



BWEIP Credential Orientation and Training Plan

Employee Name: _____

Position: _____

Hire Date: _____

Supervisor Name: _____

Coach Name: _____

Employee Self-Assessment Completion Date: _____

Supervisor Review of Employee Self-Assessment Results Completion Date: _____

Target Dates

Phase 1: Recommendation to be completed by end of week two _____

Phase 2: Recommendation to be completed by end of week four _____

Phase 3: Recommendation to be completed by end of week twelve _____

*Recommendations Based on FTE Status

Completion Dates

Phase 1: Official completion date _____

Phase 2: Official completion date _____

Phase 3: Official completion date _____

BWEIP Credential Orientation and Training Plan

Phase One: Mandatory Orientation Trainings (To Be Completed By End Of Week Two)

Rate each resource comparing it to the Learning Objective it is associated with.
Rate Resource 1=Not Useful 2=Useful 3=Very useful

Please let your program administrator know if an electronic link is broken so that you can be provided with an alternative resource.
Many of the resources require Adobe Flash Player. You will need to ensure that the computer you are using has this capacity.

Topic/ EI Standard	Learning Objective	Resources	Rate 1-3	Date Completed	Supervisor Signature
IDEA, Part C Orientation	-Knowledge of IDEA, Part C Federal & State Regulations & State & Local Resources	Required: All <input type="checkbox"/> BWEIP Presentation PPT and Notes (Slides 1-9) http://www.utahbabywatch.org/docs/foreiproviders/credential/2015/BWEIP%20Presentation.pdf <input type="checkbox"/> Local Resources & Training Materials			
EI: A Parent Training Program	-Knowledge of EI as a parent training program (parent- centered principles & practices: building parent competency and confidence	Required: All <input type="checkbox"/> What is Early Intervention in Virginia? (8:45 min) http://www.ectacenter.org/decrp/type-illustrations.asp <input type="checkbox"/> Harper Hope (Under General Interest) (15 min) http://draccess.org/videolibrary or https://vimeo.com/123646755 <input type="checkbox"/> Parent Perspective of Early Intervention (5:13 min) https://www.youtube.com/watch?feature=player_detailpage&list=PLCQjRma-0n1YD8HriQE2zBE93jhKPDjUs&v=sTcchBg8-Nk <input type="checkbox"/> Parent Discussion – Having a Child w/a Disability (1:35 min) https://www.youtube.com/watch?v=bmDjuliaBFE			
Child Development: 0-3	-Knowledge of typical & atypical child development	Required: All <input type="checkbox"/> Materials: CDC Learn the Signs Developmental Milestones http://www.cdc.gov/ncbddd/actearly/milestones/index.html <input type="checkbox"/> Review Developmental Milestones 2 months through 3 years <input type="checkbox"/> Developmental Milestones Quiz <input type="checkbox"/> Video on Milestones			
Early Intervention: Recommended Best Practices (DEC)	-Knowledge of the Division for Early Childhood Recommended Practices	Required: Video or Readings <input type="checkbox"/> DEC Recommended Practices Video https://www.youtube.com/watch?v=DZ9OqfhrK20&list=LLI0I0pQXPKG4E5dbS3bkjeg (1:11:18 min) <input type="checkbox"/> DEC Recommended Practices Readings (Introduction through Transition) http://www.ectacenter.org/decrp/decrp.asp			
Seven Key Principles of Early Intervention	-Knowledge of the Seven Principles of Early Intervention	Required: Reading and Module <input type="checkbox"/> Seven Key Principles: Looks Like/Doesn't Look Like http://www.nectac.org/~pdfs/topics/families/Principles_LooksLike_DoesntLookLike3_11_08.pdf <input type="checkbox"/> Self-Paced Online Module (Online Curriculum, Mission & Key Principles, Self-Paced Online Module) (42 min) http://universalonlinepartceicurriculum.pbworks.com/w/page/79643462/Mission%20and%20Key%20Principles			

