

New Hire Training Guide



updated March 2024

New Hire Training Guide

ABOUT:

This guide is a reference for all new staff and supervisors to outline clear expectations and timelines for required training. Supervisors are responsible for ensuring staff have the appropriate guidance and support to complete training. See the *Policy & Procedure Manual* and *Training Tracker* for more information.

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*For questions regarding First Steps and HFA training requirements,
please contact Shelby Smith (ssmith@aapca3.org)*

New Hire Sample Training Plan

For Direct Service & Supervisors

Timeline	Training(s)	Location	
WEEK 1+	Site Specific Orientation* HFA Quick Start Orientation	Site *see p.7 HFA LMS	<u>Wraparound Training For New Staff</u>
WEEK 1	Multi-Site Orientation	First Steps LMS 2 hours	3 Month Wrap Around
WEEK 2	HFA Advantage Stop Gap	First Steps LMS 2 hours	
WEEKS 3-4	Foundations for Family Support Stop-Gap (includes CCI - HFA LMS)	First Steps LMS 10 hours	
WEEK 5+ PRIOR TO USE	Tool Trainings ASQ - ASQSE - PSS - PHQ9- Other	First Steps LMS varies	6 Month Wrap Around
PRIOR TO USE & CORE	Curriculum Stop Gap (F5FS: Baby TALK + Mothers & Babies)	First Steps LMS 3 hours each	
PRIOR TO USE	PATH: Reproductive Health & Intentions	First Steps LMS 2 hours	
WITHIN 6 MONTHS	Foundations for Family Support Core FROG Scale Core	HFA LMS Hybrid: Live + Self-Paced	12 Month Wrap Around
WITHIN 6 MONTHS	Curriculum Core (F5FS: Baby TALK + Mothers & Babies)	First Steps LMS Hybrid: Live + Self-Paced	
WITHIN 6 MONTHS	SUPERVISORS ONLY: Supervisors Core: Relationships & Reflections FROG For Supervisors	HFA LMS Hybrid: Live + Self-Paced	

fillable training plan on the next page

New Hire Training Plan

Name: _____

Hire Date: _____

Timeline	DATE	Training(s)	Location	
WEEK 1+		Site Specific Orientation HFA Quick Start Orientation	Site HFA LMS	<u>Wraparound Training For New Staff</u>
WEEK 1		Multi-Site Orientation	First Steps LMS 2 hours	3 Month Wrap Around
WEEK 2		HFA Advantage Stop Gap	First Steps LMS 2 hours	
WEEKS 3-4		Foundations for Family Support Stop-Gap (includes CCI - HFA LMS)	First Steps LMS 10 hours	
WEEK 5+ PRIOR TO USE		Tool Trainings ASQ - ASQSE - PSS - PHQ9- Other	First Steps LMS varies	6 Month Wrap Around
PRIOR TO USE & CORE		Curriculum Stop Gap (F5FS: Baby TALK + Mothers & Babies)	First Steps LMS 3 hours each	
PRIOR TO USE		PATH: Reproductive Health & Intentions	First Steps LMS 2 hours	
WITHIN 6 MONTHS		Foundations for Family Support Core FROG Scale Core	HFA LMS Hybrid: Live + Self-Paced	12 Month Wrap Around
WITHIN 6 MONTHS		Curriculum Core (F5FS: Baby TALK + Mothers & Babies)	First Steps LMS Hybrid: Live + Self-Paced	

New Hire Program Manager Training Plan

Timeline	Training(s)	Location	
WEEK 1+	Site Specific Orientation HFA Quick Start Orientation	Site HFA LMS	<u>Diversity, Equity, Inclusion & Belonging.</u>
WEEK 1	Mitli-Site Orientation	First Steps LMS 2 hours	3 Month DEI: Cultural Self Awareness
WEEK 2	HFA Advantage Stop Gap	First Steps LMS 2 hours	
WEEKS 3-4	Foundations for Family Support Stop-Gap (includes CCI - HFA LMS)	First Steps LMS 10 hours	
WITHIN 6 MO.	Foundations for Family Support Core	HFA LMS Hybrid: Live+Self-Paced	6 Month DEI Cultural Humility in HV
WITHIN 6 MO.	Supervisors Core: Relationships & Reflections	HFA LMS Hybrid: Live+Self-Paced	
WITHIN 12 MO.	Curriculum Core (F5FS: Baby TALK + Mothers & Babies)	First Steps LMS Hybrid: Live+Self-Paced	
WITHIN 18 MO.	HFA Implementation Training	HFA LMS Hybrid: Live+Self-Paced	12 Month DEI Inequity & Family Context
WITHIN 18 MO.	FROG Scale Core & FROG Supervisors	HFA LMS Hybrid: Live+Self-Paced	
WITHIN 18 MO.	Tool Trainings CCI, ASQ, ASQ:SE, PHQ-9	First Steps LMS varies	
Recommended; Required if supervising staff	Tool Trainings NBQ, UISPP, HFPI, PSS	First Steps LMS varies	

