

CFC Service Coordinator Trainer Forum



Building Partnerships as we Prepare and Support Service Coordinators

August 15, 2019

<https://illinois.zoom.us/j/381912743>

Telephone if needed: 929 205 6099

Meeting ID: Meeting ID: 381 912 743

Zoom Basics . . .

Meeting Topic: Sarah Nichols' Zoom Meeting
Host: Sarah Nichols
Invitation URL: <https://zoom.us/j/117184223>
[Copy URL](#)
Participant ID: 41



Join Audio
Computer Audio Connected



Share Screen



Invite Others

Check your audio



Select a Microphone

- ✓ Microphone Array (Realtek High Definition Audio)
Same as System

Select a Speaker

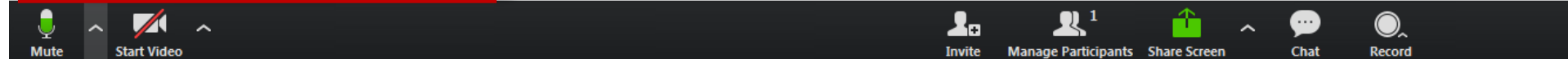
- ✓ Speakers / Headphones (Realtek High Definition Audio)
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Leave Computer Audio
Audio Options...

Participants



Chat



Hello
my name is

and I am from...

...and my role is...

Agenda

- I. Introductions
- II. Updates
- III. Your Priorities...
- IV. Promoting Self Care
- V. Resources
- VI. Future Meetings, Activities, & Priorities



Notetaker

CFC SC Trainer Forum Bulletin Highlights



IL SC Stakeholder Survey - SC Knowledge & Skills & Professional Growth/Satisfaction – Awards, Recognition and Incentives?



CoP Participant Evaluation



**SERVICE COORDINATION
COMMUNITY OF PRACTICE**

Division for Early Childhood (DEC) SC CoP & ITCA Joint Position Statement

<https://www.dec-sped.org/servicecoordinationcop>

Service Coordination Training Requirements & Opportunities for Professional Learning

- See 3 months (REQUIREMENTS)**
 - Mandatory "Service Coordination - Online" Training**, which contains the following:
 - Online modules with interactive embedded activities that support ongoing skills training activities (typically in first month on the job)
 - One-on-one support with webinars and activities are completed, the SC may begin the 4 week on-site cohort to complete the training (typically 2nd/3rd month on the job)
 - Online System Overview Training** and their 1 day, face-to-face **Online System Overview Follow-Up** training (required within 30-90 days on the job)
- See 6-12 months (RECOMMENDATIONS)**

Many of these offerings are "system-based" trainings which reach multiple SC practitioners. These may complement on-site training on the CFC Procedure Manual. SC's can begin these once the on-site portion of the SC Mandatory training is completed.

 - EXPECTED: Family Assessment trainings** - Family Assessment training (face to face) and Family Assessment in the SC System (online)
 - Child Outcomes Training:**
 - Understanding Young Children's Development (online)
 - Understanding the SC Child Outcome Process (online)
 - Child Outcomes Summary (COS) Process - Collecting & Using Data to Improve Programs (Online), and
 - Measuring the Impact of SC (face to face)
 - Transition Training**, Partnering with Families as They Leave SC (online) and Building Bridges: The Transition Process from SC to Early Childhood (face to face)
 - Online Training:**
 - Assistive Technology (AT) in SC & Review of Policies and Procedures
 - Beyond Mandated Reporting - Recognizing and Reporting Child Abuse
 - Foundational Pillars of Early Intervention
 - Natural Environments & the Developmental Identification of Need Requirement
 - Overview of Eligibility in the SC System

NEW HIRE TOOLS!

Planning for Future Meetings

- Use of Consultative Supports (SEC, Parent Liaisons, LICs, Pediatric Consultants)
 - DRAFT RESOURCE
 - Examples?
 - Benefits?
 - Scenarios?
 - Testimonials?
- Supporting SCs with Family Assessment



What successes are you celebrating?

