

Maternal Infant Early Childhood Home Visiting (MIECHV) Home Visitor (HV) Supervisor Program Training Log, FY22



Welcome to the MIECHV HV team! This list of required, optional, and recommended trainings will help you become oriented to the roles and responsibilities of the HV supervisor position.

NOTE: The REQUIRED trainings (see below) should be completed when new home visiting supervisors are hired and at least every other year from that point forward. Many of the RECOMMENDED trainings may be completed within the first two years in a supervisory position. Both REQUIRED and RECOMMENDED trainings can and should be repeated if determined necessary by a supervisor.

How should I prioritize completion of trainings?

This list is organized between required and recommended trainings.

- Required trainings should be completed first.
- Recommended trainings are based on training needs, interests, and the priorities of your home visiting program. These trainings can be started after required trainings have been completed.
 - For example, if staff has not had previous training or experience related to child development, they should attend the early childhood development trainings or, if a program is focused on increasing father involvement, staff should attend Strategies for Father Involvement.

How do I access trainings through the Start Early's online Essentials of Home Visiting (formerly called "Achieve OnDemand") Professional Development system?

- When hired, home visitors will need to register to create a new account if they do not have one already (through the Start Early Professional Learning Network). Use this link: <https://startearly.org/resources-professionals/professional-development/essentials-home-visiting/>

Questions and Contacts

- Need more information about the trainings or more time to complete them? Contact MIECHV staff at dhs.homevisiting@illinois.gov.
- Not sure who your TA provider is? Contact Barb Terhall (bterhall@startearly.org).
- **ALL course costs are covered by MIECHV.** If a cost shows up when you try to register for a course? Contact Yáyá C Torres, Training Institute Coordinator, Professional Learning Network PLNSupport@startearly.org or call her at 312-453-1832.

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HV Supervisor Name:	Start Date:	Program Director/Supervisor:	Agency:
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- IMPORTANT NOTE!** It is required that all HV supervisors join the Gateways to Opportunity Registry (<https://registry.ilgateways.com/become-member/home-visitors>) by completing and submitting the Registry Membership form online or by mail.

Required Orientation		
MIECHV HV Supervisor 101 Training	Contact MIECHV program staff to schedule a MIECHV HV Supervisor 101 call/orientation session.	

Required Trainings		
Home Visitor Supervisor Program Professional Development		
Training Name or Activity	Details	Date completed
Reflective Supervision	<p>This training event is a three-part series. Sign up is required. https://startearly.org/PLN</p> <p>Reflective Supervision: Part 1, See Above Reflective Supervision: Part 2, See Above Reflective Supervision: Part 3, See Above</p>	

Tracking and Using Data		
Training Name or Activity	Details	Date completed
Set up Visit Tracker Account	Contact your supervisor / Visit Tracker (VT) account administrator at your agency to set up your personal login. If you have questions about the process, contact CPRD for instructions.	
Visit Tracker Webinars and Training Slides	Visit this page of the MIECHV website to find Required Benchmark Webinars AND Data Training Slides: http://www.igrowillinois.org/benchmark-resources/	

Home Visiting Visit Tracker Tutorial	This series of screen shots shows how home visitors communicate with Coordinated Intake (CI) through VT. https://data-keeper.zendesk.com/hc/en-us/articles/360036999174-Coordinated-Intake-Home-Visiting-Agency	
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Privacy and Confidentiality		
Training Name or Activity	Description	Date completed
Health Insurance Portability and Accountability Act (HIPAA) Training	Completing your agency-specific trainings related to confidentiality and privacy will count toward this requirement. If you are an agency does not offer HIPAA training, complete the following modules: https://www.oshatrain.org/courses/mods/625m1.html AND https://www.oshatrain.org/courses/mods/625m2.html	

Home Visitor Supervisor Program Professional Development		
Training Name or Activity	Description	
Breastfeeding	<ul style="list-style-type: none"> • Breastfeeding 1: Helping Mothers Choose Breastfeeding (Institute for the Advancement of Family Support Professionals) • Breastfeeding 2: Helping Mothers Initiate Breastfeeding (Institute for the Advancement of Family Support Professionals) • Breastfeeding 3: Helping Mothers Continue Breastfeeding (Institute for the Advancement of Family Support Professionals) 	
Cultural Responsiveness	<ul style="list-style-type: none"> • The Impact of Culture on Early Childhood Professionals (Professional Learning Network, Start Early) • Bilingual Family Support (Professional Learning Network, Start Early) • Cultural Humility Part One: Supporting Immigrant Families, A Culturally Humble Approach (Institute for Advancement of Family Support Professionals) • Cultural Humility Part Two: Supporting Dual Language Learners (Institute for Advancement of Family Support Professionals) • Historical Trauma (Institute for Advancement of Family Support Professionals) 	

Home Visitor Supervisor Program Professional Development, continued		
Training Name or Activity	Details	Date completed
Futures Without Violence: Intimate Partner Violence Support in the Virtual Home Visiting Setting	Rapid Response Virtual Home Visiting, Institute for Advancement of Family Support Professionals. https://rrvhv.earlyimpactva.org/webinar/futures-without-violence-intimate-partner-violence-support-in-the-virtual-home-visiting-setting	
Sexual Harassment Prevention Training (Annual)	Under Public Act 101-0221 (signed in August 2019), Illinois employers are required to train employees on sexual harassment prevention by December 31, 2020, and on an annual basis thereafter. This requirement applies to all employers with employees working in Illinois. A sample training that meets this requirement is available here through the Illinois Department of Human Rights.	

