

New Staff Orientation



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)
 - VA EI Professional Development Center (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: _____

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

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>	

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

Local Training Requirements

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

Required	Activity	Date Completed
	CPR & First Aid	