In-Service Training Framework:
Initial Training Requirements
Early Support for Infants and Toddlers (ESIT)

Washington State Department of
CHILDREN, YOUTH & FAMILIES

Initial Training Requirements

Purpose

The purpose of this document is to provide details regarding how to fulfill the Initial Training Requirement component of the ESIT in-service training framework. The framework is designed to provide all ESIT Professionals, including service providers, supervisors, intake and referral coordinators, and program administrators, with a common understanding of the fundamentals of ESIT services.

Timelines

The Initial Training Requirements is a series of foundational training including **two steps** which must be taken in order. Some parts may be specific to the role and responsibilities of the ESIT professional. Use the Individual Provider Checklist section of this document to track particular content required for each ESIT Professional.

The training registration is accessed through the DCYF Training Portal. The requirements are met when both steps 1 and 2 are completed sequentially and successfully within the first 6 months of hire.

Prior to the registration for the first Live Seminar, all required Step 1 modules must be completed. Registration for Live Seminars will close one week before each session.

Required for Whom?

The Initial Training Requirements apply to any newly hired or contracted ESIT Professional.

Newly hired or contracted ESIT Professionals are those who:

- work for or contract with an ESIT Provider Agency (PA), including those directly contracted to DCYF ESIT or through a County Lead Agency (CLA); and
- were hired or began their contract on July 1, 2021, or later; or
- worked as an ESIT Professional, left the field, then returned after July 1, 2021.

All ESIT Professionals, regardless of date of hire, are required to create an account and maintain it with current information in the DCYF Training Portal.

Any ESIT Professional who becomes employed by another ESIT PA must update their organization in their DCYF Learning Portal account.

ESIT Professionals are:

- employed or contracted by an ESIT PA to provide direct or consultative ESIT Services;
- defined by CFR 303.13(b), and include Family Resources Coordinators (FRCs), educators,

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social workers, and therapists, such as occupational therapists, physical therapists, speech and language pathologists, etc.;

- Intake Coordinators and those processing referrals; and
- ESIT PA and CLA administrators.

ESIT Professionals hired or contracted prior to July 1, 2021, are highly encouraged to complete the Initial Training Requirements.

Consult the ESIT Qualified Personnel Guidelines for specific information about ESIT Part C services and qualifications of each ESIT Professional and Provider type.

When Would an ESIT Professional be Required to Repeat Initial Training Requirements?

There are two scenarios when an ESIT Professional would need to repeat Steps 1 and 2 of the Initial Training Requirements:

1. If there was a lapse in service delivery for one year or more. This does not apply to FRCs who hold a current credential.
2. FRCs who did not maintain their Credential by completing 36 hours of annual continuing education over their 3-year credential period, and let their Credential lapse, will be considered un-credentialed. They will not be able to provide service coordination until they repeat Steps 1 and 2 of the training requirements and re-establish their ESIT FRC Credential.

All previously completed training will follow individual ESIT Professionals, regardless of role, who choose to become employed by a different ESIT PA. If an ESIT Professional has a new role within their current agency or at a new ESIT PA, additional training may be required.

There may be other specific requirements, depending on individual circumstances. Contact dcyf.esittraining@dcyf.wa.gov to obtain requirements or to enroll in required training for a second time.

Step 1: Self-Paced Modules (Asynchronous)

Step 1 is a series of self-paced, asynchronous modules available within the DCYF Training Portal and total approximately 14 to 17 hours, depending on the individual ESIT Professional's requirements.

- All new ESIT Professionals must complete Step 1 within 30 days of hire.
- FRCs must complete Step 1 **prior** to the assignment of a caseload.
- Step 1 must be completed prior to Step 2 of the Initial Training Requirement.

Step 1 modules include:

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1. ESIT Introductory Training Modules (5.5 hours)

These modules introduce all ESIT Professionals to Part C of the Individuals with Disabilities Education Act (IDEA). The six modules detail how ESIT services are provided in Washington State and must be viewed in order. All six modules are required.

