

UTAH DEPARTMENT OF HEALTH AND HUMAN SERVICES POLICY AND PROCEDURES		
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COMPREHENSIVE SYSTEM OF PERSONNEL DEVELOPMENT (CSPD)		
<p>RATIONALE: To develop a high-quality system for training Part C early intervention direct service providers that is consistent across local EI programs, employee types, and professions</p> <p><i>Related Policies, Applicable Standards, Statutes:</i> Utah Code, Titles 53A and 58 and the Utah State Board of Education Certification Standards 34 CFR §303.11: Early Intervention Program 34 CFR §303.12: Early Intervention Provider 34 CFR §303.13: Early Intervention services 34 CFR §303.118: Comprehensive System of Personnel Development (CSPD) 34 CFR §303.119: Personnel standards 34 CFR §303.212: Additional information and assurances 34 CFR §303.340: Individualized Family Service Plan (IFSP) 34 CFR §303.321: Evaluation and assessment 34 CFR §303.31: Qualified Personnel 34 CFR §303.34: Service Coordination 34 CFR §303.343: IFSP Team</p>		
Original Effective: 7/01/2013, 7/1/2019, NEW DATE	Revision: February 2023	Next Review Due: 3 years after

I. DESCRIPTION

Education, licensing, and training requirements for all direct service employees in Utah’s Part C early intervention system

This policy supersedes any previous department policy governing this subject matter. It does not supplant any existing federal, state, or department laws/policies to which the department shall adhere.

II. DEFINITIONS

Baby & Toddler Online Tracking System (BTOTS): The secure database used by local EI programs and providers to record service information.

Canvas: The learning management system that hosts the Early Intervention Specialist credential online training and optional Baby Watch courses, accessible to all EI employees at <https://uen.instructure.com/login/canvas>.

Comprehensive System of Personnel Development (CSPD): As described in §303.118, the system that must include 1) Training personnel to implement innovative strategies and activities for the recruitment and retention of EIS providers; 2) Promoting the preparation of EIS providers who are fully and appropriately qualified to provide early intervention services, and; 3) Training personnel to coordinate transition services for infants and toddlers who are transitioning from Part C to Part B or another appropriate program.

DHHS or department: Utah Department of Health and Human Services and collectively all its operational units.

Division of Occupational and Professional Licensing (DOPL): The agency within the Utah Department of Commerce legislatively charged to administer and enforce specific laws related to the licensing and regulation of certain occupations and professions.

Early Intervention Specialist: An early intervention employee who holds a current Early Intervention Specialist credential and serves families as part of an IFSP team. All direct service providers, regardless of education or licensure, are Early Intervention Specialists.

IFSP Team: As described in §303.343, the individuals who collaborate to develop and carry out a child's IFSP and who attend IFSP Team Meetings. Each IFSP Team must include the following participants: 1) Parent or parents of the child, 2) Other family members, as requested by the parent, 3) An advocate or person outside of the family, if requested by the parent, 4) Service coordinator, 5) Individuals involved in conducting the evaluations and assessments, 6) Future service providers, as appropriate

OU: Operational units within DHHS, including divisions, offices, or standalone operations whose director reports to the executive director, a deputy director, an assistant deputy director, or a division director.

Qualified Personnel: As described in §303.31, personnel who have met state-approved or recognized certification, registration, licensing, or other comparable requirements that apply to the areas in which the individuals are conducting evaluations and assessments, or providing EI services.

Service Coordination: As described in §303.34, services provided by a service coordinator to assist and enable an infant or toddler with a disability and the child's family to receive the services and rights, including procedural safeguards, required under Part C.

Service Coordinator: As described in §303.34, the individual who is responsible for 1) coordinating all services required under Part C across agency lines; and 2) Serving as the single point of contact for the family.

