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| F:\SHARE\Forms Transfers\Forms-latest PDFs and logos\CCS logos\CCS-logoweb.png | HS Logo.jpgHOME VISITORNew Employee Training documentation  |
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| Name:  |       |
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| **ChildPlus** |
| **General Topic** | **Specific Topic Introductions** | **Date** | **Trainee Initials** | **Trainer Initials** |
| Service Manual | [ ]  ChildPlus.net Manual |       |       |  |
| Computer/Login | [ ]  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 |       |       |  |
| [ ]  Scheduling and Documenting Home Visits |       |       |  |
| [ ]  ChildPlus Reports |       |       |  |

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| **Family Services** |
| **General Topic** | **Specific Topic Introductions** | **Date** | **Trainee Initials** | **Trainer Initials** |
| Service Manual | [ ]  Program 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 |       |       |  |
| [ ]  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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| **Parent Engagement** |
| **General Topic** | **Specific Topic Introductions** | **Date** | **Trainee Initials** | **Trainer Initials** |
| Overview | [ ]  Introduction to PFCE |       |       |  |
| [ ]  Parent Engagement and School Readiness |       |       |  |
| Parent Engagement Opportunities | [ ]  Building Relationship with Families |       |       |  |
| [ ]  Child Assessment and Screenings |       |       |  |
| [ ]  Home Visit  |       |       |  |
| [ ]  Involving fathers |       |       |  |
| Legal | [ ]  Rights of Parents, custodial & non-custodial |       |       |  |
| [ ]  Court Orders |       |       |  |
| [ ]  Subpoenas |       |       |  |

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| **Health Services** |
| **General Topic** | **Specific Topic Introductions** | **Date** | **Trainee Initials** | **Trainer Initials** |
| Service Manual | [ ]  Program Services Manual |       |       |  |
| [ ]  Health Care Plan |       |       |  |
| Dental Health & Diet History | [ ]  Completion |       |       |  |
| [ ]  Documentation in ChildPlus |       |       |  |
| [ ]  PIR Updating |       |       |  |
| Individual Health Plan (IHP) | [ ]  Procedure |       |       |  |
| Immunizations | [ ]  Assessment |       |       |  |
| [ ]  Interpretation & Calculation |       |       |  |
| [ ]  Documentation – CIS & C+ |       |       |  |
| Well-Child &Dental Exam | [ ]  Performance Standards |       |       |  |
| [ ]  Documentation Child File & Child Plus |       |       |  |
| [ ]  EPSDT Schedule |       |       |  |
| [ ]  Preschool |       |       |  |
| [ ]  Infant Toddler |       |       |  |
| Parent Education | [ ]  Fluoride Education & Documentation |       |       |  |
| [ ]  Diaper Changing |       |       |  |
| [ ]  Tooth brushing |       |       |  |
| [ ]  Breast Feeding |       |       |  |

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| **Health Services continued** |
| **General Topic** | **Specific Topic Introductions** | **Date** | **Trainee Initials** | **Trainer Initials** |
| Head Lice | [ ]  Procedure |       |       |  |
| Child Health Summaries | [ ]  Program System |       |       |  |
| Emergency Situations | [ ]  Procedure |       |       |  |
| [ ]  Emergency Notebook |       |       |  |
| Documentation | [ ]  Child File |       |       |  |
| [ ]  ChildPlus |       |       |  |
| Referrals and Follow-up | [ ]  Documentation Expectations |       |       |  |
| [ ]  Health Referral Letter |       |       |  |
| [ ]  Health Concern Letter Form |       |       |  |
| [ ]  Parent Refusal Letter |       |       |  |
| [ ]  Health Requirement Reminder Form |       |       |  |
| [ ]  Treatment Tracking |       |       |  |
| [ ]  ChildPlus.net |       |       |  |
| Incident Accident Report | [ ]  Minor Incident/Accident/Illness Report  |       |       |  |
| [ ]  CCS Online Incident Form  |       |       |  |
| [ ]  Expectations |       |       |  |

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| **Nutrition Services** |
| **General Topic** | **Specific Topic Introductions** | **Date** | **Trainee Initials** | **Trainer Initials** |
| Service Manual | [ ]  Program Services Manual |       |       |  |
| Pre-Attendance | [ ]  Planning (special diets, allergies) |       |       |  |
| [ ]  Health, Dental & Diet History |       |       |  |
| CACFP  | [ ]  Rules & Regulations |       |       |  |
| [ ]  EF/E/IEA |       |       |  |
| Screening –Anthropometrics & Anemia  | [ ]  Height and Weight |       |       |  |
| [ ]  Head Circumference |       |       |  |
| [ ]  Anemia |       |       |  |
| Health & Nutrition | [ ]  Pregnant & Breast Feeding Women |       |       |  |
| [ ]  Nutrition Education/Curriculum |       |       |  |
| [ ]  Food Experiences |       |       |  |