2. Child Outcome Summary (COS) Introductory Training Modules (2.75-5.25 hours)

These modules provide an overview of the COS process, including why and how COS data are collected, the Summary of Functional Performance, and how to analyze COS data for program improvement. A passing quiz score tracks the completion of each of the six modules. There are six modules in total, however not all ESIT Professionals are required to view modules 5 and 6. See below for more information.

COS Modules 1-4 (2.75 hours)

Modules 1-4 are required for the following types of ESIT Professionals:

- Service Providers: FRCs
- Service Providers: Other (developmental specialists, therapists, social workers, etc.)
- Intake and Referral Staff (including data entry and intake coordination)
- Administrators (ESIT PA and CLA Program Directors, Executive Directors, other Administrators).

COS Modules 5-6 (2.5 hours)

Modules 5-6 are required for:

- Administrators with both ESIT PAs and CLAs
- Program Directors, Executive Directors
- Lead FRCs

3. ACORN Modules (~2 hours)

These modules cover topics including an overview of the ACORN system, navigating the referral and intake tabs, assigning providers, and entering information into the IFSP. The videos and accompanying materials are designed to be used by new FRCs, program administrators, intake coordinators and anyone else needing training prior to using ACORN. View this recording or read these instructions to learn how to access ACORN.

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4. Three-Pronged Approach (TPA) Protocol for Screening Vision and Hearing Modules (2.5 hours)

These modules provide training on how to conduct the TPA. All ESIT Professionals are required to take the TPA modules to (1) build awareness of risk factors associated with vision and hearing concerns and (2) prepare to fully participate in the development of plans to address any vision and/or hearing concerns identified.

Step 2: Live Seminars (Synchronous)

Step 2 includes **three live, virtual sessions** and offers an opportunity for all ESIT Professionals to explore the implementation of ESIT services. Registration is completed through the DCYF Training Portal. The descriptions and learning objectives for the Live Seminars are below.

Each live session is offered once per month. All three virtual sessions must be taken in sequential order, but not necessarily within the same month. ESIT Professionals can complete the live seminars in a variety of ways. For example, all three can be completed within one month by taking one session per week for three weeks, or within three months by taking one session per month.

Consult the Live Seminar Calendar and Registration for the annual schedule and detailed instructions for how to register in the DCYF Training Portal.

Live Seminar 1 of 3: Concepts and Practice that Guide ESIT Services (3 hours)

Learners will leave this three-hour session with an understanding of how the ESIT Guiding Principles guide services, the difference between domain based and functional child development, and how global child outcomes support the development of functional child and family outcomes.

Learning objectives:

- Explain how the seven ESIT Principles guide services
- Understand how the COS Process guides service delivery

Live Seminar 2 of 3: Culturally Responsive Assessment Practices (3 hours)

Learners will leave this three-hour session able to summarize four considerations for culturally responsive assessment, with an understanding of the difference between the Summary of Functional Development and the Present Levels of Development (PLOD), and how a family's culture is taken into consideration when selecting the Child Outcome Summary (COS) descriptor statement.

Learning objectives:

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- Summarize four considerations for culturally responsive assessment
- Explain the difference between the Summary of Functional Performance (SFP) and the Present Level of Development (PLOD).
- Explain ways to consider culture when selecting descriptor statements for COS

Live Seminar 3 of 3: Writing Functional IFSP Outcomes to Support Family-Centered Practice (3 hours)

During this three-hour session, learners will have the opportunity to review and develop high quality IFSP outcomes using the 7 quality components and gain an understanding of how coaching strategies support families in meeting outcomes.

Learning objectives:

- Create high quality IFSP outcomes using seven quality components
- Explain how quality outcomes support the ability to effectively coach families

Initial Training Checklists by Type of ESIT Professional

The following checklists can be used to track the Initial Training Requirements for each type of ESIT Professional:

- **FRCs and Lead FRCs** includes anyone designated as an FRC, even if you have additional roles.
- **Direct or Consultative ESIT Service Providers and Team Lead/Supervisor include**, but are not limited to, the following professionals:
  - Special Education Teacher (including Early Childhood Special Educators, Paraeducators)
  - Physical Therapist (including Physical Therapist Assistant)
  - Occupational Therapist (including Occupational Therapist Assistant)
  - Speech Language Pathologist (including Speech and Language Pathology Assistant)
  - Social Worker
  - Family Counselor
  - other ESIT Providers outlined in the ESIT "Qualified Personnel Guidelines"
- **Intake or Referral Coordinator** whose primary role is to process referrals and conduct or coordinate intake visits.
- **ESIT Program Administrator** including program directors, executive directors, or other administrators with an ESIT Provider Agency or County Lead Agency Provider Agency.

