

Early Steps Service Coordinator Apprenticeship



Train the Trainer Workshops

The goal for these workshops is to prepare service coordinator trainers and supervisors to implement the Service Coordinator Apprenticeship Training. During the workshop you will become familiar with the training format which includes: content topics, learning strategies, and assessment requirements. You will experience a variety of learning methods, explore field activities, and role play a reflective practice session. The Apprenticeship training units are intended to complement the observation and practical experience requirements during the 90-day apprenticeship period.

Please note that this training is designed for individuals responsible for training new service coordinators. Each session will be limited to 40 participants.

10:00 am – 4:30 pm (1 hour lunch on your own)

June 9th  **Orlando**
(Note Location Change)

Orlando Regional Medical Center (ORMC), Classroom A • 1414 Kuhl Avenue

June 10th  **Tampa**

Century Buick GMC / Century KIA
3308 W. Hillsborough Avenue

June 14th  **Chipley**

Panhandle Area Educational Consortium
753 West Boulevard

June 16th  **Jacksonville**

Jacksonville Children's Commission
1095 A. Philip Randolph Boulevard

June 21st  **Boynton Beach**

Children's Services Council of Palm Beach County
2300 High Ridge Road

June 22nd  **Miami**

United Way Center for Excellence in Early Education
3250 Southwest Third Avenue

Register at: www.cpeip.fsu.edu/es

For more information contact:

Sarah Mullane (850-922-1338) or Haylie Smith (850-245-4444 x 2267)

Florida Directory of Early Childhood Services (Central Directory) Provider Survey

Agency Name: _____

Street Address: _____

Mailing Address: _____

County: _____

Is This Confidential? Yes No

General Information:

URL _____

Email _____

Agency Director

Name: _____

Title: _____

Phone: _____

Email: _____

Agency Phone List

Main: _____

Local: _____

Pager: _____

Toll Free Voice: _____

Service Intake: _____

Fax: _____

Mobile: _____

Administrative:

Crisis Line: _____

After Hours: _____

Toll Free TDD: _____

Emergency: _____

TDD: _____

Unpublished: _____

Agency Type

- Advocacy
- Behavioral Health
- Child Care
- Coalition
- Educator
- Faith Based
- Health Care Provider
- Information and Referral

- Local Provider
- Mental Health
- Occupational Therapist
- Physical Therapist
- Private Provider
- Speech Therapist
- State Agency
- Support Group

Facility Type

- Center Based Church Clinic/Hospital Home
- Physicians Office School State Office Inclusionary Setting

Agency Contact Person

- | | |
|----------------|----------------|
| Name: _____ | Name: _____ |
| Title: _____ | Title: _____ |
| Address: _____ | Address: _____ |
| Phone: _____ | Phone: _____ |
| Email: _____ | Email: _____ |

AKA Name: _____

Accessibility

- | | | |
|---|---|---|
| <input type="checkbox"/> Access w/o special facilities | <input type="checkbox"/> Limited access | <input type="checkbox"/> Elevators |
| <input type="checkbox"/> Lowered elevator controls | <input type="checkbox"/> Designated parking | <input type="checkbox"/> Not applicable |
| <input type="checkbox"/> Full wheelchair Access | <input type="checkbox"/> Ramps | <input type="checkbox"/> No access |
| <input type="checkbox"/> No stairs in service delivery area | | |

Public Transportation Accessible Yes No

Funding Information

- | | | |
|--|---|--|
| <input type="checkbox"/> Corporation/Foundation | <input type="checkbox"/> Insurance | <input type="checkbox"/> Other Federal funding |
| <input type="checkbox"/> Donations | <input type="checkbox"/> Medicaid | <input type="checkbox"/> Other State funding |
| <input type="checkbox"/> Family cost | <input type="checkbox"/> Medicare | <input type="checkbox"/> Other private funding |
| <input type="checkbox"/> Fees | <input type="checkbox"/> United Way | <input type="checkbox"/> Other City funding |
| <input type="checkbox"/> Independent fundraising | <input type="checkbox"/> Other County funding | <input type="checkbox"/> N/A |

