

Early On[®] Personnel Standards & Essentials of Early On Training Frequently Asked Questions

February 4, 2015

PERSONNEL STANDARDS

Q: When do the personnel standards take effect?

The personnel standards take effect immediately for any new personnel hired/contracted to work with Part C children and families. Current personnel who do not meet the minimum requirements outlined in the personnel standards, may continue to provide services and/or components listed. However, they **MUST** meet the minimum required qualifications by June 30, 2016 to be in compliance.

Q: What does discipline or profession mean?

A profession or discipline means a specific occupational category that:

- Provides early intervention services to eligible children and their families;
- Has been established or designated by the state; and
- Has a required scope of responsibility and degree of supervision.

Q: What does “any provider who meets the State of Michigan (SOM) personnel requirements for their discipline or profession” mean?

Simply stated, this means the provider holds the appropriate certification, licensure or registration related to their discipline or profession and at a minimum holds a bachelor’s degree.

Q: What if a discipline or profession does not culminate in a certification, licensing or registration and/or is not listed in the personnel standards document, but the person holds a bachelor’s degree or higher in a related field?

The personnel standards do not include an exhaustive list of potential degrees/disciplines for some of the service/components listed. Although not listed, if the degree is in a related field of study, it may be permissible.

Example: a bachelor’s degree in Family Studies or Child Development does not result in certification, licensure or registration. However, it would be considered a discipline or profession in a related field and thereby meet the minimum required qualification in the personnel standard, “Any provider who meets the SOM personnel requirements for their discipline or profession.”

Example: a degree in Chemistry would not meet the requirement as it is not a related field of study.

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Q: Do the services/components and minimum qualifications in the personnel standards document align with Medicaid reimbursement requirements?

While we made every effort to align services/components and the minimum qualifications for personnel with Medicaid requirements, Medicaid reimbursement is not guaranteed. When seeking Medicaid reimbursement, consult the exhaustive list of Medicaid school-based reimbursable services and provider qualifications in the *Michigan Medicaid Provider Manual* found on the Michigan Department of Community Health website.

Q: Why was the Michigan Association for Infant Mental Health Endorsement[®] (IMH-E[®]) listed as an option under qualifications on the personnel standards?

The IMH-E[®] is a process that supports and recognizes the development of professionals who work with or on behalf of infants, toddlers, and their families. This process uses a nationally recognized set of competencies that helps define best practice and guides professional growth.

Completing the IMH-E[®] allows personnel who do not hold a bachelor's degree in a related field of study to continue participating in the evaluation of the child and assessment of the child and family.

Q: Where can more information be found regarding the IMH-E[®]?

Information related to the IMH-E[®] can be found on the Michigan Association for Infant Mental Health website at <http://mi-aimh.org> under the endorsement tab.

Q: May an evaluation conducted by Early Head Start personnel, prior to referral, be used to determine eligibility?

Yes. However, the personnel who conducted the evaluation must have met the requirements outlined in the Personnel Standards if they are serving as one of the required two disciplines in order to meet the multi-disciplinary requirement. The evaluation results may be used in the process of determining eligibility, so long as the requirement for multi-disciplinary evaluation is met.

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ESSENTIALS OF EARLY ON TRAINING

Q: Why was the Essentials of *Early On* Training developed?

A comprehensive system of personnel development is a federally required component of the statewide early intervention system and includes training of personnel and the training of primary referral sources with respect to the basic components of early intervention services available in the state. This training was developed to ensure personnel working with children in *Early On* have an understanding of federal and state requirements and sets a foundation for quality early intervention in the State of Michigan.

Q: What is the Essentials of *Early On* Training?

The Essentials of *Early On* is a state developed and maintained training that supports basic core knowledge and understanding of the Individuals with Disabilities Education Act (IDEA) Part C Rules and Regulations, Michigan State Plan and policy issues as related to *Early On* in Michigan. Furthermore, it includes evidence-based practices related to home visiting, child development, and family-centered practices.

The five modules include:

1. *Early On* 101
2. IFSP Process
3. Procedural Safeguards
4. Facilitating Smooth and Effective Transitions
5. Foundations for Early Intervention

Q: How do I register to take the Essentials of *Early On* Training, and is there a fee?

Anyone can register as a subscriber on the *Early On* Training and Technical Assistance (EOT&TA) website at www.eotta.ccrea.org. Registration is free. You must be a registered subscriber of the EOT&TA website to take the trainings. If you are registered but cannot remember your log in information, you may use the "Forgot My Password" utility. If you still need assistance, please contact EOT&TA at 1-866-334-5437.

