

ESIT Required Training Programs Learner Checklist

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Introduction

The Early Support for Infants and Toddlers (ESIT) program at the Washington State Department of Children, Youth, and Families (DCYF) offers a series of required training programs for ESIT professionals. These programs are accessible through the [DCYF Training Portal](#) and support professional development and an efficient method to track training completion. The following information outlines each training program and requirements based on an individual’s professional role.

These requirements apply to **all new** ESIT Provider Agency (EPA) and County Lead Agency (CLA) staff, including:

- Direct service providers, including Family Resources Coordinators (FRCs), educators, and therapists.
- Intake Coordinators and those processing referrals.
- EPA and CLA administrators.

Staff hired before July 1, 2021 are not required to complete the training outlined in this document. However, they are encouraged to take advantage of the self-paced modules in the Training Portal.



Purpose

The purpose of this document is to provide a checklist, individualized by role, for completing required training. These training programs are designed to provide all direct service providers, supervisors, and program administration with a common understanding of the fundamentals of ESIT services. EPAs and CLAs provide valuable learning opportunities that will enhance and build upon the knowledge gained through these introductory trainings.

Training Portal Account Information

See Section 4 for instructions on creating your training portal account to complete training. Enter your account information below for your own records.

Access the [DCYF Training Portal](#)

Username: Click or tap here to enter text.

Password: Click or tap here to enter text.

Do you have questions? See Section 5 to find out who to contact.

Required Training Programs

DCYF offers training in two formats: self-paced modules and live sessions attended remotely. There are two sets of self-paced, online modules accessed independently through the Training Portal. Live training is completed with a cohort, or group of learners, using a virtual meeting platform. The overarching learning objective for these programs is to *uphold the unique value and dignity of each child and family through trusting relationships as we provide strengths-based, family-centered, culturally, and linguistically responsive services using self-reflection and cultural humility.*

ESIT Introductory Training Modules – Self-Paced

This program introduces new staff to Part C of the Individuals with Disabilities Education Act (IDEA). The six modules detail how early intervention is provided in Washington State.

FRC, Referrals, and Intake Additional Requirements

Transitional Data Management System (T-DMS): Complete 13 training modules regarding the T-DMS.

ESIT Child Outcome Summary (COS) Introductory Training Modules – Self-Paced

This program provides an overview of the COS process, including why and how COS data is collected, the Summary of Functional Performance, and analyzing COS data for program improvement. A passing quiz score tracks the completion of each of the six modules.

Introductory Professional Learning Community (PLC) – Live

This program includes five opportunities for direct service providers and program administrators to explore the implementation of ESIT services. New staff will complete these sessions as a cohort, determined by the date of hire.

Section 1: Training Checklists by Role

Select your professional role below for a step-by-step checklist to complete training. Speak with your supervisor if you are unsure which role applies to you. If you hold multiple roles in your agency, you must meet the training requirements of both.

Family Resources Coordinator (FRC)

Anyone designated as an FRC, even if you have additional roles.

Select the Following Role in the Training Portal: ESIT Service Provider: FRC

Step 1

- Introductory Training Modules (5.5 hours)
- T-DMS Training Modules (2 hours)
- COS Training Modules 1 through 4 (2.75 hours)

Upon completion of step 1, FRC is considered certified by DCYF and can maintain a caseload.

Stop here. Did you complete all of Step 1? If yes, move to Step 2.

Step 2

- Introductory PLC within first 6 months of hire. View available dates in Section 2.

Step 3

- FRC Continuing Education. Submit 12 hours annually, beginning in your second year, to maintain certification.

Congratulations! You have completed your required introductory training.

Lead FRC or FRC Supervisor

Select the Following Role in the Training Portal: ESIT Service Provider: FRC

Step 1

- Introductory Training Modules (5.5 hours)
- T-DMS Training Modules (2 hours)
- COS Training Modules 1 through 6 (5.5 hours)

Upon completion of step 1, FRC is considered certified by DCYF and can maintain a caseload.

Stop here. Did you complete all of Step 1? If yes, move to Step 2.

Step 2

- Introductory PLC within first 6 months of hire. View available dates in Section 2.

Congratulations! You have completed your required introductory training.

Step 3

- FRC Continuing Education. Submit 12 hours annually, beginning in your second year, to maintain certification.

Direct Service Provider (Not an FRC)

Speech, Occupational, or Physical Therapist, Special Educator, Social Worker, etc.

Select the Following Role in the Training Portal: ESIT Service Provider: Other

Step 1

- Introductory Training Modules (5.5 hours)
- COS Training Modules 1 through 4 (2.75 hours)

Stop here. Did you complete all of Step 1? If yes, move to Step 2.

Step 2

- Introductory PLC within first 6 months of hire. View available dates in Section 2.

