***ESD 105 Training Checklist for New Employees***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Position:** | **Family Advocate** | **Classroom Staff** **(TL, CA, Floater, TA)** | **Home Visitor** **(EHS)** | **Center Manager** | **Assistant Center Manager** | **Bus Drivers** | **Custodians** |
| **The order of training is based on each position.****Please contact the specialist who needs to start the training first.****All trainings must be completed within 30 days of the hire or transferred position.** | **EPIC:** HR TrainingCM/ACM TrainingMandate trainings**ESD 105 Training:**ERSEA-BasicERSEA-advancedIntro ChildPlusHealthChildPlus HealthFamily SupportFamily EngagementActive SupervisionMental HealthSpecial ServiceChild File MaintenanceIn-kindInventory | **EPIC:**HR TrainingCM/ACM TrainingMandate Trainings**ESD 105 Training:**Active SupervisionEducationHealthIntro ChildPlusTS GoldSpecial ServiceMental HealthChild File Maintenance In-kind Inventory | **EPIC:**HR TrainingCM TrainingMandate trainings**ESD 105 Training:**HealthChildPlus HealthEducationTS GoldParent as TeachersActive SupervisionKid ZoneSpecial ServiceMental HealthIntro ChildPlusFamily SupportFamily EngagementERSEA-BasicChild File MaintenanceIn-kind Inventory | **EPIC:**HR TrainingCM TrainingMandate trainings**ESD 105 Training:**Active SupervisionERSEA-BasicERSEA-advancedIntro ChildPlusHealthChildPlus HealthEducationTS GoldMental HealthSpecial ServiceFamily SupportFamily EngagementChild File MaintenanceIn-kindInventory | **EPIC:** HR TrainingACM TrainingMandate trainings**ESD 105 Training:**Active SupervisionERSEA-BasicERSEA-advancedIntro ChildPlusHealthChildPlus HealthFamily SupportFamily EngagementMental HealthSpecial ServiceChild File MaintenanceIn-kindInventory | **EPIC:** HR TrainingCM TrainingMandate trainings**ESD 105 Training:**Transportation TrainingHealthActive SupervisionIn-kindInventory\_\_\_\_\_\_\_\_\_\_\_\_\_**Cooks**\_\_\_\_\_\_\_\_\_\_\_\_\_**EPIC:** HR TrainingCM/ACM TrainingMandate Training**ESD 105 Training:**Health TrainingNutrition Label ReadingActive Supervision | **EPIC:** HR TrainingCM/ACM TrainingFacility TrainingMandate trainings**ESD 105 Training:**Active SupervisionHealthIn-kindInventory |
| **Receptionist** |
| **EPIC:** HR TrainingCM/ACM TrainingMandate training**ESD 105 Training:**ERSEA BasicHealthActive SupervisionChild File MaintenanceIn-Kind/InventoryIntro ChildPlus |
| **ESD Content Team to Train** | **Eligibility & Program Governance Content Specialist Clementina West:** ERSEA, Governance and Child File Maintenance**Health & Nutrition Content Specialist Andrea Smith**: Health**School Readiness Content Specialist Erica Gratton:** Education, Active Supervision, TS Gold**Data Manager, Roger Lutrell:** ChildPlus, Data Entry, TS Gold accounts**Special Services Content Specialist Maria Valencia:** Special Services**Mental Health Content Specialist, Daisy Martinez:** Mental Health**Support Specialist In-kind & Inventory David Floyd:** In-Kind & Inventory**Early Learning Facilities and Operations Supervisor Chris McCallum:** facilities & custodial**Early Head Start Birth to Three Content Specialist (currently open):** EHS TS Gold, PAT, Kid Zone**Family Wellness Integration Content Specialist Karinna Schlenker:** Family Support & Engagement**School Readiness Coaches Yakima (HS, EHS, MSHS):** Rosalinda Benitez, Sulema Cruz, and Maria Portillo**School Readiness Coach Kittitas (HS & EHS):** Kathryn Campbell**School Readiness Coaches for MSHS:** Margarita Arevalo (East Wenatchee) Mariela Trejo (Bridgeport) |