Family Resources Coordinator (FRC)

Select the following role in the Training Portal: ESIT Service Provider - FRC

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☐ ESIT Introductory Training Modules 1- 6

☐ Child Outcome Summary (COS) Introductory Training Modules 1-4

☐ ACORN Training Modules *Required for system users only*

☐ Three-Pronged Approach (TPA) *Required if hired after July 1, 2023*

After completion of Step 1, you may receive your assigned caseload.

Step 2: Live Seminars (Synchronous)

☐ Live Seminar - #1 of 3

☐ Live Seminar - #2 of 3

☐ Live Seminar - #3 of 3

Congratulations! You have completed your ESIT Initial Training Requirements. You are ready to apply for the ESIT FRC Credential!

Step 3: Continuing Professional Development

To maintain their ESIT Credential, FRCs must complete 36 hours of ongoing professional development over their three-year credential period and re-apply for the Credential before expiration.

Lead FRC or FRC Supervisor

Select the following role in the Training Portal: ESIT Service Provider - FRC

Step 1: Self-Paced Modules (Asynchronous)

☐ ESIT Introductory Training Modules 1-6

☐ Child Outcome Summary (COS) Introductory Training Modules 1-6

☐ ACORN Training Modules *Required for system users only*

☐ Three-Pronged Approach (TPA) *Required if hired after July 1, 2023*

After completion of Step 1, you may receive your assigned caseload.

Step 2: Live Seminars (Synchronous)

☐ Live Seminar - #1 of 3

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☐ Live Seminar - #2 of 3

☐ Live Seminar - #3 of 3

Congratulations! You have completed your ESIT Initial Training Requirements. You are ready to apply for the ESIT FRC Credential!

Step 3: Continuing Professional Development

To maintain their ESIT FRC Credential, FRCs must complete 36 hours of ongoing professional development over their three-year credential period and re-apply for the Credential before expiration.

Direct or Consult ESIT Service Provider (Not an FRC)

Select the following role in the Training Portal: ESIT Provider – Other

Step 1: Self-Paced Modules (Asynchronous)

☐ ESIT Introductory Training Modules 1-6

☐ Child Outcome Summary Introductory Training Modules 1-4

☐ ACORN Training Modules *Required for system users only*

☐ Three-Pronged Approach (TPA) *Required if hired after July 1, 2023*

Step 2: Live Seminars (Synchronous)

☐ Live Seminar - #1 of 3

☐ Live Seminar - #2 of 3

☐ Live Seminar - #3 of 3

Congratulations! You have completed your ESIT Initial Training Requirements.

Step 3: Continuing Professional Development

Ongoing continuing education requirements are determined by the ESIT Qualified Personnel Guidelines and/or your professional license.

ESIT Team Lead or Supervisor (Not an FRC)

Select the following role in the Training Portal: ESIT Provider - Other

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Step 1: Self-Paced Modules (Asynchronous)

☐ ESIT Introductory Training Modules 1-6

☐ Child Outcome Summary Introductory Training Modules 1-6

☐ ACORN Training Modules *Required for system users only*

☐ Three-Pronged Approach (TPA) *Required if hired after July 1, 2023*

Step 2: Live Seminars (Synchronous)

☐ Live Seminar - #1 of 3

☐ Live Seminar - #2 of 3

☐ Live Seminar - #3 of 3

Congratulations! You have completed your ESIT Initial Training Requirements.

Step 3: Continuing Professional Development

Ongoing continuing education requirements are determined by the ESIT Qualified Personnel Guidelines and/or your professional license.