Q: How long do the modules take to complete?

The modules vary in length. Participants may stop and re-start the modules at any time during the training. The website will "remember" what chapters you have opened, so finding your recently opened chapter will be simple. However, please remember the last slide you completed, as you will need to advance to that slide the next time you log in to the training.

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Q: What modules must be completed and when is the deadline for completing the Essentials of *Early On* Training?

Personnel	Modules Required	Timeline & Proficiency
Personnel who have been providing the following Part C services <i>prior to</i> March 1, 2015: <ul style="list-style-type: none"> • The evaluation of the child or assessment of the child and family; • Providing family training, counseling, and home visits; or • Providing service coordination services 	May choose to complete all, part or some of the online modules. Although completion is not required, it is strongly encouraged.	Must demonstrate 80% proficiency on all five competency quizzes by June 30, 2016.
Personnel new to providing the following Part C services <i>on or after</i> March 1, 2015: <ul style="list-style-type: none"> • The evaluation of the child or assessment of the child and family; • Providing family training, counseling, and home visits; or • Providing service coordination services 	Completion of all five online modules is required.	Must demonstrate 80% proficiency on all five competency quizzes by June 30, 2016 or one year from date of assuming responsibility to provide the Part C services which require the Essentials of <i>Early On</i> training.

Q: Is there a comprehensive test available in lieu of taking all five competency quizzes?

No.

Q: Are agency partners, contracted staff, special education staff and other personnel not employed by the ISD required to complete the Essentials of *Early On* Training; even if Part C funds are not used to purchase the services?

Yes, any personnel participating in or providing the following to children and families receiving Part C services must complete the training:

- The evaluation of the child or assessment of the child and family;
- Providing family training, counseling, and home visits; or
- Providing service coordination services.

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The requirement to complete the training is not based upon the funding source. The requirement relates to personnel participating in or providing the services listed above to a Part C child and family, regardless of funding or employer.

Q: Has the requirement to complete the Essentials of *Early On* Training been shared with the Office of Special Education (OSE) and agency partners?

Yes, the training requirement has been shared with the OSE prior to releasing the training. Likewise, information has also been shared with agency partners at the state level. Due to demographics and numerous local agency offices, *Early On* Coordinators will be required to share this information with agency partners in their service area. If concerns or questions arise, please feel free to direct them to Kelly Hurshe at 517-241-8309.

Q: Are *Early On* Coordinators and Supervisors/Directors that oversee *Early On* required to take the Essentials of *Early On* training?

While not a requirement, it is strongly encouraged.

Q: If a speech therapist is doing an evaluation or assessment for a periodic review or an annual IFSP, would they need to complete the Essentials of *Early On* training?

Not at this time. Currently, only personnel that conduct the **initial** evaluation of the child and the **initial** assessment of the child and family must complete the Essentials of *Early On* training outlined in the Personnel Standards.

Q: Are doctors required to complete the Essentials of *Early On* Training if they are one of the disciplines for the evaluation?

No, it is not required.

Q: Can the Essentials of *Early On* Training be viewed in a large group setting as a District Provided Professional Development (DPPD) activity?

Yes, the Essentials of *Early On* training may be provided in a large group setting as a DPPD activity. However, each staff member must then complete the competency quizzes on the EOT&TA website individually. Staff must be a registered subscriber to complete the competency quizzes.

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Q: Are State Continuing Education Clock Hours (SCECHs) available for the Essentials of *Early On* Training?

Yes, five SCECHs are available providing **all five** modules are completed and the participant indicates they want to receive SCHECHs when prompted **during registration for each of the five modules**. Simply taking the five competency quizzes is not sufficient to receive the five SCECHs.

Q: If the Essentials of *Early On* Training is viewed by staff as a group, is it possible to award SCECHs to everyone that participated?

Yes, please contact EOT&TA before viewing the trainings to make arrangements. EOT&TA will work with you on a process to collect and verify the needed information to submit for SCECHs.

Q: If I have additional questions, who do I contact?

Please direct all questions related to personnel standards and requirements to Kelly Hurshe at 517-241-8309 or hurshek@michigan.gov. Questions related to accessing the training and SCECHs may be directed to EOT&TA at 1-866-334-5437 or by e-mail at eotweb@ccresa.org.