



Early Intervention Training Handbook

**July 1, 2017
to June 30, 2018**



Department of
Developmental Disabilities



Table of Contents

To go directly to the desired page, click the page number.



Topic	Page
GENERAL INFORMATION	
Introduction	<u>2</u>
Training & Technical Assistance Staff	<u>4</u>
Registration/OhioTRAIN Instructions	<u>8</u>
COURSES	
Foundational	<u>11</u>
Screening, Evaluation, and Assessment	<u>14</u>
Individualized Family Service Plan	<u>16</u>
Child Outcomes Summary	<u>17</u>
Evidence-Based Practices	<u>18</u>
Vision and Hearing	<u>18</u>
Other Trainings	<u>19</u>
Data and Monitoring	<u>21</u>
RESOURCES	
Additional Courses and Helpful Websites	<u>23</u>
Credential Requirements and Tips	<u>25</u>
Professional Registry Guidance	<u>28</u>
General Training Information	<u>30</u>

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
you do for Ohio's infants and
toddlers
and their families!**

Meet Your Training and Technical Assistance Team

EI PROGRAM MANAGER

Diane Fox (614) 466-2755 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 26 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 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 section for Consultant county assignments)

Laura Friedman (614) 728-2729 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

Steve holds a Master's of Early Childhood Education and Education Administration from the University of Findlay. Over the past 20 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. He became a certified Early Intervention Fidelity Coach in February 2017.

Training and Technical Assistance Team, continued

EI PROGRAM CONSULTANTS, continued

Kelli Lanzot (614) 466-4077 Kelli.Lanzot@dodd.ohio.gov

Kelli D. Lanzot, M.S., LSW has been working in early intervention for six 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

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 16 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. She became a certified Early Intervention Fidelity Coach in February 2017.

Shelly Palumbo (614) 705-1199 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

Lori has a Bachelor's from the Ohio State University with a double major in Psychology and Communication. Before joining DODD in 2015, 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