Illinois Specific Trainings		
Training Name or Activity	Description	Date completed
Illinois Early Learning Guidelines	Sign up is required. https://startearly.org/PLN	
Mandated Reporting Illinois Home Visiting		

Recommended Trainings, Special Topics		
Home Visitor Supervisor Program Professional Development		
Training Name or Activity	Details	Date completed
Policy and Procedure Manual	https://startearly.org/PLN	
The Impact of Culture on Early Childhood Professionals	Sign up is required. https://startearly.org/PLN	
Using Video for Observation and Reflection in Supervision Part 1	https://startearly.org/PLN This is a cohort series that has been revised and will be delivered during fall 2021.	

Recommended Trainings, Special Topics, continued		
Home Visitor Supervisor Program Professional Development		
Training Name or Activity	Details	Date completed
Using Video for Observation and Reflection in Supervision Part 2	https://startearly.org/PLN This course is undergoing revision and will be a cohort series.	
Supervisors Reflective Practice Group – Arlington Heights	Sign up is required (sign up for one group only) https://startearly.org/PLN Supervisors Reflective Practice Groups are held regionally throughout the State. To join the current cohort, please select the group that would be closest to your program or your home and register for that group location only.	
Supervisors Reflective Practice Group - Bloomington		
Supervisors Reflective Practice Group - Chicago		
Supervisors Reflective Practice Group – DuPage		
Supervisors Reflective Practice Group – Mt. Vernon		
Supervisors Reflective Practice Group – South Suburbs		
Supervisors Reflective Practice Group - Springfield		
Supervisors Reflective Practice Group - Sterling		
Supervisors Reflective Practice Group - Urbana		
Basics of Home Visiting		Self-paced online course available through Achieve OnDemand. https://startearly.csod.com/default.aspx?c=nhv
Being Present with Families	Self-paced online courses available through Achieve OnDemand and complement the Basics of Home Visiting course. https://startearly.csod.com/default.aspx?c=nhv	
Home Visiting Boundaries		
Home Visiting Safety		

Promoting Effective Parenting with Motivational Interviewing		
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Recommended Trainings, Special Topics, continued		
Home Visitor Supervisor Program Professional Development		
Training Name or Activity	Details	Date completed
Foundations of Infant Mental Health in Home Visiting	Self-paced online course available through Essentials of Home Visiting. https://startearly.csod.com/default.aspx?c=nhv	
Exploring Values and Beliefs Around Parenting	Webinars available on Essentials of Home Visiting and complements the Foundations of Infant Mental Health in Home Visiting course. https://startearly.csod.com/default.aspx?c=nhv	
Matching Family Needs to Resources		
Domestic Violence in Home Visiting	Self-paced online course available through Essentials of Home Visiting. https://startearly.csod.com/default.aspx?c=nhv	
The Impact of Domestic Violence on Children	Webinar available on Essentials of Home Visiting and complements the Domestic Violence in Home Visiting course. https://startearly.csod.com/default.aspx?c=nhv	
Challenges in Home Visiting: Substance Abuse	Self-paced online course available through Essentials of Home Visiting. https://startearly.csod.com/default.aspx?c=nhv	
Understanding Substance Abuse Through the Family's Lens	Webinar available on Essentials of Home Visiting and complements the Challenges in Home Visiting: Substance Abuse course. https://startearly.csod.com/default.aspx?c=nhv	
The Impact of Trauma in Home Visiting	Self-paced online course available through Essentials of Home Visiting. https://startearly.csod.com/default.aspx?c=nhv	
Domestic Violence: Safety Planning	Webinars available on Essentials of Home Visiting and complements The Impact of Trauma in Home Visiting course.	
Trauma in Families and Communities		
Supervising Home Visitors	Self-paced online course available through Essentials of Home Visiting. https://startearly.csod.com/default.aspx?c=nhv	

Maintaining Boundaries in Home Visiting	Webinars available on Essentials of Home Visiting and complements the Supervising Home Visitors course. https://startearly.csod.com/default.aspx?c=nhv	
Implementing Tools to Enhance Home Visiting		
Reflective Supervision		

Recommended Trainings, Special Topics, continued		
Home Visitor Supervisor Program Professional Development		
Training Name or Activity	Details	Date completed
The Impact of Trauma in Supervising Home Visitors	Self-paced online course available through Essentials of Home Visiting. https://startearly.csod.com/default.aspx?c=nhv	
Trauma: Putting the Pieces Together	Webinars available on Essentials of Home Visiting and complements The Impact of Trauma in Supervising Home Visitors course. https://startearly.csod.com/default.aspx?c=nhv	
Reflective Supervision		

Revised: August 2021