BWEIP Credential Orientation and Training Plan

<p>Early Intervention IFSP Process: Service Coordination</p>	<p>-Knowledge of service coordination and the role of a service coordinator</p>	<p>Required: All</p> <ul style="list-style-type: none"> <input type="checkbox"/> BWEIP Presentation (Slides 73-78) <input type="checkbox"/> What is a Service Coordinator? (Bottom of page) (2:45 min) http://www.ectacenter.org/decrp/type-illustrations.asp <input type="checkbox"/> Local: Description of local program’s service coordinator model 			
<p>Early Intervention IFSP Process</p>	<p>-Knowledge of IFSP Requirements, Documentation Procedures & Forms</p>	<p>Required: All</p> <ul style="list-style-type: none"> <input type="checkbox"/> BWEIP Presentation (Slides 10-12) <input type="checkbox"/> Local Program Processes & Procedures 			
<p>Early Intervention Process: Referral</p>	<p>-Knowledge of key components in the IFSP process: Referral</p>	<p>Required: All</p> <ul style="list-style-type: none"> <input type="checkbox"/> BWEIP Presentation (Slides 13-16) <input type="checkbox"/> Local Program Processes & Procedures 			
<p>Early Intervention Process: Procedural Safeguards</p>	<p>-Parent Rights -Due Process</p>	<p>Required: Read and discuss with Coach</p> <ul style="list-style-type: none"> <input type="checkbox"/> BWEIP Presentation (Slides 17-21) <input type="checkbox"/> Early Intervention Book: Parent’s Rights, Responsibilities, and Resources <input type="checkbox"/> Handout: IFSP Cycle w/ Timelines and Procedural Safeguards http://www.utahbabywatch.org/docs/foreiproviders/credential/2015/IFSP%20Procedural%20Safeguards%209-15.pdf 			
<p>Early Intervention Process: Eligibility</p>	<p>-Knowledge of key components in the IFSP process: Eligibility</p>	<p>Required: All</p> <ul style="list-style-type: none"> <input type="checkbox"/> BWEIP Presentation (Slides 22-35) <input type="checkbox"/> El Colorado: What is an Evaluation (1.5 min) https://youtu.be/2AWg_d6tY7Y <input type="checkbox"/> BWEIP Diagnosis list https://btots.health.utah.gov/Content/Forms/General_BWEIP_Forms/btots-medical-dx.pdf 			
<p>Early Intervention Process: Child/Family Assessment</p>	<p>-Knowledge of key components in the IFSP process: Child & Family Assessments</p>	<p>Required: All</p> <ul style="list-style-type: none"> <input type="checkbox"/> BWEIP Presentation (Slides 36-43) <input type="checkbox"/> Authentic Assessment in Early Intervention (7:36 min) http://www2.cde.state.co.us/media/ResultsMatter/RMSeries/AutenticAssessInEI_SA.asp <input type="checkbox"/> Assessment Module PPT (Functional Assessments, Part 1) and Print, fill out Using Assessment Discussion Guide http://www.nau.edu/sbs/ihd/programs/asdtp/training-videos/assessment-module/ 			
<p>Early Intervention Process: Assessment vs. Eligibility Instruments</p>	<p>-Knowledge of local assessment instruments -Application & interpretation of assessments -Family Assessments</p>	<p>Required: Program Training</p> <ul style="list-style-type: none"> <input type="checkbox"/> Local: Assessments—Training to administer program selected assessments with fidelity 			

