**FSC TRAINING**

Intake Process:

Learn the initial intake process, (including intake and routine based interview, coordinating CME, gathering medical information, conducting the IFSP and completing the ECO), by completing these requirements:

 Date Completed Supervisor Initials

-Observe 1 Initial intake process \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

-Assist in completing 1 initial intake process \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

-Independently complete 1 initial intake

 Process with support from supervisor/mentor \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annual Review Process:

Learn the annual review process (including updating IDA, update insurance papers etc., and completing IFSP), by completing these requirements:

 Date Completed Supervisor Initials

-Observe 1 annual update of developmental

 Levels using the IDA and HELP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-Observe 1 annual IFSP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-Conduct 1 annual reevaluation and IFSP

 With support from supervisor/mentor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6-Month Review Process:

Learn the 6-month review process (updating IFSP, confirming services are appropriate) by completing these requirements:

 Date Completed Supervisor Initials

-Observe ongoing assessment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-Observe TTA meeting to discuss progress \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-Observe one 6-month review \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-Complete one 6-month review with support

 from supervisor/mentor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Transition Process:

Learn the transition process by completing the following requirements:

 Date Completed Supervisor Initials

-Observe completion of transition referral form. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-Observe completion of transition summary form. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-Observe the steps involved in setting up a

Transition conference (phone call, email to APS

to set up date & time and complete invitations) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-Attend 2 transition conferences \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IDA training:

Learning how to implement the IDA tool in a variety of ways in early intervention, including initial CME, annual review and transition.

 Date Completed Supervisor Initials

-Observe (only) 2 IDA’s being completed.

They should be different age ranges. Can be initial, annual or transition

Complete 1 before on-line training and 1 after on-line training \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-Complete on-line IDA training \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-Conduct 1 IDA with support from IDA Lead \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-Conduct 1 IDA independently with a second

discipline (IDA lead observing) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CME report writing:

This training is relevant to staff that will be writing up the initial CME evaluation reports.

 Date Completed Supervisor Initials

Conduct 2 CME’s with evaluation trainer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review CME job aid with evaluation trainer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complete 2 CME write-ups with another

provider, write up reports and submit to

Evaluation trainer for review and feedback \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shadowing and administration training:

Shadowing is an important part of the initial training process to understand how those of the same discipline approach early intervention and gain an understanding of how different disciplines work within early intervention. The following should be completed to achieve this:

 Date Completed Supervisor Initials

-Attend 6 visits with a provider of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

same discipline \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-Attend 4 visits with a provider of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

a different discipline. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-Attend all medical clinics with medical team \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-Meet with Kristina Blakney to review billing

process and orientation on files and forms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-Meet with Alison Noble to review fire safety

And other safety policies and procedures,

mileage protocol and phone and computer

 orientation. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-Meet with direct supervisor, to review process

for timesheets, leave requests. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_month 1 \_\_\_\_\_\_\_\_\_\_\_Month 2 \_\_\_\_\_\_\_\_\_\_\_\_after month 2