

**MIECHV Coordinated Intake (CI)
Trainings and Training Log FY 2020**

(Updated June 2019)

Hire Date: ____/____/____

Exit Date: ____/____/____

Agency Name: _____


CI Worker Name: _____

CI Supervisor Name: _____

Required Trainings for CI Workers			
1. Introduction/Orientation to MIECHV (Complete within 3 months of hire)	How/Where Training can be Accessed	Date Offered	Date Completed
a. Basics of Home Visiting (Self-Paced Online Course – requires registration through Achieve OnDemand site)	Achieve OnDemand (Ounce) (https://www.theounce.org/achieveondemand/)		
b. Essentials of Collaboration – self-paced online course (30 minutes)	http://www.nichq.org/resource/essentials-collaboration		
c. Basics of Home Visiting - self-paced online course (3 hours)	Achieve OnDemand (Ounce) (https://www.theounce.org/achieveondemand/)		
d. Review model overviews for Healthy Families, Early Head Start and Parents as Teachers	Healthy Families: https://homvee.acf.hhs.gov/Model/1/Healthy-Families-America-(HFA)/10/2 and http://www.healthyfamiliesamerica.org/ Early Head Start – home based services: https://homvee.acf.hhs.gov/Model/1/Early-Head-Start-Home-Visiting-(EHS-HV)/8/2 And http://ilheadstart.org/ Parents as Teachers: https://homvee.acf.hhs.gov/Model/1/Parents-as-Teachers--PAT-/16/2/#Last-Updated-Implementation%20profiles And https://parentsasteachers.org/		
e. Please contact Bryce Marable to set up a phone or in-person orientation after new staff have completed three months on the job.	Email: bmarable@theounce.org		

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f. Mandated Reporting for Illinois Home Visitors - online course (2 hours)	Achieve OnDemand (Ounce) https://theounce.cAchieveOnDem and		
g. Partner Plan Act short videos lasting 1-3 minutes on “Understanding IL Early Childhood System – helpful to formulate “elevator speeches”. A number of early childhood programs are covered: Head Start, Early Intervention, Child Care Assistance, DCFS, Home Visiting, Preschool, Early Childhood Special Ed., Basic needs programs: FCM, WIC and TANF. (Fact sheets also available for each program.)	http://partnerplanact.org/ecevideo s/ (scroll down to view each video on this page: Head Start, Early Intervention, Child Care Assistance, DCFS, Home Visiting, Preschool, Early Childhood Special Ed., Basic needs programs: FCM, WIC and TANF)		
h. For staff without a home visiting background, please work with your supervisor to schedule a time to “shadow” a home visitor from each program in your community (with prior permission from the family and the home visitor).	HV Agency/Programs in your community: 1. 2. 3.		
2. Data Tracking (Complete within 3 months of hire)	How/Where Training can be Accessed	Date offered	Date completed
a. Visit Tracker database 1. All MIECHV sites have a Visit Tracker account. Contact Visit Tracker to set up your personal log on and password to get started.	Email Visit Tracker at help@data-keeper.com Visit Tracker website: https://www.visittrackerweb.com/		
2. Review introductory training video on how to set up Coordinated Intake account, enter CIATS, and send and receive referrals.	Coordinated Intake Agency video tutorial (19 minutes)		
3. Review Visit Tracker tutorial on how home visiting agencies use the Coordinated Intake module to send and receive CIATs. The Visit Tracker Knowledgebase has a “Search help” option to search by topic area. Additional training materials are added periodically.	 Jan 2018 TUTORIAL - Coordinated Intake https://help.data-keeper.com/knowledgebase.php?article=32 (CI Info for VT Admins)		

