



CCRESA

early on<sup>®</sup>

MICHIGAN  
TRAINING & TA



# Early On<sup>®</sup> Training & TA 2007 Planning Cards



# MDE Michigan Department of Education

Dear *Early On*<sup>®</sup> Michigan:

Greetings! Along with our collaborative partners, the Michigan Department of Education is pleased to present the 2007 *Early On*<sup>®</sup> Training and Technical Assistance Planning Cards. Training and Technical Assistance has been designed to meet the personnel development needs of the dedicated individuals who work with infants and toddlers and their families under Part C of the Individuals with Disabilities Education Act (IDEA 2004).

We support your early intervention work as you engage in supporting the development of these very young children. Please take advantage of the wonderful offerings described. Thank you for all of your efforts on behalf of *Early On* Michigan. Your services are deeply appreciated.

Sincerely,

Michael P. Flanagan  
Superintendent of Public Instruction



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## Early On<sup>®</sup> Training & TA

Early On<sup>®</sup> Training and Technical Assistance serves the personnel development needs of Early On<sup>®</sup> Michigan. The following cards represent the many services we offer for the 2006-2007 year. We at EOT&TA wish to thank those of you who have planned for training and technical assistance support in your service areas.

### Training:

- Family-Centered Skills for Evaluating Young Children
- Infant Toddler Developmental Assessment (IDA)
- Procedural Safeguards
- Service Coordination
- Working with Premature and Sick Infants

### Technical Assistance:

- Contact Regional TA Specialists

### Training in Combination with Technical Assistance:

- Conceptualizing the IFSP Process and Writing Outcomes in the Natural Environment
- Validation of Services, Documentation of Progress
- Transition at Age 3
- Utilizing Help to Determine Progress

### Available upon Request:

- *This is not who I expected:* Understanding and Supporting Families Changed by a Child with Special Needs
- The Dance of Partnership: *Why do my feet hurt?*
- Art: the Forgotten Language
- Family-Centered Services



**Registration:** All training participants must register through EOT&TA. Registration is available online ([www.eotta.ccesa.org](http://www.eotta.ccesa.org)), via fax at (517) 668-0446, and by phone, toll-free at (866) 334-5437. Training is offered in various locations throughout the state. Please indicate the date and location of your preference.

**Fees:** Payment or a purchase order should accompany the mail-in registration form (last card). If you are including a purchase order, please indicate the name of each participant. Payment for online registration should arrive at CCRESA EOT&TA prior to the date of the training.

**Cancellation Policy:** Cancellation should be submitted by e-mail to [ahthelen@edzone.net](mailto:ahthelen@edzone.net). There is no cost for cancellation made up to five days prior to the training date. Registrations on file after the cutoff date must be paid in full.

**Timelines:** Registrations will be accepted up to one week before the date of the training unless the training is filled to capacity earlier. If there is an insufficient number of people registered by one week prior to the training, the training may be cancelled; those who registered will receive a cancellation notice. Unless otherwise noted, training begins at 9:00 am and ends at 3:00 pm.



# T Training

*Early On*<sup>®</sup> Training and Technical Assistance is pleased to offer statewide **Training (T)** for Michigan's early intervention service providers, service coordinators, and *Early On* Coordinators. Trainers travel throughout Michigan to provide consistent training on core topics vital to implementation of Part C of IDEA 2004. The following cards provide information on training offered by EOT&TA. Training begins at 9:00 am and ends at 3:00 pm, unless otherwise noted.

## Technical Assistance

**Technical Assistance (TA)** on any topic, targeted to meet the needs of individual service areas, is available. TA topics address the priorities of service areas and may include:

- Issues of Implementation
- Modification of Procedures and Practice
- Focused Monitoring Follow-Up
- Service Provider Self-Review

To request TA in your service area, contact your regional TA Specialists or call (866) 334-5437.

TA

# T Family-Centered Skills for Evaluating Young Children

**Trainers:** Meg McSweeney, Karen Black, Criss Hickey

**Course Description:** This workshop centers on the skills necessary for those who must interview parents, build relationships with them, and gather information that will help look at the total development of the child, including a developmental history. Observation skills are also included. This workshop is a prerequisite for those who seek training in the Infant-Toddler Developmental Assessment (IDA).

<b>Dates:</b> November 7, 2006	Oakland
November 28, 2006	Clare-Gladwin
December 5, 2006	Kent
January 16, 2007	Hillsdale
January 30, 2007	St. Joseph

**Cost:** \$15.00

Continental breakfast (8:30 am) and lunch provided.

Please check [www.eotta.ccesa.org](http://www.eotta.ccesa.org) for additional dates and locations.