BWEIP Credential Orientation and Training Plan

<p>Early Intervention IFSP Process: IFSP Development, Parent CPR, Services</p>	<p>-Knowledge of services available and service delivery models</p>	<p>Required: All</p> <ul style="list-style-type: none"> <input type="checkbox"/> BWEIP Presentation (Slides 44-67) <input type="checkbox"/> Local: Description of local program’s initial and annual IFSP meeting model <input type="checkbox"/> IFSP meeting: Introductions & Family Priorities https://www.youtube.com/watch?v=ZDPM1tUie7A (8:02 min) <input type="checkbox"/> IFSP meeting: Levels of Development <input type="checkbox"/> Communication: https://www.youtube.com/watch?v=cNpsFDdW_FE (9:10 min) <input type="checkbox"/> Cognitive & Self-Help: https://www.youtube.com/watch?v=-gXe_B0FY9M (9:03 min) <input type="checkbox"/> Motor & Social https://www.youtube.com/watch?v=9I4a7qHOJxo (9:59 min) <input type="checkbox"/> IFSP meeting: Service Plan https://www.youtube.com/watch?v=NlqZBrXNoTM (9:56 min) 			
<p>Early Intervention Process: Writing Functional Outcomes</p>	<p>-Knowledge of writing functional child and family outcomes for the IFSP</p>	<p>Required: All</p> <ul style="list-style-type: none"> <input type="checkbox"/> ECTA PPT Presentation: IFSP Outcomes http://www.utahbabywatch.org/docs/foreiproviders/credential/2015/IFSP%20Outcomes%20Training.pdf <input type="checkbox"/> IFSP meeting: Family Centered Functional Outcomes: https://www.youtube.com/watch?v=ZnRP-bvNKUg (5:29 min) <input type="checkbox"/> Embedding outcomes into existing family routines: strategies https://www.youtube.com/watch?v=vCm6Nrgta7Q (8:16 min) <input type="checkbox"/> Measurable aspects of the outcomes, community resources and natural settings. https://www.youtube.com/watch?v=Gyg1nfe2vyE (9:31 min) 			
<p>Early Intervention Process: Home Visiting</p>	<p>-Knowledge of home visiting practices</p>	<p>Required: All</p> <ul style="list-style-type: none"> <input type="checkbox"/> Early Intervention Home Visits (11:45 min) https://youtu.be/8fOJGmldj0c <input type="checkbox"/> Handout: Home Visit Expectations (can be personalized for your use) http://www.utahbabywatch.org/foreiproviders/credential2015.htm 			
<p>Early Intervention Service Delivery Method: Routines Based Interventions</p>	<p>-Knowledge of embedding interventions in daily routines</p>	<p>Required: All</p> <p>Routines-Based Approach (3 Series):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Routines-Based Approach Part 1 (5:01 min) https://www.youtube.com/watch?v=OpxGC6G0HMY <input type="checkbox"/> Routines-Based Approach Part 2 (7:20 min) https://www.youtube.com/watch?v=sL_WOCu3Ptg <input type="checkbox"/> Routines-Based Approach Part 3 (4:46 min) https://youtu.be/jA6IOf9A298 			
<p>Early Intervention IFSP Process: Six Month Review</p>	<p>-Knowledge of ongoing assessment & periodic review</p>	<p>Required: All</p> <ul style="list-style-type: none"> <input type="checkbox"/> BWEIP Presentation (Slides 68-72) <input type="checkbox"/> Local: Description of local program’s periodic review model 			
<p>Early Intervention Process: Transition</p>	<p>-Knowledge of the transition process from Part C to Part B</p>	<p>Required: All</p> <ul style="list-style-type: none"> <input type="checkbox"/> Transition from Early Intervention to Preschool Presentation (31:44 min) http://www.utahparentcenter.org/training/videos/ei-to-preschool-videos/ <input type="checkbox"/> Local: Description of local program’s periodic review model 			

