Local System Manager Orientation

**Within 1 month**

□ Orientation Introductory Modules: Local System Manager – <http://www.veipd.org/main/sub_local_sys_mgt.html> (under eLearning/Presentations/Webinars)

□ Complete all EI Certification Modules - [*https://veipd.org/elearn/*](https://veipd.org/elearn/)

*□ Read* Infant & Toddler Connection of Virginia Practice Manual - <http://infantva.org/Pr-PracticeManual-Forms.htm>

□ Read *Local System Manager Ha*ndbook - <http://infantva.org/documents/LSM%20Handbook.pdf>

□ Review the Local Contract

□ Meet with Technical Assistance Consultant and/or Monitoring Consultant to cover the following:

* Questions you have
* Federal indicators
* Local monitoring and oversight
* Procedural Safeguards
* Local determination status
* Fiscal
* State data system

**Over the next 3 months**

□ Required (within 6 months): Authentic Assessment for Early Intervention Module - <http://www.veipd.org/main/sub_screening.html>

□ Recommended: Fiscal Form Tutorials – <http://www.veipd.org/main/sub_local_sys_mgt.html> (under eLearning/Presentations/Webinars)

□ Recommended: Promoting Effective and Efficient Fiscal Management, Parts 1 -3 – <http://www.veipd.org/main/sub_local_sys_mgt.html> (under eLearning/Presentations/Webinars)

□ Recommended: Transition Tutorials (series of 4) - <http://www.veipd.org/main/sub_transition.html>

□ Recommended: Coaching Families (Texas) - <http://www.veipd.org/main/sub_coaching.html>

□ Recommended: Fidelity Assessment Webinars - <http://infantva.org/Providers.htm>

□ Recommended: Documentation Tutorials

□ Recommended: Child Outcomes Booklet