**Education Training**

**TalentLMS Trainings:**

**TalentLMS Training Title: New Teacher Training**

(Available in English or Spanish)

\_\_\_ Curriculum & Philosophy of the program *(Team Leader, Teacher, Classroom Assistants, Floaters, and Transportation Assistants & EHS Home visitors)*

\_\_\_ ESD 105 Program and School Readiness Goals (Team Leader, Teacher, Classroom Assistants, Floaters, and Transportation Assistants & EHS Home visitors)

\_\_\_ Classroom role and responsibilities (Team Leader, Teacher, Classroom Assistants, Floaters, and Transportation Assistants & EHS Home visitors)

\_\_\_ Educational Protocols (provide copies & show ESD 105 website) (Team Leader, Teacher, Classroom Assistants, Floaters, and Transportation Assistants & EHS Home visitors)

**TalentLMS Training Title: Active Supervision**

(Available in English or Spanish)

\_\_\_ Active Supervision Policy & Procedures (provide copies of policy/forms) *(all center staff & EHS Home staff)*

**TalentLMS Training Title: Home Visit/Child Plus Child Files**

(Available in English or Spanish)

\_\_\_ Home Visit & Parent-Teacher Conference Timelines (provide a timeline and written visit example) *(TL & CA only)*

*\_\_\_\_* ASQ-3 Questionnaires and scoring (TL & CA only)

\_\_\_ ASQSE-2 Questionnaire and scoring (TL & CA only)

**TalentLMS Training Title: Assessing Children’s Learning**

(Available in English or Spanish)

\_\_\_ Assessing Children’s Learning PowerPoint (provide objectives and progression level book) (Team Leader, Teacher, Classroom Assistants, the *Floaters and TA only need observation piece of the)*

**TalentLMS training Title: Lesson plans**

(Available in English) Step by Step Tutorial on how to complete a lesson plan on TSGold.(Team Leader, Teacher)

**TalentLMS Training Title:Ready Rosie**

*(Available in English and Spanish)*

*\_\_\_\_\_Introduction to Ready Rosie, Ready Rosie Resources,Ready Rosie Data,Mostly Asked Questions, Empowering Parents, Research and Answers, Model Videos (Team Leaders, Teachers, CA’s, FA’s, floater)*

**TalentLMS Training Title: HATCH**

(Available in English and Spanish)

\_\_\_\_ Intro to HATCH; Navigating and Understanding the Hatch system *(Team Leader, Teacher, Classroom Assistant and floater)*

**TalentLMS Training Title: Infant CLASS**

(Available in English or Spanish)

\_\_\_ CLASS *(all Infant staff: Team Leader, Teacher, Classroom Assistant, and floater)*

**TalentLMS Training Title: Toddler CLASS**

**(**Available in English or Spanish)

\_\_\_ CLASS *(all Toddler staff: Team Leader, Teacher, Classroom Assistant, and floater)*

**TalentLMS Training Title: Preschool CLASS**

(Available in English or Spanish**)**

\_\_\_ CLASS *(Team Leader, Teacher, Classroom Assistant, Floater, Transportation Assistants, and Family Advocates staff)*

**TalentLMS Training Title: Meeting the needs for Infant & Toddler through nurturing and responsive environments**

*\_\_\_\_ Infant Toddler Basic Needs (all infant and toddler classroom staff and EHS staff)*

***TalentLMS Training Title: Preschool Designing a Safe and Nurturing and Responsive Environment***

*\_\_\_\_ Designing a preschool environment to meet the needs and interest of children*

**☐** *The above trainings have been completed over TalentLMS*

**In-person / Zoom Training:**

\_\_\_ Practice Base Coaching and Agreement *(Team Leader, Teacher, Classroom Assistant, Floaters, Transportation Assistants & EHS Home visitors)*

\_\_\_ Review Safe, Nurturing & Responsive Environment Policy and Rest Time policy (Team Leader, Teacher, Classroom Assistants, Floaters, Home Visitors, and Transportation Assistants)

\_\_\_ TS Gold System (provide manual/ examples of lesson plans, observations, and ASQ3 and ASQ SE2 Crosswalk) *(Team Leaders, Teachers, Classroom Assistants & EHS Home Visitors)*

*\_\_\_\_* In-Kind Home Goal In-kind Form (provide copy & example) (*Team Leader, Teachers, Classroom Assistants & EHS Home visitors)*

\_\_\_ Intro to ChildPlus (provide manual) *(Team Leader, Teacher, Classroom Assistants and Home visitors only)*

**Education Training Checklist:**

☐ All training topics have been covered and are check-marked as completed.

