Interpreter on-boarding

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| Topic/ Tasks | Group or Self-study Module/ Desk Reference /Online Training | Fidelity Check  Module Checklist  Video Feedback  Self-monitoring |
| Overview of Up to 3 | IFSP cycle poster |  |
| Interpreting tips | Watch Interpreter Training video (Feb first Tues) from handbook: [interpreter.mp4 Feb 2 training.mp4](interpreter.mp4%20Feb%202%20training.mp4) (45 min)   * Working with Interpreters (5 min) <https://www.youtube.com/watch?v=pVm27HLLiiQ>   Using interpreter during Parent and Teacher meeting: (10 min) https://www.youtube.com/watch?v=bzP5XoGssz4 | Video self doing interpreting   * Creating checklist * Permission form |
| Communicating with parents outside meetings | Feb first Tuesday training video   * Remindapp texts – * Zoom and Google Translate |  |
| Cultural awareness/implicit bias | * Tedx Melanie Domenech Rodriguez 13 min.   <https://www.youtube.com/watch?v=2orqr-nOIPk>   * What Kind of Asian Are you (need license to watch) * Cultural awareness self-reflection | Self-reflection |
| Influence interpreter role | | |
| Documentation | Parents Rights  Prior Notice  Consent to Evaluate  Fee form,  Charm  Release of information  Opt out, Part B Release, Transition Plan  Visit Notes |  |
| Intake Process/ Initial Contact   * Confirmation of child information * Program explanation * Evaluation/ assessment visits * Point of contact * Remind Texts | At A Glance Reference- maybe?  IFSP cycle poster |  |
| Family Directed Interview/ Routines-based Conversation |  |  |
| Facilitating an IFSP meeting | At A Glance Reference |  |
| BTOTS   * Visit notes * Portal | New user training  Enter visit notes |  |
| Transition Process   * Referral Notification Discussion * Plan: Special Education * Conference: Special Education * Transition to Community Site | Review Transition Forms in Interpreter file on handbook |  |
| Family Fee Online Completion | Review Family fee form  BNP Instructions |  |