# T Infant-Toddler Developmental Assessment (IDA)

**Trainers:** Criss Hickey, Meg McSweeney,  
Jean Wassenaar

**Course Description:** The Infant-Toddler Developmental Assessment (IDA) is a comprehensive, multidisciplinary, family-centered, infant and toddler evaluation process, which may be used to determine eligibility for *Early On*. The IDA is for professionals from various disciplines who are responsible for assessing the development of infants and toddlers.

Each three-day training series accommodates 12 two-person teams (24 participants total). Each team will be responsible for submitting two videotapes of their administration of the IDA and the parent interview. Each team must bring to the training their own IDA kit, including manuals, blank IDA Records (the protocol), Parent Interview Guides, Health Information Summary and evaluation materials (toys). Kits may be purchased through Riverside Publishing at 1-800-323-9540.

**Prerequisite:** Participants must have taken Family-Centered Skills for Evaluating Young Children.



# T

## Infant-Toddler Developmental Assessment (continued)

### **Dates:** Oakland

November 20-21, 2006      Days 1 & 2

February 8, 2007              Day 3

### Clare-Gladwin

December 7-8, 2006          Days 1 & 2

February 27, 2007            Day 3

### Kent

January 10-11, 2007          Days 1 & 2

March 15, 2007                Day 3

### St. Joseph

February 14-15, 2007        Days 1 & 2

April 19, 2007                 Day 3

**Cost:** \$125.00 per person (covers all three days)

Continental breakfast (8:30 am) and lunch provided.

Please check [www.eotta.ccesa.org](http://www.eotta.ccesa.org) for additional dates and locations.



# T IDA Day 4

**Trainers:** Criss Hickey, Gloria Halligan

**Course Description:** IDA Day 4 targets IDA practitioners who have used IDA for more than six months. This workshop addresses questions and concerns that practitioners have had during the administration, interpretation, and scoring of the IDA. Those items that tend to be more problematic will be addressed.

**Dates:** February 6, 2007    Midland  
March 5, 2007        Marquette

**Cost:** \$15.00 (this is a full day training)

Continental breakfast (8:30 am) and lunch provided.

Bring IDA kits to this training as well as IDA protocols.

Please check [www.eotta.ccesa.org](http://www.eotta.ccesa.org) for additional dates and locations.



# T Procedural Safeguards

**Trainers:** Kyle Dymond, Kim Harris, Jean Wassenaar

**Course Description:** Anyone working in the *Early On* system must have knowledge and an understanding of the purpose and application of procedural safeguards at each step of the *Early On* process. The procedural safeguards required by Part C of IDEA 2004 are intended to protect both the interests of families with infants and toddlers with special needs and those of the *Early On* system.

**Dates:** November 27, 2006                      Oakland  
February 7, 2007                                  Midland

**Cost:** \$15.00 (this is a full day training)

Continental breakfast (8:30 am) and lunch provided.

Please check [www.eotta.ccesa.org](http://www.eotta.ccesa.org) for additional dates and locations.



# T Service Coordination

**Trainers:** Kim Harris, Meg McSweeney

**Course Description:** Every child and family referred to *Early On* has a service coordinator. This role encompasses planning for, and integration of all resources, services, and supports identified in the Individualized Family Service Plan. This training addresses the skills needed by service coordinators, their roles and responsibilities, and provides meaningful experiences for acquiring those skills.

**Date:** March 1, 2007      Oakland

**Cost:** \$15.00 (this is a full day training)

Continental breakfast (8:30 am) and lunch provided.

Please check [www.eotta.ccesa.org](http://www.eotta.ccesa.org) for additional dates and locations.



# T Working with Premature and Sick Infants

**Trainer:** Sister Barbara Cline

**Course Description:** This workshop presents the challenges that infants born prematurely or sick must face. The organized/disorganized behaviors infants use to communicate are studied and recognized. Intervention practices that will enhance the infant's ability to communicate are identified. Strategies are shared for supporting families so that they may learn these important cues of their infants.

**Dates:** February 20, 2007      DeWitt  
April 10, 2007      Traverse City

**Cost:** \$15.00 (this is a full day training 9:00 am-4:00 pm)

Continental breakfast (8:30 am) and lunch provided.

Please check [www.eotta.ccesa.org](http://www.eotta.ccesa.org) for additional dates and locations.



## Joint Training & TA Offerings

**Training** is offered in combination with **TA (T&TA)** in order to develop the specific skills and procedures that will enable service providers to implement the most challenging aspects of the IFSP process. This is an opportunity for purposeful discussion around the implementation of the concepts/skills addressed in the training. The cognitive understanding of concepts is only one component required to implement new information. Participants need an understanding of how new content can work with the specifics of their individual service areas. Service area forms, procedures, and practices will be considered.

