

## EIS PROVIDER TRAINING AND REGISTRATION PROCEDURE

### 1. Definitions

- **“New Family Resources Coordinator (FRC)”** means any FRC new to the EIPA or Washington Part C system who has not received the required training listed in this document.
- **“New Early Intervention Service (EIS) Provider”** means any EIS provider, including FRCs, new to the EIPA or Washington Part C system who has not received the required training listed in this document.
- **“EIPA Administrator”** means any program director, executive director, or other administrator who is responsible for oversight of Part C of IDEA EIS at an EIPA.

### September 1, 2020-June 30, 2021

#### 2. New EIPA Administrator Training

The Contractor must ensure that each new EIPA administrator;

- a. Starting November 1, 2020, complete section 9 below;
- b. Complete introductory FRC Training Modules within 90 days of hire;
- c. Two of Four live, virtual training sessions provided by ESIT;
- d. Complete Communication, Collaboration and Conflict in Service of Children and Families modules and Skill Building live, virtual training. The modules are a prerequisite to Skill Building training provided by ESIT. Availability of the modules and dates of the Skill Building trainings will be provided;

#### 3. Child Outcome Summary Module Training

The Contractor must ensure:

- a. All EIS providers complete the DCYF Required Child Outcome Summary (COS) Training Modules 1 through 4 on the DCYF website and complete the quiz within the first three (3) months of providing services.
- b. All applicable EIPA administrators and direct services supervisory staff complete the DCYF COS Training Modules 1 through 6 on the DCYF website and complete the quizzes for Modules 1 through 6 within three (3) months of contract execution. Contact the Program Consultant if this has already been completed prior to contract execution.

### September 1, 2020-October 31, 2020

#### 4. General Responsibilities

- a. The Contractor must:

- (1) Maintain and track FRC training records;
  - (a) Submit FRC Training forms to [frctraining@esd112.org](mailto:frctraining@esd112.org)

## 5. FRC Year 1 Training

- a. The Contractor must:
  - (1) Ensure new FRCs register for training at <https://www.esd112.org/special-services/frc/>
  - (2) Ensure each new FRC completes the Year 1 Introductory FRC modules prior to working independently as an FRC;
  - (3) Ensure new active FRCs understand their role and the local EIS;
  - (4) Review and sign the registered FRC form upon receipt from the trainee at completion of the Introductory FRC modules;
  - (5) Retain a copy of the form and ensure the original is mailed to the FRC Training Contractor;
  - (6) Ensure registered FRCs attend 2 PLC trainings in the contract year. If there are not 2 PLCs remaining, ensure attendance at the first two of the next contract year.

## 6. FRC Year 2 Training

- a. The Contractor must:
  - (1) Ensure new FRCs register for training at <https://www.esd112.org/special-services/frc/>
  - (2) The Contractor must ensure active FRCs complete Year 2 modules and Skill Building training. The modules are a prerequisite to Skill Building training. Availability of the Year 2 modules and dates of the Skill Building trainings will be provided to the CLA; and
  - (3) Maintain training records of those who complete the Year 2 requirements.

## 7. FRC Year 3 and Beyond Training:

- a. The Contractor must ensure active FRCs attend at least 12 hours of Year 3 and Beyond training that may include ESIT Basic Part C online modules and attendance at PLC trainings:
  - (1) Review and sign the FRC Training Report form; and
  - (2) Retain a copy of the form and ensure the original is mailed to the FRC Training Contractor.

## 8. Break In FRC Registration Procedure

If a registered FRC does not attend all required training, by June 1<sup>st</sup> of the current contract year, the FRC must be removed from the registered FRC list no later than June 30<sup>th</sup> of the same year. An FRC, whose name is removed from the registered FRC list, must be required to contact the FRC Training Contractor, at the Educational Service District (ESD) 112, whose telephone number is (360) 750-7500 extension 236, to obtain reinstatement requirements. If an FRC has been inactive for over a year, the FRC Year 1 and 2 requirements must apply.

**November 1, 2020-June 30, 2021**

**9. Access to Required Trainings**

The Contractor must ensure that:

a. All new early intervention service (EIS) providers and EIPA Administrators;

- (1) [Create an account in the MERIT](#), DYCF's Professional development and Workforce Registry, to receive a STARS ID, and
- (2) Create an account in the DCYF Learning Management System to access required training.

**10. Introductory FRC Training (Year 1)**

a. The Contractor must ensure that each new FRC completes the following required training within the first year of hire:

- (1) Introductory FRC Training Modules prior to working independently with families;
  - (a) FRCs who have completed the on-line modules will be considered "registered" and issued a certificate from the DCYF LMS.
- (2) EIPA level training on local systems and available community resources prior to working independently;
- (3) Two of Four live, virtual professional learning community (PLC) sessions provided by ESIT;
- (4) Complete *Communication, Collaboration and Conflict in Service of Children and Families* modules and Skill Building live, virtual training provided by ESIT. The modules are a prerequisite to Skill Building training. ESIT will provide dates of the Skill Building trainings; and
- (5) Only have direct contact with families in the IFSP process under the supervision of a registered FRC until the background check is cleared.

**11. Continuing FRC Education (Year 2 and beyond)**

a. The Contractor must ensure registered FRCs attend at least 12 hours of continuing education/training that may include attendance at additional PLC trainings. The Contractor must;

- (1) Review and sign the FRC Training Report form on the [ESD 112 website](#); and
- (2) Retain the original and send a copy of the form [frctraining@esd112.org](mailto:frctraining@esd112.org) by June 30 of each contract year.

**12. Transition Plan for FRCs currently in training**

The Contractor must ensure FRCs who began training in the 2019/2020 contract year will;

a. Complete unfinished Introductory Year 1 Modules in the Canvas platform by December 1, 2020;

- b. [Create an account in the MERIT](#), DYCF's Professional development and Workforce Registry, to receive a STARS ID;
- c. Create an account in the DCYF Learning Management System to access required training; and
- d. Register for Complete *Communication, Collaboration and Conflict in Service of Children and Families* modules and Skill Building live, virtual training (previously referred to as Year 2 training) in the DCYF LMS. The modules are a prerequisite to Skill Building training.

**13. Break In FRC Registration Procedure**

If a registered FRC does not attend all required training, by June 1<sup>st</sup> of the current contract year, the FRC must be removed from the registered FRC list no later than June 30<sup>th</sup> of the same year. An FRC, whose name is removed from the registered FRC list, must be required to contact the FRC Training Contractor, at the Educational Service District (ESD) 112, whose telephone number is (360) 750-7500 extension 236, to obtain reinstatement requirements. If an FRC has been inactive for over a year, the FRC Year 1 and 2 requirements must apply.