

**EARLY  
INTERVENTION**  
Training Handbook  
SFY 2017

**July 2016  
to  
June 2017**



Department of  
Developmental Disabilities

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# Introduction

**Thank you for your interest in training and professional development. The training opportunities on the following pages are designed to guide you in your practice with infants, toddlers, and families.**

The professional development mission of the Ohio Early Intervention Program is:

***to provide Ohio Early Intervention professionals with consistent, high-quality professional development opportunities that will increase their competence and confidence in serving Ohio families.***

The mission of Early Intervention in Ohio is:

***to build upon and provide supports and resources to assist family members and caregivers to enhance children's learning and development through everyday learning opportunities.***



**Thank you for the work  
that you do  
for Ohio families!**



# Meet Your Training and Technical Assistance Team

## EI PROGRAM MANAGER

**Diane Fox**

**(614) 466-2755**

[Diane.Fox@dodd.ohio.gov](mailto:Diane.Fox@dodd.ohio.gov)

Diane Fox is currently the Early Intervention Program Manager at DODD. She leads a team of early intervention professionals responsible for providing technical assistance and training to local early intervention programs. Diane has worked in the field of early intervention for 25 years with experience providing social work, service coordination, and special instruction services on a transdisciplinary team in Ohio. She holds a Master's degree in Special Education from West Virginia University with a focus in early intervention. She is a licensed Social Worker through the State of Ohio Counselor, Social Work, and Marriage and Family Therapist Board and holds a professional credential from DODD as an EI Specialist. Diane has extensive experience developing workshops and training for EI service providers that include understanding Ohio's early intervention system, the role and responsibilities of the EI service provider and service coordinator, functional assessment, and applicable federal regulations and state rules. Diane is very excited to support counties with moving towards evidence-based practices through the development of a high-quality, comprehensive professional development system.

## EI PROGRAM CONSULTANTS (see map at end of this section for Consultant county assignments)

**Laura Friedman** (614) 728-2729

[Laura.Friedman@dodd.ohio.gov](mailto:Laura.Friedman@dodd.ohio.gov)

Laura has been in the field of early intervention since 1982, after obtaining her Master's in Early Childhood/Special Education from the University of Texas. She worked for eight years at an Early Intervention program in Austin, TX before moving to San Diego in 1988 to work as a special education teacher. In July 2001, she moved to Columbus, OH to work as an early intervention state consultant with the Ohio Department of Health. Laura enjoys spending time with her teenage daughter and three dogs, baking, traveling, and shopping.

**Steven Guyton** (614) 466-5567

[Steven.Guyton@dodd.ohio.gov](mailto:Steven.Guyton@dodd.ohio.gov)

Steve holds a Master's of Early Childhood Education and Education Administration from the University of Findlay. Over the past 19 years, Steve has supervised Early Intervention, Pre-school and School Age programs. He has provided training on understanding the Ohio EI system, EI policies and procedures, IFSP development as well as targeted trainings to county EI teams on compliance and evidence-based practices. He is credentialed through the Ohio Department of Developmental Disabilities as an Early Intervention Supervisor.

# Training and Technical Assistance Team, continued

## EI PROGRAM CONSULTANTS, continued

**Cathy Kramer** (614) 466-2795 [Catherine.Kramer@dodd.ohio.gov](mailto:Catherine.Kramer@dodd.ohio.gov)

Cathy Kramer has a Bachelor's Degree in Family Relations and Human Development from the Ohio State University with a focus in Early Intervention. Cathy has worked with children and families for over 30 years and is certified as a Developmental Specialist. She has more than ten years experience in an administrative position and as a DS and Service Coordinator on transdisciplinary teams. Cathy has provided training on Child Development, Best Practices, Inclusion, Compliance, Development of IFSP Outcomes, and Evidence-Based Practices.

**Kelli Lanzot** (614) 466-4077 [Kelli.Lanzot@dodd.ohio.gov](mailto:Kelli.Lanzot@dodd.ohio.gov)

Kelli D. Lanzot, M.S., LSW has been working in early intervention for five years. Prior to working with early intervention, she worked in the fields of mental health and child welfare. Kelli also has experience with providing high quality case management and parent education to children and families. Kelli attended Ohio Dominican University and received a Bachelor of Arts in both Sociology and Social Work. In addition, Kelli has a Master of Science degree in Human Services Management from Franklin University.

**Tiffany Madden** (513) 735-8271 [Tiffany.Madden@dodd.ohio.gov](mailto:Tiffany.Madden@dodd.ohio.gov)

Tiffany holds a Master's degree in Speech-Language Pathology from the University of Cincinnati. She has a license in Speech-Language Pathology through the state of Ohio and has earned a Certificate of Clinical Competence from the American Speech Language Hearing Association (ASHA). Over the past 13 years, Tiffany has served as a Speech-Language Pathologist, Primary Service Provider, and supervisor in early intervention programs within the states of Maryland and Ohio. As an Early Intervention Supervisor, she provided ongoing support and training related to evidence-based practices in EI. Tiffany has also taught Hanen, *It Takes Two To Talk* workshops to parents of toddlers with language delays.

**Shelly Palumbo** (614) 705-1199 [Shelly.Palumbo@dodd.ohio.gov](mailto:Shelly.Palumbo@dodd.ohio.gov)

Shelly Palumbo has a Bachelor's in Social Work from Capital University and is a Licensed Social Worker in the state of Ohio. Previously, she was employed at the Ohio Department of Health as a Human Services Program Consultant for the Help Me Grow Home Visiting Program for 3.5 years. Shelly has 14 years experience working within the Help Me Grow Program as a Service Coordinator, Home Visitor, and as a state consultant. Shelly has 24 years of experience working in the field of Social Work, with 17 years spent supporting individuals and families in their homes.