II. POLICY

- A. A Comprehensive System of Personnel Development (CSPD) is the primary mechanism for improving the quality of services provided to young children and their families.
- B. The CSPD is comprised of five components including:
 - 1. Leadership, Coordination, and Sustainability: Coordination of training and resources with other early childhood special education agencies and institutions of higher education
 - 2. State Personnel Standards: An appropriate system of EI standards, content, and support to assist programs in preparing qualified personnel
 - 3. Pre-service Personnel Requirement: A minimum of a completed bachelor's degree from an accredited institution of higher education in a field of study related to early intervention.
 - 4. In-service Personnel Development: An Early Intervention Specialist credential training program for new direct service employees, with required renewal training every five years
 - 5. Recruitment and Retention: Training local EI programs to implement innovative employee recruitment and retention strategies and activities
- C. The requirements for ALL direct service personnel job candidates include:
 - 1. A completed bachelor's degree from an accredited institution of higher education in a field of study related to early intervention
 - 2. For direct service personnel in licensed professions, a current Division of Occupational & Professional Licensing (DOPL) license that has been verified by the local EI program on the DOPL website
- D. All new hires who provide direct services or serve as program directors/ coordinators are required to earn and maintain an Early Intervention Specialist credential. An Early Intervention Specialist credential is a training certificate that indicates completion of Baby Watch's Early Intervention Specialist training program. The credential is not a state-issued professional license, and is not recognized by any other state or agency outside of Baby Watch. The Early Intervention Specialist credential types are:
 - 1. **Early Intervention Specialist:** Required for ALL direct service providers, unless they meet the specific criteria for another credential type. The Early Intervention Specialist credential training must be completed within 6 months of hire, and the credential must be renewed every 5 years.
 - 2. **Professional Authorization:** The credential type for DOPL-licensed direct service providers who work less than 0.5 FTE (20 hrs/wk) in early intervention. Professional authorization training must be completed within 3 months of hire, and the professional authorization must be renewed every 5 years. Professional authorization holders are NOT authorized to provide service coordination.
 - 3. **Provisional Early Intervention Specialist:** A short-term credential issued to undergraduate/graduate students working in direct service roles, and to temporary

employees whose employment will last fewer than 6 months. Provisional credentials must be approved by Baby Watch before hire, and provisional credential seekers must complete all credential requirements within 3 months of hire. Provisional credential holders are NOT authorized to provide service coordination, conduct evaluations or Health Hearing & Vision assessments, or determine eligibility.

4. **Administrative Credential:** An optional credential available only to EI program directors or coordinators with current Early Intervention Specialist credentials. Must be renewed every 5 years.
 5. **Administrative Certificate:** The credential available to any EI employee who does not provide direct services, required for all program directors or coordinators who do not have a current credential.
- E. The initial/new hire training requirements for each Early Intervention Specialist credential type are:
1. **Early Intervention Specialist:** The following training requirements must be completed within 6 months of hire.
 - a) Early Intervention Specialist Course: Learners must complete ALL topics and achieve a cumulative quiz score of at least 80%. Learners who score below 80% must remediate.
 - b) Self-Assessment: A reflection activity where employees rate their professional knowledge and skills
 - c) Individualized Credential Plan: A customized learning experience in which employees complete specific professional development opportunities to develop their professional knowledge and skills.
 - d) Service Observation: Supervised shadowing and observation of a wide range of EI services.
 - e) Service Demonstrations: Coach/supervisors observe direct service employees as they conduct and participate in three service visits: eligibility evaluation, IFSP meeting, and a home visit.
 - f) CPR training: First aid training provided by a certified organization.
 - g) Renewal: 5 years from date issued. Credential expiration dates are tracked in BTOTS and printed on each employee's credential certificate.
 2. **Professional Authorization:** The following training requirements must be completed within 3 months of hire.
 - a) Early Intervention Specialist Course: Learners must complete the assigned topics and achieve a cumulative quiz score of at least 80%. Learners who score below 80% must remediate.
 - b) Self-Assessment: A reflection activity where employees rate their professional knowledge and skills
 - c) CPR training: First aid training provided by a certified organization.
 - d) Renewal: 5 years from date issued. Credential expiration dates are tracked in BTOTS and printed on each employee's credential certificate.

3. **Provisional Early Intervention Specialist:** The following training requirements must be completed within 3 months of hire.
 - a) Early Intervention Specialist Course: Learners must complete ALL topics and achieve a cumulative quiz score of at least 80%. Learners who score below 80% must remediate.
 - b) Self-Assessment: A reflection activity where employees rate their professional knowledge and skills
 - c) Individualized Credential Plan: A customized learning experience in which employees complete specific professional development opportunities to develop their professional knowledge and skills.
 - d) CPR training: First aid training provided by a certified organization.
 - e) Bachelor's degree: If complete within 1 year, the employee must upgrade to an Early Intervention Specialist credential. If a bachelor's degree is incomplete after 1 year, the employee must renew their provisional credential for an additional year.
 - f) Renewal: 1 year from date issued. Credential expiration dates are tracked in BTOTS and printed on each employee's credential certificate. Temporary employees must upgrade to an Early Intervention Specialist credential if employed more than 6 months.