Congratulations! You have completed your required introductory training.

Direct Service Provider Team Lead or Supervisor

Select the Following Role in the Training Portal: ESIT Service Provider: Other

Step 1

- Introductory Training Modules (5.5 hours)
- COS Training Modules 1 through 6 (5.5 hours)

Stop here. Did you complete all of Step 1? If yes, move to Step 2.

Step 2

- Introductory PLC within first 6 months of hire. View available dates in Section 2.

Congratulations! You have completed your required introductory training.

Referrals and Intake

Any professional whose primary role is to process referrals and conduct or coordinate intake visits.

Select the Following Role in the Training Portal: ESIT Intake and Referral

Step 1

- Introductory Training Modules (5.5 hours)
- T-DMS Training Modules (2 hours)
- COS Training Modules 1 through 4 (2.75 hours)

Stop here. Did you complete all of Step 1? If yes, move to Step 2.

Step 2

- Introductory PLC within first 6 months of hire. View available dates in Section 2.

Congratulations! You have completed your required introductory training.

Agency Administrator

Program directors, executive directors, or others administrators with an EPA or CLA.

Select the Following Role in the Training Portal: ESIT Agency Admin

Step 1

- Introductory Training Modules (5.5 hours)
- COS Training Modules 1 through 6 (5.5 hours)

Stop here. Did you complete all of Step 1? If yes, move to Step 2.

Step 2

- Introductory PLC within first 6 months of hire. View available dates in Section 2.

Congratulations! You have completed your required introductory training.

Section 2: Schedule for Step 2: Introductory PLC for the 2022-23 Contract Year

Depending on the professional role, each new staff member will join a cohort to complete a series of five sessions. Register through the Training Portal.

Cohort 1 (July – October)

July 12, 2022 PLC 1	Aug. 9 & 16, 2022 PLC 2 (two sessions)	Sept. 13, 2022 PLC 3	Oct. 11, 2022 PLC 4
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Cohort 2 (November – February)

Nov. 8, 2022 PLC 1	Dec. 6 & 13, 2022 PLC 2 (two sessions)	Jan. 10, 2023 PLC 3	Feb. 14, 2023 PLC 4
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Cohort 3 (March – June)

March 14, 2023 PLC 1	April 11 & 18, 2023 PLC 2 (two sessions)	May 9, 2023 PLC 3	June 13, 2023 PLC 4
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Section 3: Example Training Schedules Based on Month of Hire

Use this information as a guide to develop a training schedule for new staff. They will join a cohort based on their month of hire. Completion of all training in the scheduled order is essential to benefit from participating in a cohort of peers and acquiring knowledge and skill necessary for each role. Communicate with DCYF ESIT regarding any challenges in completing all required training within six months of hire.

July: Cohort 1					
Month 1 (July)	Month 2 (August)	Month 3 (September)	Month 4 (October)	Month 5 (November)	Month 6 (December)
Complete modules and PLC 1	PLC 2 (2 sessions)	PLC 3	PLC 4		

May: Cohort 1					
Month 1 (May) Complete modules	Month 2 (June) Complete modules	Month 3 (July) PLC 1	Month 4 (August) PLC 2 (2 sessions)	Month 5 (September) PLC 3	Month 6 (October) PLC 4

September: Cohort 2					
Month 1 (September) Complete modules	Month 2 (October) Complete modules	Month 3 (November) PLC 1	Month 4 (December) PLC 2 (2 sessions)	Month 5 (January) PLC 3	Month 6 (February) PLC 4

August: Cohort 2						
Month 1 (August) Complete modules	Month 2 (September) Complete modules	Month 3 (October) Complete modules	Month 4 (November) PLC 1	Month 5 (December) PLC 2 (2 sessions)	Month 6 (January) PLC 3	Month 7 (February) PLC 4 (exception made to 6 month requirement)

January: Cohort 3					
Month 1 (January) Complete modules	Month 2 (February) Complete modules	Month 3 (March) PLC 1	Month 4 (April) PLC 2 (2 sessions)	Month 5 (May) PLC 3	Month 6 (June) PLC 4

Section 4: Instructions for Completing Training in the DCYF Training Portal

Step 1: Create a MERIT Account

NOTE: Skip to Step 2 if you have a T-DMS account. You are already registered in MERIT. Use your T-DMS username and password to login to MERIT.

1. Visit MERIT at merit.dcyf.wa.gov.
2. Click on 'Sign In or Register'.
3. Fill out the required fields and create a password.
4. Activate your account by clicking on the email sent to you. Check your spam folder if you do not see it in your inbox.
5. Return to 'Sign In' page and sign in. Your username is your email address.

Step 2: Apply for a STARS ID Number

NOTE: Skip to Step 3 if you are already registered in MERIT and have a STARS ID number.