Date of when training was provided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ESD 105 Content Specialist or Coach who provided the training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EHS – Birth to Three Home Visitor Education Training**

**In-Person / Zoom:**

\_\_\_ Parent as Teachers (PAT) Curriculum (Log-in, Schedule PAT Training, PAT Resources) (EHS staff)

\_\_\_ Home Visits (Process & Calendar, Provide Copies) (EHS staff)

\_\_\_ ChildPlus (Developmental Screening Entry & Home Visit Entry) (EHS staff)

\_\_\_ Kid Zone (planning, scheduling, review protocols) (EHS staff)

\_\_\_ TS Gold System (provide manual/ examples of observations & lesson plans) (EHS staff)

\_\_\_ HOVRS (Home Visiting Rating Scale) (EHS staff)

\_\_\_ Prenatal & Pregnant Moms (Support & Resources) (EHS staff)

\_\_\_ Resource File (Supplemental Curriculum and Resources) (EHS staff)

\_\_\_ Intro to ChildPlus (EHS staff)

**EHS – Birth to Three Home Visitor Education Training Checklist:**

☐ All training topics have been covered and are check-marked as completed

Date of when training was provided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ESD 105 Content Specialist or coach who provided the training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Special Services Training**

No *trainings in TalentLMS*

**In-Person / Zoom Training:**

\_\_\_ Review/understand special services protocols (*all classroom staff & home visitors)*

\_\_\_ Assessing children in the TS GOLD system (Lesson plan & Observations)

\_\_\_ Documentation in Child Plus

\_\_\_ Supporting children’s individual development training *(all classroom staff & home visitors)*

\_\_\_ Shared list of special services materials (all classroom staff & home visitors)

\_\_\_ Special Services Protocols (Provide copies)

\_\_\_ Referral process and packet (provide copies)

\_\_\_ Individualization process Classroom role and responsibilities *(all classroom staff)*

\_\_\_ Classroom role and responsibilities *(all classroom staff)*

☐ All training topics have been covered and are check-marked as completed

Date of when training was provided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ESD 105 Content Specialist who provided the training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mental Health Training**

**TalentLMS Training: Staff must take a quiz at the end of the powerpoint and pass with a 80%**

**Title of Training: Mental Health: Child Guidance & Meeting the Social-Emotional Needs in Children**

\_\_\_ 225 Standard of Conduct Policy: Child Guidance and Support (review & Copy on ESD105 Website)

\_\_\_ Classroom Roles and Responsibilities

\_\_\_ Referral Process & Packet (Copy on ESD 105 website)

\_\_\_ The Three Approach

\_\_\_ Positive Behavior Support Plans

\_\_\_ Accident & Incident Reports

 \_\_\_ Biting Policy (Copy on ESD 105 Website)

\_\_\_ Safe Holds and Carries

\_\_\_ Social Emotional Development Importance

\_\_\_ Mental Health #12 for Employee Training Form (provided by Center Manager)

☐ *The above trainings have been completed over TalentLMS*

**Mental Health Training Checklist:**

☐ All training topics have been covered and are check-marked as completed

Date of when training was taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ESD 105 Content Specialist who provided the training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Health Training**

**TalentLMS Training Title. Training is Available in English or Spanish:**

* **ESD 105 PPE at Centers**
* **ESD 105 (Program) Health and Wellness of Our Children Training**

