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| F:\SHARE\Forms Transfers\Forms-latest PDFs and logos\CCS logos\CCS-logoweb.png | | HS Logo.jpgFamily Service Coordinator (FSC)  New Employee Training documentation |
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| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **ChildPlus** | | | | | | **General Topic** | **Specific Topic Introductions** | **Date** | **Trainee Initials** | **Trainer Initials** | | Service Manual(s) | ChildPlus.net Manual |  |  |  | |  | Add to Email Distribution List |  |  |  | | Create ChildPlus Logon |  |  |  | | Setup Computer for New Employee Use |  |  |  | | General Computer use (Logon, e-mail,  Internet/CCS Portal) |  |  |  | | ChildPlus Orientation | ChildPlus Logon |  |  |  | | Entering a New Application |  |  |  | | Entering Family/Child Data |  |  |  | | Abandon, Enroll, Transfer, Drop & Re-enroll |  |  |  | | ChildPlus Reports |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Family Services** | | | | | | **General Topic** | **Specific Topic Introductions** | **Date** | **Trainee Initials** | **Trainer Initials** | | Service Manual(s) | Social Services Manual |  |  |  | | Family Services Overview | Introduction to Family Services |  |  |  | | Head Start Performance Standards |  |  |  | | Roles and Responsibilities |  |  |  | | ERSEA | Eligibility |  |  |  | | Recruitment |  |  |  | | Selection |  |  |  | | Enrollment |  |  |  | | Attendance |  |  |  | | Family Services | Family Needs Assessment |  |  |  | | Referrals |  |  |  | | Family Goals |  |  |  | | Referral Processes |  |  |  | | Confidentiality |  |  |  | | Documenting Family Services in C+ |  |  |  | | Resource,( Community Resource Directory  (CRD), 211) |  |  |  | | Transition | Transition Plan Checklist |  |  |  | | EHS to HS |  |  |  | | HS to Kindergarten |  |  |  | | Parent Engagement | Parent Orientation |  |  |  | | Parent Committee/Meetings |  |  |  | | Policy Council, governance |  |  |  | | Involving fathers |  |  |  | | Parent Education Opportunities |  |  |  | | Parent Training Log |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Family Services continued** | | | | | | **General Topic** | **Specific Topic Introductions** | **Date** | **Trainee Initials** | **Trainer Initials** | | Child File / Documentation | Child File |  |  |  | | Case Management |  |  |  | | Legal | Rights of Parents, custodial and non-custodial |  |  |  | | Court Orders |  |  |  | | Subpoenas |  |  |  | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Health Services** | | | | | | **General Topic** | **Specific Topic Introductions** | **Date** | **Trainee Initials** | **Trainer Initials** | | Service Manual(s) | Family Services Manual |  |  |  | | Role and Responsibility | Screenings |  |  |  | | IHP (online) |  |  |  | | Medication Administration |  |  |  | | First Aid Kits/Supplies/Inventory (classroom &  home visitors) |  |  |  | | Emergency Notebook |  |  |  | | Parent Education & Prenatal for Home  Visitors |  |  |  | | Dental Health & Diet History | Completion |  |  |  | | Review with Parent |  |  |  | | Documentation in ChildPlus |  |  |  | | PIR Updating |  |  |  | | Fluoride Education & Documentation | Handout |  |  |  | | Sensory Screenings (Vision/Hearing) | Equipment Use |  |  |  | | Requirements |  |  |  | | Documentation – Paper & ChildPlus.net |  |  |  | | Strabismus |  |  |  | | Well-Child Exam | Documentation for Child File |  |  |  | | ChildPlus |  |  |  | |  | EPSDT Schedule |  |  |  | | Dental Exam | Preschool |  |  |  | | Infant Toddler |  |  |  | | Documentation for Child File |  |  |  | | ChildPlus |  |  |  | | Medication Management & Administration | Sign off |  |  |  | | Individual Health Plan (IHP) | Procedure |  |  |  | | Head Lice | Procedure |  |  |  | | Child Health Summaries | Program System |  |  |  | | ChildPlus.net |  |  |  |  | | | |