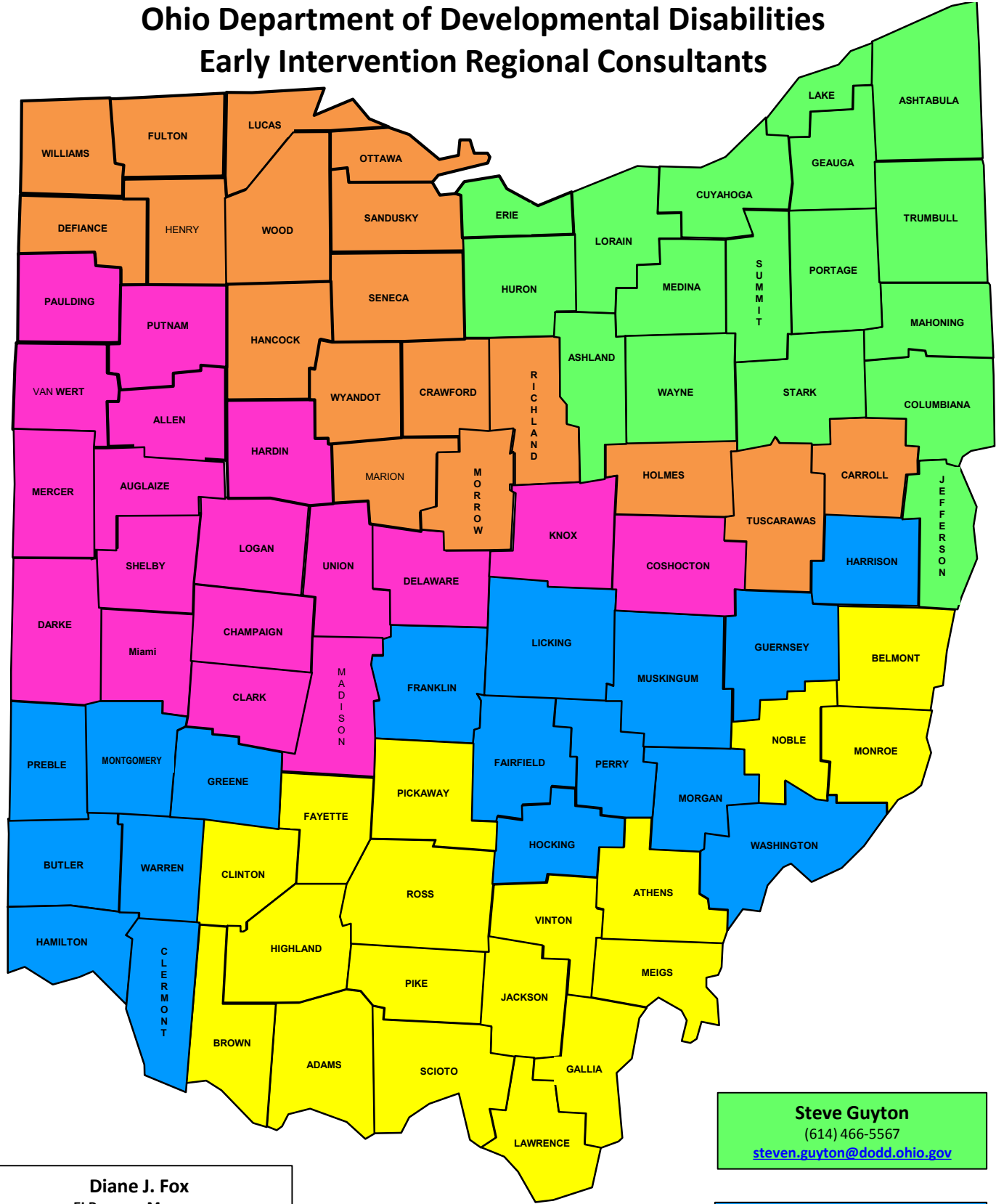
Zoe.Smoot@dodd.ohio.gov

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.



Ohio Department of Developmental Disabilities

Early Intervention Regional Consultants



Diane J. Fox
 EI Program Manager
 (614) 466-2755
diane.fox@dodd.ohio.gov

Kelli Lanzot
 (614) 466-4077
Kkelli.lanzot@dodd.ohio.gov

Shelly Palumbo
 (614) 705-1199
shelly.palumbo@dodd.ohio.gov

Steve Guyton
 (614) 466-5567
steven.guyton@dodd.ohio.gov

Laura Friedman
 (614) 728-2729
laura.friedman@dodd.ohio.gov

Tiffany Madden
 (513) 735-8271
tiffany.madden@dodd.ohio.gov

Updated 5/31/17

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. Search for the course and click on the course title.
3. Click the Registration tab.
4. Click the Edit My Registration button.
5. Click 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:

Some 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

Certificates, continued

For other trainings, certificates are processed by DODD or by the organization that contracted with DODD to develop the training. Be sure to follow instructions on OhioTRAIN and/or within training modules to obtain your certificate.

Training Materials

Some 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

ECOMAPPING

Course ID # TBA **CEUs:** DODD SC and EI (pending)

Instructor: Debra Ashley, M.Ed.

Format: Facilitated Webinar

Description: Learn to develop an Ecomap as a tool for learning about a family's resources and formal/informal supports. You will explore how information gathered through an Ecomap can be used throughout the IFSP process.

Audience: Service Coordinators

FAMILY-CENTERED PRACTICES IN EARLY INTERVENTION

Course ID # TBA **CEUs:** DODD SC and EI (1.5 hours)

Instructor: Debra Ashley, M.Ed.

Format: Facilitated webinar

Description: This training defines and explains family-centered practices, explores implementation of the practices and discusses how they build family capacity.

Audience: All Early Intervention Staff

FAMILY-CENTERED PRACTICES IN CHALLENGING SITUATIONS

Course ID # TBA **CEUs:** DODD SC and EI (1.5 hours)

Instructor: Debra Ashley, M.Ed.

