Service Coordinator 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 |
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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 Reference  Desk reference guide |  |
| IFSP Team   * Tuesday intake process * Reviewing and using intake information * Determining team recommendations * Coordinating evals/assessment/IFSP | At A Glance Reference  Desk 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 |  |  |
| 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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