**TalentLMS Training: Staff must take a quiz at the end of the powerpoint and pass with a 80%**

\_\_\_ 3 Program Goals

\_\_\_ Performance Standards vs. WAC’s

\_\_\_ Classroom Information Board

\_\_\_ Hand washing

\_\_\_ Gloves

\_\_\_ Cleaning, Sanitizing, and Disinfecting

\_\_\_ Cleaning/ Sanitizing Toys

\_\_\_ COVID 19 Update

\_\_\_ PPE in the centers

\_\_\_ Daily and Monthly Checklists

\_\_\_ Child and Emergency Binders

\_\_\_ HIPAA & FERPA

\_\_\_ Diaper Changing

\_\_\_ Exclusion for Ill Children

\_\_\_ Permitted Attendance: Non-Exclusion

\_\_\_ Head Lice

\_\_\_ Admittance Back to School

\_\_\_ Healthcare Plan and Medical Alert

\_\_\_ Sunscreen

\_\_\_ Allergic Reaction

\_\_\_ Bike Helmets

\_\_\_ Shaken Baby Syndrome

\_\_\_ Rest Time Policy

\_\_\_ Animals in Classroom

\_\_\_ Blood Borne Pathogens

\_\_\_ ESD 105 Website Resource

☐*The above trainings have been completed over TalentLMS*

**In Person / Zoom Training:**

\_\_\_ Dental

\_\_\_ Emergencies, Illness & Accidents

\_\_\_ Medication

\_\_\_ Asthma

\_\_\_ EpiPen

\*Test Score: \_\_\_\_\_\_\_\_\_\_

\*In Person Check In with Staff Date: \_\_\_\_\_\_\_\_\_\_

**Health Training Checklist**:

☐ All training topics have been covered and are check-marked as completed.

Date of when training was provided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Content Specialist or Coach who provided the training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ChildPlus Health Training**

**In Person/Zoom Training:**

\_\_\_ 5, 45 or 30, & 90 Day Requirements with COVID-19 Update

\_\_\_ Immunizations

\_\_\_ Lead Screening

\_\_\_ Referrals

\_\_\_ Health Care Plan

\_\_\_ Medical Alert

\_\_\_ Health Screening Card

\_\_\_ Attaching Documents

\_\_\_ Reports

\_\_\_ Monitor Follow-Up Plan

\_\_\_ Definitions

☐ *The above trainings have been completed over TalentLMS*

\*In Person Check In with Staff Date: \_\_\_\_\_\_\_\_\_\_

**Child Plus Health Training Checklist**:

☐ All training topics have been covered and are check-marked as completed

Date of when training was provided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ESD 105 Content Specialist who provided the training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ChildPlus Data Entry Training**

**In-Person / Zoom Training:**

\_\_\_ Intro to ChildPlus (Provide Manual)- Family Advocate

\_\_\_ Intro to ChildPlus (Provide Manual)- Receptionist

\_\_\_ Intro to ChildPlus (Provide Manual)- Center Manager/ Assistant Center Manager

**ChildPlus Data Entry Training Checklist**:

☐ All training topics have been covered and are check-marked as completed

Date of when training was provided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ESD 105 Content Specialist who provided the training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Family Support Training**

**\* No TalentLMS Trainings**

**These trainings can be completed before meeting with the family support trainer.**

\_\_\_ Goal Setting with Families Module on ECLKC  (Family Advocates+Home Visitor’s, Management)

\_\_\_ Starting with Strengths in Challenging Times Module on ECLKC (can access on own time)

 (Family Advocates+Home Visitor’s, Management)

\_\_\_ Relationship-Based Practices: Talking with Families about developmental Concerns

 (Family Advocates+Home Visitor’s, Management) (can access on own time)

<https://eclkc.ohs.acf.hhs.gov/family-engagement/article/parent-family-community-engagement-simulation-boosting-school-readiness-through-effective-family>)

**In-person / Zoom Training:**

\_\_\_ Parent, Family, and Community Engagement Framework (Family Advocates & Home Visitor’s, Management)

\_\_\_ Family Outcomes Assessment & entering into ChildPlus (Family Advocates+Home Visitor’s, Management)

\_\_\_ Family Needs Assessment (PIR Section in ChildPlus) (Family Advocates+Home Visitor’s, Management)

\_\_\_ Family Partnerships (Family Goals) & entering into ChildPlus

 (Family Advocates+Home Visitor’s, Management)