What challenges are you overcoming?

What tips, resources or strategies will you share?



Promoting Self-Care





Self-Care

1. What does it look like for you?
2. Why should we practice it?
3. When should we practice it?

**How do you
recognize what
stresses you
out?**

**How do you
recognize it in
others?**



Body

Mind

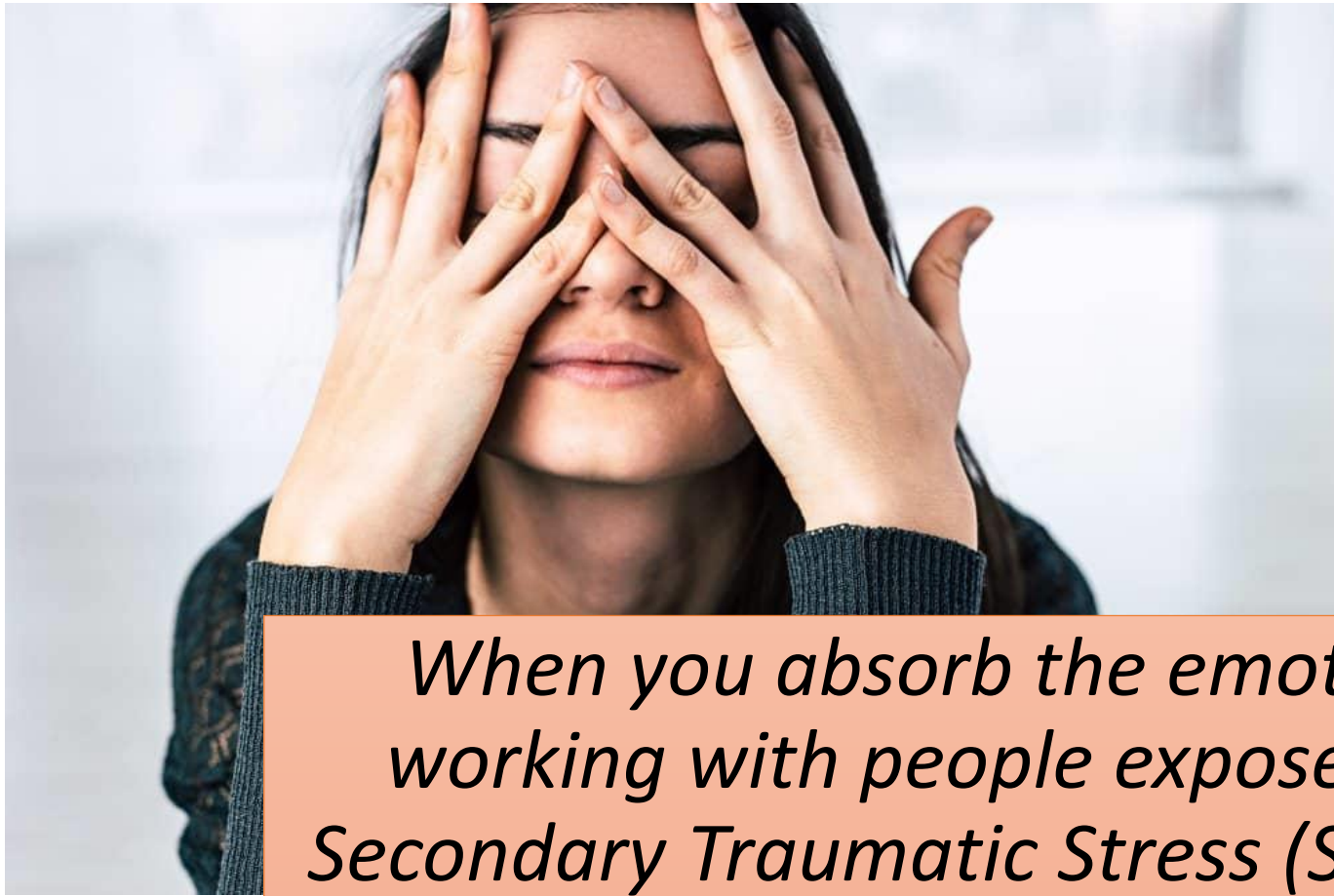
Fatigue Worrying
Headaches Indecision
Taut Muscles Negativity
Skin Irritations Foggy Thinking
Frequent Infections Hasty Decisions
Constricted Breathing Impaired Judgement

