



Bureau of Home Visiting (BHV) Training Guidance

Welcome to the Illinois Department of Human Services Division of Early Childhood Home Visiting (IDHS-DEC HV) team. The training guide is designed to help you become familiar with the roles and responsibilities of Home Visiting (HV), Coordinated Intake (CI), and Doula positions.

Trainings should be completed within two years of the hiring date for new staff. All trainings should be repeated if determined necessary or if the training content significantly changes.

Reporting Trainings

Training completion is tracked in Gateways and acknowledged in the quarterly Periodic Performance Report (PPR). If you are experiencing difficulty accessing trainings, please communicate with your BHV Program Support Specialist.

Gateways to Opportunity Registry

All staff are required to join Gateways to Opportunity Registry by completing and submitting the registry membership form online or by mail:

- Online address: (<https://registry.ilgateways.com/>)
- Mailing address: INCCRRA - 1226 Towanda Ave – Bloomington, IL 61701
- Email/Scan a paper application to: gstart@inccrra.org
- If there are questions about Gateways to Opportunity Registry, please contact their help desk at:
 - Phone number - (866)-697-8278

Email address - registryhelp@ilgateways.com

Accessing Start Early's online Professional Development portal "Essentials of Home Visiting" trainings:

- When hired, home visitors will need to register and create a new account through the Start Early Professional Learning Network (if they do not have one already). Use this link: <https://startearly.org/PLN>
- The cost of Start Early courses for Parents as Teachers and Healthy Families America models are 100% covered.

Questions and Contacts

- Please contact Start Early's team member, Jessica Wilkin, at jwilkin@startearly.org for your TA provider information.
- The cost of Start Early courses for Parents as Teachers and Healthy Families America models are 100% covered. If a cost shows up when you register for a course, contact Professional Learning Network at PLNSupport@startearly.org.

Training / Activity	Required for this HV Position: Supervisors (S), Home Visitors (HV), Coordinated Intake (CI)	Details to access trainings:
I Can Parent, too!	S, HV, & D	Registration is required: https://startearly.org/PLN
Safe Sleep, Grief and Self-Care	HV & D	This webinar is available at the following link: https://startearly.org/PLN
Sexual Harassment Prevention Training (Required Annually)	HV & D	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. A sample training that meets this requirement is available here through the Illinois Department of Human Rights.
Supervising Home Visitors	S	Registration is required: https://startearly.org/PLN - Self-paced online course available through Essentials of Home Visiting. For information about Essentials of Home Visiting Trainings, please click on: Essentials of Home Visiting Course Catalog
HIPAA - Health Insurance Portability and Accountability Act	S, HV, CI, & D	Complete your agency-specific training related to confidentiality and privacy. For additional information please reference: Health Insurance Portability and Accountability Act (HIPAA) HFS Health Insurance Portability and Accountability Act of 1996 (HIPAA) Public Health Law CDC
Breastfeeding	S, HV, & D	Breastfeeding 1: Helping Mothers Choose Breastfeeding Breastfeeding 2: Helping Mothers Initiate Breastfeeding Breastfeeding 3: Helping Mothers Continue Breastfeeding
Cultural Responsiveness – Start Early	S, HV, CI, and D	Registration is required: https://startearly.org/PLN Essentials of Home Visiting: The Cultural Iceberg: A Deeper Dive into What's Below the Surface
Cultural Humility and Historical Trauma - Institute for Advancement of Family Support Professionals	CI	Access the online courses through the IAFSP: 1. Cultural Humility Part One: Supporting Immigrant Families, A Culturally Humble Approach 2. Cultural Humility Part Two: Supporting Dual Language Learners 3. Historical Trauma
Visit Tracker	S, HV, CI, and D	Contact the Visit Tracker (VT) account administrator at your agency to set up your personal login. If you have questions about the process, contact CPRD at the University of Illinois for instructions at: jeniw@illinois.edu or janiene@illinois.edu
Visit Tracker	S, HV, CI, and D	Use the following link to gain access to the igrow website and review the Required Benchmark Webinars AND Training Slides. http://www.igrowillinois.org/benchmark-resources/

Tutorials for HV programs data-sharing Referrals with Coordinated Intake accounts in Visit Tracker	S, HV, & D (only HV programs connected to CI accounts in Visit Tracker)	Coordinated Intake: Families and Referrals
Tutorials for CI Programs with Visit Tracker Accounts	CI	1. Coordinated Intake Accounts: The Setup Section 2. Coordinated Intake: Families and Referrals
Futures	S, HV, & D	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
Home Visiting Strategies to Promote Maternal Health	HV & D	This webinar is available at the following link: https://startearly.org/PLN
Basics of Home Visiting	CI	To register for this self-paced online training: https://startearly.org/PLN Essentials of Home Visiting: Being Present with Families
Model overview: Healthy Families America	CI	Review information on both links: https://homvee.acf.gov/models/healthy-families-america-hfar http://www.healthyfamiliesamerica.org/
Model overview: Early Head Start	CI	Review information from both links: https://homvee.acf.gov/models/early-head-start-home-based-option https://headstart.gov/programs/article/early-head-start-programs
Model overview: Parents as Teachers	CI	Review information from both links: https://homvee.acf.gov/models/parents-teachers-patr https://parentsasteachers.org/
Model overview: Baby TALK	CI	Review information on this link: https://babytalk.org/
Model overview: Family Connects	CI	Review information from this link: https://homvee.acf.gov/models/family-connects
World Café Conversations: A Powerful Method to Support Community Systems Development	CI	Access webinar through the following link: https://www.youtube.com/watch?v=Hs_vBZK8XRA
Building a Pipeline: Enrolling Children in Early Childhood Programs	CI	Access webinar through the following link: https://www.youtube.com/watch?v=LJY1GWs4Y-k

Illinois Action for Children Trainings	CI	Contact CI Program Research Coordinator at CPRD, Janiene Garcia janiene@illinois.edu for assistance with connecting to IAFC trainings. Once registered, complete the following: 1. Best Practices in Systems Integration and Alignment 2. Early Childhood Collaboration Data 3. Community Systems Development for Early Childhood Collaborators
Home Visit Shadowing	CI	Staff without a home visiting background, work with your supervisor to schedule a time to “shadow” a home visitor from each partner program in your community (with prior permission from the family and the home visitor).
DCFS Mandated Reporting	S, HV, CI, D	To register for this training: https://mr.dcfstraining.org/UserAuth/Login!loginPage.action
Doula Series: Prenatal, Childbirth and Postpartum	Doula and Doula Supervisors	Doula Series focuses on building the knowledge and skills necessary to support families. The three-part series provide knowledge and skills necessary for doulas to support families during the prenatal, labor and birth, and the postpartum period.
Doula Book Club	Doula and Doula Supervisors	Designed to add to the foundational learning and skill-building specific to community-based doula practice. Each Doula Book Club involves a discussion utilizing literature and resources that are required for DONA Birth certification. Community-Based Doulas have the opportunity to share their experiences, ask questions, and wonder about how their learning experiences can be applied to their specific role when working with their families.
Foundations for Doula Supervisors:	Doula Supervisors	The Foundations for Doula Supervisors training consist of two focused sessions that explore the essential roles, responsibilities, and routines of doula supervisors. This training supports the successful implementation and sustainability of community-based doula programs by building supervisory capacity and leadership. The sessions are guided by an established set of doula supervisor competencies and are ideal for both new and experienced supervisors seeking to enhance their effectiveness, confidence, and overall impact. Key topics include: • Organizational Design • Program Development • Building Staff Relationships • Leadership • Personnel Management