# Training and Technical Assistance Team, continued

## EI TRAINING COORDINATOR

### **Lori Myers**

(614) 644-0262

[Lori.E.Myers@dodd.ohio.gov](mailto:Lori.E.Myers@dodd.ohio.gov)

Lori has a Bachelor's from the Ohio State University with a double major in Psychology and Communication. Before joining DODD, she worked for 24 years at Opportunities for Ohioans with Disabilities (OOD) as a Disability Claims Adjudicator, Trainer, and Policy Specialist. While at OOD, she chaired the Knowledge Enrichment Group, a committee that planned trainings on medical, legal, and technical aspects of disability adjudication. She served as Vice President and President of the Ohio Association of Disability Examiners, and she was awarded the Social Security Regional Commissioner's Citation. Outside of work, she is involved in community arts groups as a choreographer, singer, and dancer.

## EI ADMINISTRATIVE ASSISTANT

### **Zoe Smoot**

(614) 466-6879

[Zoe.Smoot@dodd.ohio.gov](mailto:Zoe.Smoot@dodd.ohio.gov)

Zoe Smoot, M.S., is new to early intervention; she began with the Policy division in August 2014. Prior to working with early intervention, she worked in Human Resources in the public and private sectors for the last decade; most recently, she provided support at the Columbus Developmental Center before coming to Central Office. Zoe supports the EI division providing high quality administrative support to the Early Intervention Team. Zoe attended West Virginia State University and received a Bachelor of Arts in Psychology with minors in both Sociology and Biology. In addition, Zoe has a Master of Science degree in Organizational Training and Development from Marshall University.







# OhioTRAIN Learning Management System

OhioTRAIN is part of the TrainingFinder Real-time Affiliated Integrated Network (TRAIN) and is designed to aid in professional development for those working in public health fields. Users can search for and register for courses, track their learning, and access training materials.

## Instructions

If you are a **first-time OhioTRAIN user**, please create a profile by following these instructions:

1. Go to the OhioTRAIN website: <https://oh.train.org>
2. Click “Create Account” on the left hand side of the page.
3. You will need to agree to the TRAIN policies prior to registering. Each policy is an active link to more information detailing the policy.
4. Fill out the necessary information on the subsequent pages. Required fields are indicated with a red asterisk. \* Do not hit the “Back” button at any time during the process.
5. Answer the two secret questions at the bottom of the page. In the event you forget your password, you will be asked to answer these questions as a security measure during the password retrieval process. Click “Next” when finished.
6. **Make sure to select, “I would like to receive email notifications from TRAIN.”** This allows you to receive handouts, updates, and notifications about courses for which you have registered. **Be sure to update your information as needed (e.g. change of agency, email address, etc). This will ensure that you receive notifications of cancelled trainings due to weather or other circumstances.**
7. On the next page, you will be asked to provide your agency, location, and job role. Please answer appropriately.
8. Please select up to three professional roles that best match your job description. Click “Next” when finished. On the resulting page, please select the three settings that best fit your work environment. Click “Next” when finished.
9. On the next page, additional demographic information will be requested. This information is not required for registration. Click “Continue” to finish setting up your account. Click “Continue” again to register for the desired training. You will automatically be directed to the OhioTRAIN home page to begin searching for courses.

### To search for a Course:

1. Log into OhioTRAIN: <https://oh.train.org>
2. Click on Course Search.
3. Click on Key word box and type the title or course number of the training.
4. Click Search.
5. You will be directed to a list of courses that match your search criteria.



# OhioTRAIN Instructions, continued

## **To Withdraw from a Course:**

1. Log into OhioTRAIN. <https://oh.train.org>
2. Go to your “Dashboard” located on the right side of the screen.
3. Click on “My Learning.”
4. Click on the name of the course from which you wish to withdraw.
5. Click on the “Withdraw” button.  
You will receive an email indicating you have officially withdrawn from the course.

## **To Participate in a Webinar as a Group:**

1. Select one group member to register. Have this person ensure his/her OhioTRAIN account includes a **current email** address and a **check mark in the box**, “I would like to receive emails from TRAIN.
2. Registration is a two-step process. **After registering on OhioTRAIN, you will be prompted to complete the second step, registering on GoToWebinar.**
3. The registrant will receive an email from OhioTRAIN confirming registration and providing handouts, including a sign-in sheet and course evaluation. He/she will also receive an email from GoToWebinar with information on accessing the training on the scheduled date. You can save this information to your calendar; this is recommended.
4. Print the handouts, including the course evaluation and sign-in sheet. Make copies of the handouts, including the course evaluation for all participants.
5. The day of the webinar, use the GoToWebinar access information to call in or to access the webinar via computer.
6. After the webinar, have each participant complete the sign-in sheet and course evaluation. Submit these documents to DODD as instructed during the webinar.
7. Certificates will be issued by DODD in the order that documentation is received. Verification time will vary depending on the volume of trainings.

## **Obtaining Certificates:**

Most DODD-provided, EI courses have certificates attached to OhioTRAIN. Participants are responsible for obtaining their certificates once attendance is verified. Verification may take 7-10 days. Once attendance has been verified, you can access your certificate as follows:

1. Login to OhioTRAIN.
2. In your Dashboard, on the right-hand side, click My Certificates.
3. Click View All Certificates.
4. In the Certificate column on the right, click the course name.
5. You will get a pop-up asking if you want to open or save the certificate PDF. Click Open.
6. You will see your certificate and can save or print it.

# OhioTRAIN Instructions, continued

## Training Materials

Many in-person courses and webinars have handouts attached to OhioTRAIN. ***Be sure to set your OhioTRAIN profile to receive email notifications.*** If you register for a course that has associated handouts, you will receive an email with the handouts attached. Please download or print these documents and bring them to your scheduled training. ***Hard copies of handouts attached to OhioTRAIN will not be provided at the training.***

## Course Evaluations

Feedback from training participants is very important to DODD; it helps us to improve current courses and to identify training needs. Many DODD-provided courses have evaluations attached to OhioTRAIN. These will be emailed to you after completion of the course. In most cases, completion of the evaluation is not required to obtain credit for the course, but we greatly appreciate you taking the time to complete these surveys.