- Participants must register for these T&TA opportunities.
- There is no cost.
- The local Service Area is expected to provide food and beverages.
- There is no minimum number of participants that may participate.
- Participants must include service providers who are providing direct services and/or service coordinators.
- Participants must bring a current child's file for which they have been responsible.



## Conceptualizing the IFSP Process and Writing Outcomes in the Natural Environment

**Trainers and TA Specialists from each service area's region will support this joint session.**

**Course Description:** A discussion of the IFSP process used in the local service area will begin the session. Those areas where service providers are having the most difficulty will be focused upon. Each provider is to bring a child's file that they have had the opportunity to develop. Only the participant will have access to that file. Strategies for implementing content for the specific service area will be discussed. Participants will develop plans to guide implementation of content.

**Cost:** No charge (this is a full day Training/TA)

Please check [www.eotta.ccesa.org](http://www.eotta.ccesa.org) for dates and locations.



## Validation of Services and Documentation of Progress

**Trainers and TA Specialists from each service area's region will support this joint session.**

**Course Description:** Were services written on the IFSP delivered in the frequency and time as stated on the IFSP? This joint activity provides service area personnel with an understanding of the need for documentation and the skills required to validate services and document child progress. This begins with a discussion of the six-month review and continues with the process of validating services. How can we be sure services were provided? What kind of progress was made? What can the child do now that he/she could not do at the time of the IFSP? How is this documented?

**Cost:** No charge (this is a full day Training/TA)

Please check [www.eotta.ccesa.org](http://www.eotta.ccesa.org) for dates and locations.



## Transition at the Age of 3

**Trainer:** Kyle Dymond and Regional TA Specialists

**Course Description:** This Training and TA session will provide participants with knowledge of the legal requirements for transitioning children out of *Early On* as well as methods and procedures which will assist in making this process family-centered. Pertinent procedural safeguards and the content of the transition will be discussed. Time will be spent looking at each area's transition process. Participants should bring a transition file to work with. Only the participant will see the file.

**Cost:** No charge (this is a full day Training/TA)

Please check [www.eotta.ccesa.org](http://www.eotta.ccesa.org) for dates and locations.



## Utilizing HELP to Determine Progress

**Trainers and TA Specialists from each service area's region will support this joint session.**

**Course Description:** The HELP is a curriculum-based developmental assessment for use with infants and toddlers. It covers the core developmental domains and has been structured to provide a more precise framework for assessment and planning. Support will be given in understanding how to connect HELP with the results of a multi-disciplinary evaluation. The HELP at Home curriculum can be best utilized in the child's natural environment.

**Cost:** No charge (this is a full day Training/TA)

Please check [www.eotta.ccesa.org](http://www.eotta.ccesa.org) for dates and locations.





**MAKE PLANS TO ATTEND...**

**2007 *Early On*® Annual Conference**

**April 26-27, 2007**

**Frankenmuth's Bavarian Inn Lodge &  
Conference Center**

**PUMP UP YOUR PRACTICE:  
SUPPORTING DEVELOPMENT THROUGH TEAMING**

Come join us this spring for an educational, enlightening, and enjoyable conference. There will be presentations on:

- Autism
- Speech & Communication Support
- Failure to Thrive
- Working with Migrant Families
- Low-Tech Assistive Devices

Gain new insights, fresh ideas, and a renewed sense of teaming with families and co-workers.

**FOR MORE INFORMATION, VISIT OUR WEBSITE AT:**

[www.eotta.ccesa.org](http://www.eotta.ccesa.org)  
or call (866) 334-5437

# R

## Available upon Request

In addition to scheduled Training and Technical Assistance, EOT&TA is pleased to offer training that is **Available upon Request (R)**. These special offerings are provided in order to meet specific needs of individual service areas. If these are appealing to you or are appropriate for personnel in your service area, please contact EOT&TA at (866) 334-5437 or go online to [www.eotta.ccesa.org](http://www.eotta.ccesa.org) and click on "Request Training."



# R

## *This is not who I expected:* Understanding and Supporting Families Changed by a Child with Special Needs

**Trainer:** Janice Fialka and Kim Harris

**Course Description:** This workshop is designed to provide a greater understanding about the range of reactions and emotions, including grief, which parents and caregivers experience as they learn about their infant or toddler's special needs or developmental disability. We will explore the typical phases faced by parents as they adjust to this new information.

**Cost:** \$10.00 (3 hours)

Snack is provided.

Please check [www.eotta.ccesa.org](http://www.eotta.ccesa.org) for additional dates and locations.



