

# Required Training Programs

## Early Support for Infants and Toddlers (ESIT)

### Background

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 direct service providers and administrators. These programs are accessible through the [DCYF Training Portal](#) and support professional development and an efficient method to track program completion. The following information outlines each training program and requirements based on an individual's role.

These requirements apply to all **new** Early Intervention Provider Agency (EIPA) and County Lead Agency (CLA) staff including:

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

### Required Training Programs

#### Child Outcome Summary (COS) Training Modules

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

#### Introductory Family Resources Coordinator (FRC) Training Modules

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. Also included are 13 training modules regarding the Transitional Data Management System (T-DMS).

**FRC Continuing Education:** FRCs in year two of their career are required to complete 12 hours of continued training. After completion of trainings, submit the FRC Training Report form on the [ESD 112 website](#) according to the DCYF contract.

#### Introductory FRC Live, Virtual Events

This program includes five opportunities for FRCs and other direct service providers and program administrators to explore the implementation of early intervention. Topics include the Individualized Family Service Plan (IFSP) process, building relationships with families and facilitating difficult conversations as an IFSP team.



Washington State Department of  
**CHILDREN, YOUTH & FAMILIES**

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## Required Training Programs Based on Professional Role

**Note:** If you have multiple roles and one is FRC, select *ESIT Service Provider: FRC* in the Training Portal.

Role	ESIT Service Provider: Other <i>Therapists, educators, social workers, etc.</i>	ESIT Service Provider: FRC <i>Any professional who is designated as FRC</i>	ESIT Intake and Referral <i>Any professional whose primary responsibility is to process referrals and conduct or coordinate intake visits</i>	ESIT Agency Admin <i>Program directors, executive directors or other administrators with an EIPA or CLA</i>
Training Program	<ul style="list-style-type: none"> <li><b>COS Training Modules: 1 through 4</b> (2.75 hours). <i>Within first 90 days of providing services</i></li> </ul> <p><u>Direct Services Supervisory Staff</u></p> <ul style="list-style-type: none"> <li><b>COS Training Modules:</b> complete modules 1 through 6 (5.5 hours). <i>Within first 90 days of hire</i></li> </ul>	<ul style="list-style-type: none"> <li><b>COS Training Modules:</b> 1 through 4 (2.75 hours). <i>Within first 90 days of providing services</i></li> <li><b>Introductory FRC Training Modules</b> (5.5 hours). <i>Prior to working independently</i></li> <li><b>Introductory FRC Live, Virtual Events:</b> 2 of 4 Professional Learning Communities, <b>And</b> Communication, Collaboration and Conflict in Service of Children and Families. <i>Year 1</i></li> <li><b>FRC Continuing Education</b> (12 hours). <i>Year 2 and beyond</i></li> </ul>	<ul style="list-style-type: none"> <li><b>COS Training Modules: 1 through 4</b> (2.75 hours). <i>Within first 90 days of providing services</i></li> <li><b>Introductory FRC Training Modules</b> (5.5 hours). <i>Prior to working independently</i></li> </ul>	<ul style="list-style-type: none"> <li><b>COS Training Modules: 1 through 6</b> (5.5 hours). <i>Within first 90 days of hire</i></li> <li><b>Introductory FRC Training Modules</b> (5.5 hours). <i>Within first 90 days of hire</i></li> <li><b>Introductory FRC Live, Virtual Events:</b> 2 of 4 Professional Learning Communities, <b>And</b> Communication, Collaboration and Conflict in Service of Children and Families. <i>Year 1</i></li> </ul>

## Tracking Completion of Required Training Programs

Each EIPA and CLA must identify at least one individual who will be an administrator in the learning portal. This individual has access to view the training progress for staff at their organization.

Staff who <b>have not yet begun</b> required training	Follow instructions to access the Training Portal and begin the required training programs based on role. Do not complete any training through ESD 112.
Staff who <b>have already begun or completed</b> required training	<b>FRCs, Intake Coordinators, and Referral Processing:</b> Complete all required training through ESD 112. Do not switch to the Training Portal to finish training programs you have already begun. Feel free to access any training program in the preceding table after all requirements are complete through ESD 112.
	<b>All other Direct Service Providers and EIPA or CLA Administrators:</b> The training programs listed in the preceding table are optional at this time. Feel free to access any training program to support professional development.