## Tips

- Be sure to read the entire description on the Course Details page as it may contain special instructions. Some courses require additional registration outside of OhioTRAIN, such as registering on GoToWebinar. This will be indicated in the section, “Registration required outside of OhioTRAIN” and/or under Special Notes.
- You can access a transcript of completed courses via My Learning. After logging on, click the plus sign (+) next to My Learning, then click TRAIN Transcript.



# Foundational Courses

## **ORIENTATION MODULE 1: Introduction to Early Intervention\***

**Course ID # 1061260**

**CEUs: DODD (1.0 hour)**

**Format: Self-study, approx time to complete: one hour**

**Description:** The first in a series of self-paced modules that introduce the rules and regulations for EI services in Ohio including the Part C IDEA regulations, evidence-based practices, the role of Service Coordinators and other practitioners in EI, and the development of the Individualized Family Service Plan (IFSP).

**Audience: All Early Intervention Staff, Required for Service Coordinators:  
Prerequisite for Principles of Service Coordination**

## **ORIENTATION MODULE 2: Mission and Key Principles\***

**Course ID # 1061264**

**CEUs: DODD (1.0 hour)**

**Format: Self-study, approx time to complete: one hour**

**Description:** The second in a series of self-paced modules for new EI staff, this module explores the mission of EI in Ohio and the seven key principles in implementing evidence-based practices.

**Audience: All Early Intervention Staff, Required for  
Service Coordinators: Prerequisite for Principles of  
Service Coordination**



## **ORIENTATION MODULE 3: Natural Learning Environments\***

**Course ID # 1063888**

**CEUs: DODD (1.0 hour)**

**Format: Self-study, approx time to complete: one hour**

**Description:** The third module explores the characteristics of natural learning environments in Early Intervention. Participants will learn to identify the characteristics of natural learning environment practices and to understand the importance of everyday activity settings as sources of learning opportunities. They will explore the roles of child interests and parent responsiveness in everyday routines and activities.

**Audience: All Early Intervention Staff**

## **ORIENTATION MODULE 4: Coaching in Early Intervention\***

**Course ID # 1063890**

**CEUs: DODD (1.0 hour)**

**Format: Self-study, approx time to complete: one hour**

**Description:** Module 4 discusses the coaching interaction style as an adult learning style. Participants will understand how the principles of adult learning are used in Early Intervention and recognize the elements of coaching in an Early Intervention visit. They will learn to use reflective questions and feedback to build the capacity of parents and caregivers.

**Audience: All Early Intervention Staff**

**\*NOTE: Orientation Modules 1-6 were designed to be completed in numerical order, but it is not required. They may be completed in any order.**



# Foundational Courses, continued

## **ORIENTATION MODULE 5: Using a Primary Service Provider Approach to Teaming\* (coming soon)**

**Course ID # TBD**

**CEUs: DODD (1.0 hour)**

**Format: Self-study, approx time to complete: one hour**

**Description:** This module explores the characteristics of the PSP approach to teaming and instructs teams in how to implement this approach. It discusses the role of the PSP and secondary provider during joint visits, the roles of leadership and staff in moving towards this approach, and the procedures for supporting staff in using the approach during team meetings. Finally, it explores conversational techniques and tips for explaining the PSP approach to families and other stakeholders.

**Audience: All Early Intervention Staff**

## **ORIENTATION MODULE 6: Family-Centered Practices\* (coming soon)**

**Course ID # TBD**

**CEUs: DODD (1.0 hour)**

**Format: Self-study, approx time to complete: one hour**

**Description:** This module explains the characteristics of family-centered practices and explores how they are used as help-giving strategies. The participant will learn to identify relational and participatory help-giving strategies and will practice using them in simulated case situations.

**Audience: All Early Intervention Staff, Required for Service Coordinators:  
Prerequisite for Principles of Service Coordination**

**\* NOTE: Orientation Modules 1-6 were designed to be completed in numerical order, but this is not required. They may be completed in any order.**

## **PRINCIPLES OF SERVICE COORDINATION 9 am-4:30 pm**

**Course ID # 1047684**

**Format: In person**

**CEUs: DODD (6.5 hours),  
SW (6.75 hours)**

**Instructor(s): EI Consultants**

**Description:** You will learn the laws and rules behind the role of Service Coordination, the responsibilities and expectations of the Service Coordinator, and why this role is so important to eligible Ohio children and families throughout their Early Intervention journey.

**Audience: Required for Service Coordinators, Service Coordinator Supervisors, and Contract Managers.**

July 13, 2016	Franklin Co	Jan 11, 2017	Franklin Co
Aug 10, 2016	Hamilton Co	Feb 8, 2017	Guernsey Co
Sept 14, 2016	Franklin Co	Mar 8, 2017	Franklin Co
Oct 12, 2016	Medina Co	Apr 12, 2017	Delaware Co
Nov 9, 2016	Franklin Co	May 10, 2017	Franklin Co
Dec 14, 2016	Butler Co	June 14, 2017	Highland Co



# Foundational Courses, continued

## **REFLECTIVE SUPERVISION TECHNIQUES**

**Course ID# 1049291**

**Instructor: Robert Gallen, Ph.D.**

**Format: In person**

**Description:** You will learn the role and responsibilities of the Supervisor, examine your own supervisory style, explore techniques for relationship-based supervision, and discuss the role of emotion in working with children, families, and those you supervise. You will have the opportunity to observe and practice reflective supervision skills.

