

**STANDARDS OF PRACTICE CHECKLIST**

Name: \_\_\_\_\_ EIN: \_\_\_\_\_ EI Start Date: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Agency/Program Name: \_\_\_\_\_

**FOUNDATIONAL RESOURCES**

Read the following materials and discuss any questions with your supervisor.

**Timeframe:** Must be completed within 90 days of hire date**Audience:** All AzEIP DES Employees Contractors; Volunteers; & Temporary Staff; All Service Providing Agency Employees (TBEIS Contractor, DDD, and ASDB); Supervisors and early intervention providers (e.g. SC, OT, PT, SLP, DSI, Psych, SW, TOV, TOD, etc.).

Part C of the Individuals with Disabilities Education Act (IDEA)	Completion Date:
AzEIP Policy and Procedure Manuals	Completion Date:
Child and Family Rights in AzEIP Pamphlet	Completion Date:
AzEIP Forms	Completion Date:
A Family's Guide to Funding Early Intervention Services in Arizona Pamphlet	Completion Date:
Technical Assistance Materials	Completion Date:
AzEIP Billing Manual	Completion Date:
AzEIP I-TEAMS Manuals	Completion Date:
Intergovernmental Agreements a. Child Find b. Transition c. 5 State Agency	Completion Date:

## STANDARDS OF PRACTICE (SOP) TRACK 1: FOUNDATIONS OF IDEA

<https://www.parentcenterhub.org/legacy-partc/>

**Timeframe:** Must be completed within 6 months of hire date

**Audience:** All Service Providing Agency Employees (TBEIS Contractor, DDD, and ASDB): Supervisors and early intervention providers (e.g. SC, OT, PT, SLP, DSI, Psych, SW, TOV, TOD, etc.)

Basics of Early Intervention	Completion Date:
Pre-referral Activities and Referral to the Part C Program	Completion Date:
Screening Procedures, Evaluation of the Child, and Assessment of the Child and Family	Completion Date:
Procedures for the Development, Review and Evaluation of the IFSP	Completion Date:
Content of the IFSP	Completion Date:
The Transition Process and Lead Agency Notification to the LEA and SEA	Completion Date:
Development of the Transition Plan	Completion Date:
Introduction to Procedural Safeguards	Completion Date:
Access to and Examination of Records	Completion Date:
System of Payments and Use of Funds in Part C	Completion Date:

## STANDARDS OF PRACTICE (SOP) TRACK 2: UNIVERSAL EARLY INTERVENTION CURRICULUM AND Evidence Based Practices [1] [2]

<http://universalonlinepartceicurriculum.pbworks.com/>

**Timeframe:** Must be completed within 6 months of hire date

**Audience:** All Service Providing Agency Employees (TBEIS Contractor, DDD, and ASDB): Supervisors and early intervention providers (e.g. SC, OT, PT, SLP, DSI, Psych, SW, TOV, TOD, etc.)

Mission and Key Principles of Part C Early Intervention	Completion Date:
Foundational Pillars of Early Intervention: Family-centered Practices	Completion Date:
Foundational Pillars of Early Intervention: Children's Learning	Completion Date:
Foundational Pillars of Early Intervention: Natural Environments	Completion Date:
Foundational Pillars of Early Intervention: Adult Learning	Completion Date:
Foundational Pillars of Early Intervention: Quality Teaming	Completion Date:
Foundational Pillars of Early Intervention: Closing Summary	Completion Date:
Authentic Assessment in Early Intervention	Completion Date:
Transition Process: TraCorp DEAEIP1902	Completion Date:

## STANDARDS OF PRACTICE (SOP) TRACK 2: UNIVERSAL EARLY INTERVENTION CURRICULUM AND EVIDENCE BASED PRACTICES [1] [2]

<https://ectacenter.org/eco/pages/cos.asp>

**Timeframe:** Must be completed within 6 months of hire date

**Audience:** All Service Providing Agency Employees (TBEIS Contractor, DDD, and ASDB): Supervisors and early intervention providers (e.g. SC, OT, PT, SLP, DSI, Psych, SW, TOV, TOD, etc.)

<p>Child Outcomes Summary Process Modules</p> <ol style="list-style-type: none"> <li>1. So What's This All About?</li> <li>2. Overview of the COS Process</li> <li>3. Completing the COS Process</li> <li>4. The 7-Point Scale</li> <li>5. Determining a Rating</li> <li>6. Good Teaming, Good Decisions</li> <li>7. Documenting the COS Rating</li> <li>8. The Exit COS Rating</li> </ol> <p><i>*Note: COS Modules 1-3 may be completed in-person see "In-Person SOP Trainings" section</i></p>	<p>Completion Date:</p>
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## IN-PERSON STANDARDS OF PRACTICE (SOP) TRAININGS

**Timeframe:** Must be completed within 6 months of hire date

**Audience:** All Service Providing Agency Employees (TBEIS Contractor, DDD, and ASDB): Supervisors and early intervention providers (e.g. SC, OT, PT, SLP, DSI, Psych, SW, TOV, TOD, etc.)

<p>Child Outcomes Summary (COS) Modules 1-3: TraCorp DEAEIP0092</p>	<p>Completion Date:</p>
<p>Natural Learning Opportunities (NLO): TraCorp DEAEIP0071</p>	<p>Completion Date:</p>
<p>Resource-based Capacity-building (SCs required, other professionals optional): TraCorp DEAEIP2003</p>	<p>Completion Date:</p>

## RECOMMENDED COMPUTER-BASED TRAININGS

<https://www.connectmodules.dec-sped.org/>

<https://rpm.fpg.unc.edu/welcome>

**Timeframe:** Must be completed within 6 months of hire date

**Audience:** All Service Providing Agency Employees (TBEIS Contractor, DDD, and ASDB): Supervisors and early intervention providers (e.g. SC, OT, PT, SLP, DSI, Psych, SW, TOV, TOD, etc.)

Infant Toddler Developmental Guidelines: Register on the Arizona Early Childhood Workforce Registry or through ADE Connect	Completion Date:
DEC Recommended Practices: <u>Connect Modules</u> <ol style="list-style-type: none"> <li>1. Embedded Interventions</li> <li>2. Transition</li> <li>3. Communication for Collaboration</li> <li>4. Family-Professional Partnerships</li> <li>5. Assistive Technology</li> <li>6. Dialogic Reading Practices</li> <li>7. Tiered Instruction</li> </ol>	Completion Date:
Infant Toddler Developmental Guidelines: Register on the Arizona Early Childhood Workforce Registry or through ADE Connect	Completion Date: