

# Required Training Programs

## Early Support for Infants and Toddlers (ESIT)

### Background

*Screen reader users should tab through tables in this document.*

The Early Support for Infants and Toddlers (ESIT) program at the Washington State Department of Children, Youth, and Families (DCYF) offers a series of required training programs for ESIT professionals. These programs are accessible through the [DCYF Training Site](#) and support professional development and an efficient method to track training completion. The following information outlines each training program and requirements based on an individual's professional role.

These requirements apply to **all new** ESIT Provider Agency (EPA) and County Lead Agency (CLA) staff as of July 1, 2021, including:

- Direct service providers, including Family Resources Coordinators (FRCs), educators, and therapists
- Intake Coordinators and those processing referrals
- EPA and CLA administrators

Current staff are not required to complete the training outlined in this document. However, they are encouraged to take advantage of the self-paced modules in the Training Site.

**Find contact information for questions about required training at the end of this document.**

### Required Training Programs

DCYF offers training in two formats: self-paced modules and live sessions attended remotely. There are two sets of self-paced online modules accessed independently through the Training Site. Live training is completed with a cohort, or group of learners, using a virtual meeting platform. The overarching learning objective for these programs is to *uphold the unique value and dignity of each child and family through trusting relationships as we provide strengths-based, family-centered, culturally, and linguistically responsive services using self-reflection and cultural humility.*

#### ESIT Introductory Training Modules (Self-Paced)

This program introduces new staff to Part C of the Individuals with Disabilities Education Act (IDEA). The six modules detail how early intervention is provided in Washington State and must be viewed in succession.

#### FRC Specific Additional Requirements

**Transitional Data Management System (T-DMS) Training Modules:** Complete 13 training modules regarding the T-DMS.



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## ESIT Child Outcome Summary (COS) Introductory Training Modules (Self-Paced)

This program provides an overview of the COS process, including why and how COS data are collected, the Summary of Functional Performance, and analyzing COS data for program improvement. A passing quiz score tracks the completion of each of the six modules.

## Introductory Professional Learning Community (Live)

This program includes five opportunities for direct service providers and program administrators to explore the implementation of ESIT services. New staff will complete these sessions as a cohort, determined by the date of hire.

## Required Training Programs Based on Professional Role

Each new staff member holding one or more of the roles below must complete all training required for that role. While new providers can register for the live PLC sessions, all step 1 requirements must be completed prior to the start of step 2.

**Note:** If you have multiple roles and one is FRC, select *ESIT Service Provider: FRC* in the Training Site.

### ESIT Service Provider: FRC (Any Professional Designated as an FRC)

Step 1	<b>Introductory Training Modules</b> (5 hours 30 minutes)
	<b>T-DMS Training Modules</b> (2 hours)
	<b>COS Training Modules 1 through 4</b> (2 hours 20 minutes)
	<b><i>FRC Supervisors and/or Lead FRCs Only: COS Training Modules 1 through 6</i></b> (4 hours 20 minutes)
Upon completion of step 1 an FRC is considered certified by DCYF and can be assigned a caseload.	
Step 2	<b>Introductory Professional Learning Community</b> <i>Within first 6 months of hire. See schedule below.</i>
Step 3	<b>FRC Continuing Education</b> (12 hours). <i>Year 2 and beyond.</i>

### ESIT Service Provider: Other (Includes Therapists, Educators, Social Workers, Etc.)

Step 1	<b>Introductory Training Modules</b> (5 hours 30 minutes)
	<b>COS Training Modules 1 through 4</b> (2 hours 20 minutes)
	<b><i>Supervisors and/or Lead Staff Only: COS Training Modules 1 through 6</i></b> (4 hours 20 minutes)
Step 2	<b>Introductory Professional Learning Community</b> <i>Within first 6 months of hire. See schedule below.</i>

### ESIT Intake and Referral (Any Professional Whose Primary Role is to Process Referrals and Conduct or Coordinate Intake Visits)

Step 1	<b>Introductory Training Modules</b> (5 hours 30 minutes)
	<b>T-DMS Training Modules</b> (2 hours)
	<b>COS Training Modules 1 through 4</b> (2 hours 20 minutes)
Step 2	<b>Introductory Professional Learning Community</b> <i>Within first 6 months of hire. See schedule below.</i>

## ESIT Agency Admin (Program Directors, Executive Directors, or Other Administrators with an EPA or CLA)

Step 1	<b>Introductory Training Modules</b> (5 hours 30 minutes)
	<b>COS Training Modules 1 through 6</b> (4 hours 20 minutes)
Step 2	<b>Introductory Professional Learning Community</b> <i>Within first 6 months of hire. See schedule below.</i>

### Schedule for Step 2: Introductory Professional Learning Community (PLC) for the 2022-23 Contract Year

New staff members will join a cohort to complete a series of five live sessions. Register through the Training Site.

#### Cohort 1 (July – October)

<b>July 12, 2022</b> PLC 1	<b>Aug. 9 &amp; 16, 2022</b> PLC 2 (two sessions)	<b>Sept. 13, 2022</b> PLC 3	<b>Oct. 11, 2022</b> PLC 4
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#### Cohort 2 (November – February)

<b>Nov. 8, 2022</b> PLC 1	<b>Dec. 6 &amp; 13, 2022</b> PLC 2 (two sessions)	<b>Jan. 10, 2023</b> PLC 3	<b>Feb. 14, 2023</b> PLC 4
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#### Cohort 3 (March – June)

<b>March 14, 2023</b> PLC 1	<b>April 11 &amp; 18, 2023</b> PLC 2 (two sessions)	<b>May 9, 2023</b> PLC 3	<b>June 13, 2023</b> PLC 4
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### Example Training Schedules Based on Month of Hire

Use this information as a guide to develop a training schedule for new staff. They will join a cohort based on their month of hire. Completion of all training in the scheduled order is essential to benefit from participating in a cohort of peers and acquiring knowledge and skill necessary for each role. Communicate with DCYF ESIT regarding any challenges in completing all required training within six months of hire.

July: Cohort 1					
<b>Month 1 (July)</b> Complete modules and PLC 1	<b>Month 2 (August)</b> PLC 2 (2 sessions)	<b>Month 3 (September)</b> PLC 3	<b>Month 4 (October)</b> PLC 4	<b>Month 5 (November)</b>	<b>Month 6 (December)</b>

May: Cohort 1					
<b>Month 1 (May)</b> Complete modules	<b>Month 2 (June)</b> Complete modules	<b>Month 3 (July)</b> PLC 1	<b>Month 4 (August)</b> PLC 2 (2 sessions)	<b>Month 5 (September)</b> PLC 3	<b>Month 6 (October)</b> PLC 4

September: Cohort 2					
<b>Month 1 (September)</b> Complete modules	<b>Month 2 (October)</b> Complete modules	<b>Month 3 (November)</b> PLC 1	<b>Month 4 (December)</b> PLC 2 (2 sessions)	<b>Month 5 (January)</b> PLC 3	<b>Month 6 (February)</b> PLC 4

August: Cohort 2						
<b>Month 1 (August)</b> Complete modules	<b>Month 2 (September)</b> Complete modules	<b>Month 3 (October)</b> Complete modules	<b>Month 4 (November)</b> PLC 1	<b>Month 5 (December)</b> PLC 2 (2 sessions)	<b>Month 6 (January)</b> PLC 3	<b>Month 7 (February)</b> PLC 4 (exception made to 6 month requirement)

January: Cohort 3					
<b>Month 1 (January)</b> Complete modules	<b>Month 2 (February)</b> Complete modules	<b>Month 3 (March)</b> PLC 1	<b>Month 4 (April)</b> PLC 2 (2 sessions)	<b>Month 5 (May)</b> PLC 3	<b>Month 6 (June)</b> PLC 4

## Additional Requirements

### Continuing Education for FRCs

To retain certification, FRCs are required to complete 12 hours of continued education each year, starting in the second year of their career. Submitting documentation of hours through the Training Portal is not yet available. **Please maintain documentation and wait to submit until further notice.**

FRCs employed prior to July 1, 2021, may complete the Introductory training modules and the COS training modules to support the completion of annual training hours. This is a great way to stay up to date on the most recent information from DCYF.

### Lapse in Training and Service Delivery

If a certified FRC does not attend all required PLC sessions within one contract year, the FRC will no longer be considered certified by DCYF. Additionally, if an FRC has been inactive for more than a year, the FRC must complete Steps 1 and 2 of the required training. All other ESIT Providers who have been inactive for two or more years must complete, at a minimum, the Introductory Training Modules and review ESIT procedures with their supervisor.

### FRC Reinstatement Requirements

There are three scenarios when an FRC would need to complete trainings to be reinstated:

1. Steps 1 and 2 are not completed within a contract year
2. Step 3 was not completed by June 30 of the current contract year
3. The FRC has not worked directly with families for more than one year

An FRC whose name is removed from the certified FRC list must retake the Introductory, COS, and T-DMS modules and review ESIT procedures with their supervisor in order to be reinstated. There may be other specific reinstatement requirements, depending on individual circumstances. Contact [merit.dcyf@dcyf.wa.gov](mailto:merit.dcyf@dcyf.wa.gov) to obtain reinstatement requirements.

### New Position or Employed By a New ESIT Provider Agency

Any ESIT provider, regardless of role, who becomes employed by another EPA or CLA must update their organization in their DCYF Training Site account. All previously completed training will carry over to the new EPA or CLA. If an ESIT provider has a new role within their current agency or at a new ESIT provider agency, additional training may be required.

### Instructions for Creating a DCYF Training Site Account

Find instructions for creating an account and completing online training on the [DCYF ESIT website](#).

### Who to Contact with Questions Regarding Required Training

[If you are an ESIT provider \(e.g., FRC, OT, PT\) looking for answers about your individual required ESIT training](#)

- Contact your agency's Training Site Admin User

[If you are a Training Site Admin User looking for answers for providers at your agency](#)

- If you work *outside of* King, Pierce, Snohomish, or Spokane counties, email DCYF at [dcyf.merit@dcyf.wa.gov](mailto:dcyf.merit@dcyf.wa.gov)
- If you work *within* King, Pierce, Snohomish, or Spokane counties, contact your **designated** County Lead Agency **representative**

[If you are a County Lead Agency looking for answers for provider agencies in your service area](#)

- Email DCYF at [dcyf.merit@dcyf.wa.gov](mailto:dcyf.merit@dcyf.wa.gov)