

CEITMP Quarterly Newsletter

Making the Most of Your Maintenance Period Series:

Part Two: Successful Maintenance Submissions and CEU Eligibility

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KEIS Coaching in Early Intervention Training and Mentorship Program
through contract with the Kentucky Department for Public Health

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Successful Maintenance Submissions and CEU Eligibility

Whether you recently finished the CEITMP, or have been through maintenance periods, you probably know that recording and submitting your maintenance video takes planning. In this newsletter, you'll find tips and helpful information to help make the process as smooth as possible. We recommend proactivity - record early and have a backup plan in case something comes up, like technology difficulties, time off, or a last-minute cancellation. We appreciate the effort you put into this process. After you successfully complete your maintenance period, you'll receive a \$102 fidelity-authentication payment and have the opportunity to earn CEUs and/or a certificate of completion.



Getting Ready

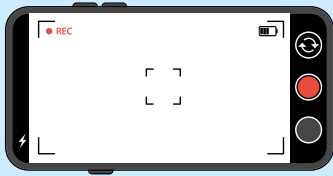
- Know the month and year for your next maintenance video submission
- Carefully read emails from the CEITMP and SLA that will arrive three months before your maintenance period
- Gain consent and schedule to record well ahead of the due date

Technology Prep

- Uninstall then reinstall the TORSH app on your device
- Log in to the TORSH app while connected to Wi-Fi before the visit you plan to record
- Stay logged into the TORSH app (you may close the app)
- In the TORSH app settings, set your video quality to the lowest possible setting
- Practice a 60-minute recording within the TORSH app to help prevent technical difficulties on the day of the session – delete the practice videos from the app before recording your session(s)
- Ensure device is fully charged and has at least 5 hours of recording time available for the scheduled session



Recording Session



- Put phone/device on airplane mode to prevent recording interruptions
- Recommendations for camera/device placement
 - *Keep away from noise, such as TV or fans
 - *Prop phone/device on shelf or out of reach, using shoe or mug as tripod
 - *Ensure you are visible and preferably facing the camera
 - *Place phone horizontally for a wide view to capture yourself, the child, and caregiver in the frame
 - *Flip device so that the screen isn't visible if it's distracting
- Record from beginning to end of visit (so that you don't miss conversation – in the door – out the door/telehealth on – telehealth off)
- Push record in the TORSH app
- Capture verbal consent to record on camera at the beginning of the session

Submitting Video

- Follow the directions in the most recent version of the Technology Guide attached to emails
- Enter video description (including TOTS ID) and label video
- Complete a detailed self-assessment with reflections on your coaching and clarify any parts of the video or audio that are difficult to discern
- On the share page, select (generic) “Maintenance Coach”
- Be sure to select the circle next to “**Yes**” to include self-assessment before clicking “share and notify”
- CEITMP@louisville.edu will send an email to confirm receipt of all components, then your video will be assigned for review and feedback



Wrapping Up Your Maintenance Period

- CEITMP@louisville.edu will send an email once the video has been reviewed with next steps (i.e., next maintenance period, view feedback, PD plan, CEUs/certificate of completion)
- The CEITMP will send a list to the SLA of all providers whose videos have demonstrated fidelity by the 24th of the month for the \$102 authenticated fidelity maintenance payment



6 Steps to Earn 4 CEUs for Completing a Maintenance Period



- 1 View caregiver coaching exemplars in TORSH before recording your maintenance video
- 2 Participate in the full 90-minute maintenance refresher meeting before recording your maintenance video
- 3 Complete the brief survey during the refresher meeting
- 4 Submit a detailed self-assessment in TORSH with ratings & reflections for each Coaching Quality Indicator (CQ)
- 5 Share all components of your maintenance video on or before the scheduled due date
- 6 Email your completed PD plan after demonstrating fidelity to CEITMP@louisville.edu



- Licensed providers can earn 4 CEUs from: KY Board of Licensure for Occupational Therapy, KY Board of Physical Therapy, or KY Board of Speech-Language Pathology & Audiology, and American Speech-Language Hearing Association
- CEUs will be awarded in the following month if all required activities are completed by the 24th. If completed after the 24th, CEU issuance will be delayed by one month
- Certificates of completion are available upon request