BWEIP Credential Orientation and Training Plan

USDB Parent Infant Program: PIP	-Knowledge of USDB PIP roles & responsibilities	<p>Required: All</p> <p>USDB Introduction to PIP http://classic.usdb.org/pip/default.aspx</p>			
Home Visiting Safety	-Knowledge of basic staff safety in home-based work	<p>Required: All</p> <p><input type="checkbox"/> Mommy is Asleep and the Children are Alone: What Do You Do? (4:50 min) http://www.youtube.com/watch?v=vxiy_dZbeXY</p> <p><input type="checkbox"/> Home Visiting Safety PPT: http://healthandwelfare.idaho.gov/Portals/0/Children/HomeVisiting/Home%20Visitor%20Safety%20Training.pdf</p>			
BWEIP Policy Overview: Privacy and Security	-Knowledge of statewide and program policies & procedures for privacy and security	<p>Required: All</p> <p><input type="checkbox"/> Local Program Processes & Procedures</p>			
Universal Precautions & Local Program Illness Policies	-Knowledge of Universal Precautions and local program illness policies for staff and families	<p>Required: All</p> <p><input type="checkbox"/> PCS Universal Precautions Training: (3:22 min) https://www.youtube.com/watch?v=ziY7zS9PIng</p> <p><input type="checkbox"/> CNA Essential Skill – Handwashing: (1.47 min) https://www.youtube.com/watch?v=-1Hub6Ps_cc</p> <p><input type="checkbox"/> Illness Policy (Local) – Staff & Families</p>			
Ethics – Professional Boundaries	-Knowledge of professional boundaries – professional power and parent vulnerability	<p>Required: All</p> <p>ETHICS: Handout: Code of Ethics for Early Intervention Specialists http://www.utahbabywatch.org/docs/foreiproviders/credential/2015/Code_of_ethics%20.pdf</p> <p><input type="checkbox"/> Ethics in the Workplace: (4 min) https://www.youtube.com/watch?v=B6EqIpuumUs</p> <p>PROFESSIONAL BOUNDARIES:</p> <p><input type="checkbox"/> How to Build Good Boundaries in Support Work http://www.utahbabywatch.org/docs/foreiproviders/credential/2015/boundaries_pro.pdf</p> <p><input type="checkbox"/> Walking the Parent-Professional Boundary http://veipd.org/earlyintervention/walking-the-parent-professional-boundary/</p>			
Introduction to BTOTS	-Knowledge of BTOTS as a tracking and monitoring system -knowledge of BTOTS basics/overview BTOTS Security: Child info.; user Security - Parent Portal Overview -BTOTS Training Site (Password Required) -Knowledge of BTOTS Documentation: Contact attempts; cancelled visits; visit reports	<p>Required: All</p> <p><input type="checkbox"/> BWEIP: Baby & Toddler Online Tracking System (BTOTS) http://www.utahbabywatch.org/foreiproviders/btots.htm</p> <ul style="list-style-type: none"> • BTOTS Overview • Child Information Security • User Security Training • BTOTS Security • Parent Portal Overview <p><input type="checkbox"/> Local: BTOTS Documentation & Data Entry Processes & Procedures</p>			

BWEIP Credential Orientation and Training Plan

Phase Two: Mandatory Orientation Trainings (To Be Completed By Week Four) Rate Resources 1=Not Useful 2=Useful 3=Very useful					
Topic/ EI Standard	Learning Objective	Resources	Rate 1-3	Date Completed	Supervisor Signature
Child Abuse	-Recognizing the Signs -Mandatory Reporting	Required: Select Three Options: <input type="checkbox"/> Fact Sheets: https://www.childwelfare.gov/pubs/factsheets/ques.cfm <input type="checkbox"/> How to Report Abuse to DCFS (pdf) pgs. 52 <input type="checkbox"/> Mandatory Reporter's Video: (23 min) https://www.youtube.com/watch?v=wVwOmtWNsXk <input type="checkbox"/> 2014 Head Start Child Abuse & Training Video: (32 min) https://www.youtube.com/watch?v=VSf03IsDSCU – DCFS Online Training Modules & Local Branch Presentations Annually			
First Aid/CPR Food Handler's Permit	-Basic knowledge and application of First Aid/CPR	Required: To Be Determined by Local Program <input type="checkbox"/> First Aid/CPR training and certification (Method TBD by local programs) TBD by Program: <input type="checkbox"/> Food Handlers: http://health.utah.gov/epi/community/sanitation/foodsafety/foodhandlerlist.pdf			
Cultural Sensitivity	- Cultural competence & sensitivity - Cultural values and beliefs, & child-rearing practices - Cultural customs, family interaction styles, differing views of professional intervention	Required: All <input type="checkbox"/> Pacer Center Champions for Children with Disabilities http://www.pacer.org/cultural-diversity/videos.asp			
Adult Learning Styles	-Knowledge & application of Adult Learning styles	Required: All <input type="checkbox"/> Adult Learning Styles https://unc-fpg-cdi.adobeconnect.com/a992899727/wam1t3p5/ <input type="checkbox"/> Video (1:51 min) https://www.youtube.com/watch?v=CPZs4FmUNTs			
Sexual Harassment	Knowledge & application of steps to avoid and report Sexual Harassment in the work place	Required: <input type="checkbox"/> Sexual Harassment Training Video (6 min) https://youtu.be/EAXu68ZIQwQ <input type="checkbox"/> Local Program Training: <input type="checkbox"/> Video <input type="checkbox"/> Online Module <input type="checkbox"/> Other			
Child Outcomes Summary (COS)	- Purpose of COS - Functional Assessment Rating (Entry & Exit) - Functional Outcomes Categories -LOCAL: Internal	Required: All <input type="checkbox"/> Child Outcomes Summary Process Module (11:35 min) https://connect.johnshopkins.edu/p6ai9gz3plb/ <input type="checkbox"/> Local: Internal Processes & Procedures for Generating COS			