Referral and Intake Coordinator

Select the following role in the Training Portal: ESIT Intake and Referral

Step 1: Self-Paced Modules (Asynchronous)

☐ ESIT Introductory Training Modules 1-6

☐ Child Outcome Summary Introductory Training Modules 1-4

☐ ACORN Training Modules *Required for system users only*

☐ Three-Pronged Approach (TPA) *Required if hired after July 1, 2023*

Step 2: Live Seminars (Synchronous)

☐ Live Seminar - #1 of 3

☐ Live Seminar - #2 of 3

☐ Live Seminar - #3 of 3

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Congratulations! You have completed your ESIT Initial Training Requirements.

Step 3: Ongoing Professional Development

Ongoing continuing education requirements are determined by the ESIT Qualified Personnel Guidelines and/or your professional license.

Agency or Program Administrator

Select the following role in the Training Portal: ESIT Agency Admin

Step 1: Self-Paced Modules (Asynchronous)

☐ ESIT Introductory Training Modules 1-6

☐ Child Outcome Summary Introductory Training Modules 1-6

☐ ACORN Training Modules *Required for system users only*

☐ Three-Pronged Approach (TPA) *Required if hired after July 1, 2023*

Step 2: Live Seminars (Synchronous)

☐ Live Seminar - #1 of 3

☐ Live Seminar - #2 of 3

☐ Live Seminar - #3 of 3

Congratulations! You have completed your ESIT Initial Training Requirements.

Step 3: Ongoing Professional Development

Ongoing continuing education requirements are determined by the ESIT Qualified Personnel Guidelines and/or your professional license.

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Frequently Asked Questions

Q: What if it takes me longer than the required time to complete the required training?

A: Newly hired or contracted ESIT Professionals must complete the Initial Training Requirements (Steps 1 and 2) within six months of hire. It is the responsibility of the ESIT PA administrator and/or supervisor to prioritize the completion of the required training within the given timeframe. DCYF ESIT Technical Assistance Specialists can support agencies in developing a plan to meet this contract requirement if compliance is a concern.

Q: I previously completed my ESIT Training Requirements but left my agency. I did not provide ESIT services for over a year but am now working for another ESIT PA. What do I need to do?

A: When there is a lapse in service delivery for one year or more, Steps 1 and 2 need to be completed again. FRCs should consult guidance regarding the ESIT FRC Credential for more information regarding specific requirements for FRCs.

Q: I have been working as an FRC for 3 years and completed my Initial Training Requirements within my first six months of hire. I have not completed and kept a record of 12 hours of continuing education. What do I need to do to be considered fully trained?

A: To be considered fully trained, FRCs must maintain a record of 36 hours of ongoing training during their three-year credential period. If this does not happen, the FRC must complete Steps 1 and 2 of the Initial Training Requirements and re-apply for the Credential.

There may be other specific requirements, depending on individual circumstances. Contact dcyf.esittraining@dcyf.wa.gov to obtain requirements.

Q: Can the Live Seminars be recorded and accessed by those who are unable to attend them live?

A: No. The Live Seminars are interactive and include breakout activities, therefore they are not designed to be watched later. An integral component of the live sessions is the ability to interact with and learn from other professionals. This includes professionals from the same discipline as well as those from other disciplines, backgrounds, and areas of experience and expertise. DCYF ESIT believes this type of active participation enhances the learning journey and cannot be duplicated with passive learning participation through a recorded session.

Q: Will there be a limit to the number of participants for each training offered?

A: Registration is limited to 60 participants per Live Seminar. However, ESIT will re-evaluate as the year progresses based on need.

Q: Will there be any additional financial support to Provider Agencies for the hours needed for contracted providers to take the trainings?

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A: No. Per the ESIT contract, ESIT Provider Agencies are responsible for ensuring all employed and contracted ESIT providers complete the required training. DCYF ESIT recommends the cost of the initial required training be included in any subcontract agreements.

Accommodations

If you would like to request accommodations to be able to full participate in training, please complete this form or email dcyc.esittraining@dcyf.wa.gov. DCYF may not be able to accommodate requests made less than two weeks prior to the training.

Questions?

For training related questions, please email dcyc.esittraining@dcyf.wa.gov.

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