**Audience: Required for Supervisors in the Early Intervention system**

**8:30 am-4:30 pm**

**CEUs: DODD (6.5 hours),  
SW (6.0 hours)**

Sept 15, 2016	Fairfield Co
Jan 20, 2017	Cuyahoga Co
Mar 10, 2017	Vinton Co
Apr 7, 2017	Fairfield Co



# Screening, Evaluation, and Assessment

## Ages & Stages Questionnaire (ASQ) and Ages & Stages Questionnaire: Social-Emotional (ASQ:SE)

Course ID # 1019133

CEUs: DODD (2.0 hours), SW (2.1 hours)

**Note: Registration requires password - OHMG328**

**Format: Self-study, approx time to complete: two hours**

**Description:** This module defines the purpose of screening in Early Intervention, instructs you on how to use the ASQ and ASQ:SE in everyday practice, and discusses how to interpret results of the ASQ and ASQ:SE.

**Audience:** Any professional using this screening tool must be trained prior to using it. Service Coordinators are required to complete this training.

## Battelle Developmental Inventory (BDI) 2

9:00 am-4:30 pm

Course ID # 1009401

CEUs: DODD (5.0 hours),

Format: In person

SW (6.0 hours)

Instructor: Robert Gallen, PhD

**Description:** In this course, you will learn the purpose of the BDI-2, how to administer it and interpret the results, and how to use it in everyday practice with infants and toddlers.

**Audience:** Any evaluator, assessor, or service provider who will be using this tool.

Mon, Aug 15, 2016	Franklin Co
Fri, Oct 28, 2016	Cuyahoga Co
Thu, Mar 9, 2017	Hamilton Co
Thu, May 4, 2017	Franklin Co



# Screening, Evaluation, and Assessment, continued

**Bayley-III Scales of Infant and Toddler Development** 9:00 am-4:30 pm  
**Course ID # 1009447** CEUs: DODD (5.0 hours), SW (5.5 hours)  
**Instructor: Adam Scheller, PhD**  
**Format: In person**  
**Description:** This course covers the purpose of the Bayley-III in Early Intervention, how to administer the tool and interpret results, and how to use the tool in everyday practice.  
**Audience:** Any evaluator, assessor, or service provider who will be using this tool is welcome.

Tues, Sep 20, 2016	Cuyahoga Co
Weds, Nov 16, 2016	Hocking Co
Weds, Feb 15, 2017	Hamilton Co
Weds, May 17, 2017	Location TBA

**Bayley-III Scales of Infant and Toddler Development: Advanced**  
**Course ID #: 1028643** 9:00 am-4:30 pm  
**Format: In person** CEUs: DODD (5.5 hours)  
**Instructor: Adam Scheller, PhD**  
**Description:** This course explores use of the tool to analyze information for different age groups and how to use results from the Cognitive, Language, and Motor domains and from the Social-Emotional and Adaptive Behavior Questionnaire. Learners will analyze sample data to determine EI eligibility and perform supplemental analyses.  
**Audience:** Service providers using this tool who have previously attended the Bayley-III training.  
**Prerequisite:** Must be familiar with Bayley-III administration, scoring, and interpretation.

Tues, Oct 25, 2016	Delaware Co
Weds, Apr 19, 2017	Delaware Co



# Screening, Evaluation, and Assessment

## Functional Assessment/IFSP Outcomes ([Coming in Oct 2016](#))

**Course ID # TBD**

**CEUs: TBD**

**Format: Self-study**

**Description:** This module describes functional assessment and its relationship to functional IFSP outcomes. It explains the criteria for high-quality IFSP outcomes and offers suggestions for writing outcomes as well as exploring family-centered practices and team collaboration in the IFSP process.

**Audience: Service Coordinators, Evaluators, and Assessors**

### Routines-Based Interview (RBI)

**9:00 am-4:30 pm**

**Course ID #: 1056308**

**CEUs: DODD (5.0 hours), SW (5.0 hours),**

**Format: In person**

**OT (5.0 hours), PT (5.0 hours),**

**Instructor: Debbie Ashley**

**SLPA (5.0 hours)**

**Description:** This training provides instruction on administering the RBI tool for child and family assessment. It offers guidance on interviewing techniques and eco-mapping and provides participants with practice using both eco-mapping and the RBI tool.

**Audience: Service Coordinators (if used in their county), Evaluators, and Assessors**

<b>Thu, Sep 15, 2016</b>	<b>Franklin Co</b>
<b>Fri, Sep 16, 2016</b>	<b>Franklin Co</b>
<b>Spring 2017 dates to be determined in Jan 2017</b>	

## Individualized Family Service Plan (IFSP)

### IFSP Overview

**Course ID # 1028661**

**CEUs: DODD (1.41 hours), SW (1.41 hours)**

**Format: Self-study, approx time to complete: one hour**

**Description:** This interactive, online module offers guidance on completing the IFSP form. The course walks the learner through the IFSP section by section with detailed instructions for completion. It explores the technical requirements of the IFSP as well as how to partner with families at each step of the process.

**Audience: Required for Service Coordinators. Recommended for new staff.**





# IFSP, continued

## **IFSP: It's All About the Process**

**Course ID # TBD CEUs: DODD (1.5 hours), PT (1.5 hours), SLPA (1.5 hours)**

**Format: Self-study being developed. Offered through 9/2016 as two separate Webinars: Functional Assessment: Beyond the Bayley and Battelle (1062057) and IFSP Outcomes (1054433)**

**Description:** This module describes the EI journey from referral through identification of services and explains how each step builds on the previous step in determining outcomes, steps, activities, and services. It explains the criteria for high-quality outcomes and explores family-centered practices and team collaboration in the IFSP process.

**Audience: Evaluators and Assessors**

## **IFSP Section VI: Our Child and Family Outcomes two hours**

**Course ID #: 1063955 CEUs: DODD (2.0 hours)**

**Format: In-person; contact your EI Consultant to schedule**

**Instructor(s): EI Consultants**

**Description:** This training explores the federal requirements related to Section VI of the IFSP and helps participants build confidence with identifying intensity and duration of services. It offers practice for IFSP teams in completing “the grid” in Section VI.