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	VT Knowledgebase: https://help.data-keeper.com/knowledgebase.php		
b. Data tracking spreadsheet on Illinois igrow website (click on MIECHV Tab, MIECHV Resources, Home Visiting and Coordinated Intake Administrative Resources) All MIECHV Coordinated Intake agencies are required to submit this data tracking form monthly to GOECD. The form should be emailed to: ebony.hoskin@illinois.gov . For additional support on how to complete spreadsheets, see Data Tracking Guide, or email: mawilso@illinois.edu	Data tracking form and guide: http://igrowillinois.org/home-visiting-and-coordinated-intake-administrative-resources/ (Scroll down to orange section for forms): CI Monthly Referral Tracking Form CI Data Tracking Guide		
3. Privacy/Confidentiality (Complete or schedule within 3 months of hire)	How/Where Training can be Accessed	Date offered	Date completed
a. Complete your agency-specific trainings related to confidentiality and privacy. Please note that HIPAA training is required for MIECHV staff (log completion on page 6 under “other trainings attended”). If your agency does not offer HIPAA training, complete the modules provided here.	HIPAA Privacy Training Modules: HIPAA OVERVIEW https://www.oshatrain.org/courses/mods/625m1.html YOUR PERSONAL RIGHTS UNDER HIPAA https://www.oshatrain.org/courses/mods/625m2.html HEALTH CARE PROVIDER RESPONSIBILITIES https://www.oshatrain.org/courses/mods/625m3.html		
4. Engaging Families on Sensitive Topics (Complete or schedule within 6 months of hire)	How/Where Training can be Accessed	Date offered	Date completed
a. Engaging Families (online course)	Achieve OnDemand: Engaging Families (online course) https://www.theounce.org/achieveondemand/		

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b. Motivational Interviewing (Ounce Institute – in person 6-hours)	Chicago Ounce Training Center: 33 W Monroe - 15th Fl., Ounce Institute		
c. 4 P's Plus Screening training: 1. Recorded training by 4P's developer (35 minutes) 2. In-person follow-up training on use of the 4P's with your Infant Mental Health (IMH) Consultant.	4 P's recorded training: http://www.ntiupstream.com/4psa_bout Schedule follow-up training with your Infant/EC Mental Health Consultant		
d. Domestic Violence in Home Visiting (Self-Paced Online Course)	Achieve OnDemand (Ounce)		
e. Challenges to Home Visiting: Perinatal Depression—(Self-Paced Online Course)	Achieve OnDemand (Ounce)		
f. Challenges in Home Visiting: Substance Abuse (Self-Paced Online Course) AND Understanding Substance Abuse through the Family Lens (1-hour webinar)	Self-paced Achieve OnDemand (Ounce) ALSO live webinar offered (requires registration prior to the event through Achieve on Demand)		
g. Exploring Values and Beliefs Around Parenting (Webinar)	Achieve OnDemand (Ounce) Webinar (requires registration prior to the event)		
5. Connecting with Other Services and Systems (Complete or schedule within 6 months of hire)	How/Where Training can be Accessed	Date offered	Date completed
a. Matching Family Needs to Resources (Webinar)	Achieve OnDemand (Ounce) Webinar (requires registration prior to the event)		
b. Coordinating Care between Home Visiting and the Primary Care Medical Home – recorded webinar	https://attendee.gotowebinar.com/register/5956083441417577729 . Supplemental resources: http://illinoisaaap.org/home-visiting/resources-for-home-visitors/ (ICAAP).		
6. Coordinated Intake Community of Practice	Location and time:	FY 2020 meeting dates:	Date attended
a. Quarterly in-person Learning Community Meetings (required for CI workers)	Children's Home + Aid, 403 S. State St., Bloomington, IL 61701 FY 2019 Meetings run from 10am to 2 pm	8/8/19 11/14/19 2/13/20 5/14/20	

