

## Necessary Knowledge and Skills Chart

Core Skills Needed to be a Part C Service Provider	Service Coordinator	Early Intervention Assistant
<p><b>Part C Knowledge</b></p> <p><b>Mechanism: Orientation Module</b></p> <ul style="list-style-type: none"> <li>-Basic knowledge of IDEA, Part C</li> <li>-Knowledge of eligibility determination</li> <li>-Basic knowledge of EI process from referral to transition</li> <li>-Basic knowledge of IFSP</li> <li>-Understands the roles and responsibilities of the Service Coordinator</li> </ul>	<p><b>Part C Knowledge</b></p> <p><b>Mechanism: Orientation Module</b></p> <p style="padding-left: 20px;">-Core Skills</p> <p><b>Mechanism: Kaleidoscope Level II</b></p> <ul style="list-style-type: none"> <li>-Comprehensive knowledge of IDEA, Part C</li> <li>-Comprehensive knowledge of EI process from referral to transition</li> <li>-Comprehensive knowledge of IFSP</li> <li>-Explains all required Part C paperwork, including Procedural Safeguards and Family Rights</li> </ul>	<p><b>Part C Knowledge</b></p> <p><b>Mechanism: Orientation Module</b></p> <p style="padding-left: 20px;">-Core Skills</p> <p><b>Mechanism: Kaleidoscope Level I</b></p> <ul style="list-style-type: none"> <li>-Thorough knowledge of EI process from referral to transition</li> <li>-Comprehensive knowledge of IFSP</li> </ul>
<p><b>Knowledge of Family Centered Practices</b></p> <p><b>Mechanism: Orientation Module</b></p> <ul style="list-style-type: none"> <li>-Basic knowledge of Federal natural environment requirements</li> <li>-Basic understanding of the family’s role in early intervention</li> <li>-Encourage family participation and self-advocacy</li> <li>-Understands and organizes activities around daily routines</li> </ul>	<p><b>Knowledge of Family Centered Practices</b></p> <p><b>Mechanism: Orientation Module</b></p> <p style="padding-left: 20px;">-Core Skills</p> <p><b>Mechanism: Kaleidoscope Level I</b></p> <ul style="list-style-type: none"> <li>-Comprehensive understanding of natural environments and natural learning opportunities</li> <li>-Comprehensive understanding of family systems/dynamics</li> <li>-Encourages family participation and self-advocacy</li> </ul>	<p><b>Knowledge of Family Centered Practices</b></p> <p><b>Mechanism: Orientation Module</b></p> <p style="padding-left: 20px;">-Core Skills</p> <p><b>Mechanism: Kaleidoscope Level I</b></p> <ul style="list-style-type: none"> <li>-Comprehensive understanding of natural environments and natural learning opportunities</li> <li>-Comprehensive understanding of family systems/dynamics</li> <li>-Encourages family participation and self-advocacy</li> </ul>
<p><b>Effective Communication/ Collaboration Skills</b></p> <p><b>Mechanism: Orientation Module</b></p> <ul style="list-style-type: none"> <li>-Communicates effectively</li> <li>-Works as a member of a team</li> <li>-Understands collaborative approach to EI service delivery</li> <li>-Accurately complete necessary paperwork related to Part C service provision</li> <li>-Seeks supervision and/or mentoring</li> </ul> <p><b>Mechanism: Documentation of appropriate Part C training related to discipline or Part C system and submitted to LICC Coordinator 1x per calendar year</b></p> <ul style="list-style-type: none"> <li>-Seeks professional accountability and professional development as a lifelong learner</li> </ul>	<p><b>Effective Communication/Collaboration Skills</b></p> <p><b>Mechanism: Orientation Module</b></p> <p style="padding-left: 20px;">-Core Skills</p> <p><b>Mechanism: Kaleidoscope Level I</b></p> <ul style="list-style-type: none"> <li>-Listens effectively</li> <li>-Communicates information and ideas clearly</li> </ul> <p><b>Mechanism: Kaleidoscope Level II</b></p> <ul style="list-style-type: none"> <li>-Knowledge of available community resources</li> <li>-Links families with needed resources</li> <li>-Coordinates the early intervention team of service providers</li> </ul>	<p><b>Effective Communication/Collaboration Skills</b></p> <p><b>Mechanism: Orientation Module</b></p> <p style="padding-left: 20px;">-Core Skills</p> <p><b>Mechanism: Kaleidoscope Level I</b></p> <ul style="list-style-type: none"> <li>-Listens effectively</li> <li>-Communicates information and ideas clearly</li> </ul>

## Necessary Knowledge and Skills Chart

<b>Core Skills Needed to be a Part C Service Provider</b> (continued)	<b>Service Coordinator</b> (continued)	<b>Early Intervention Assistant</b> (continued)
<b>Cultural Competence</b> <b>Mechanism: Orientation Module</b> -Works well with families from diverse backgrounds -Awareness of own culture	<b>Cultural Competence</b> <b>Mechanism: Orientation Module</b> -Core Skills <b>Mechanism:</b> -Demonstrates knowledge of cultural groups present in the community	<b>Cultural Competence</b> <b>Mechanism: Orientation Module</b> -Core Skills <b>Mechanism:</b> -Demonstrates knowledge of cultural groups present in the community
<b>Knowledge of Financial/Ability to Pay Requirements</b> <b>Mechanism: Orientation Module</b> -Basic knowledge of Virginia's ATP system	<b>Knowledge of Financial/Ability to Pay Requirements</b> <b>Mechanism: Orientation Module</b> -Core Skills <b>Mechanism: ATP Module</b> -Comprehensive knowledge of Virginia's ATP system -Completes all required ATP paperwork -Knowledge of available financial resources and methods to access these resources	<b>Knowledge of Financial/Ability to Pay Requirements</b> <b>Mechanism: Orientation Module</b> -Core Skills
		<b>Knowledge of Child Development</b> <b>Mechanism: Child Development Module</b> -Basic knowledge of typical child development from birth to age three -Knowledge of developmentally appropriate practices -Knowledge of age-appropriate intervention and learning -Teaches and models skills for adults with different learning styles
		<b>Knowledge of Disabilities</b> <b>Mechanism: Disabilities Module</b> -Basic knowledge of disabilities -Knowledge of effective teaching strategies -Awareness of learning styles related to disabilities