Format: Facilitated webinar

Description: This training builds on Family-Centered Practices in Early Intervention (above). You will explore adult learning styles and how to apply family-centered strategies to work with: parents with intellectual disabilities, mental illness, or addiction, and to grandparents raising their grandchildren.

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

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: This first module in a series explains the rules and regulations for EI in Ohio, evidence-based practices, the role of Service Coordinators and other practitioners, 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

Foundational Courses, continued

ORIENTATION MODULE 2: Mission and Key Principles, continued

explores the mission of EI and the key principles in implementing evidence-based practices.
Audience: All EI 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 (NLE) in EI. You will explore the importance of everyday activity settings as learning opportunities and the roles of child interests and parent responsiveness.

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. Participants will understand how the principles of adult learning are used in EI, recognize the elements of coaching in an EI visit and learn to use reflective questions and feedback to build the capacity of caregivers.

Audience: All Early Intervention Staff

ORIENTATION MODULE 5: Using a Primary Service Provider Approach to Teaming*

Course ID # 1064737 **CEUs: DODD (1.0 hour)**

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

Description: This module instructs teams in how to implement the PSP 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 at team meetings.

Audience: All Early Intervention Staff

ORIENTATION MODULE 6: Family-Centered Practices*

Course ID # 1064739 **CEUs: DODD (1.0 hour)**

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

Description: This module explains family-centered practices and how they are used as helping strategies. You will learn to identify relational and participatory help-giving strategies and will practice using them in simulated case situations.

Audience: All EI Staff, Required for Service Coordinators, Prerequisite for Principles of Service Coordination

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

Foundational Courses, continued

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 related to Service Coordination, the responsibilities and expectations of the Service Coordinator, and why this role is important to eligible Ohio children and families throughout their entire Early Intervention journey.

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

July 19, 2017	Medina County
August 14, 2017	Franklin County
September 18, 2017	Butler County
October 18, 2017	Franklin County
November 15, 2017	Stark County
December 13, 2017	Franklin County

REFLECTIVE SUPERVISION TECHNIQUES

8:30 am-4:30 pm

Course ID# 1049291

CEUs: DODD (6.5 hours) EI and SC,
SW (6.0 hours)

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

Dates: TBA

RESOURCE-BASED SERVICE COORDINATION

COURSE ID #: TBA

CEUs: DODD EI and SC (pending)

Format: Facilitated webinar

Instructor: Dathan Rush EdD and M'Lisa Shelden PT, PhD

Description: This training explores the Service Coordinator's role in assisting families with resource-based outcomes. Service Coordinators will learn strategies for building the family's capacity through coaching as they collaborate to solve problems. Specific resource-based scenarios will be addressed such as housing, food, child care, education, transportation, and assistance with bills.

Audience: Service Coordinators and Service Coordinator Supervisors

September 19, 2017	9 am to 12 pm
February 12, 2018	2 pm to 5 pm

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.

July 21, 2017	Delaware Co
Other dates TBA	



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),
Instructor: Adam Scheller, PhD SW (5.5 hours)

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.

Dates TBA	

EFFECTIVE FUNCTIONAL ASSESSMENT IN EARLY INTERVENTION

Register through Schoology.com

Length: Course is 30 hours spanning a 2-3 month period

Instructor: Lee Ann Jung PhD

Format: Facilitated Online Course

CEUs: DODD, PT, OT, SLPA, SW (30 hours pending)

Description: Dr. Jung's course explores the functional assessment process and how to blend assessment and evaluation information. Learners will understand how to collaborate more effectively with families to develop functional IFSP outcomes and strategies. The course includes multiple learning methods and tools - self-reflection, video case studies, articles, peer discussions, instructor-led conversations and job-embedded activities - to allow the opportunity to apply new knowledge.

Audience: Evaluators and Assessors.