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Recommended Trainings for CI workers		
Recommended supplemental professional development:	How/Where Training can be Accessed	Date Completed
<p>a. All required trainings for home visitors, such as:</p> <ul style="list-style-type: none"> • Building Engaging and Collaborative Relationships with Families (Self-Paced Course v.1.0) • The Impact of Trauma in Home Visiting (Self-Paced Course v1.2) <p>Please see Ounce of Prevention Training Catalog for additional topics; Many listed trainings are beneficial to the CI role.</p>	Achieve OnDemand (Ounce)	
<p>b. Data Collection and Entry webinar for new MIECHV benchmarks – (90 minutes)</p> <p>Supporting document: Benchmark Glossary with detailed descriptions and information on each benchmark</p>	<p>http://www.igrowillinois.org/ https://drive.google.com/open?id=1zAcX04X7MG64kCtJbsPcWfjfQfnllG_T Benchmark Glossary: http://igrowillinois.org/wp-content/uploads/2018/11/FY19-Illinois-MIECHV-Benchmark-Glossary.pdf</p>	
<p>c. Please see Partner Plan Act website for a variety of offered trainings; many of these trainings are beneficial to CI role.</p>	www.partnerplanact.org	
<p>1. Plan Partner Act webinar (one hour) “Building a Pipeline: Enrolling Children in Early Childhood Programs”</p>	<p>“Building a Pipeline” webinar: https://www.youtube.com/watch?v=LJY1GWs4Y-k</p>	
<p>2. World Café Conversations: A Powerful Method to Support Community Systems Development webinar (1 hour)</p>	<p>https://www.youtube.com/watch?v=Hs_vBZK8XRA</p>	
<p>3. Documenting the Impact of Community Systems Development Strategies webinar (55 minutes)</p>	<p>https://youtu.be/7ap2pxegets</p>	
<p>4. ISBE Baby Talk Model: Baby Talk Encounter (online video – 16 minutes) – shows first visit and gives overview of Baby Talk model</p>	<p>https://www.youtube.com/watch?v=i7ua5D6hyxo&feature=youtu.be</p>	
<p>5. Training materials on collaboration (webinar)</p>	<p>http://static.nichq.org/collaboration/</p>	

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6. Fatherhood Involvement in Home Visiting (classroom course)	Ounce classroom course. Register through the Ounce of Prevention	
7. Marketing training (not available at this time - <i>under development</i>)	<i>under development</i>	
8. Kansas toolkits (training resource for CIs)	https://ctb.ku.edu/en/toolkits	

**MIECHV Coordinated Intake (CI)
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Coordinated Intake Supervisors

Hire Date: ____/____/____

Exit Date: ____/____/____

Agency Name: _____

CI Supervisor Name: _____

Supervisor Name: _____

Required Trainings for CI Supervisors			
1. Introduction/Orientation to MIECHV (Complete within 3 months of hire)	How/Where Training can be Accessed	Date Offered	Date Completed
a. Basics of Home Visiting (Self-Paced Online Course – requires registration through Achieve OnDemand site)	Achieve OnDemand (Ounce) (https://www.theounce.org/achieveondemand/)		
b. Essentials of Collaboration – self-paced online course (30 minutes)	http://www.nichq.org/resource/essentials-collaboration		
c. Basics of Home Visiting - self-paced online course (3 hours)	Achieve OnDemand (Ounce) (https://www.theounce.org/achieveondemand/)		
d. Review model overviews for Healthy Families, Early Head Start and Parents as Teachers	Healthy Families: https://homvee.acf.hhs.gov/Model/1/Healthy-Families-America-(HFA)/10/2 and http://www.healthyfamiliesamerica.org/ Early Head Start – home based services: https://homvee.acf.hhs.gov/Model/1/Early-Head-Start-Home-Visiting-(EHS-HV)/8/2 And http://ilheadstart.org/ Parents as Teachers: https://homvee.acf.hhs.gov/Model/1/Parents-as-Teachers--PAT-/16/2/#Last-Updated-Implementation%20profiles And https://parentsasteachers.org/		


