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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  |
|  |
| Name:  |       |
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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 |       |       |  |

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| **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 |  |  |  |

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| **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 |       |       |  |

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| **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 |       |       |  |

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| **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 |       |       |  |

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| **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 |       |       |  |

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| **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 |       |       |  |

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