**Audience: All members of the IFSP Team**

# Child Outcomes Summary (COS)

## **The Child Outcomes Summary Process four hours**

**Course ID #: 1063944 CEUs: DODD (4.0 hours)**

**Format: In-person; contact your EI Consultant to schedule**

**Instructor(s): EI Consultants**

**Description:** This training covers the purpose of the COS and how to complete the COS. It explains why we compare the functioning of children in EI with functioning of typically-developing peers and explores the process of identifying accurate functional ratings. The training also discusses explaining outcomes to families and engaging them in the ratings process. Included are interactive activities that allow teams to practice with their new knowledge and skills.

**Note: DaSy COS Modules (course # 1063900) are a prerequisite.**

**Audience: All members of the IFSP Team**

## **The Child Outcomes Summary Process: Engaging Families in the COS Process**

**Course ID #: 1063899 three hours**

**Format: In-person; contact EI Consultant to schedule CEUs: DODD (3.0 hours)**

**Instructor(s): EI Consultants**

**Description:** Families are key partners in the COS process, as they see the child in more routines and settings than the EI practitioner. (continued on next page)



# Child Outcome Summary (COS)

## Engaging Families in the COS Process, Description continued

This training focuses on building parent understanding of the COS and enhancing parent collaboration to determine ratings.

**Note: Dasy COS Modules (1063900) are a prerequisite.**

**Audience: All members of the IFSP Team**

## DaSy: Child Outcomes Summary (COS) Process Modules

<http://dasyonline.org/DaSyCOS2015> Course ID #: 1063900

**Format: Self-study, approx time to complete: three hours**

**Description:** These six modules begin with a COS overview and explain how to complete COS ratings. They promote understanding of the 7-point rating scale and explore teaming in the COS process. The modules include optional activities and assessments.

**Audience: All members of the IFSP Team; highly recommended for Service Coordinators**

## Evidence-Based Practices

### Evidence-Based Practices Overview

**Six hours**

**Course ID #: 1063957**

**CEUs: DODD (5.0 hours)**

**Format: In-person; contact DODD EI Consultant to schedule**

**Instructor(s): DODD EI Consultants**

**Description:** This training discusses core teams and choosing a primary service provider. It explores the coaching interaction style for adult learning and the importance of natural learning environments and family-centered practices. It includes interactive activities to help participants develop practical ideas to incorporate into their work.

**Audience: IFSP Teams**

## Vision and Hearing

### Hearing Status Questionnaire

**Course ID #: 1023379**

**CEUs: DODD (1.0 hour)**

**Format: Self-study, approx time to complete: one hour**

**Description:** This course describes the purpose, administration, and interpretation of the Hearing Status Questionnaire and explores techniques for explaining results to parents.

**Audience: Any service provider in EI, required for Service Coordinators**

### Understanding Visual Impairment in Early Childhood

**Course ID #: 1028694**

**CEUs: DODD ( 1.0 hour)**

**Format: Self-study, approx time to complete: one hour**

**Description:** This presentation covers the definition and features of visual conditions in early childhood and the impact of these impairments on a young child's development.

**Audience: Any service provider in Early Intervention**

# Vision and Hearing, continued

## **Vision: Taking a Look**

**Course ID #: 1023291**

**Format: Self-study, approx time to complete: two hours**

**Description:** This online course instructs the learner on how to administer the Vision Status Questionnaire, how to explain the results to parents, and how to know when to refer a child for further vision evaluation.

**Audience: Any EI professional; required for Service Coordinators**

**CEUs: DODD (2.0 hours)**

**SW (2.0 hours),**

## Other Trainings

### **Childhood Trauma**

**Course ID #: 1053724**

**Format: In person**

**Instructor: Robert Gallen, PhD**

**Description:** This workshop offers foundational information about trauma in childhood: what it is, what it is not, how to assess it, and how it impacts child development. Approaches to intervention with young children and families will be discussed, and participants will engage in learning activities designed to build awareness.

**Audience: Any professional working in Early Intervention**

**9:00am-5:00 pm**

**CEUs: Contact hours (7 hours), SW (6 hours)**

<b>Jan 27, 2017</b>	<b>Franklin Co</b>
<b>Mar 24, 2017</b>	<b>Cuyahoga Co</b>

### **Documentation**

**Course ID #: 1063987**

**Format: In person; can also be presented as a facilitated Webinar. Contact EI Consultant to schedule.**

**Instructor(s): EI Consultant(s)**

**Description:** This training explores the reasons for quality documentation in Early Intervention, explains the required elements for EI case notes and answers common questions about documentation. Learners will have the opportunity to practice rating and writing case notes.

**Audience: Any service provider in Early Intervention**

**two hours**

**CEUs: DODD (1 hour)**



# Other Trainings, continued

## Social-Emotional Development in Infants and Toddlers

**Course ID #: 1055419 (In person) 8:30am -4:30 pm OR 1028686 (Self-study)**

**Format: In person/Self -study; approx time to complete self-study: three hours**

**CEUs: In person: DODD (6.5 hours),**

**Self study: DODD (3.0 hours), SW (3.0 hours)**

**Instructor for in person training: Robert Gallen, PhD**

**Description:** This training helps the learner recognize the components of emotionally nurturing environments for infants and toddlers and explores the keys to high-quality caregiver relationships. Participants will understand developmentally appropriate opportunities to support social-emotional development and learn to collaborate with other professionals in promoting these opportunities.

**Audience: Any professional working in Early Intervention**

Feb 10, 2017

Franklin Co

## What is Special Instruction?

**Course ID #: 1063961**

**CEUs: DODD (2.0 hours)**

**Format: In person**

**Instructor(s): EI Consultant(s); contact your EI Consultant to schedule**

**Description:** This training explains the definition of special instruction, who provides it, when it is provided, how it is provided, and what it looks like in practice.

**Audience: Any professional working in Early Intervention**



## Payor of Last Resort (POLR) Training

POLR is a funding source that may completely or partially cover needed EI service costs when other funding sources have been exhausted. Service Coordinators assist families in applying for POLR, and the IFSP team helps by identifying needed services and providers. DODD is currently developing training to provide the IFSP Team with guidance on understanding and helping families with the POLR process.