New Hire

HFA Training Requirements by Role

TIME FRAME	STAFF	SUPERVISORS	PROGRAM MANAGERS
Within 3 Months of Hire	Site Specific Orientation 10-2.B-G  Quick Start Orientation 10-2.A  Multi-Site Orientation 10-2.H  3 Month Wraparound 11-1.A-D (Self-Paced)		 Cultural Self-Awareness 11-1.D
Prior to Home Visiting Services or Supervising Staff	 Foundations Stop Gap (Self-Paced) Tools (ASQ, ASQ:SE, CCI, HFPI, PHQ9, PSS, UISPP)  Baby TALK Stop Gap (Self-Paced)  Mothers & Babies Stop Gap (Self-Paced)  PATH Core (Self-Paced)	 Supervisors Stop Gap (Self-Paced)	
Within 6 Months of Hire (**Prior to Conducting FROGS)	 Foundations Core 10-4.B (1 Week-Hybrid)  FROG Core 10-4.A (1 Week-Hybrid)**  Baby TALK Core (3 Days-Hybrid)  Mothers & Babies Core (2 Days-Hybrid) 6 Month Wraparound 11-2.A-G (Self-Paced)	 Supervisors Core: Relationships & Reflection 10-4.C (1 Week-Hybrid) FROG Supervisors Core (3 Days-Live Only)**	Cultural Humility in HV 11-2.G
Within 12 Months of Hire	12 Month Wraparound 11-3.A-E (Self-Paced)		 Baby TALK Core (Hybrid)  Mothers & Babies (Hybrid) Inequality & Family Context 11-3.E
Annual Ongoing Training (for staff w/ 1+ year)	Annual: Professional Development 11-4.A Annual: Child Abuse and Neglect 11-4.B Annual: Diversity, Equity, Inclusion and Belonging 11-4.C		



First Steps LMS



HFA LMS

Orientation

Wraparound

Stop Gap | Tools

Core

Annual

Site Specific Orientation

10-2.B-G



Onboarding training provided by the site's supervisor.



Provided after HFA hire date and prior to direct work with families or supervision of staff.

Standard	Staff are oriented to...
10-2.B	1) Their site's parenting materials, curriculum, and other handouts shared with parents, 2) policy and operating procedures , and 3) data collection forms and processes .
10-2.C	Their site's relationship with other community resources .
10-2.D	1) Child abuse and neglect indicators , and 2) reporting requirements. <i>*Safety Standard</i>
10-2.E	Issues of confidentiality and issues of ethical practice .
10-2.F	Issues related to boundaries .
10-2.G	Issues related to staff safety .

Wraparound Training for New Staff

This document outlines wraparound training to ensure staff receive the training and skill development to provide quality services to families. HFA is developing the Learning Management System (LMS) with new training to meet the HFA BPS 8th Edition. To meet the Standard, all training listed within a topic area must be completed. After each training, document the date that each training was completed in staff Training Trackers.
Update Training Trackers with the date the training was completed.