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e. Please contact Kathy Staten to set up a phone or in-person orientation after new staff have viewed the above three material.	Email: katherine.staten@illinois.gov		
f. Mandated Reporting for Illinois Home Visitors - online course (2 hours)	Achieve OnDemand (Ounce) https://theounce.cAchieveOnDemand		
g. Partner Plan Act short videos lasting 1-3 minutes on “Understanding IL Early Childhood System – helpful to formulate “elevator speeches”. A number of early childhood programs are covered: Head Start, Early Intervention, Child Care Assistance, DCFS, Home Visiting, Preschool, Early Childhood Special Ed., Basic needs programs: FCM, WIC and TANF. (Fact sheets also available for each program.)	http://partnerplanact.org/ecevideos/ (scroll down to view each video on this page: Head Start, Early Intervention, Child Care Assistance, DCFS, Home Visiting, Preschool, Early Childhood Special Ed., Basic needs programs: FCM, WIC and TANF)		
h. For staff without a home visiting background, please work with your supervisor to schedule a time to “shadow” a home visitor from each program in your community (with prior permission from the family and the home visitor).	HV Agency/Programs in your community: 1. 2. 3.		
2. Data Tracking (Complete within 3 months of hire)	How/Where Training can be Accessed	Date offered	Date completed
a. Visit Tracker database 1. All MIECHV sites have a Visit Tracker account. Contact Visit Tracker to set up your personal log on and password to get started.	Email Visit Tracker at help@data-keeper.com Visit Tracker website: https://www.visittrackerweb.com/		
2. Review introductory training video on how to set up Coordinated Intake module to complete referrals. (<i>update with newest features under development</i>)	https://www.youtube.com/watch?v=5Gxu5H_0D8&feature=youtu.be		
3. Review Visit Tracker Demo and Training video for Coordinated Intake Account to enter CIATs, and 2018 updates to CI module, plus supplemental tutorials.	January 2018 updates covered here: https://drive.google.com/file/d/10FY24s-nvkXAiFHIxEjKGyubm11GR8Yf/view https://drive.google.com/file/d/10FY24s-nvkXAiFHIxEjKGyubm11GR8Yf/view		

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	 Jan 2018 TUTORIAL - Coordinated Intake https://help.data-keeper.com/knowledgebase.php?article=32 (CI Info for VT Admins) VT Knowledgebase: https://help.data-keeper.com/knowledgebase.php		
<p>b. Data tracking spreadsheet on Illinois igrow website (click on MIECHV Tab, MIECHV Resources, Administrative Resources) All MIECHV Coordinated Intake agencies are required to submit this data tracking form to OECD with their quarterly report. The form should be emailed to: ebony.hoskin@illinois.gov. For additional support on how to complete spreadsheets, see Data Tracking Guide, or email: mawilso@illinois.edu</p>	<p>Data tracking form: http://igrowillinois.org/wp-content/uploads/2018/07/CIFY19MonthlyReferralTrackingFormFinal6.25.18.xlsx CI Data Tracking Guide: http://igrowillinois.org/wp-content/uploads/2018/07/CI-Data-Tracking-GUIDE-FY2019.pdf</p>		
<p>3. Privacy/Confidentiality (Complete or schedule within 3 months of hire)</p>	<p align="center">How/Where Training can be Accessed</p>	<p align="center">Date offered</p>	<p align="center">Date completed</p>
<p>a. Complete your agency-specific trainings related to confidentiality and privacy. Please note that HIPAA training is required for MIECHV staff (log completion on page 6 under “other trainings attended”). If your agency does not offer HIPAA training, complete the modules provided here.</p>	<p>HIPAA Privacy Training Modules: HIPAA OVERVIEW https://www.oshatrain.org/courses/mods/625m1.html YOUR PERSONAL RIGHTS UNDER HIPAA https://www.oshatrain.org/courses/mods/625m2.html HEALTH CARE PROVIDER RESPONSIBILITIES https://www.oshatrain.org/courses/mods/625m3.html</p>		

