

Exhibit G – Early Intervention Contract Manager Training Requirements

In order to ensure high quality service coordination and consistency with state and federal rules and best practices, a certain minimum knowledge is necessary for leaders of local EI programs. To this end, DODD is requiring foundational training for EI contract managers. These trainings, in all or in part, are already requirements for EI service coordinators, EI service coordinator supervisors, and EI service providers under contract with DODD. If an EI contract manager has documentation of having completed any of these trainings in the past, it is not necessary to complete the training again.

No later than December 31, 2022, every EI contract manager must complete the following trainings and submit documentation to their EI program consultant:

- Introduction to EI: (EI-064)
- Forms Overview (EI-065)
- Procedural Safeguards (EI-066)
- Mission and Key Principles (EI-068)
- Service Coordination Duties and Process (EI-070)
- The IFSP Process (EI-076)

Any contract manager hired after July 1, 2022, must complete the above six trainings within six months of the hire date.

No later than June 30, 2023, every EI contract manager must complete the following trainings and submit documentation to their EI program consultant:

- Mandated Reporting of Child Abuse and Neglect (EI-067)
- Primary Service Approach (EI-074)
- Natural Learning Environments (EI-075)
- EI Eligibility Training (in development)

Any contract manager hired after July 1, 2022 must complete the above three trainings within one year of the hire date.

All trainings are self-paced and accessible in DODD's MyLearning.