Service Coordinator on-boarding

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| Topic/ Tasks | Group or Self-study Module/ Desk Reference /Online Training | Fidelity CheckModule ChecklistVideo FeedbackSelf-monitoring |
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| Intake Process/ Initial Contact* Confirmation of child information
* Program explanation
* Evaluation/ assessment visits
* Point of contact
* Remind Texts
 | At A Glance ReferenceDesk reference guide  |  |
| IFSP Team* Tuesday intake process
* Reviewing and using intake information
* Determining team recommendations
* Coordinating evals/assessment/IFSP
 | At A Glance ReferenceDesk reference guide |  |
| Eligibility Determination | CSPD?BWEI?  |  |
| Dr. letter communication | Desk reference guide |  |
| Family Directed Interview/ Routines-based Conversation | RBC training module |  |
| Facilitating an IFSP meeting | At A Glance Reference  |  |
| BTOTS* Determining Eligibility
* Entering initial/ annual IFSP
* Entering periodic review
* Entering assessments
* Procedural Safeguards
	+ Permission to evaluate
	+ Prior Notice
	+ Release of Information
	+ Parent Rights
* Visit note
	+ Service Provided selection
	+ Update Tab
	+ Today Tab
	+ Plan Tab
	+ Internal notes
	+ Simultaneous visits
* Contact Log
* Portal
* Summary Tab information
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| Transition Process* Referral Notification Discussion
* Plan: Special Education
* Conference: Special Education
* Transition to Community Site
 | CSPD transition training |  |
| Community Resources and Services |  |  |
| Family Fee Online Completion | To be developed |  |
| Monthly calendars/ scheduling | Desk reference guide |  |
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