

# New Staff Orientation Checklist

## Orientation to Part C Early Intervention

- IDEA, including Parts B and C
- VA's Early Intervention System: **Infant & Toddler Connection of VA**
  - Statewide Infrastructure
  - Practice Manual
  - What Early Intervention Looks Like
    - Who we support
    - Supports & services in everyday routines, activities, & places
    - Service coordination
  - Funding for Early Intervention
  - Service Pathway including Family Rights & Safeguards
  - Part C Timelines
  - Documentation
  - Medicaid Early Intervention Services
  - Monitoring & Quality Management Review (including OSEP Child & Family Outcome Indicators)
  - Infant & Toddler Online Tracking System (ITOTS), if applicable
  - I&TC of VA website ([www.infantva.org](http://www.infantva.org))
  - VA EI Professional Development Center ([www.eipd.vcu.edu](http://www.eipd.vcu.edu))
  - State Office Staff
    - Local System's Technical Assistance Consultant: \_\_\_\_\_
    - Local System's Monitoring Consultant: \_\_\_\_\_
- Local I&TC system
  - Local System Manager: \_\_\_\_\_
  - Lead agency: \_\_\_\_\_
  - Contracting agency(ies): \_\_\_\_\_
  - Catchment area: \_\_\_\_\_

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## VA Early Intervention Certification Requirements

Complete the following online modules and pass with a score of at least 80% (*check which trainings are required*):

Required	Online Module	Date Completed
	Child Development	
	Family Centered Practices	
	Service Pathway	
	Practitioner Requirements	
	Service Coordination & Targeted Case Management	
	Supervision	

Submit an application for EI Certification (*check which certifications are required*):

Required	Certification Type	Date Application Submitted	Certification Date
	EI Case Manager		
	EI Professional		
	EI Specialist		

Review professional development requirements for re-certification:

- Professional Development Plan

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## Training Requirements

Complete the following additional trainings (*check which trainings are required*):

Required	Activity	Date Completed
	IFSP 101 Module ( <i>online module</i> )	
	Kaleidoscope: New Perspectives in Service Coordination – Level I ( <i>workshop</i> )	
	Kaleidoscope: New Perspectives in Service Coordination – Level II ( <i>workshop</i> )	
	Autism Spectrum Disorders: What Every Early Interventionist Needs to Know ( <i>online module</i> )	
	An Early Interventionist’s Guide to Prematurity ( <i>online module</i> )	
	Rules of the Road: A Foundation for Understanding Early Hearing Detection & Intervention ( <i>online module</i> )	
	Social Emotional Development of Young Children ( <i>online module</i> )	
	The 1-3-6 Process: A Roadmap for Newborn Hearing Screening & Follow-up ( <i>online module</i> )	

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## Local Program Orientation

- Information about Lead Agency
- Tour of Facility
- Staff
- Overview of Local Policies & Procedures
- Office Phone Numbers
  - Main phone number: \_\_\_\_\_
  - Direct office phone number: \_\_\_\_\_
  - Cell phone number: \_\_\_\_\_
- Office number: \_\_\_\_\_
- Mailroom: \_\_\_\_\_
- ID Badge
- Pay Schedule
- Daily time record (timesheet or time clock)
- Technology (office phone, computer, internet rules)
- Transportation (mileage reimbursement, use of company car)
- Office supplies

## Supervision & Mentoring

- Supervisor: \_\_\_\_\_
- Ongoing supervision date/time: \_\_\_\_\_
- Mentor: \_\_\_\_\_

## Documentation Requirements

- Chart management
- Filing requirements
- Local monitoring and review process

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## Local Training Requirements

Complete the following local trainings (*check which trainings are required*):

Required	Activity	Date Completed
	CPR & First Aid	

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