- Do NOT put this agency in Directories
- Do NOT display this agency on website

Application Procedure

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Appointment Preferred | <input type="checkbox"/> Telephone to Apply | <input type="checkbox"/> Appointment Required | <input type="checkbox"/> Walk in for Service |
| <input type="checkbox"/> Referral Required | <input type="checkbox"/> Walk in to Apply | <input type="checkbox"/> Telephone for Service | |

Fees

- Donations Optional
- Free
- Fixed Fee
- Sliding Scale

Language

- AT&T Language Line
- Chinese/Mandarin
- Japanese
- Thai
- Arabic
- Creole
- Korean
- Vietnamese
- Armenian
- English
- Russian
- Other
- Chinese/Cantonese
- French
- Spanish

Overview – General

Administrative Hours

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Office Hours

_____ A.M. to _____ P.M. _____ A.M. to _____ P.M. _____ A.M. to _____ P.M.

Services Provided

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

THIS IS FOR WHEN AGENCY HAS MULTIPLE SITES

Site Information

Site 1

Street Address: _____

Mailing Address: _____

County: _____

Is This Confidential? Yes No

Status: Active Delete Inactive Suspended

Site Phone List

Main: _____

Administrative: _____

Local: _____

Crisis Line: _____

Pager: _____

After Hours: _____

Toll Free Voice: _____

Toll Free TDD: _____

Service Intake: _____

Emergency: _____

Fax: _____

TDD: _____

Mobile: _____

Unpublished: _____

General Information:

URL _____

Email _____

Site Director

Name: _____

Title: _____

Phone: _____

Email: _____

Site Contact Person

Name: _____

Title: _____

Phone: _____

Email: _____

Site Conditions

Agency Transportation: Yes No

Application Procedure

Appointment Preferred Telephone to Apply Appointment Required Walk in for Service
 Referral Required Walk in to Apply Telephone for Service

Fees

Donations Optional Free Fixed Fee Sliding Scale

Language

AT&T Language Line Chinese/Mandarin Japanese Thai
 Arabic Creole Korean Vietnamese
 Armenian English Russian Other
 Chinese/Cantonese French Spanish

Administrative Hours

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Office Hours

_____ A.M. to _____ P.M. _____ A.M. to _____ P.M. _____ A.M. to _____ P.M.

Accessibility

Access w/o special facilities Limited access Elevators Lowered elevator cont
 Designated parking Not applicable Full wheelchair Access Ramps
 No access No stairs in service delivery area

Services Provided

- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____

THIS IS FOR WHEN AGENCY HAS MULTIPLE SITES

Site Information

Site 2

Street Address: _____

Mailing Address: _____

County: _____

Is This Confidential? Yes No

Status: Active Delete Inactive Suspended

Site Phone List

Main: _____

Administrative: _____

Local: _____

Crisis Line: _____

Pager: _____

After Hours: _____

Toll Free Voice: _____

Toll Free TDD: _____

Service Intake: _____

Emergency: _____

Fax: _____

TDD: _____

Mobile: _____

Unpublished: _____

General Information:

URL _____

Email _____

Site Director

Name: _____

Title: _____

Phone: _____

Email: _____

Site Contact Person

Name: _____

Title: _____

Phone: _____

Email: _____

Site Conditions

Agency Transportation: Yes No

Application Procedure

Appointment Preferred Telephone to Apply Appointment Required Walk in for Service
 Referral Required Walk in to Apply Telephone for Service

Fees

Donations Optional Free Fixed Fee Sliding Scale

Language

AT&T Language Line Chinese/Mandarin Japanese Thai
 Arabic Creole Korean Vietnamese
 Armenian English Russian Other
 Chinese/Cantonese French Spanish

Administrative Hours

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Office Hours

_____ A.M. to _____ P.M. _____ A.M. to _____ P.M. _____ A.M. to _____ P.M.

Accessibility

Access w/o special facilities Limited access Elevators Lowered elevator cont
 Designated parking Not applicable Full wheelchair Access Ramps
 No access No stairs in service delivery area

Services Provided

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

THIS IS FOR WHEN AGENCY HAS MULTIPLE SITES

Site Information

Site 3

Street Address: _____

Mailing Address: _____

County: _____

Is This Confidential? Yes No

Status: Active Delete Inactive Suspended

Site Phone List

Main: _____

Administrative: _____

Local: _____

Crisis Line: _____

Pager: _____

After Hours: _____

Toll Free Voice: _____

Toll Free TDD: _____

Service Intake: _____

Emergency: _____

Fax: _____

TDD: _____

Mobile: _____

Unpublished: _____

General Information:

