

**EARLY STEPS SERVICE COORDINATOR APPRENTICESHIP CHECKLIST**  
**(EXTENDED APPRENTICESHIP ITEMS ARE *ITALICIZED*)**

Items are minimum requirements only. Additional items may be added based on individual's experience and skill level.

<b>Apprentice Service Coordinator:</b>	<b>Supervisor:</b>
<b>Local Early Steps:</b>	
<b>Date of Employment or Contract with Early Steps:</b>	<b>Date Apprenticeship Checklist Completed:</b>
<b>Extended Apprenticeship Required: Yes <input type="checkbox"/> No <input type="checkbox"/></b>	

REQUIRED ACTIVITY	DATE(S) COMPLETED	SUPERVISOR'S INITIALS
<b>1. Complete Service Coordinator Self-Assessment Form</b>		
<b>2. Develop Individual Professional Development Plan</b>		
<b>3. First Contacts Observation</b>		
<b>Shadow an experienced Service Coordinator/Supervisor on one (<i>three times with three different people for Extended Apprenticeship</i>) First Contacts Home Visit(s) to observe each of the following practices. This may involve more than one observation. It is preferable that the Service Coordinator also observe the evaluation and/or assessment for the same family as observed in First Contacts, and also observed during the Initial IFSP process.</b>		
a. How to explain to the family Early Steps philosophy, service delivery system and eligibility criteria?		
b. How to conduct child screening with the family?		
c. How to discuss screening results with family?		
d. How to identify family's concerns, priorities, and resources?		
e. How to identify the child and family's everyday routines, activities, places, and persons?		
f. How to explain the IFSP to the family and the process for developing and evaluating the IFSP?		
g. How to explain procedural safeguards to the family?		
h. How to explain available resources and services in the area, as appropriate?		

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i. How to plan the evaluation or assessment with the family (i.e., location, scheduling, team members, family role, child's favorite toys, etc.)?		
j. Observe follow-up activities for first contacts <ul style="list-style-type: none"> <li>• Who gets copies of what documents?</li> <li>• What data needs to be entered?</li> </ul>		
First Contacts Observation Comments/Follow-up needed		
<b>4. First Contacts Practice (May involve more than one appointment.) Conduct one First Contacts Home Visit(s) while being observed by an experienced Service Coordinator/Supervisor.</b>		
a. Explain to the family Early Steps philosophy, service delivery system and eligibility criteria		
b. Conduct child screening with the family		
c. Discuss screening results with family		
d. Identify family's concerns, priorities, and resources		
e. Explain the Individualized Family Support Plan to the family and the process for developing and evaluating the IFSP		
f. Explain procedural safeguards to the family		
g. Explain available resources and services in the area, as appropriate		
h. Plan the evaluation or assessment with the family (i.e., location, scheduling, team members, family role, child's favorite toys, etc.)		
i. Identify the child's and family's everyday routines, activities, places, and persons		
j. Complete follow-up activities such as data reporting/entry		
First Contacts Practice Comments/Follow-up needed		

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<b>5. Evaluation and Assessment Observation</b> <b>Shadow an experienced Service Coordinator/Supervisor to observe the following practices (<i>three times with three different people for Extended Apprenticeship</i>). The Service Coordinator should be able to answer the following questions as a result of the observation and interaction with the experienced Service Coordinator/Supervisor. Service Coordinators should observe both an eligibility evaluation and an assessment.</b>		
a. Observe the process for sharing first contact information to plan the evaluation/assessment		
b. Observe an eligibility evaluation <ul style="list-style-type: none"> <li>• What is the role of the service coordinator?</li> <li>• How does the family participate?</li> <li>• When and how are results communicated to the family?</li> <li>• Where are the results documented?</li> </ul>		
c. Observe an assessment <ul style="list-style-type: none"> <li>• What is the role of the service coordinator?</li> <li>• How does the family participate?</li> <li>• When and how are results communicated to the family?</li> <li>• Where are the results documented?</li> </ul>		
d. Observe follow-up activities for evaluation and assessment <ul style="list-style-type: none"> <li>• Who gets copies of what documents?</li> <li>• What data needs to be entered?</li> </ul>		
Evaluation and Assessment Observation Comments/Follow up needed		
<b>6. Evaluation and Assessment Practice</b> <b>Complete the process for one evaluation and assessment while being observed by an experienced Service Coordinator/ Supervisor.</b>		
a. Share first contact information to plan the evaluation/assessment.		
b. Participate in an eligibility evaluation		

