

**First Steps Referral Process:**

First Steps is Kentucky's early intervention program that provides services to families with children ages birth to 3 who have developmental disabilities. This program receives federal funds under the Infants and Toddlers section in Part C of the Individuals with Disabilities Education Act (IDEA). The IDEA also funds programs for preschool and school age children ages 3 through 21 with disabilities under Part B of the Act.

Enroll the student at the school that they will or would attend if they qualify for services

- Student Information | Student Locator
- Enter appropriate search criteria, at minimum first name, last name and gender
- Click on Search for Student

**Student Locator**

**Student Search**

Search for a student already tracked in Campus using the fields provided. A minimum amount of data must be entered i enter the State ID, the SSN, or the full legal lastName, firstName and gender. Select a student from the list or click on Cr SSN-only search, the user must still do a name based search before they are allowed to create a new person.

Last Name	doe	Name	State ID	Gender	Birth Date	%
First Name	jane	DOE, JANE		F		100
Gender	F	DOE, JOHN		F	08/28/1964	67
Birth Date						
Middle Name						
SSN #						
State ID						

Search-->

Create New Student >

- Student will most likely not show up in the locator, if not select 'Create New Student'
- This process will create a new State ID for the child

**Enter the required data elements**

- Last Name
- First Name
- Gender
- Birth Date
- Race/Ethnicity

- **Calendar** will default to current school calendar
- **Schedule:** If the school only has one schedule structure called Main, assign the students to that schedule structure. If the school had multiple structures, the student must be assigned to one schedule designated for preschool students.
- **Grade:** 95-Infant; 96-1 year old; 97-2 year old; 98-3 year old; 99-4 year old, this *age is the student's age as of August 1st.*
- **Start Date:** Enter the date the student will be evaluated; this date may change later as to the date services begin.
- **Start Status:** Select E01: First enrollment of the year
- **Enrollment Status:** Select N: Special Ed Services Only
- **Save**

Student Information > General > Enrollment Tab > State Reporting Section


- **\*Note:** Do not Select the **State Exclude** check box

- Student Information | General | Enrollment Tab | Special Education Section
- Enter student's Part C ID

Upon Consent from Parent:

- Student Information | Special Education | Documents Tab
- Complete Conference Summary | Eligibility / Continued Eligibility Editor

Document the ARC decision regarding the determination of the student's eligibility for special education and related services and reasons for the decision on the appropriate Eligibility Determination form(s). (Note: For Multiple Disabilities, complete a separate form for each underlying disability category.)

\*Date of Eligibility Determination  
 07/08/2015 

Student does not have an educational disability requiring special education and related services.

Primary Disability  
 Developmental Delay ▼

✕ Cognition    ✕ Motor development

✕ Self-help/adaptive behavior

✕ Social-emotional development

✕ Communication

For students identified as Multiple Disabilities document the underlying disabilities below:

Underlying Disability (A)    Underlying Disability (B)  
 ▼    ▼

Underlying Disability (C)    Underlying Disability (D)  
 ▼    ▼

- Change Enrollment Start Date to reflect the date the student begins receiving services, i.e., the start date of the KYIEP
- Deselect State Exclude Option

If student is found 'Not Eligible', end date the enrollment as of the evaluation date OR the start date of enrollment and end status = C01. Then mark the student's Special Education Status as N: Not Eligible. This should also be documented on the Conference Summary.

Go back to [General Enrollment for Part C](#).