

## PERSONNEL STANDARDS AND TRAINING

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### Introduction

The quality of early intervention staff is the single most important determinant of the quality of a program. The foundation for building a quality program begins with employing or contracting with personnel who meet the highest entry-level requirements for their discipline. Many professional disciplines play a role in the provision of early identification and intervention services for infants and toddlers with developmental delay or disabilities. The Kansas Department of Health and Environment (KDHE) and Kansas Infant-Toddler Services (KSITS) are committed to quality services for infants and toddlers with identified developmental delay and/or disability and their families. KDHE and KSITS ensure access to information to address questions and concerns of providers, parents, and primary referral sources through the provision of training, technical assistance, and consultation locally, regionally, or statewide. Referrals to various statewide resources for information and training are also utilized.

### I. Local tiny-k Program Coordinators

The person designated to be the central contact for the tiny-k program. When the new coordinator is hired they must contact KDHE within a week of starting the job. Each new coordinator will complete New Coordinator Training. This training is designed to provide foundation and guide the coordinator through their first year of service.

The New Coordinator Training can be found at:

[Hyperlink coming soon](#)

### II. Availability of Personnel [34 CFR 303.119(d)]

The provision of early identification and intervention services for infants and toddlers and their families is dependent on the availability of personnel qualified to work with them. The Kansas Infant-Toddler Services and the local tiny-k programs must make every effort to hire and retain appropriately trained staff by implementing innovative strategies and activities for staff recruitment. In addition, they should

- A. work with the state college and university systems to promote the preparation of early intervention service providers who are fully and appropriately qualified upon graduation to provide early intervention services to infants and toddlers with disabilities and their families, and
- B. provide training for professionals, paraprofessionals, and primary referral sources with respect to the basic components of early intervention services and the availability of services in the state.

### III. Qualified Personnel [34 CFR 303.31; 303.321(4)]

Qualification standards for personnel providing early intervention services must be consistent with any Kansas-approved or Kansas-recognized certification, licensing, registration, or other comparable requirements that apply to the profession, discipline, or area in which a person is providing services.

Personnel providing early intervention services for eligible infants and toddlers must hold current and valid credentials in their professional field of practice as follows:

- A. *Audiologists* must be licensed by the Kansas Department for Aging and Disability Services.
- B. *Marriage and Family Therapists* shall be licensed by the Kansas Behavioral Sciences Regulatory Board.
- C. *Nurses* must be licensed as registered professional nurses by the Kansas Board of Nursing.
- D. Each *Nutritionist* shall be a dietician licensed by the Kansas Department for Aging and Disability Services [34 CFR 303.31; 303.13(c)].
- E. *Occupational Therapists* must be registered by the Kansas Board of Healing Arts.
- F. *Orientation and mobility specialists* must be credentialed by meeting standards established by the Association for Education and Rehabilitation of Blind and Visually Impaired, Association of Orientation and Mobility Specialists, Certified Orientation and Mobility Specialists.
- G. Each *physician*, including each *pediatrician*, shall be licensed by the Kansas Board of Healing Arts and board certified in the specialty area.
- H. *Physical Therapists* shall be licensed by the Kansas Board of Healing Arts.
- I. Each *Psychologist* must be licensed by the Kansas Behavioral Sciences Regulatory Board or licensed as a school psychologist by the Kansas State Board of Education.
- J. *Social workers* must hold a current and valid license issued by the Behavioral Sciences Regulatory Board, at the Licensed Bachelor Social Worker (LBSW), Licensed Master Social Worker (LMSW), Licensed Specialist Clinical Social Worker (LSCSW), or Temporary Licensed Master's Social Worker (TLMSW or LMSWT) level.
- K. Each *special educator* shall be licensed by the Kansas State Board of Education in Early Childhood Special Education or Early Childhood Unified Education.
- L. *Speech-Language Pathologists* must be licensed by the Kansas Department for Aging and Disability Services.
- M. Each *Teacher of the Hearing Impaired* shall be licensed as a teacher of the hearing impaired by the Kansas State Board of Education.
- N. Each *Teacher of the Blind and Visually Impaired* shall be licensed as a teacher of the blind and the visually impaired by the Kansas State Board of Education.
- O. *Paraprofessionals* in the local tiny-k programs providing early intervention support must meet the requirements set forth by the Kansas State Board of Education.
- P. The *Family Service Coordinator (FSC)* shall
  - 1) have a bachelor's degree in education, health studies, nutrition, social welfare, or the human services field. Additionally, each individual working as a family service coordinator with a local tiny-k program before June 1, 2013 will be grandfather and viewed as meeting requirements.