# Data and Monitoring

## Early Track

**Course ID #:** listed as Course #1058724, but OhioTRAIN registration is not needed. Register via ETDS ([ETDS@odh.ohio.gov](mailto:ETDS@odh.ohio.gov)).

**Format:** Self-Study, approx time to complete: 1.5 hours

**CEUs:** n/a; Certificate of Completion provided

**To Access:** Click “Contact Us” on the Early Track Data System web page ([ETDS@odh.ohio.gov](mailto:ETDS@odh.ohio.gov))

**Description:** This training introduces the learner to the Early Track Data System for data entry and creating case records for children in EI. Participants will receive study materials and are required to create and submit completed Early Track records on three sample cases.

**Audience:** Required for System Administrators; open to any other EI personnel



## The Data and Monitoring “Road Show!”

In order to better support local programs and supplement other technical assistance and training, DODD is planning a **Data and Monitoring Road Show** for **late summer/early fall 2016**. Target audience is EI Contract Managers. These regional face-to-face trainings will provide information about the **Early Track Data System**, **compliance monitoring practices and protocols**, and **ways to better use data**.

These full-day sessions are tentatively designed to include optional time before and after the workshop for participants to **practice and apply** their knowledge on their own electronic devices with the support of state staff.



# Resources



## Additional Courses Available on OhioTRAIN

COURSE ID #	COURSE NAME	FORMAT
1028648	Dealing with Stress While Raising Infants and Toddlers	Self-Study
1051246	Genetic Testing Basics	Self-Study
1056777	Genetics 101	Self-Study
1028676	Involving Fathers, Grandparents, and Caregivers	Self-Study
1028677	Mandated Reporting	Self-Study
1058588	Motivational Interviewing	Self-Study
1021622	Transition: Connecting the Dots	Self-Study
1058610	Working with Local Child Welfare	Self-Study
1028695	When Parents of Infants Have Mental Health Challenges	Self-Study
1028697	Working with Military Families	Self-Study
1059005	Working with Parents: Considerations of Cultural Respect	Self-study

## Helpful Websites and Online Resources

- **ASD Strategies in Action**

[www.autismcertificationcenter.org](http://www.autismcertificationcenter.org)

This website offers an online training program for those who interact with individuals with Autism Spectrum Disorder. It is a practical, self-paced course organized into modules that are broken down into chapters, providing the ability to take small portions of the training as time permits. Each module has an assessment, and participants can receive a certificate after passing all assessments.

- **Division for Early Childhood Intervention (ECI) Services**

<http://www.dars.state.tx.us/ecis/index.shtml>

This is Texas' early intervention program website. It includes a great orientation program that includes a lengthy training module as well as webinars, current and archived, that can be accessed by individuals outside of Texas. Notable webinar topics include: *Evaluation and Assessment for Children in Bilingual Environments*, *Working with Children who are Deaf or Hard of Hearing*, and *Interpreting the BDI*.

- **Division for Early Childhood (DEC) Recommended Practices**

<http://dec.membershipsoftware.org/files/Recommended%20Practices/DEC%202014%20Recommended%20Practices.pdf>

The Recommended Practices (RPs) represent an initiative designed to “bridge the gap between research and practice” for early intervention professionals. The RPs are divided into topic areas of Assessment, Environment, Family, Instruction, Interaction, Teaming, and Transition.



## Helpful Websites and Online Resources, continued

- **Early Childhood Ohio**

<http://www.earlychildhoodohio.org/index.php>

This website provides information on Ohio's Early Childhood Development system and explains the connections between agencies and components. It offers information on Ohio's Early Childhood Core Knowledge and Competencies and provides links to other agencies that work with young children.

- **Early Childhood Outcomes (ECO) Center**

<http://fpg.unc.edu/node/2857>

The ECO Center is a collaborative effort of the Frank Porter Graham Child Development Institute, SRI International, the Research Triangle Institute, and the University of Connecticut. The purpose is to provide leadership in the development and use of outcome information in early intervention and preschool special education.

- **Early Childhood Technical Assistance (ECTA) Center**

<http://ectacenter.org/>

This website offers information, research, publications, and training resources on Part C Early Intervention. The Home Page has links to the DEC Recommended Practices, Outcomes Measurement, Evidence-Based Practices, and training opportunities. The site has an excellent search feature.

- **EI Excellence** <http://www.eiexcellence.org/welcome-to-ei-excellence-2/>

This website contains many resources for providers and families. It includes a blog where providers share practical ideas for different scenarios they encounter in their work with children and families and contains numerous articles, tools, and resources on evidence-based practices.

- **Family, Infant and Preschool Program (FIPP) Center for the Advanced Study of Excellence (CASE)** [www.fipp.org](http://www.fipp.org)

This website houses the resources of FIPP, an applied research institute that studies and reviews literature to develop strategies for evidence-based, family-centered practices. FIPP staff members provide training and support to programs in the U.S. and beyond. They have an online learning system (fippcaselearnpointlms.com) with self-paced learning modules on many aspects of early intervention. FIPP also offers many Case Tools and Checklists to help practitioners enhance and reinforce their knowledge.

- **Franklin Co. Children Services (Training on Safety and Abuse issues)**

<http://childrenservices.franklincountyohio.gov/programs/professional-development.cfm>

FCCS offers a four-hour Mandated Reporter training and other materials and information about child abuse, neglect, and domestic violence.

- **OCALI (Ohio Center for Autism and Low Incidence)** <http://www.ocali.org/> OCALI's site offers training, technical support and resources for professionals working with individuals with Autism Spectrum Disorder.

- **Virginia Early Intervention Professional Development Center**

<http://www.veipd.org/main/index.html>

The state of Virginia's EI website was developed in partnership with Virginia Commonwealth University and includes an impressive collection of resources in many formats. It is designed mainly for EI practitioners, but also houses information for families and other health providers.