1. Visit MERIT at merit.dcyf.wa.gov and sign in.
 - a. If you have a T-DMS account, use the same username and password to login to MERIT.
2. Once signed in, go to the 'My Applications' tab.
3. Click on the application 'STARS ID Number'.
4. Follow the steps to apply for your STARS ID number.

Step 3: Create a Training Account in the DCYF Student Training Portal

1. Visit the DCYF Student Training Portal at dcyftraining.com.
2. Click on the “Sign Up” option.
3. Fill out the required fields. You must have a STARS number.
 - a. Your name must match what is recorded in MERIT. If you need to change your name in MERIT, contact merit@dcyf.wa.gov.
 - b. Select your role type.
 - c. For ESIT workers, select the organization you are with.
4. Create a password.
5. Click on “Continue to Your Training” to see a list of all training options.

Need help?

If you need assistance, please contact merit@dcyf.wa.gov. To best assist you, please provide your first and last name, date of birth, or STARS ID number.

DCYF Training Portal Q&A

I have multiple T-DMS accounts but I do not have a STARS ID number in MERIT—what do I do?

Select one of your T-DMS accounts to be your “primary” MERIT account. You will use the username and password from this T-DMS account to sign-in to MERIT and apply for a STARS ID number. Once you have a STARS ID number, you will be able to register in the DCYF Student Training Portal at dcyftraining.com.

I already have a STARS ID number in MERIT—what do I do?

Use your existing STARS ID number to register in the DCYF Student Training Portal at dcyftraining.com.

I am having trouble creating a MERIT account and/or applying for a STARS ID number—what do I do?

Contact the MERIT team at dcyf.merit@dcyf.wa.gov.

Section 5: Contact Information

[If you are an ESIT provider](#) (e.g., FRC, OT, PT) looking for answers about your individual required ESIT training

- Contact your agency’s Training Site Admin User

[If you are a Training Site Admin User](#) looking for answers for providers at your agency

- If you work **outside of** King, Pierce, Snohomish, or Spokane counties, email DCYF at dcyf.merit@dcyf.wa.gov
- If you work **within** King, Pierce, Snohomish, or Spokane counties, contact your **designated** CLA representative

[If you are a County Lead Agency](#) looking for answers for provider agencies in your service area

- Email DCYF at dcyf.merit@dcyf.wa.gov

Section 6: Frequently Asked Questions

Are staff hired before July 1, 2021 required to complete the New Provider Training?

No. However, it is highly encouraged for everyone to complete the introductory modules to review any new information or use it as a review of current practices.

Why are these trainings required for direct service providers who are not FRCs?

The FRC is responsible for coordinating the full team in developing the IFSP and providing services. It is very difficult to create a meaningful IFSP when there is not a shared understanding of the fundamentals among team members. Prior to this new training, for example, FRCs and therapists had very different training on how to write a functional IFSP outcome. It was often left to the FRC to translate a clinical outcome to meet the requirements of the IFSP. Now that the full team has the same training, functional outcomes can be developed more easily by the team.

Why are these trainings required for staff who are not direct service providers?

Professionals taking referrals and providing intake visits benefit from a current understanding of the fundamentals of ESIT services as they are often the first point of contact for families and may be explaining the program. Executive Directors and other administrators have the vital role of overseeing quality services and allocation of resources. Sharing in the foundational understanding of ESIT's guiding principles, federal and state requirements, and best practices allows them to engage in more meaningful program improvement efforts and community collaboration.

What is required to maintain my FRC certification?

FRCs are required to complete 12 hours of continued education each year, starting in the second year of their career. Submitting documentation of hours through the Training Portal is not yet available, however documentation should be completed and available upon request. Please wait to submit until further notice.

Can my FRC certification lapse or expire?

If a certified FRC cannot attend all required PLC sessions within one contract year, the FRC will no longer be considered certified and will be required to complete training before continuing to hold a caseload. Contact DCYF to obtain reinstatement requirements. If an FRC has been inactive for more than a year, the FRC must complete steps 1 and 2 again.

What if I become employed by a different ESIT Provider agency or start a new job within their current ESIT Provider agency?

Any individual, regardless of role, who becomes employed by another EPA or CLA must update their organization in their DCYF Training Portal account. All previously completed training will carry over to the new EPA or CLA. If you have a new role at the new agency or within your current agency, you may need to complete additional training. See training requirements for your new role.

Do I need to renew my required training on a regular schedule?

No. There are no current requirements to renew any introductory training once you are complete.

Are clock hours available for certified educators?

Yes ([WAC 181-85-030](#)). The Department of Children, Youth, and Families is an approved clock hour provider. You can submit your certificate for any course to the Office of Superintendent of Public Instruction (OSPI).