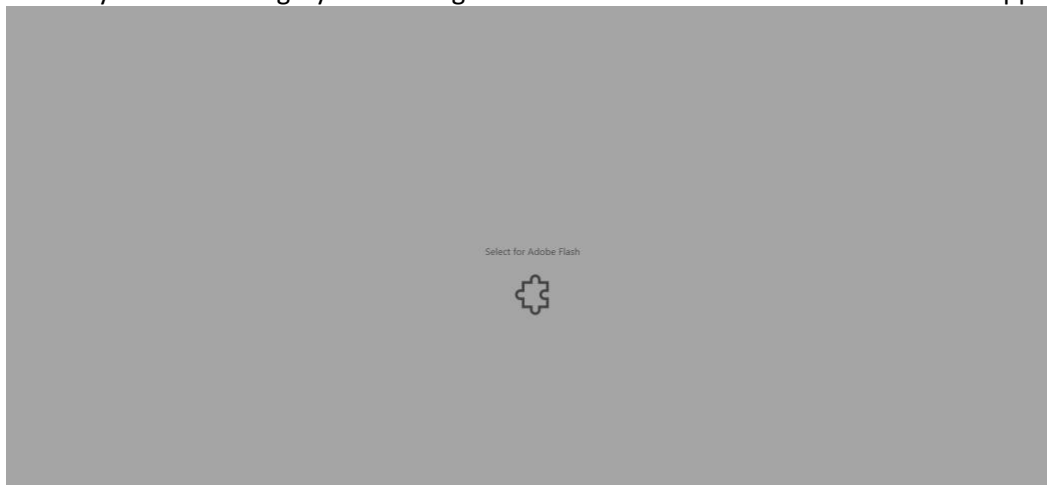




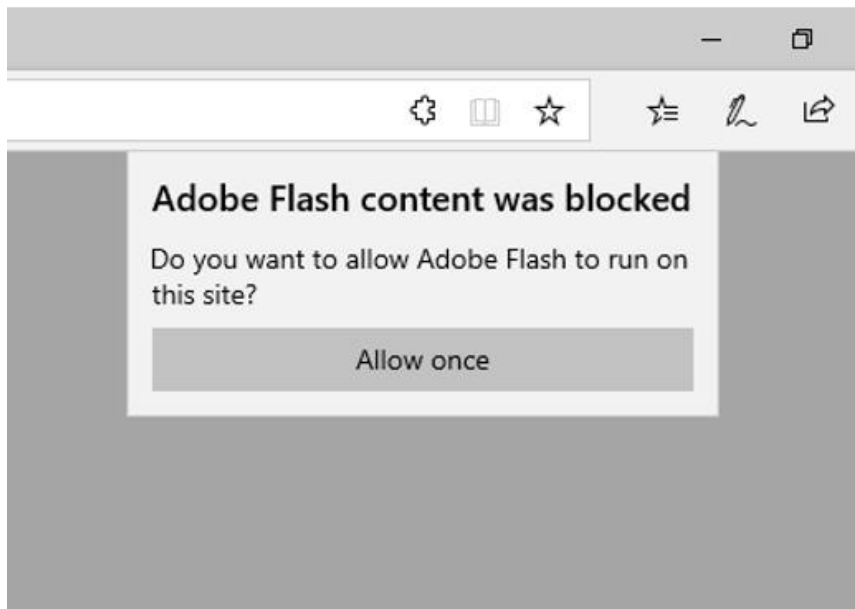
## FIT-KIDS Training Instructions

The following steps may be required for each training module link and were confirmed using Internet Explorer and Google Chrome.

Click anywhere on the gray screen to get the Adobe Flash Content “allow once” to appear



Click on “Allow Once” to open the training modules.



## Training Module One: FIT-KIDS Basic Training Introduction and Login

<https://www.nmhealth.org/extra/ddsd/train/fittr/fit-kids-module-01/index.htm>

The screenshot shows a presentation slide titled "Training Session Description" from the Articulate software. The slide is the second of 16 slides. On the left, there is a navigation pane with an outline of 16 topics, with "2. Training Session Description" selected. The main content area contains a bulleted list:

- Orientation for new users / Refresher for others
- Five Sections:
  - Introduction
  - Data Entry
  - Administration
  - Billing
  - Reports
- Duration 3 to 4 hours
- Structure
  - Outline of key points with narration
  - Handouts
  - Data entry demonstrations
  - Exercises & Quizzes

The slide also features the "NEW MEXICO HEALTH" logo and "Slide #2" in the bottom right corner. The presentation controls at the bottom show "SLIDE 2 OF 16", "PLAYING", and a timer at "00:08 / 00:36".

