Local System Manager Orientation

Within 1 month

- Orientation Introductory Modules: Local System Manager – (under eLearning/Presentations/Webinars)
- Complete all EI Certification Modules
- Read Infant & Toddler Connection of Virginia Practice Manual – link on ITCVA Website
- Read Local System Manager Handbook – link on ITCVA Website
- Review the Local Contract
- Meet with Technical Assistance Consultant and/or Monitoring Consultant to cover the following:
  - Questions you have
  - Federal indicators
  - Local monitoring and oversight
  - Procedural Safeguards
  - Local determination status
  - Fiscal
  - State data system

Over the next 3 months

- Required (within 6 months): Authentic Assessment for Early Intervention Module - (under eLearning/Presentations/Webinars)
- Recommended: Fiscal Form Tutorials – (under eLearning/Presentations/Webinars)
- Recommended: Promoting Effective and Efficient Fiscal Management, Parts 1 -3 – (under eLearning/Presentations/Webinars)
- Recommended: Transition Tutorials (series of 4)
- Recommended: Coaching Families (Texas)
- Recommended: Fidelity Assessment Webinars - link on ITCVA Website
- Recommended: Documentation Tutorials - (under eLearning/Presentations/Webinars - video tutorials)
- Recommended: Child Outcomes Booklet - link on ITCVA Website