- 2) have experience in early childhood development,
- 3) have successfully completed the Introduction to Family Service Coordination training within three months of assuming their role,

The FSC Training Plan can be found at:

[http://www.ksits.org/download/Family\\_Service\\_Coordination\\_Training\\_Plan.doc](http://www.ksits.org/download/Family_Service_Coordination_Training_Plan.doc)

- 4) complete 8 hours of in-service training annually that is related to family service coordination,
- 5) participate annually in state or locally sponsored early intervention training to ensure efficiency of the program, services, rules, regulations, policies, and procedures set forth by the Kansas Infant-Toddler Services,
- 6) have demonstrated knowledge and understanding about the nature and scope of medical, social, educational and other services which are accessed by eligible infants and toddlers and their families, and
- 7) be selected from the profession most immediately relevant to the child's or family's needs (or otherwise be qualified to carry out all applicable responsibilities).

#### **IV. Continuing Education for Credentialed Professionals and Paraprofessionals**

Continuing education experience is required to maintain current license, registration, or certification for personnel providing early intervention services.

A. Continuing education experience must include discipline or cross-discipline offerings when the offerings are clearly related to the enhancement of the practice, value, skills, and knowledge of working with children with special needs, from birth through age three, and their families.

- 1) The content of the continuing education training must focus on young children with disabilities, with developmental delay, or with at-risk conditions, and their families. More specifically, the content shall include a focus on
  - a) young children: birth through three. This age range supports the perception of seamless services between Part C and Part B programs; or
  - b) young children with developmental delay, with a disability, or are at risk for developmental delay; or
  - c) services/intervention techniques/special strategies for working with young children and their families; or
  - d) special materials and equipment relevant to the special needs of infants and toddlers eligible for Part C of IDEA; or
  - e) other relevant resources to meet the needs of infants and toddlers and their families.

B. Where continuing education is a requirement for license, certification, or registration renewal, a minimum

of one third of the required number of credits, units, points, or hours shall focus on the content noted in Paragraph A-1 above. **Exception:** one third of the required continuing education hours for **early childhood special educators** shall be relevant to children with special needs, from birth through age 2, and their families.

- C. Where there is no continuing education requirement for professional credential renewal, 24 continuing education hours over a 3-year period shall be required which will focus on the content described in Paragraph A-1 above.

## V. Personnel Qualifications for State Categorical Aid Reimbursement

Information about state categorical aid reimbursement may be found in the *KSDE Special Education Reimbursement Guide* at <http://www.ksde.org/Default.aspx?tabid=2583> (updated annually).

## VI. System of Personnel Development [34 CFR 303.118]

The Kansas Department of Health and Environment (KDHE) and Kansas Infant-Toddler Services (KSITS) are committed to quality services for infants and toddlers with identified developmental delay and/or disability and their families. Recognizing the need for comprehensive and on-going training related to the complexities of the early intervention system, KDHE and KSITS ensure access to information to address questions and concerns of providers, parents, and primary referral sources through the provision of technical assistance, training, and consultation. Lead agency personnel are available to make visits to local tiny-k programs, confer by phone, arrange conference calls, and provide written information in response to concerns and requests. KSITS also contracts with other consultants and programs at the state and national level for additional training and technical assistance.

