

In-Service Training Framework: Initial Training Requirements

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Purpose

The purpose of this document is to provide details regarding how to fulfill the Initial Training Requirement component of the ESIT in-service training framework. The framework is designed to provide all ESIT Professionals with a common understanding of the fundamentals of ESIT services.

Timelines

The Initial Training Requirements include two steps of foundational training which must be taken in order. Some parts may be specific to the role and responsibilities of the ESIT professional. Use the Individual Provider Checklist section of this document to track particular content required for each ESIT Professional.

The training registration is accessed through the [DCYF Training Portal](#). The requirements are met when both steps 1 and 2 are completed sequentially and successfully within the first 6 months of hire.

Note: You must register for each of the three Live Seminars separately. Sessions must be completed in order, but not necessarily in the same month. Please complete all required self-paced modules prior to registration. Registration for Live Seminars will close one week before each session.

Once training requirements are fulfilled, the ESIT provider is eligible to apply for the appropriate ESIT Credential, according to their provider type. See [credential guidance](#) for more information.

Required for Whom?

The Initial Training Requirements apply to any newly hired or contracted ESIT Professional.

These ESIT Professionals are those who work for or contract with an ESIT Provider Agency (PA), including agencies directly contracted to DCYF ESIT or through a County Lead Agency (CLA).

ESIT Professionals are:

- Employed or contracted by an ESIT PA to provide direct or consultative ESIT Services,
- Defined by CFR 303.13(b), and include Family Resources Coordinators (FRCs), Developmental Specialists and Associates, Social Workers, and therapists, such as Occupational Therapists, Physical Therapists, Speech and Language Pathologists, etc.,
- Intake Coordinators and those processing referrals, and
- ESIT PA and CLA administrators.

Consult the [ESIT Qualified Personnel Guidelines](#) for specific information about ESIT Part C services and qualifications of each ESIT Professional and Provider type.

DCYF Training Portal Account

All ESIT Professionals must create an account in the DCYF Training Portal, updating information as needed.

Other Situations When ESIT Professionals Complete This Training Content

There are three scenarios when an ESIT Professional would need to either repeat Steps 1 and 2 of the Initial Training Requirements or take them for the first time:

1. If there was a lapse in service delivery for one year or more. This does not apply to ESIT Credential Holders.
2. Credential holders who did not maintain their credential by completing 36 hours of continuing education over their 3-year credential period, and/or let their credential lapse, will be considered un-credentialed.
3. Credential holders who were hired prior to July 1, 2021, and have their first credential period to complete the training for the first time in order to renew the credential. See the credential guidance for more details.

All previously completed training will follow individual ESIT Professionals, regardless of role, who choose to become employed by a different ESIT PA. The ESIT Credential is also valid regardless of the ESIT Provider Agency of employment. If an ESIT Professional has a new role within their current agency or at a new ESIT PA, additional training and/or credentialing may be required.

There may be other specific requirements, depending on individual circumstances. Contact dcyf.esittraining@dcyf.wa.gov to obtain requirements or to enroll in required training again if needed or learn more about credential renewal.

Required Training Content

Step 1: Self-Paced Modules (Asynchronous)

Step 1 is a series of self-paced, asynchronous modules available within the DCYF Training Portal and total approximately 14 to 17 hours, depending on the individual ESIT Professional's requirements.

- All new ESIT Professionals must complete Step 1 within 30 days of hire.
- FRCs must complete Step 1 prior to the assignment of a caseload.
- Step 1 must be completed prior to Step 2 of the Initial Training Requirement.

Step 1 modules include:

ESIT Introductory Training Modules (5.5 hours)

These modules introduce all ESIT Professionals to Part C of the Individuals with Disabilities Education Act (IDEA). The six modules detail how ESIT services are provided in Washington State and must be viewed in order. All six modules are required.

Child Outcome Summary (COS) Introductory Training Modules (2.75-5.25 hours)

These modules provide an overview of the COS process, including why and how COS data are collected, the Summary of Functional Performance, and how to analyze COS data for program improvement. A passing quiz score tracks the completion of each of the six modules. There are six modules in total, however not all ESIT Professionals are required to view modules 5 and 6. See below for more information.

Data Management System (DMS) Modules (~2 hours)

This set of recorded videos covers topics including a systems overview, the creation and maintenance of child records, IFSP development, and transition. They are required for any ESIT Professional who will access the Data Management System.

Three-Pronged Approach (TPA) Protocol for Screening Vision and Hearing Modules (2.5 hours)

These modules provide training on how to conduct the TPA. All ESIT Professionals are required to take the TPA modules to (1) build awareness of risk factors associated with vision and hearing concerns and (2) prepare to fully participate in the development of plans to address any vision and/or hearing concerns identified.

