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 Portal 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, 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 Portal.

For questions, contact the Admin User at your agency or dcyf.merit@dcyf.wa.gov.

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 Portal. 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.

FRC Specific Additional Requirements:
Transitional Data Management System (T-DMS): Complete 13 training modules regarding the T-DMS.

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.

Washington State Department of
CHILDREN, YOUTH & FAMILIES

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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. Complete step 1 before beginning step 2.

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

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

Step 1	**Introductory Training Modules** (5.5 hours)
	T-DMS Training Modules (2 hours)
	COS Training Modules 1 through 4 (2.75 hours)
	FRC Supervisors and/or Lead FRCs Only: **COS Training Modules 1 through 6** (5.5 hours)
	Upon completion of step 1 an FRC is considered certified by DCYF
Step 2	**Introductory Professional Learning Community** *Within first 6 months of hire. See schedule below.*
Step 3	**FRC Continuing Education** (12 hours). *Year 2 and beyond.*

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

Step 1	**Introductory Training Modules** (5.5 hours)
	COS Training Modules 1 through 4 (2.75 hours)
	Supervisors and/or Lead Staff Only: **COS Training Modules 1 through 6** (5.5 hours)
Step 2	**Introductory Professional Learning Community** *Within first 6 months of hire. See schedule below.*

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

Step 1	**Introductory Training Modules** (5.5 hours)
	T-DMS Training Modules (2 hours)
	COS Training Modules 1 through 4 (2.75 hours)
Step 2	**Introductory Professional Learning Community** *Within first 6 months of hire. See schedule below.*

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

Step 1	**Introductory Training Modules** (5.5 hours)
	COS Training Modules 1 through 6 (5.5 hours)
Step 2	**Introductory Professional Learning Community** *Within first 6 months of hire. See schedule below.*

Schedule for Step 2: Introductory Professional Learning Community (PLC) for the 2021-22 Contract Year

Depending on the professional role, each new staff member will join a cohort to complete a series of five sessions. Register through the Training Portal.

Cohort 1 (July-October)

July 13, 2021 PLC 1	Aug. 10 & 17, 2021 PLC 2 (two sessions)	Sept. 14, 2021 PLC 3	Oct. 12, 2021 PLC 4

Cohort 2 (November-February)

Nov. 9, 2021 PLC 1	Dec. 7 & 14, 2021 PLC 2 (two sessions)	Jan. 11, 2022 PLC 3	Feb. 8, 2022 PLC 4

Cohort 3 (March-June)

March 8, 2022 PLC 1	April 12 & 19, 2022 PLC 2 (two sessions)	May 10, 2022 PLC 3	June 14, 2022 PLC 4

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

Month 1 (July) Complete modules **and** PLC 1	Month 2 (August) PLC 2 (2 sessions)	Month 3 (September) PLC 3	Month 4 (October) PLC 4	Month 5 (November)	Month 6 (December)

May: Cohort 1

Month 1 (May) Complete modules	Month 2 (June) Complete modules	Month 3 (July) PLC 1	Month 4 (August) PLC 2 (2 sessions)	Month 5 (September) PLC 3	Month 6 (October) PLC 4

Sep: Cohort 2

Month 1(September) Complete modules	Month 2 (October) Complete modules	Month 3 (November) PLC 1	Month 4 (December) PLC 2 (2 sessions)	Month 5 (January) PLC 3	Month 6 (February) PLC 4

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

Jan: Cohort 3					
Month 1 (January) Complete modules	**Month 2 (February)** Complete modules	**Month 3 (March)** PLC 1	**Month 4 (April)** PLC 2 (2 sessions)	**Month 5 (May)** PLC 3	**Month 6 (June)** 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 Trainnig Portal is not yet available. Please wait to submit until futher notice.

Lapse in Training and Service Delivery for FRCs

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. If a certified FRC cannot attend all required PLC sessions within one contract year, the FRC will no longer be considered certified. An FRC whose name is removed from the certified FRC list must contact DCYF to obtain reinstatement requirements. If an FRC has been inactive for more than a year, the FRC must complete steps 1 and 2 again.

Employed By a New ESIT Provider Agency

Any individual, regardless of role, who becomes employed by another EPA or CLA must update their organization in their DCYF Training Portal account. All previously completed training will carry over to the new EPA or CLA. If you have a new role at the new agency, you may need to complete additional training.

Instructions for Creating a DCYF Training Portal Account

Find instructions for creating an account and completing online training on the DCYF ESIT website.