FAMILY SERVICE COORDINATOR (FSC) NEW EMPLOYEE TRAINING DOCUMENTATION

Name: _____

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	☐			

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			

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			