## Credential Requirements: Service Coordination

Service Coordinators and Supervisors of Service Coordinators must obtain a state credential to work within Ohio's early intervention system. Requirements on these pages apply to the Early Intervention credential only. Personnel may have additional training/professional requirements depending on their agency or program model.

Credential Type	Course Name	<u>OhioTRAIN</u> Course ID
<b>Supervisors of Service Coordinators</b>	<ol style="list-style-type: none"> <li>1. Orientation Modules 1, 2, and 6</li> <li>2. Reflective Supervision</li> <li>3. All requirements for Service Coordinator I by next naturally occurring renewal</li> </ol>	(1) 1061260 , (2) 1061264 (6) course # TBA 1049291
<b>Service Coordinator I:</b> should not serve more than 25-30 families in early intervention at any time	<ol style="list-style-type: none"> <li>1. Orientation Modules 1, 2, and 6</li> <li>2. Principles of Service Coordination</li> <li>3. Individualized Family Service Plan (IFSP) Overview</li> <li>4. Screening Tools                             <ol style="list-style-type: none"> <li>a. ASQ/ASQ: SE</li> <li>b. Hearing Status Questionnaire</li> <li>c. Vision: Taking a Look</li> </ol> </li> </ol> <p><b>Renewal:</b> every two calendar years from date of initial or most recent renewal. Complete at least 20 contact hours of training related to the role or target population of early intervention, updating Ohio Professional Registry personal profile to include required training and obtaining verification by Ohio Professional Registry</p>	(1) 1061260, (2) 1061264 (6) course #TBA 1047684  1028661  1019133/password: OHMG328 1023379 1023291
<b>Service Coordinator II:</b> must have been employed and credentialed as SCI at least 6 calendar mos within the past 2 calendar years; have no maximum caseload	<ol style="list-style-type: none"> <li>1. Functional Assessment</li> <li>2. Ten (10) contact hours of department-approved training</li> </ol>	webinar: 1062057
<b>Service Coordinator III:</b> must have been employed/credentialed as SCII for at least 1 calendar year within the past 3 calendar years and submit <i>Service Coordinator Skills Inventory</i> signed by Supervisor to Ohio Professional Registry; have no maximum caseload	<p>None</p> <p><b>Renewal:</b> every two calendar years from date of initial or most recent credential. Requires at least 20 contact hours of training related to the role or target population of early intervention and updating Ohio Professional Registry and obtaining verification by Ohio Professional Registry</p>	
<b>Service Coordination Contract Managers</b>	<ol style="list-style-type: none"> <li>1. Orientation Modules 1, 2, and 6</li> <li>2. Principles of Service Coordination</li> <li>3. Early Track (Self-study): Only required if Contract Manager wants to become an Early Track System Administrator</li> </ol>	(1) 1061260, (2) 1061264 (6) course # TBA 1047684 Register via ETDS

# Credentialing Information

- DODD certifies **Developmental Specialists** and **Early Intervention Supervisors**. DODD does not directly monitor credential expiration dates. It is expected that personnel and their supervisors ensure credentials are kept up to date. Those who acts as evaluators must ensure that other credentials are maintained as well.

There are two levels of Early Intervention Services certification:

**1. Developmental Specialists**

- a) One-year certification available to employees of county boards
- b) Five-year certification

**2. Early Intervention Supervisor**

Developmental Specialists and Early Intervention Supervisors must meet education and training requirements as specified in [OAC 5123:2-5-05.](#)

**For more information about credentialing of Developmental Specialists or Early Intervention Supervisors, please contact the Provider Certification Department at DODD: [provider.certification@dodd.ohio.gov](mailto:provider.certification@dodd.ohio.gov)**

- OCCRRA, the Ohio Child Care Resource and Referral Association, <https://www.occrra.org/> certifies **Service Coordinators, Supervisors of Service Coordinators, and Service Coordination Contract Managers.**

**All Service Coordinators must meet the following requirements:**

1. Hold at least an Associate's degree from a council on higher education accredited college or university in a field related to working with infants or toddlers, or children with disabilities or families.
2. Complete a profile with verification on the Ohio Professional Registry.
3. Complete the required department provided training for Service Coordinator credential based on the level of their position (see Credential Guidance Document).

There are three levels within the Service Coordinator structure:

**Service Coordinator I:**

- should not serve more than 25-30 families in early intervention at any time,
- shall receive a minimum of four hours per calendar month of direct, group, and/or peer-to-peer supervision by a credentialed Service Coordinator Supervisor.

**Service Coordinator II:**

- must have been employed and credentialed as a Service Coordinator I for at least six calendar months.
- no maximum caseload
- shall receive a minimum of three hours per calendar month of direct, group, and/or peer-to-peer supervision by a credentialed Supervisor of Service Coordinators.

## Credentialing Information, continued

### Service Coordinator III:

- must have been employed and credentialed as a Service Coordinator II for at least one calendar year within the past three calendar years, and
- must submit to the Ohio Professional Registry a completed “Service Coordinator Skills Inventory” available at [www.helpmegrow.ohio.gov](http://www.helpmegrow.ohio.gov) signed by the service coordinator’s supervisor.
- no maximum caseload
- shall receive a minimum of two hours per calendar month of direct, group, and/or peer-to-peer supervision by a credentialed Supervisor of Service Coordinators.

**Supervisors of Service Coordinators** must complete all requirements for the Service Coordinator I credential by the next naturally occurring renewal.

### Service Coordination Contract Managers must:

- have a High School diploma, and
- complete several DODD-provided trainings (including a self-study course on the Early Track Data System if they want to become Early Track System Administrators).

