First Steps Referral Process

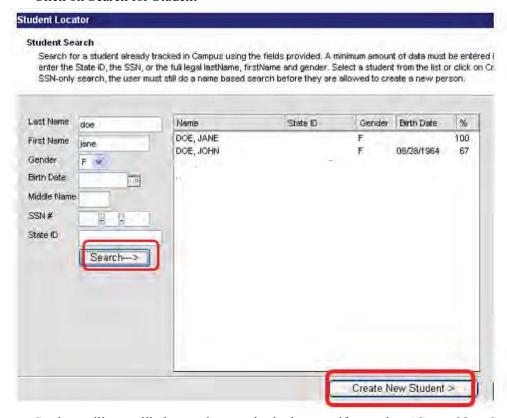
Campus Path: Student Information > Student Locator

First Steps Referral Process:

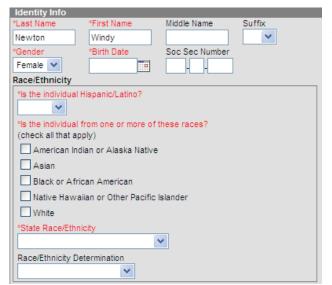
First Steps is Kentucky's early intervention program that provides services to families with children ages birth to 3 who have developmental disabilities. This program receives federal funds under the Infants and Toddlers section in Part C of the Individuals with Disabilities Education Act (IDEA). The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

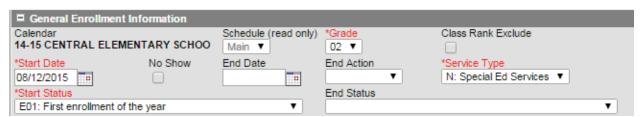


- Student will most likely not show up in the locator, if not select 'Create New Student'
- This process will create a new State ID for the child



Enter the required data elements

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



- o Calendar will default to current school calendar
- O **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.
- o **Start Status**: Select E01: First enrollment of the year
- o 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

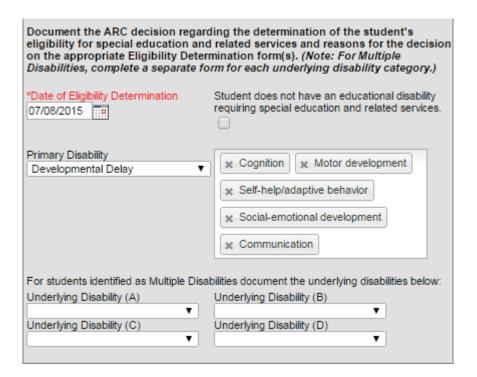


- Student Information | General | Enrollment Tab | Special Education Section
- Enter student's Part C ID



Upon Consent from Parent:

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



- 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.