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4. Engaging Families on Sensitive Topics (Complete or schedule within 6 months of hire)	How/Where Training can be Accessed	Date offered	Date completed
a. Engaging Families (online course)	Achieve OnDemand: Engaging Families (online course) https://www.theounce.org/achieveondemand/		
b. Motivational Interviewing (Ounce Institute – in person 6-hours)	Chicago Ounce Training Center: 33 W Monroe - 15th Fl., Ounce Institute		
c. 4 P's Plus Screening training: 1. Recorded training by 4P's developer (35 minutes) 2. In-person follow-up training on use of the 4P's with your Infant Mental Health (IMH) Consultant.	4 P's recorded training: http://www.ntiupstream.com/4psabout Schedule follow-up training with your Infant/EC Mental Health Consultant		
d. Domestic Violence in Home Visiting (Self-Paced Online Course)	Achieve OnDemand (Ounce)		
e. Challenges to Home Visiting: Perinatal Depression—(Self-Paced Online Course)	Achieve OnDemand (Ounce)		
f. Challenges in Home Visiting: Substance Abuse (Self-Paced Online Course) AND Understanding Substance Abuse through the Family Lens (1-hour webinar)	Self-paced Achieve OnDemand (Ounce) ALSO live webinar offered (requires registration prior to the event through Achieve on Demand)		
g. Exploring Values and Beliefs Around Parenting (Webinar)	Achieve OnDemand (Ounce) Webinar (requires registration prior to the event)		
5. Connecting with Other Services and Systems (to be completed or scheduled within 6 months of hire)	How/Where Training can be Accessed	Date offered	Date completed
a. Matching Family Needs to Resources (Webinar)	Achieve OnDemand (Ounce) Webinar (requires registration prior to the event)		
b. Coordinating Care between Home Visiting and the Primary Care Medical Home – recorded webinar	https://attendee.gotowebinar.com/register/5956083441417577729 . Supplemental resources: http://illinoisap.org/home-visiting/resources-for-home-visitors/ (ICAAP).		
6. Coordinated Intake Community of Practice (attendance encouraged for supervisors as schedule allows)	Location and time:	FY 2019 meeting dates:	Date attended

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<p>a. Quarterly in-person Learning Community Meetings</p>	<p>Children's Home + Aid, 403 S. State St., Bloomington, IL 61701 FY 2019</p> <p>Meetings run from 10am to 2 pm</p>	<p>8/8/19 11/14/19 2/13/20 5/14/20</p>	
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<p align="center">Recommended Trainings for CI Supervisors</p>		
<p>Recommended supplemental professional development:</p>	<p>How/Where Training can be Accessed</p>	<p>Date Completed</p>
<p>a. Trainings for home visitors, such as:</p> <ul style="list-style-type: none"> • Building Engaging and Collaborative Relationships with Families (Self-Paced Course v.1.0) • The Impact of Trauma in Home Visiting (Self-Paced Course v1.2) <p>Please see Ounce of Prevention Training Catalog for additional topics; Many listed trainings are beneficial to the CI role.</p>	<p>Achieve OnDemand (Ounce)</p>	
<p>b. Data Collection and Entry webinar for new MIECHV benchmarks – (90 minutes)</p> <p>Supporting document: Benchmark Glossary with detailed descriptions and information on each benchmark</p>	<p>http://www.igrowillinois.org/</p> <p>https://drive.google.com/open?id=1zAcX04X7MG64kCtJbsPcWfjfQfnllG_T</p> <p>Benchmark Glossary: http://igrowillinois.org/wp-content/uploads/2018/02/Illinois-Benchmark-Glossary-FY-18.pdf</p>	
<p>c. Please see Partner Plan Act website for a variety of offered trainings; many of these trainings are beneficial to CI role.</p>	<p>www.partnerplanact.org</p>	
<p>1. Plan Partner Act webinar (one hour) “Building a Pipeline: Enrolling Children in Early Childhood Programs”</p>	<p>“Building a Pipeline” webinar: https://www.youtube.com/watch?v=LJY1GWs4Y-k</p>	
<p>2. World Café Conversations: A Powerful Method to Support Community Systems Development webinar (1 hour)</p>	<p>https://www.youtube.com/watch?v=Hs_vBZK8XRA</p>	
<p>3. Documenting the Impact of Community Systems Development Strategies webinar (55 minutes)</p>	<p>https://youtu.be/7ap2pxegets</p>	

