In-Service Training Framework:
Initial Training Requirements
Early Supports for Infants and Toddlers (ESIT)

Washington State Department of
CHILDREN, YOUTH & FAMILIES

Initial Training Requirements and Checklists

Purpose

The purpose of this document is provide information about the Initial Training Requirement component in framework of the ESIT In-Service training program. The framework is designed to provide all ESIT Professionals, including service providers, supervisiors, intake and referral coordinators, and program adminstrators, with a common understanding of the fundamentals of ESIT services. This document details how to fulfill the Initial Training Requirments of the ESIT In-Service Training Framework.

Timelines

The Initial Training Requirement is a series of foundational trainings comprised of **two steps** and must be taken sequentially. Some trainings may be particular to the role and responsibilities of the ESIT professional. Use the Individual Provider Checklist section of this document to track particular requirements for each category of ESIT Professional.

The Initial Training Requirements courses are accessed through the DCYF Learning Portal (https://dcyftraining.com/). The requirements are met when both Steps 1 and 2 are completed sequentially and successfully within the first 6 months of hire. After completion, a "Certificate of Completion" is available in each ESIT Professional's DCYF Learning Portal dashboard.

Required for Whom?

The Initial Training Requirement is a series of components and applies to any newly hired or contracted ESIT Professional, through all ESIT Provider Agencies (PA), including those directly contracted to DCYF/ESIT or through a County Lead Agency (CLA), as of July 1, 2021. ESIT Professionals hired or contracted prior to July 1, 2021, are highly encouraged to complete the Initial Training Requirements. All ESIT Professionals are required to create an account in the DCYF Training Portal.

ESIT Professionals are:
- Direct or consultative ESIT Service Providers includes those employed or contracted by an ESIT PA to provide services as defined by CFR 303.13(b), including Family Resources Coordinators (FRCs), developmental specialists, and therapists, such as occupational therapists, physical therapists, speech and language pathologists, social workers, etc.
- Intake Coordinators and those processing referrals
- 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. ESIT Qualified Provider Guidelines

Original Date: July 1, 2021 | Revised Date: June 2, 2023
Early Supports for Infants and Toddlers
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1

Step 1: Self-Paced Recorded Modules (Asynchronous)

The asynchronous portion is a series of self-paced recorded 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.

The recorded modules include:

1. 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 servies are provided in Washington State and must be viewed in order. All six modules are required.

2. 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 analye 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.

COS Modules 1-4 (2.75 hours)

Modules 1-4 are required for the following types of ESIT Professionals:

- Service Providers: FRCs
- Service Providers: Other (developmental specialists, therapists, social workers, etc.)
- Intake and Referral Staff (including data entry and intake coordination)
- Administrators (ESIT PA and CLA Program Directors, Executive Directors, other Administrators).

COS Modules 5-6 (2.5 hours)

Modules 5-6 are required for:

- Administrators with both ESIT PAs and CLAs
- Program Directors, Executive Directors
- Lead FRCs

Original Date: July 1, 2021 | Revised Date: June 2, 2023
Early Supports for Infants and Toddlers
Approved for distribution by DeEtte Snyder, Workforce Development Manager

2

3. ACORN Modules (~3 hours)

These modules instruct in the entry of data into the ESIT ACORN data management system. Anyone who accesses the ESIT ACORN data management system, such as FRCs and Intake and Referral Specialists, must complete these modules.

4. Three-Pronged Approach (TPA) Protocol for Screening Vision and Hearning Modules (2.5 hours)

These modules provide training on how to conduct the TPA. All ESIT Professionals are required to take the TPA modules in order 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.

Step 2: Live Seminars (Synchronous)

The synchronous portion includes **three live virtual sessions** which total 9 hours and is 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 as follows:

Live Seminar #1: 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: 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

Original Date: July 1, 2021 | Revised Date: June 2, 2023
Early Supports for Infants and Toddlers
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3

Live Seminar #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.

Learing objectives:

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

Prior to the registration for the first Live Seminar, all required self-paced modules in Step 1 for the particular ESIT Professional's role must be completed.

Each live session is offered once per month. All three virtual sessions must be taken in sequential order, but not neccesarily 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 Training Calendar for 2023-24 schedule.