THE IFSP: IT'S ALL ABOUT THE PROCESS

Course ID # 1066899

CEUs: DODD EI and SC (1.0 hour)

Format: Self-study; approx time to complete: one hour

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 and explores family-centered practices and team collaboration in the IFSP process.

Screening, Evaluation, and Assessment

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: Debra Ashley, M.Ed

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.

October 23, 2017	Franklin Co
October 24, 2017	Franklin Co



Individualized Family Service Plan (IFSP)

IFSP OVERVIEW

Course ID # 1028661

CEUs: DODD (1.0 hours), SW (1.0 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

THE IFSP: IT'S ALL ABOUT THE PROCESS

Course ID # 1066899

CEUs: DODD (1.0 hour)

Format: Self-study; approx time to complete: one hour

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, and explores family-centered practices and team collaboration in the IFSP process.

Audience: Service Coordinators, 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 their new knowledge and skills.

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

Audience: All members of the IFSP Team

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 eight 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

Coming Soon! EVIDENCE-BASED PRACTICES

Course ID #: TBD

CEUs: TBD

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, 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 daily 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

CEUs: DODD (2.0 hours)

SW (2.0 hours),

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

Other Trainings

CHILDHOOD TRAUMA

Course ID #: 1053724

9:00am-5:00 pm

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

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

DATES TBA	

DOCUMENTATION

Course ID #: 1063987

two hours

CEUs: DODD (1 hour)

Format: In person; can also be presented as a facilitated Webinar. Contact your 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

Coming Soon! DOCUMENTATION SELF-STUDY

This online course walks the learner through the key elements of high-quality documentation in Early Intervention and explains requirements for monitoring purposes.

Expected to be available in Fall 2017.



Other Trainings, continued

SOCIAL-EMOTIONAL DEVELOPMENT IN INFANTS AND TODDLERS

COURSE ID #: 1055419 (In person) 8:30 am - 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 (In person) 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.

Dates TBA	

TOUGH CONVERSATIONS: MAKING THE MOST OF DIFFICULT SITUATIONS

Course ID # 1071449 (in person sessions)

CEUs: DODD EI and SC (1.5 hours pending)

Format: (Webinar and In person)

Instructor: Robert Gallen, PhD

Description: Based on the principles of motivational interviewing, this training is designed to support Service Coordinators and Service Providers in coaching families to enact changes they would like to see in their families. The course addresses some of the more challenging situations families face including addiction, mental illness, intellectual disability of caregivers, coping with a child's diagnosis, and homelessness and strategies to improve communication skills when receiving and sharing information in difficult situations will be explained. The in-person sessions include interactive activities to allow for practice of these conversational strategies.

Webinar	July 13, 2017
In person	Sept 7, 2017 Franklin Co (two session times available, AM and PM)
In person	Sept 8, 2017 Franklin Co (two session times available, AM and PM)

Other Trainings, continued

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 defines special instruction and explains who provides it, when it is provided, how it is provided, and what it looks like in EI practice.

Data and Monitoring

EARLY TRACK

Course ID #: OhioTRAIN registration is not needed.

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

CEUs: n/a; Certificate of Completion provided

To Access: Click Early Track Self Study on the Ohio Early Intervention website

<http://ohioearlyintervention.org/data-system>

Description: This training introduces the Early Track Data System for data entry and creating case records for children in EI. The training involves self-guided exercises. The learner will email the Early Track Identification (ETID) number created on the training site and receive a certificate by email once the submitted information is verified as correct.

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



EARLY CHILDHOOD MENTAL HEALTH

Format: Facilitated webinar

This training will explore the differences between typical and atypical social-emotional development in infants and toddlers, discuss “red flags” for mental health disorders in young children and explore the process for referring children and their families for help for these disorders.

TRAUMA-INFORMED CARE

Format: In-person

CEUs:

Instructor: Erin Lucas, LISW-S

Description: This training explores the components of trauma and toxic stress and their effects on a young child’s development and behavior. Participants will learn strategies to respond to trauma’s effect on behavior and to support children with special needs related to trauma on a daily basis. The training is designed to coach early learning professionals on becoming trauma-informed in their approach to care within their settings.