4. **Administrative Credential AND Administrative Certificate:** The following training requirements must be completed within 6 months of hire.
 - a) Early Intervention Specialist Course: Learners must complete ALL topics and achieve a cumulative quiz score of at least 80%. Learners who score below 80% must remediate.
 - b) Self-Assessment: A reflection activity where employees rate their professional knowledge and skills
 - c) Individualized Credential Plan: A customized learning experience in which employees complete specific professional development opportunities to develop their professional knowledge and skills.
 - d) CPR training: First aid training provided by a certified organization.
 - e) Renewal: 5 years from date issued. Credential expiration dates are tracked in BTOTS and printed on each employee's credential certificate.

- F. Early Intervention Specialist credential renewal requirements are the same regardless of credential type. The following renewal requirements must be completed and a renewal application submitted to Baby Watch before the expiration date listed in BTOTS:
 1. Early Intervention Specialist Course: Learners must complete the assigned topics and achieve a cumulative quiz score of at least 80%. Learners who score below 80% must remediate.
 2. Self-Assessment: A reflection activity where employees rate their professional knowledge and skills
 3. CPR training: Current first aid training provided by a certified organization, documented in the employee's BTOTS profile
 4. DOPL License: Current license information entered in BTOTS (if applicable)

5. Professional Development: 75 hours in the past 5 years, with the date, hours, and description entered in the BTOTS Professional Development tab or a separate document. Hours can include classes, workshops, and conferences related to early intervention as well as program-level training opportunities. It is the responsibility of the local EI program to determine which professional development activities are related to early intervention, and should count toward credential renewal.

III. PROCEDURE

- A. Local EI programs must enter the following information into each employee's BTOTS profile as soon as possible upon hire, and verify it periodically throughout the 5-year credential cycle:
 1. Email address
 2. Employment: Start date, Personnel Category, Position, and FTE. If an employee has multiple part-time positions at a local EI program, each position should be entered separately in BTOTS (e.g., administrator and direct service provider; service coordinator and interpreter, etc.).
 3. Education: Institution, Level of Education, Field of Study, and Date Earned
 4. DOPL License (if applicable): License Type, License number, Date Earned, and Expiration Date
 5. CPR certification information
- B. Local EI programs are responsible for verifying that the credential seeker has completed all of the initial or renewal training requirements listed in Section II before signing and submitting a credential application to Baby Watch.
- C. Local EI programs are responsible for providing new hires with a coach/supervisor who provides meaningful one-to-one mentoring and support throughout the credentialing process.
- D. Baby Watch strongly recommends that all coaches/supervisors renew their credentials ahead of time, if they have not yet completed the current Early Intervention Specialist online training.
- E. ALL direct service providers, regardless of employment type or FTE, are responsible for:
 1. Monitoring their credential due dates and expiration dates in BTOTS, and for communicating proactively with their coaches/supervisors when extenuating circumstances prevent them from completing the required training on time
 2. Completing the credential training requirements and submitting an application to Baby Watch BEFORE the due date or expiration date listed in BTOTS
 3. Participating in at least 75 hours of professional development related to early intervention every five years, and documenting those professional development activities in the BTOTS Professional Development tab on an ongoing basis
 4. Providing the local EI program with current information about the status of their DOPL license (if applicable), CPR certification, and education (if applicable)

- F. Baby Watch will determine the most appropriate course of action when Early Intervention Specialist credentials are overdue or lapsed. These actions may include additional required training, reassignment of the employee's caseload, and involvement of Compliance & Monitoring.

IV. EXCEPTIONS

- A. The bachelor's degree requirement described in Section II.D.1 is waived for:
 - 1. USDB Deaf Mentors
 - 2. Certified Occupational Therapy Assistants (COTAs)
 - 3. Licensed Practical Nurses (LPNs)
 - 4. Physical Therapy Assistant (PTAs)
 - 5. Registered Nurses (RNs)
- B. The bachelor's degree requirement described in Section II.D.1 is also waived for bilingual or multilingual job candidates with degrees from non-accredited or non-US institutions of higher education. Such candidates are eligible to pursue the Early Intervention Specialist credential as long as their qualifications are documented accurately in BTOTS.
- C. Prospective employees without a completed bachelor's degree must be approved for a Provisional credential BEFORE hire, if they intend to work in a direct service role. Such employees are not authorized to work as service coordinators until their bachelor's degree is complete. Provisional credential requirements are described in Section II.F.
- D. Utah State Board of Education (USBE) educator licenses are an acceptable substitute for a DOPL license ONLY for employees (e.g., Speech-Language Pathologists or Registered Nurses) working at local EI programs housed within school districts. Local EI programs must verify USBE licenses on the USBE website.