Interpreter on-boarding

|  |  |  |
| --- | --- | --- |
| Topic/ Tasks | Group or Self-study Module/ Desk Reference /Online Training | Fidelity CheckModule ChecklistVideo FeedbackSelf-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 RightsPrior NoticeConsent to EvaluateFee form, CharmRelease of informationOpt out, Part B Release, Transition PlanVisit 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 |  |