

Initial Early Support for Infants and Toddlers Family Resources Coordinator Credential

Beginning February 1, 2024, Family Resources Coordinators (FRCs) in Washington state will receive the Early Support for Infants and Toddlers (ESIT) FRC Credential once they complete their Initial Training Requirements, and their credential application has been approved. This credential is for ESIT professionals who are currently providing service coordination, as defined within the [ESIT's Qualified Personnel Guidelines](#) and the Individuals with Disabilities Education Act (IDEA) Code of Federal Regulations ([34 CFR 303.34](#)). Scope of practice is detailed in this guidance document.

The ESIT FRC Credential signifies that all initial training requirements have been met, and the FRC is fully qualified to provide service coordination.

Eligibility

To be eligible for the credential, FRCs must complete all [Initial Training Requirements](#).

Application Process

1. Once the FRC has completed Steps 1 and 2 of the Initial Training Requirements, they can apply for the credential by submitting the online [Credential Application](#).
2. Within 30 days, the applicant will receive notification that required training has been verified and their official credential has been issued in their training account. If discrepancies are found during the verification process, FRCs will be notified of what is required to receive the credential.
3. ESIT FRC Credential certificates can be printed from the [Training Portal](#) and filed in personnel records, as needed.

Timelines

- FRCs hired February 1, 2024 or later, are eligible for the ESIT FRC Credential when Steps 1 and 2 of the training requirements are completed. ***FRCs can be assigned caseloads once they complete Step 1.***
- FRCs hired prior to February 1, 2024, who completed all the training requirements at the time of hire, are eligible to apply for the ESIT FRC Credential. There are currently no additional training requirements to apply.

Renewal Requirements and Procedures

The ESIT FRC credential is valid for 3 years. The credential period begins on the award date listed on the credential certificate. FRCs are responsible for initiating the renewal of their ESIT FRC credential at least 30 calendar days prior to expiration date.



Washington State Department of
CHILDREN, YOUTH & FAMILIES

To *maintain* the ESIT FRC Credential, FRCs are expected to complete 36 hours of ongoing professional development over their 3-year credential period and maintain documentation in their own records until they apply for renewal. For convenience, DCYF ESIT offers an optional [Training Documentation](#) form to track training completions.

Lapsed Credential

If FRCs allow their ESIT Credential to expire, they will be considered un-credentialed and not qualified to provide service coordination until they are re-credentialed.

Scope of Practice

What is Service Coordination?

Service Coordination is a core Part C service that supports children and their families in accessing Part C services through case management and coordination of all Early Support for Infants and Toddlers (ESIT) services. In Washington, the FRC, who holds an appropriate ESIT credential, is the only qualified provider of service coordination.

Key roles and responsibilities of the FRC when providing service coordination include:

- ensure families' understanding of the Procedural Safeguards (Parent Rights),
- coordinate evaluations and assessments,
- facilitate the development and review of Individualized Family Service Plans (IFSP),
- lead through collaboration as the team carries out all IFSP activities,
- coordinate all ESIT services across agencies,
- facilitate appropriate referrals for necessary early support services and community resources,
- coordinate funding sources for services, and
- assume role of facilitator and lead coordinator of the development of a transition plan to Part B or other services.

Citation:

IDEA Part C for Service Coordination (CFR 303.34):

[https://www.ecfr.gov/current/title-34/subtitle-B/chapter-III/part-303/subpart-A/subject-group-ECFR8d7eb7e02db8abe/section-303.34#p-303.34\(a\)\(3\)](https://www.ecfr.gov/current/title-34/subtitle-B/chapter-III/part-303/subpart-A/subject-group-ECFR8d7eb7e02db8abe/section-303.34#p-303.34(a)(3))

Early Support for Infants and Toddlers (ESIT) Policies and Procedures:

<https://www.dcyf.wa.gov/sites/default/files/pdf/ESIT-policies-procedures.pdf> (page 21).