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| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Health Services continued** | | | | | | **General Topic** | **Specific Topic Introductions** | **Date** | **Trainee Initials** | **Trainer Initials** | | Child File | Health Section |  |  |  | | Emergency Notebook |  |  |  |  | | Immunizations | Assessment |  |  |  | | Interpretation |  |  |  | | Calculation |  |  |  | | Program System |  |  |  | | Documentation – CIS & C+ |  |  |  | | Referral and Follow-up | Child File Documentation Expectations |  |  |  | | Health Referral Letter |  |  |  | | Health Concern Letter Form |  |  |  | | Parent Refusal Letter |  |  |  | | Health Requirement Reminder Form |  |  |  | | Treatment Tracking |  |  |  | | ChildPlus.net |  |  |  | | CCS Incident Accident Report | Online Form |  |  |  | | Expectations |  |  |  | |
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| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Nutrition Services** | | | | | | **General Topic** | **Specific Topic Introductions** | **Date** | **Trainee Initials** | **Trainer Initials** | | Service Manual(s) | Nutrition Services Manual |  |  |  | | Pre-Attendance | Planning (special diets, allergies |  |  |  | | CACFP | Rules & Regulations |  |  |  | |  |  |  |  |  | | Health, Dental & Diet History | Forms |  |  |  | | Anthropometrics | height and weight |  |  |  | | Head Circumference |  |  |  | | Anemia Screening | Process |  |  |  | | Health & Nutrition | Pregnant & Breast Feeding Women |  |  |  | | Nutrition Education |  |  |  | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Disability Services** | | | | | | **General Topic** | **Specific Topic Introductions** | **Date** | **Trainee Initials** | **Trainer Initials** | | Service Manual(s) | Program Services Manual |  |  |  | | Disability Overview | Head Start Performance Standards |  |  |  | | Disability Service Plan |  |  |  | | Role of Specialists |  |  |  | | Parent Support Resources |  |  |  | | IHPs/Supportive Materials/Equipment |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Disability Services continued** | | | | | | **General Topic** | **Specific Topic Introductions** | **Date** | **Trainee Initials** | **Trainer Initials** | |  | Documenting in Child’s File |  |  |  | | Teacher Tip Sheet |  |  |  | | Developmental Disabilities Grant |  |  |  | | CAPE classrooms |  |  |  | | When to Refer | Parent Input |  |  |  | | Screeners |  |  |  | | Observations |  |  |  | | Child Find | Definition |  |  |  | | Referral Process (ITN or SPS) |  |  |  | | Paperwork |  |  |  | | Notifying Disability Specialist |  |  |  | | Participation of DST |  |  |  | | Disability Paperwork | Parent Consent |  |  |  | | Assessment Results |  |  |  | | IEP/IFSP |  |  |  | | Transitioning of Children with IEPs/IFSPs | EHS to HS |  |  |  | | HS to HS |  |  |  | | HS to Other |  |  |  | | Child Plus | Documentation |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Mental Health** | | | | | | **General Topic** | **Specific Topic Introductions** | **Date** | **Trainee Initials** | **Trainer Initials** | | Service Manual(s) | Family Services *and/or* Educational Services |  |  |  | | Mental Health Orientation | Performance Standards |  |  |  | | Overview of Services |  |  |  | | Behavior Screening |  |  |  | | Second Step Curriculum |  |  |  | | Working with Parents | Staff/Parent Collaboration |  |  |  | | Child Development and Growth |  |  |  | | Responding to Child Needs |  |  |  | | Mental Health Consultants (MHC) | MHC Role |  |  |  | | MHC Documentation |  |  |  | | Referrals | When to Make a Referral |  |  |  | | To Whom to Make a Referral |  |  |  | | Forms |  |  |  | | Documentation | Child File |  |  |  | | PIR Log |  |  |  | | ChildPlus and MH Referrals |  |  |  | | Training | Crisis Prevention Institute (CPI) |  |  |  | | Circle of Security (CoS): Classroom Edition |  |  |  | | ARC Framework |  |  |  | |