings must be completed by all providers within the first year of their enrollment. Trainings may be completed on the same day or you may choose to take each course on a separate day. DSP 102 is scheduled from 9am—noon and DSP 103 is from 1pm—4pm.

- Tuesday November 7, 2017
- Tuesday December 5, 2017

Register for trainings here.

http://fs-aeps-dsp-sc.weebly.com/

SC 102 & 103 Training Dates

Service Coordination Trainings 102 & 103 are in-person trainings that must be completed by all service coordinators within the first year of their enrollment. All SC Courses are from 9am—4pm.

SC 103 Date
- Tuesday December 12, 2017

Register for trainings here.

http://fs-aeps-dsp-sc.weebly.com/

All SC courses will take place at ProKids 6923 Hillsdale Ct. Indianapolis, IN 46250.
Online First Steps Core Training

First Steps Core Trainings and the orientation trainings DSP 101 and SC 101 are available on the EIKids website. Once you have completed the training video/presentation, you must download and complete the competency assessment that is located below the title of the training.

Please send only your answers to the competency assessment to the First Steps Web at FirstStepsWeb@fssa.IN.gov. A score of 80% or higher is required to pass the assessment. You will receive a confirmation email when your assessment has been graded. The grading process can take up to two weeks to complete. Please maintain a copy of the email as supporting documentation of completing the training. You are responsible for maintaining all of your training records.


- FSCT – AEPS Part 1: Understanding and Using the AEPS (.3 points)
- FSCT – The Science of Infant Brain Development (.4 points)
- FSCT – Inclusion in Early Care and Education Training (.3 points)
- FSCT – Providing EI Supports & Services in Natural Environments (.5 points)
- FSCT – Family Centered Approach to Procedural Safeguards (.4 points)
- FSCT – Professional Boundaries and Ethics in Home Visiting (.3 points)
- FSCT – Positive Transitions for Children & Families in Early Intervention (.3 points)
- Direct Service Provider 101 (1.0 points)
- Service Coordination 101 (2.0 points)

And more training…

- At long last! The First Steps Exit Skills Checklist Module has launched on Training Central! It is a mandatory training worth .2 points and you will have a year to complete the module.
- After a lot of hard work on behalf of the SPOE Implementation teams, on October 1st Service Coordinators across the State began implementing the new First Steps Family Assessment Tool. There is a new webinar on Training Central for Ongoing Providers, to understand how the Family Assessment Tool will benefit their work with families. As implementation begins, we will begin collecting data to measure the process and effectiveness of the Tool.
- Our new Home Visiting Training Series is a hit! It rolled out Friday October 13th in Fort Wayne. With two day-long training sessions, as well as, 4 webinars on selected topics, this series will prepare providers to effectively engage and partner with families experiencing challenges in order promote optimal social-emotional development.
- There will also be two national webinars centered on topics related to home visiting. We are excited to announce Dr. Donna Beegle and Maureen Greer will be hosting these webinars and speaking on poverty and the opioid crisis respectively. Stay tuned for more info on these webinars!
**First Steps Idea Corner. . .**

Halloween can be very overwhelming for young children. Here are some tips to share with your families:

- Prepare children ahead of time by talking about sights, smells and sounds.
- Read books about Halloween, create stories, pretend play trick or treating.
- Play dress-up in costumes, include hats and masks. Play peek-a-boo.
- Understand that costumes may be itchy or uncomfortable and that it’s ok to wear a simple outfit.
- Visit only homes of friends and family.
- Avoid houses with flashing lights and loud noises.
- Keep in mind that young children can be tired, hungry and irritable. Recognize the signs of sensory overload, such as hyper-excitability, crying or combativeness.
- Provide a quieter, smaller space or perhaps limit the duration and number of activities and of course if possible, give advance notice of upcoming events and what to expect.
- Be aware of when it is time to change the activity, children also enjoy handing out candy as much as receiving it.
Newsletter Quiz Information...

Newsletter quizzes and archived make-up quizzes are located on the First Steps State website. As part of your yearly credential, you must pass all newsletter quizzes. A score of 80% or higher is required to pass the quiz. You may take the quiz as many times as you need to pass. You will receive a confirmation email when your quiz has been graded. The November 2016, January 2017, April 2017 and July 2017 make-up quizzes must be completed online by following the link in that quarter’s newsletter. Newsletter make-up quizzes are worth 0 points.

*Remember to follow the quiz until the end to submit as the assessment will be scored electronically and confirmation will be sent immediately. Please maintain a copy of the confirmation email as supporting documentation of completing the quiz. You may print/save the page displaying your score. You do not need to send a copy of this documentation to the First Steps Web or with your credentialing packet. You are responsible for maintaining all of your newsletter records for five years.

Follow this link https://iu.co1.qualtrics.com/jfe/form/SV_ezciJeYk0GU2hFP to the current Newsletter quiz:
The October 2017 Newsletter Quiz is worth .2 points when completed by Friday December 15, 2017.

IF YOU DO NOT SEE YOUR SCORE, IT WILL NOT BE RECORDED IN THE SYSTEM!

1. Family Support programs are broadly defined as:

   - Social service programs that provide resources to a whole family
   - Programs that provide resources to enable parents to successfully support themselves so they can provide a stable, enriching environment for their children
   - Programs that assist parents with finding a job to support their family
   - Counseling programs to help parents deal with family stressors
   - None of the above

2. For Family support programs to be successful, they must actively engage their participants—namely, parents and must be sensitive to the cultural and ethnic diversity of the target populations they serve.

   ✔ True
   ❌ False

Newsletter Quiz due by December 15, 2017