Evaluations

Initial and ongoing eligibility evaluations require a multidisciplinary team consisting of at least two disciplines using multiple procedures. While FRCs are critical and essential team members, including during the evaluation and assessment processes, their service is considered a “role” and not a discipline. They cannot be counted as one of the two required disciplines for eligibility determination.

Assessments

FRCs have an important role in completing family directed assessments which include gathering information from the family regarding concerns, strengths, priorities, and routines. They can also participate in ongoing assessment by supporting information gathering about the child and family through coaching and dialogue.

Promoting First Relationships (PFR)

FRCs are encouraged to participate in Level 1 PFR training opportunities. The understanding of PFR principles promotes knowledge of the importance of early relationships and supports skills related to working with children and families. The implementation of PFR Level 2 curriculum is not part of the provision of service coordination.

Multiple Roles

In some cases, an FRC may also have a specific discipline, such as a Developmental Specialist, Speech and Language Pathologist, Occupational Therapist, or Physical Therapist, and provide more than service coordination. In these situations, the ESIT Provider would be acting in the capacity of their discipline, rather than their role as FRC, to complete eligibility evaluations, ongoing measurement of child progress, and Level 2 PFR curriculum.

Knowledge and Skills for Service Coordinators

The following list of knowledge and skills for service coordinators (KSSC) was developed by a national workgroup, with guidance from the Division for Early Childhood (DEC) and the Early Childhood Personnel Center (ECPC). This set of knowledge and skills provides foundational information for quality service coordination in Part C. Below are the six knowledge areas of the KSSC. The skills identified in each area can be found in the KSSC document at <https://tinyurl.com/KSSC-8-12-20Final>.

1. Infant and Toddler Development

Service Coordinators demonstrate basic knowledge of infant and toddler development including factors that impact development such as family context, relationships, culture, socio-economic considerations, environment, and experiences to inform decision making regarding child development and learning within natural environments.

2. Family-Centered Practices

Service Coordinators demonstrate an ability to respect and support the unique qualities of each family, recognizing the family as the child's first teacher, decision-maker, and advocate for their child.

3. Leadership/Teaming

Service Coordinators demonstrate the ability to be effective leaders by building professional and supportive partnerships with families, collaborating with IFSP team members, and engaging with a variety of community partners.

4. Coordination of Services

Service Coordinators demonstrate the ability to coordinate and monitor the timely delivery of evidence-based early intervention services as identified on the IFSP.

5. Transition

Service Coordinators partner with families in support of activities that promote smooth and effective early childhood transitions including the development and implementation of transition plans that outline activities associated with key changes between environments or programs as a child approaches their 3rd birthday and exits the ESIT program.

6. Professionalism

Service Coordinators demonstrate professionalism by using personal and professional boundaries, flexibility, resilience, time management, dependability, and by engaging in ongoing professional development.

Citation:

Workgroup on Recommended Knowledge and Skills for Service Coordinators (RKSSC), National Service Coordination Leadership Institute Group. (2020). Knowledge and Skills for Service Coordinators. Retrieved from <https://tinyurl.com/KSSC-8-12-20Final>

Frequently Asked Questions

Q: Should other ESIT Professionals apply to receive the ESIT FRC Credential if they have completed their Initial Training Requirements?

A: No. FRCs are the only ESIT Professionals currently required to obtain the ESIT FRC credential. However, if an ESIT Service Provider has a dual role and also provides service coordination, they are required to obtain the ESIT FRC credential in addition to maintaining the licensing or ESIT credential requirements for their discipline, as noted in the [Qualified Personnel Guidelines](#).

Q: What about FRC Administrators? Do they need the credential?

A: It depends on their scope of work at their ESIT agency. If they are providing the full range of service coordination, the FRC Admin should obtain the ESIT FRC Credential. If the FRC Admin is completing data entry only, they would not be providing service coordination directly to families and would not be required to obtain the ESIT FRC Credential.

Q: What if I take a leave of absence?

A: The ESIT FRC Credential is valid for 3 years from the issue date, regardless of employment status. A leave of absence does not change the credential renewal date.