**For more information about credentialing of Service Coordinators, Service Coordination Supervisors or Service Coordination Contract Managers, please contact:**  
Kelli Lanzot, 614-466-4077, [Kelli.Lanzot@dodd.ohio.gov](mailto:Kelli.Lanzot@dodd.ohio.gov)

### General Tips:

- Keep your training certificates in a safe place. You cannot re-print certificates for in-person trainings from your OhioTRAIN record unless you have manually uploaded them in the Transcripts section of your record.
- To request credit for an outside course related to the field of early childhood development, please request DODD approval. Be sure to check out the many early childhood-related trainings available through the [Ohio Professional Registry](http://www.ohioprofessionalregistry.com).
- For other training and professional development questions, please visit the Professional Development section of the Help Me Grow website: [www.helpmegrow.ohio.gov](http://www.helpmegrow.ohio.gov) or contact Lori Myers, [Lori.e.Myers@dodd.ohio.gov](mailto:Lori.e.Myers@dodd.ohio.gov), (614) 644-0262.





# Ohio Professional Registry (OPR) Guidance

<https://www.occrra.org/>

## Online Profiles and Record Submission

**Note: Service Coordinators are required to have an online profile per OAC 3701-8-03(D)(2).**

The OPR is “a centralized information system for early childhood and afterschool professionals.” Through the Ohio Child Care Resource & Referral Association (OCCRRA), OPR supports member agencies by providing training and professional development opportunities for professionals who work directly with children.

Follow these instructions to develop your professional profile. You can record employment, education, and training to fulfill Ohio Early Intervention credential requirements. OPR also provides information about professional development opportunities and resources to help you in career planning should you move within or even out of the early intervention system and into the broader early care and education system across Ohio.

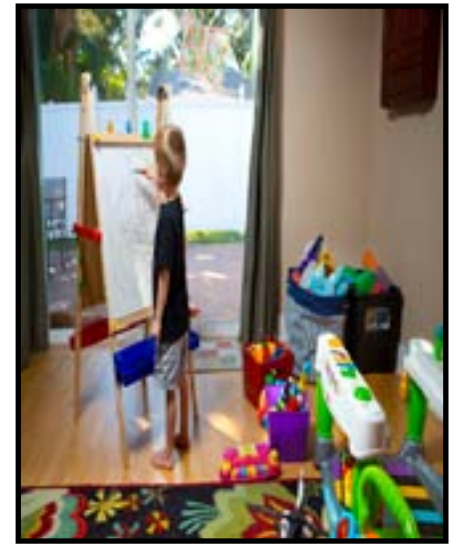
### Creating a Profile

1. Go to <https://www.occrra.org/>
2. Click Create Profile near the top right of the page.
3. Enter required information on the form.
4. Click the Create Profile button at the bottom of the form.

You will receive a private, secure username and log-in instructions via email after submitting.

### Submitting Your Records

1. Gather your formal education and training documents including transcripts, licenses, certifications, and in-service forms.
2. Go to <https://www.occrra.org/>
3. Log in using your new username and password.
4. Complete your profile by entering your experience, education, credential (licensure) and training(s).
  - a. Make sure to enter your Hire Date(s) on the employment history.
  - b. Type of employment: ODODD/Early Intervention
  - c. Print and complete a “HMG File Submission Cover Sheet” found on the Registry home page.
  - d. Copy your education and training documents.  
(instructions continued on next page)



# Ohio Professional Registry Guidance, continued

Step 5. Send the HMG File Submission Cover Sheet along with copies of your documents to:

OCCRRA-Registry  
2760 Airport Drive, Suite 106  
Columbus, OH 43219  
OR

Scan and email to: [credential@ocrra.org](mailto:credential@ocrra.org)

If you have questions about the credential process, contact the Registry office at OCCRRA:

Phone: (614) 396-5959  
Toll Free: 877-547-6978  
Email: [credential@ocrra.org](mailto:credential@ocrra.org)

## **Tips and Reminders**

**If you change employers:** Your registry profile remains yours regardless of where you are employed. If you leave your current employer, do not create a new registry profile. Simply enter your termination date in that employment record and click, “add new record” to enter the information about your new employer.

**Update and maintain your record.** Whenever you complete training, acquire education and credentials, or if you change employment, update your professional profile as soon as possible. Be sure to send in required documentation for verification after changes are made.

**Check back regularly.** You may log into the Registry to view or update your profile wherever you have Internet access. You can generate a transcript from your registry profile at any time.



# General Training Information

## Registration and Attendance

The training sessions listed in this handbook are offered for Early Intervention personnel. However, staff from other State and local agencies may register if space is available.

**PLEASE NOTE:** Training dates are subject to change. Be sure to check OhioTRAIN for the most up-to-date session information.

In-person trainings provide an opportunity for staff to come together, learn new information, and practice new skills in a safe and constructive environment. It is expected that all training participants behave as professionals during trainings. All trainers reserve the right to remove an individual from a course as they deem appropriate.



In order to meet the training needs of Early Intervention personnel and to maintain efficiency, we need your help in ensuring that no spaces go to waste. In consideration of trainers and fellow training participants, we ask that you:

- Attend all trainings for which you have registered.
- Withdraw your registration on OhioTRAIN if you are unable to attend.
- Arrive on time for the training.
- Stay for the entire training.

DODD may set a minimum number of registrations for trainings to occur. If the minimum is not met, registrants will be notified at least 48 hours in advance if the training is cancelled.

Please make sure that your OhioTRAIN profile allows you to receive e-mail updates from the system and that your email address is correct (writing a new email on a sign-in sheet does not change the information in your profile).

There is **no cost** for any DODD sponsored sessions listed in this handbook for Early Intervention staff. For outside entities, please contact us for clarification; fees may apply for trainings that are provided by outside consultants.

Department of Developmental Disabilities (DODD)  
(614) 644-0262

*“The art of teaching is the art of assisting discovery.”*

- Mark Van Doren, Poet

*“It’s all to do with the training; you can do a lot if you’re properly trained.”*

- Elizabeth II, Queen of England



*“The real voyage of discovery consists not in seeking new lands, but in seeing with new eyes.”*

- Marcel Proust, French novelist

*“Education is the most powerful weapon you can use to change the world.”*

- Nelson Mandela