



Eric Holcomb, Governor
State of Indiana

Division of Disability and Rehabilitative Services

First Steps

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Date: 3/26/2019

To: First Steps provider agencies, providers and Systems Point of Entry (SPOE) personnel

From: First Steps

Re: Exit Skills Checklist Training

It has come to our attention that not all credentialed providers have completed the required Exit Skills Checklist Training.

All provider agencies, providers, and SPOEs were notified of the training requirement via email and newsletter in October 2017 and First Steps Policy Manual dated September 1, 2018. The training was required to be completed by October 31, 2018 for providers who enrolled in First Steps before September 1, 2018.

It is imperative that all personnel take this training. Through our work with the Office of Special Education Programs and Indiana's State Systemic Improvement Plan (SSIP), we have worked to improve our data quality as it relates to child outcome reporting. The Exit Skills Checklist Training is one effort to improve said data. Thus, any provider enrolled before September 1, 2018 who does not complete the Exit Skills Checklist Training by **June 30, 2019 at 11:59 PM eastern time** will have a hold put on their authorizations and will not be able to bill for services until we receive an email confirmation from the agency or SPOE director that the training has been completed.

Attached is a spreadsheet with the names of your agency's providers who are currently enrolled in the First Steps system. The names of providers highlighted in **green** have completed the Exit Skills Checklist Training. The names of providers that are not highlighted must take the Exit Skills Checklist Training as soon as possible if they enrolled with First Steps prior to September 1, 2018.



Additionally, we need your assistance to clean up our provider enrollment information.

- If a provider is no longer employed/contracted with your agency/SPOE, please highlight their name in **red**. Do NOT DELETE their name from the list. Add the date of disenrollment to the disenrollment column on the far right.
- Verify, update, or add an email address for the agency/SPOE contact in the email address column.
- Add an alternate email address for the provider in the alternate email address column. Ideally, this would be the provider's direct email address.
- Add new providers that are not on the list to the bottom and highlight in **yellow**.

If you have questions and/or require assistance with this matter, please email the First Steps web at FirstSteps@fssa.in.gov.

We appreciate your immediate attention and cooperation in this endeavor,

Connie Young
Outreach Manager