ESIT System of Payments and Fees (SOPAF) Policy and Implementation Module (1 hour)

The purpose of this module is to provide you with a clear understanding of SOPAF so you can implement it equitably with families. After taking this module, learners will be able to explain billable services and support families to complete the correct SOPAF consent form, understand options for families to meet their cost participation obligations, and describe five provider responsibilities for sharing information about SOPAF. This module is required for new FRCs and Agency/Program Administrators hired after January 1, 2026. It is recommended for any other program staff participating in SOPAF implementation including fiscal or billing professionals. Completion time is roughly 1 hour, depending on how you interact with the content.

Step 2: Live Seminars (Synchronous)

Step 2 includes **three live, virtual sessions** and offers an opportunity for all ESIT Professionals to explore the implementation of ESIT services. Registration is completed through the DCYF Training Portal. The descriptions and learning objectives for the Live Seminars are below.

Each live session is offered multiple times throughout the year with diverse scheduling options. All three virtual sessions must be taken in sequential order, but not necessarily within the same month. ESIT Professionals can complete the live seminars in a variety of ways. For example, all three can be completed within one month by taking one session per week for three weeks, or within three months by taking one session per month.

Consult the [Live Seminar Calendar and Registration](#) for the annual schedule and detailed instructions for how to register in the DCYF Training Portal.

Live Seminar 1 of 3: Concepts and Practice that Guide ESIT Services (3 hours)

Learners will leave this three-hour session with an understanding of how the ESIT Guiding Principles guide services, the difference between domain based and functional child development, and how global child outcomes support the development of functional child and family outcomes.

Learning objectives:

- Explain how the seven ESIT Principles guide services
- Understand how the COS Process guides service delivery

Live Seminar 2 of 3: Culturally Responsive Assessment Practices (3 hours)

Learners will leave this three-hour session able to summarize four considerations for culturally responsive assessment, with an understanding of the difference between the Summary of Functional Development and the Present Levels of Development (PLOD), and how a family's culture is taken into consideration when selecting the Child Outcome Summary (COS) descriptor statement.

Learning objectives:

- Summarize four considerations for culturally responsive assessment
- Explain the difference between the Summary of Functional Performance (SFP) and the Present Level of Development (PLOD).
- Explain ways to consider culture when selecting descriptor statements for COS

Live Seminar 3 of 3: Writing Functional IFSP Outcomes to Support Family-Centered Practice (3 hours)

During this three-hour session, learners will have the opportunity to review and develop high quality IFSP outcomes using the 7 quality components and gain an understanding of how coaching strategies support families in meeting outcomes.

Learning objectives:

- Create high quality IFSP outcomes using seven quality components
- Explain how quality outcomes support the ability to effectively coach families

Initial Training Checklists by Type of ESIT Professional

The following checklists can be used to track the Initial Training Requirements for each type of ESIT Professional:

- **FRCs and Lead FRCs** include anyone designated as an FRC, even if you have additional roles.
- **Direct or Consultative ESIT Service Providers and Team Lead/Supervisor** include roles outlined in the ESIT [Qualified Personnel Guidelines](#) that are not FRCs.
- **Intake or Referral Coordinator** whose primary role is to process referrals and conduct or coordinate intake visits.
- **ESIT Program Administrator** including program directors, executive directors, or other administrators with an ESIT Provider Agency or County Lead Agency Provider Agency.

Family Resources Coordinator (FRC)

Select the following role in the Training Portal: ESIT Service Provider - FRC

Step 1: Self-Paced Modules (Asynchronous)

- ESIT Introductory Training Modules 1- 6
- Child Outcome Summary (COS) Introductory Training Modules 1-4
- DMS Training Modules *Required for system users only*
- Three-Pronged Approach (TPA) *Required if hired after July 1, 2023*
- System of Payments and Fees (SOPAF) Policy and Implementation

After completion of Step 1, you may receive your assigned caseload.

Step 2: 3 Live Seminars (Synchronous)

Congratulations! You have completed your ESIT Initial Training Requirements. You are ready to apply for the ESIT Credential for Family Resources.

Step 3: ESIT Credential and Continuing Professional Development

Ongoing continuing education requirements are determined by the ESIT Qualified Personnel Guidelines and/or your professional license or certificate.

Lead FRC or FRC Supervisor

Select the following role in the Training Portal: ESIT Service Provider - FRC

Step 1: Self-Paced Modules (Asynchronous)

- ESIT Introductory Training Modules
- Child Outcome Summary (COS) Introductory Training Modules 1-6
- DMS Training Modules *Required for system users only*
- Three-Pronged Approach (TPA) *Required if hired after July 1, 2023*
- System of Payments and Fees (SOPAF) Policy and Implementation

After completion of Step 1, you may receive your assigned caseload.

