

New Jersey Early Intervention System Comprehensive System of Personnel Development

Service Coordinator Orientation Requirements

This document applies to all Early Intervention Service Coordinators hired after July 1, 2004, or those who cannot document completion of previous training requirements. Details for this process may be added and/or modified in the future. You will be notified of any changes and how they apply to you.

1. Complete the online Participant Information Form and submit it electronically. This is a requirement to be enrolled in the orientation system and receive credit for activities completed. You must enroll in the orientation system within 30 days of being hired.
2. Review the online document: NJEIS Service Coordinator Competencies. This document outlines the professional competencies for service coordinators in New Jersey. To the right of each competency are examples of behaviors that would demonstrate this competency at two different levels; **pre-service**, a person being newly hired as a service coordinator; and **post-orientation**, a person who has the knowledge, skills, and attitudes necessary to successfully fulfill the requirements of service coordination.
3. Read the self-study module: Foundations of Service Coordination. You are strongly encouraged to read this as soon as possible after you are hired.

4. When you have finished reading Foundations of Service Coordination, take the required test. You must complete this test within 30 days of being hired to work in the NJEIS. You will not be allowed to attend the face-to-face training, Introduction to IFSP Development, until you have taken the test.

❖ **Read these instructions carefully before you begin the test.** When you finish answering the questions, print a copy of the test to document your answers and your participation in this portion of orientation requirements. After clicking the "finish" button, print the score you see on the screen in percentage format. Example: "you answered 76.67% of the questions correctly" indicates that your score is 76 out of a total of 100.

5. Submit registration and attend the one-day training, Introduction to IFSP Development. Check dates and locations on this web site. **You must attend this training within 60 days of being hired.**

6. Read through the two packets of observation materials, Evaluation, Family Information Gathering Meeting and Initial IFSP Observation Activity and Service Delivery Observation Activity. Complete the required observations and worksheets. After completing the worksheets, you must schedule an interview to discuss your observations with your regional Training and Technical Assistance Coordinator (time and location are negotiable).

❖ Helpful Hands Region - Diane Klemm: 973-256-8484

❖ Family Link Region - Pat Villani: 908-964-5303

❖ Mid Jersey CARES Region - Jennifer Blanchette McConnell: 732-937-5437
jbmccConnell@cnjmcchc.org

❖ Southern New Jersey REIC - Melina Zarafonitis: 856-768-6747
melinaz@mycomcast.com

Observations, written materials, and interviews with your TA must be completed within 3 months of your date of hire as a service coordinator.

7. Attend the 2-day Procedural Safeguards Training within one year of being hired. Schedule this training **after** you have completed the one-day orientation training.

8. Attend the Transition Training that is presented jointly by Parts B and C, within one year of being hired.

Training dates and locations are updated regularly for online registration. After you register, notify your unit coordinator with the date you have selected. You will receive a confirmation by e-mail as the date of the training draws closer.

If you have questions regarding these requirements or materials, please contact your service coordination unit coordinator.

For information regarding your training registration, confirmation, or self-study test, please e-mail cspd@njeis.org.