Initial Training Checklists by Type of ESIT Professional

The following checklists can be used to track the Initial Training Requirements for each of these categories of ESIT Professionals:

- FRCs and Lead FRCs includes anyone designated as an FRC, even if you have additional roles.
- Direct or Consultative ESIT Service Providers, and Team Lead/Supervisor, are, but not limited to, the following professionals,
  - Developmental Specialist (including Developmental Specialist Associate or Special Educator who provides Special Instruction)
  - Physical Therapist (including Physical Therapist Assistant)
  - Occupational Therapist (including Occupational Therapist Assistant)
  - Speech Language Pathologist (including Speech and Language Pathology Assistant)
  - Social Worker
  - Family Counselor
  - other ESIT Providers outlined in the ESIT "Qualified Provider Guidelines"
- 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

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Original Date: July 1, 2021 | Revised Date: June 2, 2023
Early Supports for Infants and Toddlers
Approved for distribution by DeEtte Snyder, Workforce Development Manager
4

- ESIT Introductory Training Modules 1- 6
- Child Outcome Summary (COS) Introductory Training Modules 1-4
- ACORN Training Modules
- Three-Pronged Approach (TPA)

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

Step 2: Synchronous (Live Seminars)
- Live Seminar - #1 of 3
- Live Seminar - #2 of 3
- Live Seminar - #3 of 3

Congratulations! You have completed your ESIT Initial Training Requirements. Your Certificate of Completion is avalible in the DCYF Training Portal.

Step 3: Continuing Professional Development
To maintain certification, FRCs must complete 12 hours of continuing education annually, beginning in your second year.

Lead FRC or FRC Supervisor

Select the following role in the training portal: ESIT Service Provider - FRC
Step 1: Asynchronous (Self-Paced Recorded Modules)
- ESIT Introductory Training Modules 1-6
- Child Outcome Summary (COS) Introductory Training Modules 1-6
- ACORN Training Modules
- Three-Pronged Approach (TPA)

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

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- Live Seminar - #2 of 3
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Early Supports for Infants and Toddlers
Approved for distribution by DeEtte Snyder, Workforce Development Manager
5

Direct or Consult ESIT Service Provider (Not an FRC)

Select the following role in the training portal: ESIT Provider – Other

Step 1: Asynchronous (Self-Paced Recorded Modules)

- o ESIT Introductory Training Modules 1-6
- o Child Outcome Summary Introductory Training Modules 1-4
- o ACORN Training Modules (# hours) *If you will access the data management system*
- o Three-Pronged Approach (TPA)

Step 2: Synchronous (Live Seminars)

- o Live Seminar - #1 of 3
- o Live Seminar - #2 of 3
- o Live Seminar - #3 of 3

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Step 3: Continuing Professional Development

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

ESIT Team Lead or Supervisior

Select the following role in the training portal: ESIT Provider - Other

Step 1: Asynchronous (Self-Paced Recorded Modules)

- o ESIT Introductory Training Modules 1-6
- o Child Outcome Summary Introductory Training Modules 1-6
- o ACORN Training Modules
- o Three-Pronged Approach (TPA)

Step 2: Synchronous (Live Seminars)

- o Live Seminar - #1 of 3
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6

Referral and Intake Coordinator

Select the following role in the training portal: ESIT Intake and Referral

Step 1: Asynchronous (Self-Paced Recorded Modules)
- ESIT Introductory Training Modules 1-6
- Child Outcome Summary Introductory Training Modules 1-4
- ACORN Training Modules
- Three-Pronged Approach (TPA)

Step 2: Synchronous (Live Seminars)
- Live Seminar - #1 of 3
- Live Seminar - #2 of 3
- Live Seminar - #3 of 3

Congratulations! You have completed your ESIT Initial Training Requirements. Your Certificate of Completion is available in the Training Portal.

Step 3: Ongoing Professional Development

Ongoing continuing education requirement are determined by the ESIT Qualified Provider Guidelines and/or your professional license.

Agency or Program Administrator

Select the following role in the training portal: ESIT Agency Admin

Step 1: Asynchronous (Self-Paced Recorded Modules)
- ESIT Introductory Training Modules 1-6
- Child Outcome Summary Introductory Training Modules 1-6
- ACORN Training Modules
- Three-Pronged Approach (TPA)

Step 2: Synchronous (Live Seminars)
- Live Seminar - #1 of 3
- Live Seminar - #2 of 3
- Live Seminar - #3 of 3

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Step 3: Ongoing Professional Development

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Early Supports for Infants and Toddlers
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7