Stress

Loss of Confidence Substance Abuse
Apprehension Loss of Appetite
Indifference Accident Prone
Depression Restlessness
Irritability Loneliness
Insomnia Insomnia

Emotions

Behavior



Compassion Fatigue

When you absorb the emotional pain when constantly working with people exposed to trauma, also known as Secondary Traumatic Stress (STS) or Vicarious Trauma (VT).

This can result in feelings of being overwhelmed, helpless, hopeless and can change feelings and beliefs about the world and self worth.

- Practice Mindfulness
- Aromatherapy
- Diet and Nutrition
- Exercise
- Deep Breathing
- Stretching
- Sleep
- Time Management
- Set Goals and Objectives
- OTHERS?



Helping Others Through...



- Healthy Snacks
- Encouragement
- Stretch time
- Gift Certificates
- Breaks/Walks
- Extra time at lunch
- Check in/Ask questions
- Invite a chair massage therapist in
- OTHERS?

“The practice of extreme self-care forces us to make choices and decisions that honor and reflect the true nature of our souls.”

- Cheryl Richardson

Who can you partner with to practice the daily support of caring for yourself?



EITP SC Resource Page

Taking Care of You

Service Coordinators face many different types of challenges on a daily basis. The following resources give service coordinators some self care tools to help them accomplish their work and minimize their stress.

- [Center for Early Childhood Mental Health Consultation](#) provides relaxation and stress reduction resources. Below you will find a few examples of some resources found on their website.
 - [Stress Log Template \(pdf\)](#)
 - [Talk Back to Your Unhelpful Thoughts \(pdf\)](#)
 - [Taking Care of Ourselves \(pdf\)](#)
 - [Mental Health Consultants Notes \(pdf\)](#)
 - [Relaxation Exercises](#)
- **Managing the Environment** - The following resources are tools to help service coordinators manage their environment so they can successfully accomplish the many tasks they are working on in the manner that works best for them.
 - [We Could Learn a LOT from Crayons \(pdf\)](#)
 - [Quiet Zone \(pdf\)](#)
 - [Temporary Time Out \(pdf\)](#)
- **Three Building Blocks of Reflective Supervision** - ZERO TO THREE's work over the last quarter-century has found that reflective supervision promotes and supports the development of a relationship-based organization. This approach expands on the idea that supervision is a context for learning and professional development. The three building blocks of reflective supervision-reflection, collaboration, and regularity-are outlined in this resource.

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2019

2019 Quarterly Meetings

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- Third Thursday 1x/Quarter**
1. February 21, 2019
 2. May 16, 2019
 3. August 15, 2019
 4. November 21, 2019

10-11:30am

Federal Holidays 2019

Jan 1	New Year's Day	Jul 4	Independence Day	Nov 28	Thanksgiving Day
Jan 21	Martin Luther King Day	Sep 2	Labor Day	Dec 25	Christmas Day
Feb 18	Presidents' Day	Oct 14	Columbus Day		
May 27	Memorial Day	Nov 11	Veterans Day		

A Collaborative Effort



- ✓ EITP is available to answer questions & support CFC SC Trainers (contact Assistant EITP Director Maria Kastanis @ mkastani@illinois.edu)
- ✓ Visit CFC SC Trainer Forum Discussion Board:
<http://cfcsctrainerforum.pbworks.com>

CFC SC Trainer Forum Leaders Meeting
TBD



<https://www.surveymonkey.com/r/CFCSCTrainerForumMeetings>