

## **Credential and Required Training for all Early Interventionists and Early Intervention Supervisors**

With funding from the U.S. Department of Education, Office of Special Education Programs (contracted through BabyNet), the Team for Early Childhood Solutions (TECS) provides technical assistance in support of the Comprehensive System of Personnel Development (CSPD) for South Carolina's system of Early Intervention services under Part C of IDEA. They also assist the lead agency in assuring that South Carolina's Early Intervention personnel meet state standards by maintaining and reviewing applications for the BabyNet Credential for Part C system personnel.

All Early Intervention staff, including supervisors, must submit an application for the South Carolina Infant Toddler Credential to the Team for Early Childhood Solutions (TECS) office within 2 weeks of employment or upon being assigned the aforementioned responsibilities. Full procedures for Credentialing can be found on the TECS' website at <http://uscm.med.sc.edu/tecs/>. After submitting the initial application, it is required that the Early Interventionist or Early Intervention Supervisor submit information to TECS regarding changes that occur as a result of getting married, being terminated, etc. This is required to ensure that the Credential data base is kept current.

Once TECS receives the Credential Application, TECS will inform the Early Interventionist of the required training modules associated with their roles and responsibilities. Each Early Interventionist must complete the assigned training modules (web-based) and pass the competencies which correlate to each module within 90 days of application. As updates or changes are made to specific modules, Early Interventionists will have 90 days to complete the module update to maintain their credential. If an Early Interventionist is having difficulty passing the competencies, a professional development plan will be established by TECS for that Early Interventionist.

A Training Checklist is attached outlining training required within 30 and 60 days of employment as well as recommendations for professional development. See Attachment #1.

## Training Requirements

### Upon Hire:

New employees, full and part-time will receive a minimum of 40 hours of training. This training should include training provided within the first 30, and 60 days. Providers are encouraged to use all training methods to include, shadowing another employee, conference attendance, webinars, etc. See Attachment 1 for required training checklist.

### Annually:

All staff are required to receive an additional 10 hours of job related training annually. Staff meetings, workshops and conferences may be considered in meeting this requirement. The TECS training modules should not be considered part of this 10 hour training requirement. See Attachment 1 for required training checklist.

## Early Intervention Training Checklist

Topics	30 days	Date Completed	Update required
<b>Required Training</b>			
1. <ul style="list-style-type: none"> <li>• Overview of SCDDSN</li> <li>• BabyNet (Lead Agency, SC First Steps)</li> <li>• Local DSN Boards and DDSN Private Providers</li> <li>• Mission, vision and values of the employing organization.</li> <li>• Role in the agency's vision</li> </ul>	X	_____ _____ _____ _____ _____	
2. Overview of service population (ID, RD, High-Risk, At-Risk, Autism, HASCI)	X		
3. Certification in Infant/Child CPR	X		Curriculum specific
4. First Aid	X		Every 3 years
5. Bloodborne Pathogens (OSHA)	X		Annual
6. Family Support – 734-01 DD	X		
7. DDSN Waiting Lists – 502-05 DD	X		
9. Appeals and Reconsideration Policy and Procedure – 535-11 DD	X		
10. Consumer Appeals – 535-11 DD	X		
11. Abuse Reporting – 534-02 DD	X		Annual
12. Critical Incidents – 100-09 DD	X		Annual
13. Safety Practices <ul style="list-style-type: none"> <li>• Home Visiting</li> <li>• Transportation</li> <li>• Disaster Preparedness</li> <li>• Fire Safety</li> </ul>	X		
14. Defensive Driving (only required if driving agency vehicles)	X		4 hours every three years
15. Rights of Consumers-birth to three-BN Child & Family Rights. 3-6 yrs 700-02 DD	X		
16. Service Coordination Topics-SC Standards and skills. Policies & Procedures applicable to Service Coordination	X		
<b>Required Training: Early Intervention Specific</b>			
1. Role of an Early Interventionist	X		
2. Early Intervention Manual to include:	X		

<ul style="list-style-type: none"> <li>• Procedural Bulletin 1</li> <li>• Procedural Bulletin 2</li> <li>• Procedural Bulletin 3</li> <li>• Procedural Bulletin 4</li> <li>• Procedural Bulletin 5</li> <li>• Procedural Bulletin 6</li> <li>• Procedural Bulletin 7</li> <li>• Procedural Bulletin 8</li> <li>• Procedural Bulletin 9</li> <li>• Procedural Bulletin 10</li> <li>• Procedural Bulletin 11</li> <li>• Procedural Bulletin 12</li> <li>• Procedural Bulletin 13</li> <li>• Procedural Bulletin 14</li> <li>• Procedural Bulletin 15</li> <li>• Procedural Bulletin 16</li> <li>• Procedural Bulletin 17</li> </ul>		<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
3. BabyNet Manual to include: <ul style="list-style-type: none"> <li>• Services Guide</li> <li>• Autism Service Guide</li> </ul>	X	<p>_____</p> <p>_____</p> <p>_____</p>	
4 ECO process	X		
5. Data Systems <ul style="list-style-type: none"> <li>• CDSS</li> <li>• STS</li> <li>• BN Data System</li> <li>• TECSPOT</li> </ul>	X	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
6. Advocacy Agencies and Community Resources to include: <ul style="list-style-type: none"> <li>• Pro-Parents</li> <li>• Family Connections</li> <li>• Food banks, shelters, HUD</li> </ul>	X	<p>_____</p> <p>_____</p> <p>_____</p>	
7. ID/RD Waiver Manual training (training must occur before an EI serves a ID/RD Waiver enrollee)	X		
8. PDD Waiver Manual Training	X		
9. Community Supports Waiver Manual Training	X		
<b>Required Training: Overview of financial information</b>			
1. Medicaid /MCOs	X		
2. TEFRA Medicaid	X		
3. Social Security <ul style="list-style-type: none"> <li>• SSI, SSA, SSDI</li> </ul>	X		
4. ABC Block Grant	X		
<b>Required Training: Monitoring</b>			

1. Appropriate and effective monitoring	X		
2. Monitoring schedules	X		
3. Life changing events	X		
4. Indicating progress/no progress	X		
5. EI Key Indicators	X		
<b>Required Training: Record keeping and documentation</b>			
1. Confidentiality of Personal information – 167-06 DD HIPPA and FERPA	X		Annual
2. Records Management – 368-01 DD	X		
3. Contents of Records	X		
4. Purging procedures	X		
5. Reportable vs. Non-reportable	X		
6. Closed cases	X		
7. Documentation <ul style="list-style-type: none"> <li>• Service Notes</li> <li>• Late entries</li> <li>• Errors</li> <li>• Abbreviations</li> <li>• Signatures</li> </ul>	X	<hr/> <hr/> <hr/> <hr/> <hr/>	
<b>Optional Training: Ongoing professional development:</b>			
1. Communication Skills			
2. Time Management /Organizational skills			
3. Cultural Diversity			
4. Conflict Resolution			
5. Stress Management			
6. Developing New Resources			
7. Signs and Symptoms of Mental Illness			
8. Personal Outcome for Children and Young Families			

There must be 40 hours of training upon hire

There must be 10 hours of training on an annual basis.

The TECSBOOK Webinars are an **additional** training requirement and must be completed within 90 days of hire date.