

Illinois Service Coordination Training Requirements & Opportunities

First 3 months (REQUIRED)

- Service Coordination Online:** a blended, cohort training which includes the following:
 - Online modules with interactive workbook activities that support ongoing onsite training activities (typically in first month on the job)
 - 4 weekly webinars where individuals participate within a cohort after the online portion with workbook activities are completed (typically 2nd/3rd month on the job)
- Online System Overview Follow-Up (SOFU):** a 1-day, face-to-face training required within the first 90 days on the job

First 6-12 months (RECOMMENDED)

Many of these offerings are "system-based" trainings which teach policies & procedures. These may compliment onsite training on the CFC Procedure Manual. SCs can begin these once the online portion of the Service Coordination Online training is completed.

- EXPECTED: Family Assessment trainings:**
 - Family Assessment training (face-to-face)
 - Family Assessment in the IL EI System (online)
- Child and Family Outcomes Trainings:**
 - Understanding Young Children's Development (online)
 - Child Outcomes Summary (COS) Process - Collecting & Using Data to Improve Programs (online)
 - The Impact of EI on Families: Family Outcome Survey (online)
- Transition Trainings:**
 - Partnering with Families as They Leave EI (online)
 - Building Bridges: The Transition Process from EI to Early Childhood (face-to-face)
- Online Trainings:**
 - Assistive Technology (AT) in IL EI: A Review of Policies and Procedures
 - Beyond Mandated Reporting – Recognizing and Reporting Child Abuse
 - Foundational Pillars of Early Intervention
 - Natural Environments & the Developmental Justification of Need Requirement
 - Overview of Eligibility in the IL EI System
 - Mission and Key Principles of Early Intervention
 - It Matters: How Culture Impacts Our Work with Children and Families
 - Working with Interpreters & Translators in Illinois

Continuing Professional Education

Required to maintain credential which is renewed every 3 years

- Recommended to participate in a blend of online and face-to-face trainings (*see next page*).
- Engage virtually through EITP and other EI credit approved webinars.
- Attend EITP linked learning opportunities such as the "Institutes" or multi-day events.
- Attend statewide conferences & annual CFC conference.
- Join a Service Coordination Community of Practice (SC CoP) (*see next page*).

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Trainings for Service Coordinators (RECOMMENDED)

Face-to-Face (in person, led by a facilitator) offerings:

- Partnering for Success - Foundational Institute
- Making it Work: Determining Eligibility and Sharing Information with Families
- Measuring the Success in Early Intervention: Building Understanding, Consensus & Collaboration
- Modern Family
- Family Centered Practices in Early Intervention
- Pressure of Poverty: Effects on Young Children and Their Families
- Service Coordination & Family Assessment: Setting the Stage for Functional IFSP Development

Online (self-paced, self-directed instruction) offerings:

- Coordinating Care Between Early Intervention and Primary Medical Care Home
- Using Your Facilitation Skills to be an Effective Host
- Transition: Understanding Least Restrictive Environment
- Authentic Assessment in Early Intervention
- Childhood Trauma: Understanding, Preventing, and Supporting

Other offerings, such as conferences and webinars, will appear throughout the year on the EITP Events calendar, <https://go.illinois.edu/EITPEvents>. We encourage you to check it at least once a month to see what has been added and what might interest you as you work to develop your skills.

Service Coordination Communities of Practice (SC CoP)

- **[Illinois Service Coordination Community of Practice \(IL SC CoP\)](#)** - The IL SC CoP is a place for Illinois EI service coordinators to partner and support each other in their work. Members can participate in quarterly meetings, post comments, request support and share resources with one another.
- **[Division for Early Childhood \(DEC\) Service Coordination Community of Practice \(DEC SC CoP\)](#)** - The DEC SC CoP was created to recognize the value of service coordinators and give these important early intervention team members a professional home. The DEC SC CoP offers opportunities to network with others nationally, share SC-related resources and tips, and learn more about topics relevant to providing high-quality service coordination.

Important Newsletters

- **[Early Intervention Training Program](#)** – Stay informed on current and upcoming events and ongoing professional development activities by subscribing to the EITP newsletter.
- **[Early Intervention Clearinghouse](#)** – Subscribe to this one and you will learn about family friendly resources in EI. In fact, share this with families too and encourage them to sign up!
- **[Provider Connections](#)** – Stay informed on things that can impact your credential. Once you receive your full credential you will receive emails from Provider Connections so no need to “subscribe” but rather pay attention to them when they are distributed.

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Additional Resources

- [Early Intervention Training Program \(EITP\) Resources](#) - The "Resources" section of the EITP website is a culmination of state and national resources on a variety of topics specific to early intervention and working in Illinois, such as *Service Coordination Resources*, *Child and Family Connections Resources*, and *Family Resources*.
- [DEC Recommended Practices \(DEC RPs\)](#) – If you want to know more about best practices and the research that supports these practices in early intervention and early childhood settings, explore the DEC RPs and see how they can guide your work. Additionally, [practice guides and tools](#) around the DEC RPs have been developed by ECTA to support early interventionists (including service coordinators) and families.
- [EI Strategies for Success Blog](#) – Find articles featuring tips and strategies for using best practices, follow-up from professional development activities, and other topics relevant to early interventionists and service coordinators. The blog is hosted in Virginia but pertains to anyone serving children and families in EI. You can search by topic and subscribe if you want to get alerts about new articles being posted.
- [Disability is Natural Library of Articles](#) - Contains over 200 helpful articles, in alphabetical order, with a link to each article. All articles include brief descriptions on different "topic" pages (e.g., Attitudes-Language, Children-Families, and other sub-categories under the Learn menu).

Recommended Readings

The [Illinois Early Intervention Clearinghouse](#) has a free lending library for providers and families living in Illinois. Most books can be returned to a local library or mailed to their homes! The following recommended titles can be found in their library:

- [Seven Essentials for Family-Professional Partnerships in Early Intervention](#) by Bonnie Keilty
- [The Early Intervention Workbook](#) by Lynda Pletcher and Naomi Younggren
- **Are there other books, journals or tools you'd like to explore?** Search the IL EI Clearinghouse Library to see if it is available: <https://eiclearinghouse.org/resources/library/>

Videos

- [EITP Videos](#) - This page includes the EITP YouTube channel and videos produced by EITP to increase the awareness and build understanding of Early Intervention (EI) and support EI team members as they work with children and families. Additionally, EITP offers supplemental materials to help introduce EI to families and describe the partnership between EI, families and child care providers.
- [Illinois Early Intervention Clearinghouse](#) - Their lending library has a variety of DVDs available covering a range of topics like child development, dual-language learning in infants, and pediatric-specific diagnoses, such as autism.