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**To:** First Steps providers and stakeholders  
**From:** Christina Commons, First Steps Director  
**Re:** First Steps policy manual webinars  
**Date:** July 2, 2018

The First Steps policy manual has been approved by the Office of Special Education Programs and will be effective on September 1, 2018. A webinar on the new policy manual will be offered three times prior to September 1, 2018, and a recording will be made available. Webinar dates/times and instructions are below.

Please contact policy manager Meghan Smith at [Meghan.Smith@fssa.in.gov](mailto:Meghan.Smith@fssa.in.gov) with questions or to request a copy of the manual prior to September 1, 2018.

Webinar dates:

- Wednesday, July 25, 2018, from 9 a.m. to 10:30 a.m. EDT
- Thursday, July 26, 2018, from 1 p.m. to 2:30 p.m. EDT
- Friday, July 27, 2018 from 1 p.m. to 2:30 p.m. EDT

Webinar access:

Prior to the webinar, participants can test their connection to ensure they have the needed updates or add-ins. To do so, [please click here.](#)

To participate in one of the three webinars please log onto:

<https://Indiana.AdobeConnect.com/firststeps>

- Participants will sign in as a guest using their name.
- Audio will be voice over internet, so participants will need to use speakers or headphones to hear the presentation.
- Do not log into the webinar using Citrix or Virtual Private Network (VPN). These services will not be able to playback audio.