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| **Education Services** |
| **General Topic** | **Specific Topic Introductions** | **Date** | **Trainee Initials** | **Trainer Initials** |
| Services Manual | [ ]  Program Services Manual |       |       |  |
| Education Services Overview | [ ]  Performance Standards |       |       |  |
| [ ]  Training and Support Services |       |       |  |
| [ ]  Education Timelines/Calendar |       |       |  |
| Roles and Responsibilities | [ ]  Home Visitor |       |       |  |
| [ ]  Teacher |       |       |  |
| [ ]  Case Management |       |       |  |
| Partners For a Healthy Baby | [ ]  Curriculum Books |       |       |  |
| [ ]  Pedestrian Safety |       |       |  |
| Home Visits | [ ]  Developmental Parenting |       |       |  |
| [ ]  Home Visiting Rating Scales (HOVRS A+v2) |       |       |  |
| Curriculum Planning | [ ]  Timelines |       |       |  |
| [ ]  Home Visit Planning & Documentation |       |       |  |
| [ ]  Drop Box  |       |       |  |
| [ ]  Parent Input |       |       |  |
| [ ]  Plans for Individualizing/IFSPs |       |       |  |
| [ ]  Integrated Components (MH, Nutrition, Health, Safety) |       |       |  |
| Individualization | [ ]  Family Conference Forms |       |       |  |
| [ ]  Child Plus Documentation |       |       |  |
| [ ]  Individual Child Goals Form for Teacher |       |       |  |
| [ ]  Equipment Needs (Budgets, Inventory) |       |       |  |
| [ ]  Emergency Situations/Incident-Accident Forms |       |       |  |
| In-Kind | [ ]  Home Learning Plans |       |       |  |
| Screening | [ ]  Developmental – ASQ |       |       |  |
| [ ]  Behavioral – ASQ - SE |       |       |  |
| [ ]  Rescreen/Referral |       |       |  |
| On-going Assessment &Child Outcomes Reporting | [ ]  Anecdotal Observations |       |       |  |
| [ ]  TSG Checkpoints |       |       |  |
| [ ]  Teaching Strategies Gold Reports |       |       |  |
| [ ]  CS Monitoring |       |       |  |
| Documentation | [ ]  Child File Sections |       |       |  |
| [ ]  ChildPlus |       |       |  |
| Socializations | [ ]  Group Socializations |       |       |  |
| [ ]  Routines/Schedules/Meals |       |       |  |
| [ ]  Daily Staffing Plan |       |       |  |
| [ ]  Emergency Notebook |       |       |  |
| [ ]  Sign-In/Sign-Out Book |       |       |  |
| [ ]  Volunteers/In-Kind |       |       |  |
| Behavior Management | [ ]  Education Staff Responsibilities |       |       |  |
| [ ]  Positive Guidance |       |       |  |
| [ ]  Circle of Security |       |       |  |
| [ ]  Behavior Incident Report Forms |       |       |  |

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| **Disability Services** |
| **General Topic** | **Specific Topic Introductions** | **Date** | **Trainee Initials** | **Trainer Initials** |
| Service Manual | [ ]  Program Services Manual |       |       |  |
| Disability Overview | [ ]  Head Start Performance Standards |       |       |  |
| [ ]  Disability Service Plan |       |       |  |
| [ ]  Role of Specialists |       |       |  |
| [ ]  Parent Support Resources |       |       |  |
| [ ]  IHPs/Supportive Materials/Equipment |       |       |  |
| [ ]  Documenting in Child’s File |       |       |  |
| [ ]  Teacher Tip Sheet |       |       |  |
| [ ]  Developmental Disabilities Grant |       |       |  |
| [ ]  CAPE classrooms |       |       |  |
| Sensory Screenings | [ ]  Hearing screening process |       |       |  |
| [ ]  Vision screening process |       |       |  |
| [ ]  Equipment Checkout |       |       |  |
| When to Refer | [ ]  Parent Input |       |       |  |
| [ ]  Screeners |       |       |  |
| [ ]  Observations |       |       |  |
| Child Find | [ ]  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 | [ ]  Program Services Manual |       |       |  |
| Mental Health Orientation | [ ]  Performance Standards |       |       |  |
| [ ]  Overview of Services |       |       |  |
| [ ]  Behavior Screening |       |       |  |
| 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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