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

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 the connections between agencies and components. It offers information on Ohio's Early Childhood Core Knowledge and Competencies and has links to other agencies that work with young children.

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

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

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 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 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.

- **Military Families Learning Network** <https://militaryfamilies.extension.org/>

This site provides support, training and resources to families on and off military installations and in our communities. Military family providers and cooperative extension professionals can find professional development opportunities designed to foster professional growth.

- **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
Supervisors of Service Coordinators	<ol style="list-style-type: none"> 1. Orientation Modules 1, 2, and 6 2. Reflective Supervision 3. All requirements for Service Coordinator I by next naturally occurring renewal 	(1) 1061260 , (2) 1061264 (6) 1064739 1049291
Service Coordinator I: should not serve more than 25-30 families in early intervention at any time	<ol style="list-style-type: none"> 1. Orientation Modules 1, 2, and 6 2. Principles of Service Coordination 3. Individualized Family Service Plan (IFSP) Overview 4. Screening Tools <ol style="list-style-type: none"> a. ASQ/ASQ: SE b. Hearing Status Questionnaire c. Vision: Taking a Look <p>Renewal: 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) 1064739 1047684 1028661 1019133/password: OHMG328 1023379 1023291
Service Coordinator II: 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"> 1. The IFSP: It's All About the Process 2. Ten (10) contact hours of department-approved training 	1066899
Service Coordinator III: 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>Renewal: 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>	
Service Coordination Contract Managers	<ol style="list-style-type: none"> 1. Orientation Modules 1, 2, and 6 2. Principles of Service Coordination 3. Early Track (Self-study): Only required if Contract Manager wants to become an Early Track System Administrator 	(1) 1061260, (2) 1061264 (6) 1064739 1047684 Register via Ohio EI website

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 Five-year certification**

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

- 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:
<http://ohioearlyintervention.org/credentialing-service-coordinator> 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: [Lori Myers @ 614-644-0262, \[lori.e.myers@dodd.ohio.gov\]\(mailto:lori.e.myers@dodd.ohio.gov\)](mailto:Lori.Myers@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](#).
- For other training and professional development questions, please visit the Professional Development section of the Help Me Grow website: www.helpmegrow.ohio.gov or contact Lori Myers, 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.
- 5. NOTE: Be sure to keep your email address current and to click on “email updates” so you will receive reminders related to credentialing.**

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. Copy your education and training documents.



(instructions continued on next page)

Ohio Professional Registry Guidance, continued

Step 5. Upload your documents as follows:

- a. Click "Edit Registry Profile."
- b. Using the buttons on the right of the accordion, select "add." Enter the required fields. For education, certificates and credentials and training/conference, the system will require you to upload a file. **IMPORTANT: FILES UPLOADED TO THE OPR MUST BE IN A .pdf FORMAT.**
- c. When the file is saved, you will receive a Success pop-up message.
- d. Repeat for each item you are adding to your profile.

To Renew Credentials:

NOTE: THERE IS A TWO-STEP PROCESS FOR RENEWALS. Step One is to submit a renewal application. Step Two is to submit required training documents (instructions above). Here are the instructions for submitting a renewal application:

1. Click on "Applications" on the left side of the page,
2. Click on Home Visiting/ Service Coordination.
3. Check the box next to the credential you want to renew (Do not do the training list - it is for initial applications)
4. Submit the application.

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

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.
If your email address changes, please update this in your profile.

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 best part of learning is sharing what you know."
- Vaughn K. Lauer

"Learning is a treasure that will follow its owner everywhere."
- Chinese Proverb



"The more reflective we are, the more effective we are."

- Pete Hall @educationhall

"What makes a professional is not merely an academic excellence; it is in the possession of the relevant virtues related to the professional's area of expertise."

- Michael Quansah, 21 Virtues every Professional Must Possess