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4. ISBE Baby Talk Model: Baby Talk Encounter (online video – 16 minutes) – shows first visit and gives overview of Baby Talk model	https://www.youtube.com/watch?v=i7ua5D6hyxo&feature=youtu.be	
5. Training materials on collaboration (webinar)	http://static.nichq.org/collaboration/	
6. Fatherhood Involvement in Home Visiting (classroom course)	Ounce classroom course. Register through the Ounce of Prevention	
7. Marketing training (not available at this time - <i>under development</i>)	<i>under development</i>	
8. Kansas toolkits (training resource for CIs)	https://ctb.ku.edu/en/toolkits	

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How to access Achieve on Demand trainings:

A variety of trainings are available through the Ounce of Prevention's online "Achieve OnDemand" Professional Development system. Use this link to register for the Achieve OnDemand:

<https://www.theounce.org/achieveondemand/>

Once registered, you can choose from a variety of listed trainings that include self-paced courses and live webinars. Course costs are covered by MIECHV, and there is no additional charge to take courses.

If a cost shows up when you try to register for a course, contact Ounce Institute's Senior Training Resource Specialist Joanna Nichols jnichols@ounceofprevention.org for approval of your "free" MIECHV account. For any other issues with registering for trainings, contact Yáyá C. Torres, Training Institute Coordinator at the Ounce Institute, by phone: 312.453.1832 or email: ytorres@ounceofprevention.org.

It is also required that all CI's join the *Gateways to Opportunity Registry* (<https://registry.ilgateways.com/>) by completing and submitting the Registry Membership form online or by mail.

Additional resources

Links to required forms:

Visit igrow website (<http://igrowillinois.org/>) for CI program planning and reporting forms.

MIECHV Program Plan: ALL MIECHV Formula grant programs are required to submit its MIECHV Program Plan annually.

Link to Program Plan: <http://igrowillinois.org/wp-content/uploads/2018/02/MIECHV-Program-Plan-Development-Guide.doc>

MIECHV Formula CI Quarterly Periodic Performance Report (PPR) Form: All MIECHV Coordinated Intake agencies are required to submit this quarterly report to OECD by the 15th of every month. Reports should be emailed to ebony.hoskin@illinois.gov.

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Link to CI PPR Quarterly Report Form: <http://igrowillinois.org/wp-content/uploads/2019/06/MIECHV-CI-PPR-FY20-1.pdf>

For additional guidance on completing the CI PPR, here's a link to an example of a completed CI PPR: <http://igrowillinois.org/wp-content/uploads/2019/06/MIECHV-CI-PPR-FY20-1.pdf>

CI Monthly Data Tracking Form: All MIECHV Coordinated Intake agencies are required to submit this tracking form to GOECD with their quarterly report and also monthly on the 15th of each month. A link to the Excel form can be found on the igrow website MIECHV Resources tab, under Home Visiting and Coordinated Intake Administrative Resources: <http://igrowillinois.org/home-visiting-and-coordinated-intake-administrative-resources/> (Scroll down to orange section for forms)

The data tracking form should be emailed to ebony.hoskin@illinois.gov, [Katherine L. Staten](mailto:Katherine.L.Staten@illinois.gov) (Katherine.Staten@illinois.gov), mawilso@illinois.edu, and bmarable@ounceofprevention.org.

A **CI Data Tracking Guide** is available with detailed guidance on how to complete the data tracking form: <http://igrowillinois.org/wp-content/uploads/2018/07/CI-Data-Tracking-GUIDE-FY2019.pdf>

CI Drop Box:

Required MIECHV documents as well as templates, and CI resource can be found in the CI drop box.

The drop box is managed by the Bloomington Children's Home + Aid site. Please contact Gwen Sharick at gsharick@childrenshomeandaid.org to set up an account.

MIECHV CI Deliverables and Program Standards Review Form:

The site review form can be found in the CI drop box, and can also be obtained from Kathrine Staten Katherine.Staten@illinois.gov in the Governor's Office. This form is used for annual quality assurance site visit reviews.