# R

## The Dance of Partnership: *Why do my feet hurt?*

**Trainer:** Janice Fialka

**Course Description:** This workshop is designed for professionals and parents of children with special needs to enhance their understanding of the challenges faced by all partners as they form and sustain working relationships. Ms. Fialka explores the unique dimensions which complicate this partnership. She addresses such questions as: Can there be a true partnership? What does each partner bring to the alliance? How can all partners be more effective in their communication and collaboration? As a result of this training and discussion, both parents and professionals gain insight about their work and identify strategies which promote partnership.

**Cost:** \$100.00 for full day or \$50.00 for 3 hrs.

Please check [www.eotta.ccesa.org](http://www.eotta.ccesa.org) for additional dates and locations.



# R

## Art: the Forgotten Language

**Trainer:** Mike Bobo

**Course Description:** In preparation for service provision in natural environments, this training provides an examination of early childhood creativity and exploration through the "art senses" and utilizes an art project approach to meld therapy of different types.

Cost: \$50.00 per site for a half day.

Please check [www.eotta.ccesa.org](http://www.eotta.ccesa.org) for dates and locations.

## Family-Centered Services

**Trainer:** Mike Bobo

**Course Description:** This training looks at all of the elements of family-centered practice, giving practical applications to the principles. It is designed around putting the pieces of a puzzle together and shows what happens if one or more of the pieces are missing. Activities alert participants to underlying themes in their work with families. This session was developed in collaboration with the Michigan Technical Assistance Workgroup.

Cost: \$50.00 per site for a half day.

Please check [www.eotta.ccesa.org](http://www.eotta.ccesa.org) for dates and locations.

# R

# I

## *Early On*<sup>®</sup> Institute

**Trainers:** Kim Harris, Kyle Dymond & Janice Fialka

**Course Description:** The *Early On*<sup>®</sup> Institute (I) is designed for those new to *Early On* (it is not intended for veterans in the field). The first day includes: history of Part C of IDEA; the philosophy behind *Early On*; the IFSP process: timelines, eligibility, referral, evaluation, outcomes, early intervention services, and service coordination. Day 2 will focus on procedural safeguards, how they impact the *Early On* process, and the "Dance of Partnership." Persons registering for the Institute must register for both days.

The Institute also includes a follow-up day for participants, allowing them to discuss what they have learned after applying their new knowledge in day-to-day work. The date of this follow-up is determined at the first meeting.

**Dates:** March 15-16, 2007      DeWitt  
Fall 2007    TBD                      DeWitt

**Cost:** No charge. Full day, 9:00 am - 4:00 pm

Please check [www.eotta.ccesa.org](http://www.eotta.ccesa.org) for additional dates and locations.



# W

## Web-Based Training

EOT&TA is pleased to offer **Web-Based Training (W)** through the following offerings:

### **Early On® 101**

This is a self-paced course for new *Early On* stakeholders. Participants will gain knowledge of the basics about identification/child find, referral, service coordination, multidisciplinary evaluation, individualized family service planning, and transition. Learn about family-centered and strength-based philosophies, the history of *Early On* and how to get more information about Part C of IDEA.

### **Procedural Safeguards**

This training will describe the basic procedural safeguards that families are entitled to in their interaction with the *Early On* system. Participants will be asked to complete reading assignments, phone calls, and other activities to enhance their knowledge. You will receive a certificate of completion.

For further information visit [www.eotta.ccesa.org](http://www.eotta.ccesa.org) or call (866) 334-5437.



# Registration

Name:

Title:

Organization:

Service Area:

Email:

Mailing Address:

City:

State:

Zip:

Work Phone:

Home Phone:

Special Accommodations/Dietary Needs:

## Billing Information

Bill to:

Billing Email:

Billing Address:

City:

State:

Zip:

## Training Information

Training:

Training Date:

Training Location:

Mail, Fax, or Call in Registration:

CCRESA Early On Training & TA  
13109 Schavey Rd. Suite 4  
DeWitt, MI 48820

Phone: (866) 334-5437

Fax: (517) 668-0446

Online: [www.eotta.ccreesa.org](http://www.eotta.ccreesa.org)



# Office of Innovative Projects

## Websites

**Early On® Training and Technical Assistance**  
[www.eotta.ccreesa.org](http://www.eotta.ccreesa.org)

**Early On® Michigan**  
[www.1800earlyon.org](http://www.1800earlyon.org)

**Project Find**  
[www.projectfindmichigan.org](http://www.projectfindmichigan.org)

**Early On® Redesign**  
[www.earlyonredesign.com](http://www.earlyonredesign.com)

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