URL _____

Email _____

Site Director

Name: _____

Title: _____

Phone: _____

Email: _____

Site Contact Person

Name: _____

Title: _____

Phone: _____

Email: _____

Site Conditions

Agency Transportation: Yes No

Application Procedure

Appointment Preferred Telephone to Apply Appointment Required Walk in for Service
 Referral Required Walk in to Apply Telephone for Service

Fees

Donations Optional Free Fixed Fee Sliding Scale

Language

AT&T Language Line Chinese/Mandarin Japanese Thai
 Arabic Creole Korean Vietnamese
 Armenian English Russian Other
 Chinese/Cantonese French Spanish

Administrative Hours

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Office Hours

_____ A.M. to _____ P.M. _____ A.M. to _____ P.M. _____ A.M. to _____ P.M.

Accessibility

Access w/o special facilities Limited access Elevators Lowered elevator cont
 Designated parking Not applicable Full wheelchair Access Ramps
 No access No stairs in service delivery area

Services Provided

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

THIS IS FOR WHEN AGENCY HAS MULTIPLE SITES

Site Information

Site 4

Street Address: _____

Mailing Address: _____

County: _____

Is This Confidential? Yes No

Status: Active Delete Inactive Suspended

Site Phone List

Main: _____

Administrative: _____

Local: _____

Crisis Line: _____

Pager: _____

After Hours: _____

Toll Free Voice: _____

Toll Free TDD: _____

Service Intake: _____

Emergency: _____

Fax: _____

TDD: _____

Mobile: _____

Unpublished: _____

General Information:

URL _____

Email _____

Site Director

Name: _____

Title: _____

Phone: _____

Email: _____

Site Contact Person

Name: _____

Title: _____

Phone: _____

Email: _____

Site Conditions

Agency Transportation: Yes No

Application Procedure

Appointment Preferred Telephone to Apply Appointment Required Walk in for Service
 Referral Required Walk in to Apply Telephone for Service

Fees

Donations Optional Free Fixed Fee Sliding Scale

Language

AT&T Language Line Chinese/Mandarin Japanese Thai
 Arabic Creole Korean Vietnamese
 Armenian English Russian Other
 Chinese/Cantonese French Spanish

Administrative Hours

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Office Hours

_____ A.M. to _____ P.M. _____ A.M. to _____ P.M. _____ A.M. to _____ P.M.

Accessibility

Access w/o special facilities Limited access Elevators Lowered elevator cont
 Designated parking Not applicable Full wheelchair Access Ramps
 No access No stairs in service delivery area

Services Provided

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

THIS IS FOR WHEN AGENCY HAS MULTIPLE SITES

Site Information

Site 5

Street Address: _____

Mailing Address: _____

County: _____

Is This Confidential? Yes No

Status: Active Delete Inactive Suspended

Site Phone List

Main: _____

Administrative: _____

Local: _____

Crisis Line: _____

Pager: _____

After Hours: _____

Toll Free Voice: _____

Toll Free TDD: _____

Service Intake: _____

Emergency: _____

Fax: _____

TDD: _____

Mobile: _____

Unpublished: _____

General Information:

URL _____

Email _____

Site Director

Name: _____

Title: _____

Phone: _____

Email: _____

Site Contact Person

Name: _____

Title: _____

Phone: _____

Email: _____

Site Conditions

Agency Transportation: Yes No

Application Procedure

Appointment Preferred Telephone to Apply Appointment Required Walk in for Service
 Referral Required Walk in to Apply Telephone for Service

Fees

Donations Optional Free Fixed Fee Sliding Scale

Language

AT&T Language Line Chinese/Mandarin Japanese Thai
 Arabic Creole Korean Vietnamese
 Armenian English Russian Other
 Chinese/Cantonese French Spanish

Administrative Hours

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Office Hours

_____ A.M. to _____ P.M. _____ A.M. to _____ P.M. _____ A.M. to _____ P.M.

Accessibility

Access w/o special facilities Limited access Elevators Lowered elevator cont
 Designated parking Not applicable Full wheelchair Access Ramps
 No access No stairs in service delivery area