	processes & procedures for generating a COSF				
Orientation to Autism	-Red flags -Screeners -ASD	Required: All <input type="checkbox"/> Signs and Symptoms http://www.cdc.gov/ncbddd/autism/signs.html <input type="checkbox"/> Autism Red Flags & Video Glossary https://www.autismspeaks.org/what-autism/symptoms https://www.autismspeaks.org/what-autism/learn-signs			
Sensory Processing Disorder	-Understanding of the sensory systems, sensory processing, & sensory integration & its impact on behavior & self-regulation in young children	Required: All Sensory Integration Dysfunction Symptoms: What You Must Know! Pages 1-4 http://www.sensory-processing-disorder.com/sensory-integration-dysfunction-symptoms.html			
OAE Hearing Screening	-Knowledge & info. about using the OAE as a screening tool for 0-3 and administering the OAE	Required: All <input type="checkbox"/> Video Tutorial: OAE as a Recommended Screener 0-3 http://www.infanthearing.org/flashplayer/echo-video-player-hd.htm?file=http://www.infanthearing.org/flashvideos/ECHO/introoae-screening.mp4			
What Can Baby Hear? 0-3	-Knowledge of hearing in infancy	Required: All <input type="checkbox"/> Hearing in Babies (Handout) https://intermountainhealthcare.org/health-information/health-library/patient-handouts/search-results/?Service=dace1a22-2302-4906-ac19-c7a40cbaef5a			
Normal Vision Development: 0-3	-Knowledge of the development of sight	Required: All Video http://babyparenting.about.com/video/Understanding-infant-vision.htm			

Coaching Observation Plan			
Service Type Observed	Discipline Observed To Be Completed By End of First Month	Observation Completion Date	Coach Review (Signature)
Eligibility Evaluations	Physical/Occupational Therapist		
Eligibility Evaluations	Speech & Language Pathologist		
Eligibility Evaluations	Service Coordinator		
Health Assessment /OAE	Registered Nurse		
Health Assessment /OAE	Registered Nurse		
Developmental Assessment	Service Coordinator /Development Specialist		
Developmental Assessment	Service Coordinator /Development Specialist/Your Discipline		
Family Assessment	Service Coordinator/Development Specialist		
Initial IFSP	Service Coordinator /Development Specialist/Your Discipline		
Initial IFSP	Service Coordinator /Development Specialist/Your Discipline		
IFSP Periodic Review	Service Coordinator /Development Specialist/Your Discipline		
Annual IFSP	Service Coordinator /Development Specialist/Your Discipline		
Transition Conference Meeting	Service Coordinator/Transition Coordinator		
Discipline Observed	IFSP Service Location To Be Completed By End of Third Month		
Development Specialist	Home Visit/Center-Based Service/Parent Training Class		
Development Specialist	Home Visit/Center-Based Service/Parent Training Class		
Development Specialist—Child w/ Challenging Behavior	Home Visit/Center-Based Service/Parent Training Class		
Occupational Therapist	Home Visit/Center-Based Service/Parent Training Class		
Occupational Therapist	Home Visit/Center-Based Service/Parent Training Class		
Physical Therapist	Home Visit/Center-Based Service/Parent Training Class		
Physical Therapist	Home Visit/Center-Based Service/Parent Training Class		
Speech & Language Pathologist	Home Visit/Center-Based Service/Parent Training Class		
Speech & Language Pathologist	Home Visit/Center-Based Service/Parent Training Class		
Specialty Social Work/ASD/ Other	Home Visit/Center-Based Service/Parent Training Class		