## Training Module Two: FIT-KIDS Basic Training User Roles and Administration

<https://www.nmhealth.org/extra/ddsd/train/fittr/fit-kids-module-02/index.htm>

The screenshot shows a presentation slide titled "Family Infant Toddler Program FIT-KIDS Online Training Section Two: User Roles and Administration". The slide is the first of 19 slides. On the left, there is a navigation pane with an outline of 19 topics, with "2. FIT-KIDS User Roles" selected. The main content area features the "NEW MEXICO Family Infant Toddler Program" logo and the text:

Family Infant Toddler Program  
FIT-KIDS  
Online Training Section  
Two: User Roles and  
Administration

The slide also features the "NEW MEXICO HEALTH" logo in the bottom right corner. The presentation controls at the bottom show "SLIDE 1 OF 19", "PLAYING", and a timer at "00:07 / 00:16".

## Training Module Three: FIT-KIDS Basic Training **Data Entry**

<https://www.nmhealth.org/extra/ddsd/train/fittr/fit-kids-module-03/index.htm>

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Outline Thumbnails Notes Search

1. Family Infant Toddler Program FIT-KIDS
2. FIT-KIDS Data Entry
3. Child Program Status
4. Child Program Status
5. Child Program Status
6. Child Program Status
7. Child Program Status
8. Search For a Child
9. Child Search Demonstration
10. Add/Enroll New Child
11. Add/Enroll New Child Demo
12. Edit/View Child Demonstration
13. Inactivate Child Demonstration
14. Transfer Child Demonstration
15. Child Re-enrollment Demonstration
16. ECO Demonstration
17. IFSP
18. Manual / Electronic IFSP
19. Manual IFSP Demonstration
20. Electronic IFSP Demonstration
21. Edit IFSP Demonstration
22. View Previous IFSP Demonstration
23. IFSP Review Demonstration
24. Transition Demonstration
25. Delivered Services Demonstration
26. Delivered Services Demonstration (Pre IFSP)

NEW MEXICO Family Infant Toddler Program

# Family Infant Toddler Program FIT-KIDS

## Online Training Section Three:

articulate POWERED PRESENTATION

SLIDE 1 OF 29 PAUSED 00:04 / 00:26

## Training Module Four: FIT-KIDS Basic Training **Billing**

<https://www.nmhealth.org/extra/ddsd/train/fittr/fit-kids-module-04/index.htm>

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Outline Thumbnails Notes Search

1. Family Infant Toddler Program FIT-KIDS
2. FIT-KIDS Billing Process
3. FIT-KIDS Billing Process - Step 1
4. FIT-KIDS Billing Process - Step 2
5. FIT-KIDS Billing Process - Step 3
6. FIT-KIDS Billing Process - Step 4
7. FIT-KIDS Billing Process - Step 5
8. FIT-KIDS Billing Process - Step 6
9. FIT-KIDS Billing Process Rejected and Failed
10. FIT-KIDS Billing Process Duplicate Claims
11. FIT-KIDS Billing Calendar
12. FIT-KIDS Billing Calendar Highlights
13. FIT-KIDS Billing Calendar Review
14. FIT-KIDS Billing Demonstration 1
15. FIT-KIDS Billing Demonstration 2
16. FIT-KIDS Billing Reports
17. FIT-KIDS Billing Exercises
18. Module 4 Billing Quiz

NEW MEXICO Family Infant Toddler Program

# Online Training Section Four: Billing

articulate POWERED PRESENTATION

SLIDE 1 OF 18 PAUSED 00:02 / 00:25

# Training Module Five: FIT-KIDS Basic Training Reports

<https://www.nmhealth.org/extra/ddsd/train/fittr/fit-kids-module-05/index.htm>

The screenshot shows a web browser window displaying an Articulate presentation. The browser's address bar shows the URL: <https://www.nmhealth.org/extra/ddsd/train/fittr/fit-kids-module-05/index.htm>. The presentation interface includes a top navigation bar with the title "FIT-KIDS Basic Training Reports" and a timer showing "00:01 / 10:47". On the left side, there is an "Outline" panel with the following items:

- 1. Family Infant Toddler Program FIT-KIDS
- 2. FIT KIDS Reports
- 3. FIT KIDS Reports Demonstration
- 4. Child Summary Report Demonstration
- 5. FIT-KIDS Reports Completed
- 6. Module 5 - Reports Quiz

The main content area displays a slide with the following elements:

- A logo for the "NEW MEXICO Family Infant Toddler Program" featuring a stylized figure of a person holding a child.
- A large blue rounded rectangle containing the text "Family Infant Toddler Program FIT-KIDS".

At the bottom of the presentation, there is a control bar with the Articulate logo, a "SLIDE 1 OF 6" indicator, a "PAUSED" status, a timer at "00:01 / 00:10", and navigation buttons for back, forward, and search.