Step 2: 3 Live Seminars (Synchronous)

Congratulations! You have completed your ESIT Initial Training Requirements. You are ready to apply for the ESIT Credential for Family Resources Coordinators.

Step 3: ESIT Credential and Continuing Professional Development

Ongoing continuing education requirements are determined by the ESIT Qualified Personnel Guidelines and/or your professional license or certificate.

Direct or Consult ESIT Service Provider (Not an FRC)

Select the following role in the Training Portal: ESIT Provider – Other

Step 1: Self-Paced Modules (Asynchronous)

- ESIT Introductory Training Modules
- Child Outcome Summary (COS) Introductory Training Modules 1-4
- DMS Training Modules *Required for system users only*
- Three-Pronged Approach (TPA) *Required if hired after July 1, 2023*

Step 2: 3 Live Seminars (Synchronous)

Congratulations! You have completed your ESIT Initial Training Requirements.

Step 3: ESIT Credential and Continuing Professional Development

Ongoing continuing education requirements are determined by the ESIT Qualified Personnel Guidelines and/or your professional license or certificate.

ESIT Team Lead or Supervisor (Not an FRC)

Select the following role in the Training Portal: ESIT Provider - Other

Step 1: Self-Paced Modules (Asynchronous)

- ESIT Introductory Training Modules
- Child Outcome Summary (COS) Introductory Training Modules 1-6
- DMS Training Modules *Required for system users only*
- Three-Pronged Approach (TPA) *Required if hired after July 1, 2023*

Step 2: 3 Live Seminars (Synchronous)

Congratulations! You have completed your ESIT Initial Training Requirements.

Step 3: ESIT Credential and Continuing Professional Development

Ongoing continuing education requirements are determined by the ESIT Qualified Personnel Guidelines and/or your professional license or certificate.

Referral and Intake Coordinator

Select the following role in the Training Portal: ESIT Intake and Referral

Step 1: Self-Paced Modules (Asynchronous)

- ESIT Introductory Training Modules
- Child Outcome Summary (COS) Introductory Training Modules 1-4
- DMS Training Modules *Required for system users only*
- Three-Pronged Approach (TPA) *Required if hired after July 1, 2023*

Step 2: 3 Live Seminars (Synchronous)

Congratulations! You have completed your ESIT Initial Training Requirements.

Step 3: Ongoing Professional Development

Ongoing continuing education requirements are determined by the ESIT Qualified Personnel Guidelines and/or your professional license or certificate.

Agency or Program Administrator

Select the following role in the Training Portal: ESIT Agency Admin

Step 1: Self-Paced Modules (Asynchronous)

- ESIT Introductory Training Modules
- Child Outcome Summary (COS) Introductory Training Modules 1-6
- DMS Training Modules *Required for system users only*
- Three-Pronged Approach (TPA) *Required if hired after July 1, 2023*
- System of Payments and Fees (SOPAF) Policy and Implementation *Required if hired after January 1, 2026*

Step 2: 3 Live Seminars (Synchronous)

Congratulations! You have completed your ESIT Initial Training Requirements.

Step 3: Ongoing Professional Development

Ongoing continuing education requirements are determined by the ESIT Qualified Personnel Guidelines and/or your professional license or certificate.

Frequently Asked Questions

Q: What if it takes me longer than the required time to complete the required training?

A: Newly hired or contracted ESIT Professionals must complete the Initial Training Requirements (Steps 1 and 2) within six months of hire. It is the responsibility of the ESIT PA to prioritize the completion of the required training. DCYF ESIT Technical Assistance Specialists can support agencies in developing a plan to meet this contract requirement if compliance is a concern.

Q: Can Live Seminars be recorded and accessed by those who are unable to attend them live?

A: No. The Live Seminars are interactive and include breakout activities, therefore they are not designed to be watched later. An integral component of the live sessions is the ability to interact with and learn from other professionals. This includes professionals from the same discipline as well as those from other disciplines, backgrounds, and areas of experience and expertise. DCYF ESIT believes this type of active participation enhances the learning journey and cannot be duplicated with passive learning participation through a recorded session.

Q: Will there be any additional financial support to Provider Agencies for the hours needed for contracted providers to take the trainings?

A: No. Per the ESIT contract, ESIT Provider Agencies are responsible for ensuring all employed and contracted ESIT providers complete the required training. DCYF ESIT recommends the cost of the initial required training be included in any subcontract agreements.

Accommodations

If you would like to request accommodations to fully participate in training, please [complete this form](#) or email dcyc.esittraining@dcyf.wa.gov. DCYF may not be able to accommodate requests made less than two weeks prior to the training.