LOCAL EARLY STEPS

TRAINING COORDINATORS

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Children's Medical Services

An Introduction

Professional development: a foundation for quality services

- Through training efforts, people:
  - Increase awareness of the program
  - Gain understanding of program complexity
  - Learn skills needed to provide quality services
  - Realize their importance in the local system of services and supports for families

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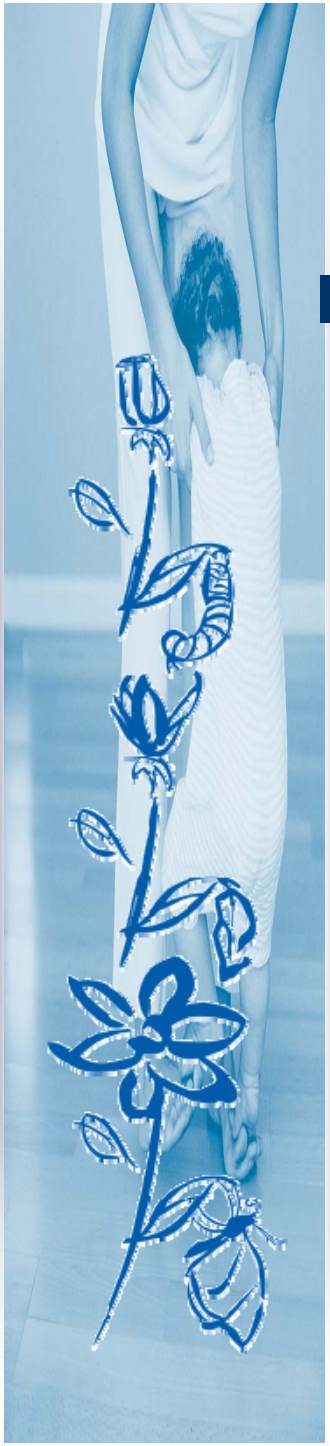

Professional development: a foundation for quality services

- As a result of training efforts programs:
  - Attract and energize providers
  - Broaden community partnerships and support
  - Clarify how rules are reflected in practice
  - Improve compliance and quality of services

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ESSO ROLE

Make reservations now!

- Hold Orientation Meeting at statewide SC meeting; Sept 9-10
  - Travel & Hotel will be reimbursed for one training coordinator for each LES
- Kathy Reese will be the ESSO liaison to coordinate communication / collaboration
- Establish and fund the services of a pool of local experienced, successful providers who are willing to train others (service coordinators, therapists, etc.)
- Ongoing development of the Training Tool Kit

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LES RESPONSIBILITIES

- Maintain a 0.5 FTE training coordinator
- If more than one person comprises the 0.5 FTE designate one individual to be the primary ESSO Training Unit contact
- Develop training priorities
- Maintain a current training calendar
- Ensure deliverables are submitted in a timely manner

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TRAINING COORDINATOR ROLES

LES Training Coordinators will

- Assess training needs
- Plan and promote training events
- Collaborate and facilitate training with local partners
- Perform training
- Be involved in orientation and mentoring of new providers / SCs
- Evaluate impact of training events

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TRAINING COORDINATOR & ESSO

- Participate in regular communication with ESSO
  - Train the trainer events
  - Regularly scheduled teleconferences
  - Seek assistance as needed
- Share local training resources & materials with ESSO for potential inclusion into the Training Tool Kit
- Identify local lead providers & staff as candidates to serve as trainers locally & state wide
- Be involved in regional or state trainings upon request as appropriate

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Quarterly Deliverables

- Submit Quarterly Reports
  - Training Logs
  - Training Calendar
  - Recommended quarterly submission of summaries of evaluation results of trainings conducted

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LES Training Coordinator Report

Report is for ☐ July 1-September 30 ☐ October 1 – December 31
☐ January 1-March 30 ☐ April 1 – June 30

Local Early Steps: _____

The frequency and topics of training should occur based on identified compliance indicators, local needs assessment and opportunities to collaborate with community resources.

Section I. Training Log: Training events which LES provided (or collaborated in providing) and was attended by staff, providers and/or families during the quarter.

