

New Staff Orientation Checklist



Orientation to Part C Early Intervention

- ☐ IDEA, including Parts B and C
- ☐ VA's Early Intervention System: **Infant & Toddler Connection of VA**
 - ☐ Statewide Infrastructure
 - ☐ [Practice Manual](#)
 - ☐ Overview of Early Intervention (resources: [Early Intervention: What It Is & Why It Works](#))
 - Who we support and eligibility
 - Mission and key principles of early intervention
 - What supports & services in everyday routines, activities, and places look like
 - Types of services (service coordination, developmental services, therapies)
 - ☐ [Orientation to Coaching and Natural Learning Environment Practices](#) (or similar process)
 - ☐ Funding for Early Intervention
 - ☐ Early Intervention Process (Referral to Discharge)
 - ☐ Part C Timelines
 - ☐ Documentation
 - ☐ Medicaid Early Intervention Services
 - ☐ Monitoring & Quality Management Review
 - ☐ Coaching Fidelity Assessment Process
 - ☐ Infant & Toddler Online Tracking System (ITOTS), if applicable
 - ☐ [Infant & Toddler Connection of VA](#) website
 - ☐ [VA EI Professional Development Center](#) website
 - ☐ State Office Staff
 - Local System's Technical Assistance Consultant: _____
 - Local System's Monitoring Consultant: _____
- ☐ Local I&TC system
 - ☐ Local System Manager: _____
 - ☐ Lead agency: _____
 - ☐ Contracting agency(ies): _____
 - ☐ Catchment area: _____



VCU
School of Education
Partnership for People
with Disabilities



Virginia Department of
Behavioral Health &
Developmental Services

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VA Early Intervention Certification Requirements

Review information on the [Initial Certification](#) page on the VEIPD site, then complete the following online courses on the [VA Early Intervention eLearning Center](#) site. *(Supervisor can check which courses are required):*

Required	Online Module	Date Completed
	Overview: Mission and Key Principles of Early Intervention (1 hour)	
	The Early Intervention Process (4 hours)	
	Effective Practices for Implementing Early Intervention (3 hours)	
	Responsibilities of Early Intervention Practitioners (5 hours)	
	Child Development (2 hours)	
	Authentic Assessment (2 hours)	
*SCs only	The Many Facets of Service Coordination (2 hours)	
*Supervisors only	Bright Ideas for Successful Supervision (2 hours)	

Submit an application for EI Certification using the [EI Certification Database](#) *(Supervisor can check which certifications are required):*

Required	Certification Type	Date Application Submitted	Certification Date
	EI Case Manager		
	EI Professional		
	EI Specialist		

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Review professional development requirements for re-certification in [Chapter 12 of the Practice Manual](#):

- ☐ Develop [Initial 3-Year Professional Development Plan](#)

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Training Requirements

Complete the following additional trainings (*check which trainings are required*):

Required	Activity	Date Completed
*SCs only	Kaleidoscope: New Perspectives in Service Coordination Training Program	

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Local Program Orientation

- ☐ Information about Lead Agency
- ☐ Tour of Facility
- ☐ Staff
- ☐ Overview of Local Policies & Procedures
- ☐ Office Phone Numbers
 - Main phone number: _____
 - Direct office phone number: _____
 - Cell phone number: _____
- ☐ Office number: _____
- ☐ Mailroom: _____
- ☐ ID Badge
- ☐ Pay Schedule
- ☐ Daily time record (timesheet or time clock)
- ☐ Technology (office phone, computer, internet rules)
- ☐ Transportation (mileage reimbursement, use of company car)
- ☐ Office supplies

Supervision & Mentoring

- ☐ Supervisor: _____
- ☐ Ongoing supervision date/time: _____
- ☐ Mentor: _____

Documentation Requirements

- ☐ Data management (electronic medical record, chart/file, etc.)
- ☐ Filing requirements
- ☐ Local monitoring and review process

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Local Training Requirements

Complete the following local trainings (*check which trainings are required*):

Required	Activity	Date Completed
	CPR & First Aid	

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