### A. Office of Special Education Programs (OSEP) Required Training

Training should be available to all individuals involved in the referral, identification, intervention, and transition of an infant or toddler with disabilities and his family. This includes the parents, paraprofessionals, and the primary referral source. This comprehensive system of personnel development must include the following training:

- 1) Basic components of early intervention services (EIS) available in Kansas;
- 2) Implementation of innovative strategies and activities for the recruitment and retention of EIS providers;

- 3) Promoting the preparation of EIS providers who are fully and appropriately qualified to provide EIS; and
- 4) Coordinating transition for infants and toddlers and their families from local tiny-k programs to another program, e.g., Part B, Head Start, Early Head Start, or another appropriate program.

#### B. Kansas Programs Related to a Comprehensive System of Professional Development

The following list is not comprehensive. As needs are identified, additional professional development activities are created.

##### 1) Kansas Inservice Training System (KITS)

KITS is a program of the Kansas University Center on Developmental Disabilities at Parsons and is supported through funding from the Kansas Infant-Toddler Services at KDHE and the Kansas State Department of Education.

The KITS project is designed to provide a training and resource system through collaborative training and technical assistance activities on a comprehensive statewide basis. Additionally, parents, staff of agencies collaborating with these local tiny-k programs, and referral sources are afforded the opportunity to be involved in all activities associated with the project. The comprehensive system is realized through four identified system components of collaboration: linkages, information services, training, and technical assistance.

Additional information related to the Kansas Infant-Toddler Services professional development opportunities as well as updated information on KITS trainings and other trainings of relevance to local tiny-k programs can be found on the KITS Collaborative Training Calendar on their website at <http://www.kskits.org/training/>.

##### 2) Regional and Statewide Meetings

Regional and statewide early intervention meetings are conducted by the Kansas Infant-Toddler Services to provide a regular and ongoing means of technical assistance and training to local programs. These meetings may take place face-to-face, by phone conference, or by webinar. A representative of each local tiny-k program is expected to attend.

##### 3) Kansas Resource Guide

This resource guide is a toll-free help line and web site available to families, providers, referral sources, and others to provide information concerning resources, or to refer calls to a person who can provide the necessary information. At 1-800-332-6262 (V/TDD), it is answered from 8 AM to 5 PM, Monday through Friday on regularly scheduled work days. An expanded listing and range of services available in Kansas is available at <http://www.ksresourceguide.org/>. It provides links to preventive, diagnostic, and community resources for Kansans with and without a disability. An email address to post questions is also available at: [ksresourceguide@kdheks.gov](mailto:ksresourceguide@kdheks.gov).

## 4) Families Together, Inc.

Families Together, Inc., (FTI) is a parent training and information center serving families of children and youth with disabilities from birth through age twenty-one. Parents and professionals can find publications, workshops, and other resources to help make decisions about education, vocational training, employment, and other services for their children with disabilities. The KDHE has contracted with FTI to coordinate the Child Advocate program. Child advocates serving infants and toddlers must complete a training offered by FTI. FTI website: <http://www.familiestogetherinc.org/>

## 5) Other Personnel Development Resources

Kansas Coordinating Council on Early Childhood Developmental Services  
<http://www.kansasicc.org/>

Sound Beginnings (Kansas Newborn Hearing Screening Program):  
<http://www.soundbeginnings.org/>

The Early Childhood Technical Assistance Center (ECTACenter)  
<http://www.ectacenter.org/>

The Technical Assistance System Network  
<http://www.ksdetasn.org/cms/>

Assistive Technology for Kansans  
<http://www.atk.ku.edu/>

KSITS Database Manual  
<https://www.ksits.net/>

Sound START (Kansas State School for the Deaf)  
<http://www.ksdeaf.org/RelatedServices/soundSTART.php>

Kansas Deaf-Blind Project  
<http://www.kansasdeafblind.ku.edu/>

Kansas Autism and Tertiary Behavior Supports (KISN)  
<http://www.kansasasd.com/>

Kansas State School for the Blind  
<http://www.kssb.net/programs/outreach-program>