Phase Three: Individualized Professional Development Training Plan					
(To Be Completed By Week Twelve)					
Rate Resources 1=Not Useful 2=Useful 3=Very useful					
Topic/ Utah EI Standard	Learning Objective	Resources	Rate 1-3	Date Completed	Supervisor Signature
	1. Typical and Atypical Development				
K 1.1	Typical child development	Typical development training			
K1.2	Impact of delays and disabilities on development and interactions				
K1.6	Family's role in development	Core 1. Options: 1) Training on Family Partnerships and Cultures 2) Training on Routines and Family Partnerships			
S1.3	Facilitate family/child interactions for development and learning	Core 1. IFSP training: Engage children in learning. Coach parents in Routines			
S1.4	Support caregivers to respond to cues and preferences, routines,	Options: 1) Core 1. Training on Routines and Family Partnerships. 2) Core II. Training on IFSP and routines			
S1.5	Identify Red flags for ASD	Core 4. Options: 1) Autism – canvas 2) Autism Navigator http://autismnavigator.com/resources-and-tools/			
	2. Natural Environment				
K2.1, K2.2, K2.3	Embed learning opportunities in routines, relationships, activities, places	Core 3. IFSP training Core 1. Routines and family Partnership training			
S2.1	Assist families to access supports and services within community	Service coordinator module			
S2.3	Support caregivers to structure social environments, use peer models, proximity, responsive adults to promote interactions				
S2.4	Implement basic health nutrition, safety	Health module			
	3. Foundations of Early Intervention				
K3.1	Eligibility, strengths, needs for IFSP outcomes	Core 2. Options: 1) IFSP training (authentic assessment) 2) Building a Legacy For Our Youngest Children			
K3.2, S3.1	Family-centered philosophy, develop family-centered IFSP	Core 3. IFSP training			
K3.3	Legal procedure requirements: Hipaa, Ferpa, due process				
S3.3	Implement IFSP, gather data, adapt/modify evaluate, modify strategies	Core 3. Developing High Quality IFSP outcomes			
S3.4	Strength-based approach with families. Support family to build on what's working, identify & solve their problems, advocate for their child	Core 1. Options: 1) Natural Environments training 2) Family Partnerships			
S3.5	Implement strategies that support transitions among settings				
S3.6	Implement coaching to train parents, using adult learning strategies	Core 2 Options: 1) RBI 2) Coaching with adult learning http://www.parentcenterhub.org/repository/participation-ei/#providers			

	4. Infant/Toddler and Family Assessment				
S4.5	Assist families in identifying concerns, resources, and priorities	www.siskin.org/downloads/RoutinesBasedIntreviewOKforweb.pdf			
S4.2	Gather info from multiple sources, interview, observation, assessment instruments, medical history				
S4.3	Collaborate with team members, focus on strengths, functional performance				
S4.7	Conduct ongoing formative child, family and setting assessments to monitor intervention effectiveness	Core 2. Developing high quality IFSP outcomes (section 2 authentic assessment)			
	5. Intervention Planning and Effective Strategies				
S5.1	Functional positive strategies to support appropriate behaviors and reduce inappropriate ones				
S5.2	Use strategies to enhance language dev and communication skills				
S5.3	Help establish communication systems for young children				
S5.4	Use positioning and handling techniques for intervention and across environments				
S5.5	Design intervention from multiple disciplines				
S5.6	Develop individualized plans to support development, learning and the caregiver	Core 2. Options: 1) Developing High quality IFSP outcomes 2) IFSP training			
S5.7	Use evidence based intervention that focus on child interest within family preferences, routines, natural interactions				
	6. Professional Learning and ethical Practice				
K6.1	Understand how foundational knowledge and current issues influence professional practice				
K6.2	Diversity is part of families, cultures, communities and complex human issues interact with sped delivery	Core 1 Family Partnerships and Cultures (45 min)			
K6.5	Respect individual family cultures and values and understand how they affect parent-professional relationships	Core 1 Family Partnerships and Cultures (45 min)			
S6.1	Appropriate personal professional boundaries and basic staff safety	Covered in orientation: Home Visiting Safety PPT: http://healthandwelfare.idaho.gov/Portals/0/Children/HomeVisiting/Home%20Visitor%20Safety%20Training.pdf			
S6.2	Recognize signs of emotional distress, neglect, and abuse and follow reporting procedures	Covered in Orientation Phase 2			
S6.3	Participate in professional activities and ongoing professional development	Decided at Program Level			
S6.4	Advocate on behalf of infants and young children and their families				