Topic	Location	Date	# of Hours	Trainer/Speaker	Number of Participants

Section II. Training Calendar
Attach a calendar to reflect information on planned trainings for the next quarter including dates, topics, speakers and locations. Please specify on the calendar dates which type of training is planned:

1. *Part C* = Specific Part C trainings
2. *General* = Topical facilitated trainings (such as abuse/neglect, ASD, Home Visiting)
3. *CEU* = Other applicable continuing education opportunities – CEU

I _____, attest that this report is a true and accurate report of training activities

Signature _____

Date _____

Please Note: Training coordinators will be directed to submit an evaluation result summary for each training on at least an annual basis with quarterly submission being preferable. Therefore it is the responsibility of the LES to maintain a Training File to include Agendas, Sign-In Sheets and Evaluations for each Part C specific training event and each training event in which they were directly involved in planning and/or facilitating.

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T20

Develop Training Calendar

- Include all known and relevant trainings to occur in the next quarter
- Specify trainings by date on calendar
- Include topic, location, presenter and CEU information if applicable

- *Under construction:* ESSO will soon have a new website with point and click features that will allow LES training calendars to be accessed easily by clicking on the state map

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Slide 10

T20 This slide should be after slide #6. May want to provide sample calender.
TempsonPX, 7/16/2008

Verifying the effectiveness of training

- Local Early Steps Training Coordinators are directed to submit a summary of the evaluation results of each training
  - Annually at a minimum
  - Quarterly submission recommended

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SAMPLE TRAINING EVALUATION SUMMARY FORM
SPECIFIC PART C TRAININGS

□ July 1-September 30 □ October 1 – December 31 □ January 1-March 30 □ April 1 – June 30 200

List the date of each specific Part C training in one of the columns across the top of the chart. Average the evaluation results by adding up the number of responses in each of the response boxes and dividing by the number of participants. Tailor questions 3, 4, 5 to the Part C indicator area(s) discussed.

Dates of Specific Part C Trainings

1.	The degree to which this program will enhance my professional skills and knowledge.							
2.	The degree to which the content met the stated objectives.							
3.	The degree to which I now have a better understanding of							
4.	The degree to which I now have a bette understanding of							
5.	The degree to which I now have a better understanding of							
6.	The degree to which the instructor(s) was effective in conveying information							
7.	The degree to which the entire program was meaningful and appropriate.							
8.	The degree to which the time allocated was adequate for the material presented.							

What are your additional training needs (current areas of challenge, ideas for topics, presenters)?

SAMPLE

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The Training Tool Kit

The training tool kit is a collection of materials that can be used to support training.

It will be an expanding list of available resources as materials are developed or identified externally.

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The Training Tool Kit

- ESSO will support development of specific Early Steps Part C training materials
- ESSO will review / recommend external materials to include in Training Tool Kits
- Tool Kit materials will be added to the Early Steps website as they become available

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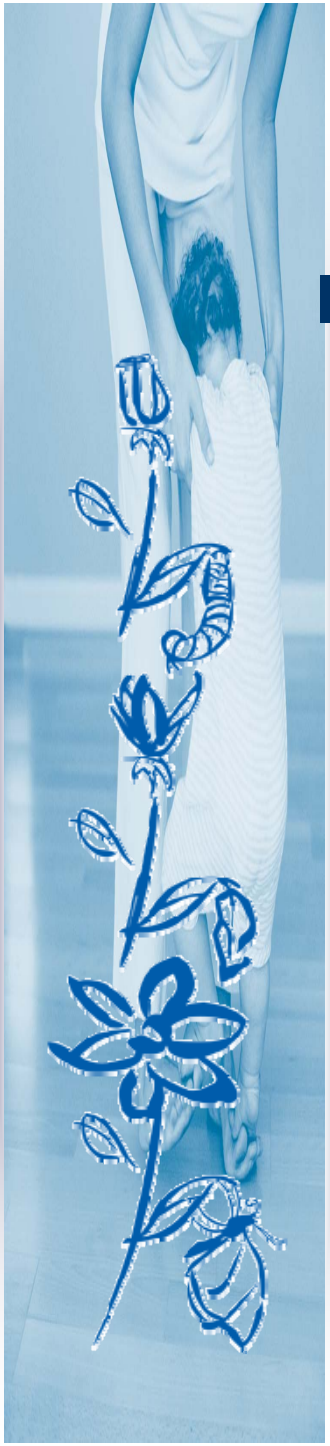

TRAINING TOOLS *UNDER CONSTRUCTION*

Part C Specific Training Materials

- Evaluation & Assessment
  - (including billing information)
- Consultation
  - (including billing information)
- IFSP Training Module
- Training Forms: Evaluations, Logs, Sign In, Calendars

CURRENTLY UNDER REVIEW!