\_\_\_ Family Visit Summary into ChildPlus (Family Advocates+Home Visitor’s, Management)

\_\_\_ Family Service Referrals (enter into ChildPlus as Needs Identified and Referral)

 (Family Advocates+Home Visitor’s, Management)

\_\_\_ Family Wellness Integration Referral Process (Family Advocates+Home Visitor’s, Management)

\_\_\_ Strategies for Trauma informed services & treating families with dignity and respect

 (Family Advocates+Home Visitor’s, Management)

**Family Support Training Checklist:**

☐ All training topics have been covered and are check-marked as completed

Date of when training was provided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ESD 105 Content Specialist who provided the training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ERSEA Basic Training**

**\* No TalentLMS Trainings**

**In-Person / Zoom Training:**

\_\_\_ Recruitment & Recruitment Log

\_\_\_ Eligibility, Selection, Enrollment

\_\_\_ Attendance

\_\_\_ Master Tracking Form

\_\_\_ Slot Assignment

\_\_\_ Policy Council

\_\_\_ Enrollment Agreement Packet

\_\_\_ Family Orientation/Welcome to My Classroom (Open House)

\_\_\_ Family Handbook

**ERSEA Basic Training Checklist:**

☐ All training topics have been covered and are check-marked as completed

Date of when training was provided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ESD 105 Content Specialist who provided the training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ERSEA Advanced Training**

**\* No TalentLMS Trainings**

**In-Person / Zoom Training:**

\_\_\_ Family Homeless Modules 1-4 on ECLKC

(<https://eclkc.ohs.acf.hhs.gov/family-support-well-being/article/supporting-children-families-experiencing-homelessness>)

\_\_\_ Engaging Families from the Start Module on ECLKC

<https://eclkc.ohs.acf.hhs.gov/family-engagement/article/parent-family-community-engagement-simulation-boosting-school-readiness-through-effective-family>

\_\_\_ Enrollment File Flow Chart

\_\_\_ Change of Enrollment Status Form

\_\_\_ Transfer Files

\_\_\_ Files in ChildPlus

\_\_\_ Process for Over Income Files

\_\_\_ Selection of Children - Placing Children into Classroom

\_\_\_ Closing Child Files after child/participant drops from the program

\_\_\_ Process of files for dropped children

**ERSEA Advanced Training Checklist**:

☐ All training topics have been covered and are check-marked as completed

Date of when training was provided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ESD 105 Content Specialist who provided the training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Family Engagement Training**

**\* No TalentLMS Trainings**

**In-Person / Zoom Training:**

\_\_\_ Parent Questionnaires

\_\_\_ Family Nights

\_\_\_ Fatherhood

**Family Engagement Training Checklist:**

☐ All training topics have been covered and are check-marked as completed

Date of when training was provided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ESD 105 Content Specialist provided the training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Child File Maintenance Training**

**\* No TalentLMS Trainings**

**In-Person / Zoom Training:**

\_\_\_ Maintaining Child’s/Participant’s 3-ring Binder

\_\_\_ Attendance Form

\_\_\_ Attendance and Meal Scanning (ChildPlus)

\_\_\_ Child Profile Staffing

\_\_\_ Confidentiality of Child Files and ChildPlus

**Child File Maintenance Training Checklist:**

☐ All training topics have been covered and are check-marked as completed

Date of when training was provided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ESD 105 Content Specialist or who provided the training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**In-Kind & Inventory Training**

**TalentLMS Training Title: 2022-2023 ESD 105 In-Kind & Inventory**

\_\_\_ Non-Federal Share

\_\_\_ In-Kind Requirements

\_\_\_ Why in-kind is important

\_\_\_ Common Reasons for Disallowal of In-Kind

\_\_\_ In-Kind Forms

\_\_\_ How Parents Can Help with Volunteer Time

\_\_\_ Inventory for Different Programs

\_\_\_ When to Move Inventory

\_\_\_ Inventory Transfer Form and How to Use

\_\_\_ Asset Panda: Classroom Audits

**In-kind & Inventory Training Checklist**:

☐ All training topics have been covered and are check-marked as completed

Date of when training was provided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ESD 105 Content Specialist who provided the training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_