Services Provided

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Training Coordinator Conference Call

DATE and TIME:	May 17, 2011	1:00 - 2:00 EDT	
CALL IN NUMBER	1-888-808-6959	Code 6254120367	
FACILITATOR:	Janice Miller, Room 335N		
NOTES TAKEN BY:	Haylie Smith		
LES Representation on the Call:	Bay	Pat Grosz, Kay, Brenda	
	Big Bend	Juli Melara, Shawn Seabrook	
	Central	Lynn Coleman, Mary Grimmer	
	Gold Coast	Ellie Schrot, Kim Werner	
	Gulf Central		
	North Beaches	Alicia Hart	
	North Central	Sharron Hennessey	Beverly Jones
	North Dade	Maria Calejo	
	Northeastern	Amy Lane	
	Southernmost Coast		
	Southwest	Elli Grim	
	Space Coast	Christy Baudek, Vonda Gordon	
	Treasure Coast	Sarah Corrigan	
	West Central	Claudette Nelson	
	Western Panhandle	Elaine Shamloo	
	Children's Forum	Lou Ann Long	
	FSU	Terry Hoover	
	DOE	Carole West	
	ESSO	Arnetta Givens, David Johnson,	Dawn Lynch, Carol Burch, Patricia Herring, Liza Smith
TOPIC	PRESENTER	RELATED DOCUMENTS/REFERENCES	OUTCOME
Service Coordinator Apprenticeship Training Update	Terry Hoover		Terry wanted to thank everyone who had been involved in making the Service Coordinator Apprenticeship Training happen. The six one day Train the Trainer sessions have been scheduled. The workshops will provide an overview of the course design, how to use it, activities, structure of the training, flexibility and how to supplement the training. Attendees will receive a hard copy of the Participants Manual and Trainers Guide. One Training Kit with videos and training tools will be provided to each LES. All of the workshops will be from 10:00 - 4:30. Please make sure that all of your trainers and supervisors responsible for training service coordinators are registered for one of the sessions. A revised flyer has been sent out to reflect a change in the location of the Orlando training. It has been moved to the Orlando Regional Medical Center. These are exciting times and we look forward to your participation.
Central Directory Update	Lou Ann Long		The Central Directory website is in the process of being enhanced with an Inclusion Page and Expanding Opportunities for children 0-5. There is also a new flyer available in English, Spanish and Creole. The Expanding Opportunities Toolkit has been renamed to Count Me In - Resources for Early Childhood Inclusion. Providers can be linked in to the website. Please contact Lou Ann if you have web needs. Also, if you are aware of new programs that should be added, please complete the provider form that is attached to the Minutes.
Medicaid Billing	Carol Burch		1) We've learned that Medicaid therapy audits are being continued, and additional LESs will most likely be audited--this is an expensive lesson in the importance of correct Medicaid documentation and billings. 2) As a reminder, LES staff and providers should be encouraged to participate in Medicaid trainings available in order to receive accurate information. Information/training and TA is available through Medicaid Area Office staff, Fiscal Agent local representative, Medicaid publications including the Provider Reimbursement Handbook, Coverage & Limitations Handbooks, and the User Guide which are all available on-line through the Agency for Health Care Administration (AHCA) Medicaid website links. Information is also provided there for scheduled training programs at local offices.

			3) As referenced in the 3/24/11 ESSO Weekly, two recent powerpoint training presentations have recently been posted by AHCA for easy reference. See links to these and other references below*.
Data Enhancements	David Johnson		Phase II testing on the IFSP Tables is complete. Training will follow in the near future. Phase III testing on the Enrollment Tables will be conducted soon. Phase IV, Service Coordinator Reports, will be the last phase to roll out.
BDI-2 Train the Trainer	Liza Smith		The BDI-2 Train the Trainer workshop that was scheduled in Orlando on June 23rd was in jeopardy of being cancelled due to lack of participation. Subsequent to this conference call, the workshop was in fact cancelled.
Next Call			The June 21, 2011 call has been cancelled because it conflicts with FICCIT. The next call will be on July 19 from 1:00 - 2:30 EDT (Same Conference Call Number and Code)