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TRAINING COORDINATORS - GETTING STARTED

- **Training coordinators should:**
  - Meet with their LES management team to determine priority training needs
    - consider Continuous Improvement Plan, Quality Assurance, Determination results
  - Attend the next provider meeting and solicit their priority training needs
    - strive to participate in every provider meeting

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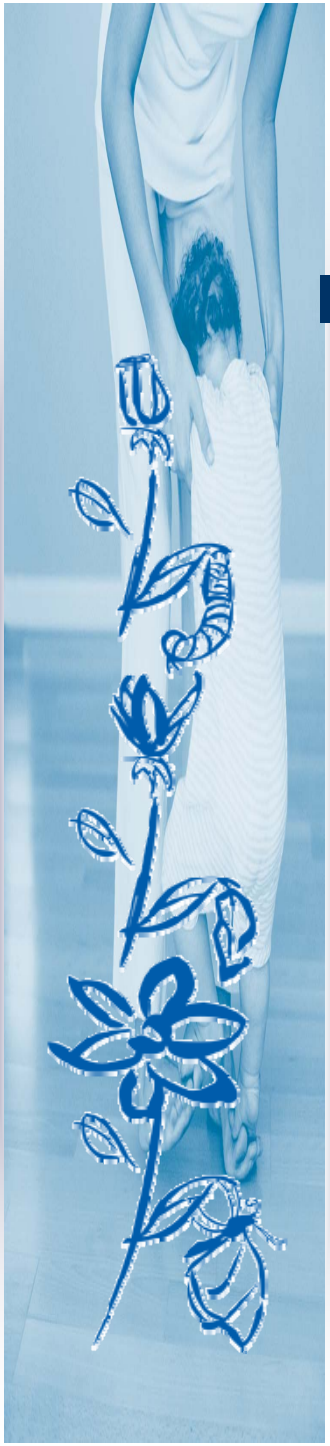

GETTING STARTED

- Identify & build relationships with local partners:

  CARD, DCF, CMS, LEAs, TATs etc.
- Link with local universities to strengthen relationships & collaboration
- Start planning joint meetings with local partners!
- Submit training plan by Aug 31st
- First quarterly report is due with the October invoice

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Develop a Training Plan

Training plans may vary based on:

- Compliance-driven Part C training topics
- Training topics that can be presented with local partners (coaching, infant mental health, autism, safety, etc.)
- Training topics that can supplement ITDS competencies
- Different target audiences
- Training providers available
- Format

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SAMPLE

SAMPLE LOCAL EARLY STEPS TRAINING PLAN

_____ Early Steps

Due by: ☐ August 31, 2008 ☐ January 31, 2009 ☐ June 30, 2009

Compliance-driven Part C training topics

Topic	Audience	Trainer(s)/Partner(s)	*Format	Timeline

Comments about compliance issues:

General training topics – facilitated with local partners

Topic	Audience	Trainer(s)/Partner(s)	* Format	Timeline

Comments about local partner capabilities, focus, specialties

Mentoring / Reflective Supervision

Topic	Audience	Trainer(s)/Partner(s)	* Format	Timeline

* Format = F2F (Face to face), TC (teleconference), VC (videoconference), FW (facilitated web-based instruction), OL (online), CMI (case method of instruction), DEMO (Demonstration – e.g. joint session), IC (individualized coaching) other _____

Why is format important?

Results of a commonly cited study regarding the effectiveness of different staff development training formats:

Training Strategy	Results in Knowledge	Results in Behavior	Transfer to Work Setting
Presentation	85%	15%	10%
Demonstration	85%	18%	10%
Practice with Feedback	85%	80%	15%
Coaching in work setting	90% (mentoring)	90%	80%

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THANK YOU

"Education is for improving the lives of others and for leaving your community and world better than you found it."

- MARIAN WRIGHT EDELMAN

QUESTIONS?

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