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c. Participate in an assessment		
d. Complete follow-up activities such as data reporting/entry		
Evaluation and Assessment Practice Comments/Follow up needed		
<b>7. IFSP Observation</b> <b>Shadow an experienced Service Coordinator/Supervisor to observe the following practices (<i>three times with three different people for Extended Apprenticeship</i>). The Service Coordinator should be able to answer the following questions as a result of the observation and interaction with the experienced Service Coordinator/Supervisor. The initial IFSP should be the same child and family observed in first contacts and evaluation and/or assessment.</b>		
e. Plan the IFSP meeting <ul style="list-style-type: none"> <li>• Who needs to be there?</li> <li>• How to provide prior notice?</li> </ul>		
f. Observe an initial IFSP meeting <ul style="list-style-type: none"> <li>• How to document?</li> <li>• How to facilitate?</li> <li>• How to provide and document procedural safeguards?</li> <li>• What are the participants' roles?</li> </ul>		
g. Observe follow-up activities for initial IFSP meeting <ul style="list-style-type: none"> <li>• What data needs to be entered?</li> <li>• Who gets copies?</li> <li>• How and where to document that services have started?</li> <li>• How and where to document service changes?</li> <li>• How are procedural safeguards rights incorporated?</li> </ul>		
h. Observe a six-month IFSP meeting <ul style="list-style-type: none"> <li>• Who needs to be there?</li> <li>• How to provide prior notice?</li> </ul>		
i. Observe follow-up activities for six-month IFSP meeting <ul style="list-style-type: none"> <li>• Who gets copies?</li> </ul>		

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• What data needs to be entered?		
<b>REQUIRED ACTIVITY</b>	<b>DATE(S) COMPLETED</b>	<b>SUPERVISOR'S INITIALS</b>
j. Observe an annual IFSP meeting • Who needs to be there? • How to provide prior notice?		
k. Observe follow-up activities for annual IFSP meeting • Who gets copies? • What data needs to be entered?		
IFSP Observation Comments/Follow-up Needed		
<b>8. IFSP Practice</b> <b>Complete an Initial IFSP while being observed by an experienced Service Coordinator/ Supervisor. This initial IFSP should be the same child and family practiced with in first contacts and evaluation and/or assessment.</b>		
a. Plan initial IFSP meeting		
b. Facilitate initial IFSP meeting		
c. Complete follow-up activities such as data reporting/entry for initial IFSP meeting		
IFSP Practice Comments/Follow-up Needed		
<b>9. Transition Process Observation</b> <b>Shadow an experienced Service Coordinator/Supervisor to observe the following practices. The Service Coordinator should be able to answer the following questions as a result of the observation and interaction with the experienced Service Coordinator/Supervisor.</b>		
a. Plan an age three transition meeting ( <i>three times with three different people for Extended Apprenticeship</i> ) • What are possible options for family (Head Start, School Readiness, etc.)? • What documentation is needed for the meeting? • Who needs to attend?		

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<ul style="list-style-type: none"> <li>• How are they notified?</li> <li>• What are the timeframes?</li> </ul>		
<b>REQUIRED ACTIVITY</b>	<b>DATE(S) COMPLETED</b>	<b>SUPERVISOR'S INITIALS</b>
b. Observe an age three transition meeting ( <i>three times with three different people for Extended Apprenticeship</i> ) <ul style="list-style-type: none"> <li>• What is the role of the service coordinator?</li> <li>• What is the role of the family and other participants?</li> <li>• What are the specific concerns of the family related to transition to a new setting?</li> <li>• Do any of these concerns result in the development of a new outcome?</li> </ul>		
c. Observe follow-up activities for transition process <ul style="list-style-type: none"> <li>• Who gets copies of what documents?</li> <li>• What data needs to be entered?</li> </ul>		
Transition Observation Comments/Follow-up Needed		
<b>10. Transition Process Practice</b>		
<b>Complete Transition Process.</b>		
a. Plan an age three transition meeting		
b. Facilitate an age three transition meeting		
c. Complete follow-up activities such as data reporting/entry for transition process		
Transition Practice Comments/Follow-Up Needed		
<b>11. Documentation Observation</b>		
<b>Shadow and experienced Service Coordinator/Supervisor to learn the following processes.</b>		
a. What are the Early Steps data entry requirements?		
b. How do you complete Early Steps Notes and other documentation?		

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c. How do you open, close, and maintain records?		
d. How should you maintain confidentiality?		
Documentation Observation Comments/Follow-Up Needed		
<b>12. Documentation Practice</b>		
<b>Shadow and experienced Service Coordinator/Supervisor to learn the following processes.</b>		
a. Data Entry		
b. Early Steps Notes and other Documentation		
c. Records: Opening, Closing, Maintaining		
d. Maintain Confidentiality		
Documentation Practice Comments/Follow-Up Needed		
<b>13. Complete and Submit the Service Coordinator Apprenticeship Completion Form to the Provider Enrollment Specialist</b>		