Proof of certificates is not required, although recommended, as some training will not provide them. *As a reminder, these trainings are required and should not be used in the creation of Staff Development Plans.*

HFA TRAINING STANDARD	SUGGESTED TRAINING TO MEET TOOL or TOPIC AREA
<i>Prior to use of Tool or Supervision of Tool Administration</i>	
10-6.A: CCI 2023 (Updated)	HFA Learning Management System - Staff must be added to HFA Community by the Program Manager - Staff will be prompted to complete this training in Module 5 of the First Steps Foundations Stop-Gap (Link)
10-6.B: ASQ-3	First Steps LMS Open Enrollment Course (Prerequisite-Foundations Stop Gap)
10-6.C: ASQ:SE-2	First Steps LMS Open Enrollment Course (recommend completing after ASQ3)
10-6.D: PHQ9	First Steps LMS Open Enrollment Course (Prerequisite-Foundations Stop Gap)
<i>Within 3 Months of Hire</i> <i>Staff must complete all trainings in the topic area to meet the standard</i>	
11-1.A: Infant Care	Institute for the Advancement of Family Support Professionals - Child Development: Secrets of Baby Behavior (Link) .5 hours - Infant Care: Diapering and Bathing (Link) .5 hours
11-1.B: Child Health & Safety	Institute for the Advancement of Family Support Professionals - Promoting Safe and Healthy Homes (Link) .75 hours - Infant Care: The ABCs of Safe Sleep for Infants (Link) 1 hour AAP HealthyChildren.org resources - Well-child Visits (Link) .25 hours - Shaken Baby Syndrome (Link) .25 hours - Seeking Appropriate Childcare (Link) .25 hours
11-1.C: Family Health	Institute for the Advancement of Family Support Professionals - Reproductive Health (Link) .75 hours - Prenatal Basics for Home Visitors (Link) .75 hours - Adult Mental Health Part Two: Perinatal Depression (Link) .75 hours
11-1.D Cultural Self-Awareness*	HFA Learning Management System Log-in to the HFA Community for LMS access (Link) 1 hour

Wraparound Training for New Staff

continued...

Within 6 Months of Hire <i>Staff must complete all trainings in the topic area to meet the standard</i>	
11-2.A: Infant & Child Development	Institute for the Advancement of Family Support Professionals - Child Development 0-3 (Link) 2 hours - Child Development 3-5 (For sites serving children 3 years or older) (Link) .75 hours
11-2.B: Supporting the Parent-Child Relationship	Institute for the Advancement of Family Support Professionals Supporting Parent Child Interactions (Link) .75 hours
11-2.C: Professional Practice	Oregon State Essentials of Parenting Education Professional Practice - Module 3: Ethical and Professional Practice (ethical practice, personal biases, professional boundaries) (Link) 1 hour - Module 4: Ethical and Professional Practice (confidentiality best practices, personal safety plan, self-reflection and self-care) (Link) 1 hour Institute for the Advancement of Family Support Professionals - Home Visiting 103: Professional Practice (Link) .75 hours - Reflective Practice Supervision 1: Reflective Practice for FSPs (Link) .75 hours
11-2.D: Mental Health	Institute for the Advancement of Family Support Professionals - Adult Mental Health Part One (Link) .75 hours - Adult Mental Health Part Two: Perinatal Depression (Link) .75 hours
11-2.E Prenatal Training (New)	HFA Learning Management System Log-in to the HFA Community for LMS access (Link) 1 hour
11-2.F: Family Goals	Institute for the Advancement of Family Support Professionals Family Goals: It's More About the Process (Link) .5 hours
11-2.G: Cultural Humility in Home Visiting*	Institute for the Advancement of Family Support Professionals - Cultural Humility Part One: Supporting Immigrant Families: A Culturally Humble Approach (Link) .75 hours Oregon State Essentials of Parenting Education Professional Practice - Module 2: Equity, Inclusion and Diversity (differentiates and defines equity, inclusion and diversity and identifies strategies for culturally responsive practice for parenting educators in their work with families) (Link) 1 hour

**Program Managers are not required to complete Wraparound Training except for the training on diversity, equity, inclusion and belonging (DEIB) marked with an asterisk.*

Wraparound Training for New Staff

continued...

Within 12 Months of Hire

Staff must complete all trainings in the topic area to meet the standard

11-3.A Child Abuse & Neglect	Institute for the Advancement of Family Support Professionals Child Abuse and Neglect Part 1: Education and Prevention (Link) 1 hour
11-3.B: Intimate Partner Violence	HFA Learning Management System Log-in to HFA Community for LMS access (Link) 3 hours
11-3.C: Substance Abuse	Institute for the Advancement of Family Support Professionals Substance Use: Risks and Effects in Pregnancy and Early Childhood Development (Link) .75 hours
11-3.D: Engaging Families	Institute for the Advancement of Family Support Professionals - The Dad Effect: Engaging Fathers in Their Children's Lives and in Home Visiting (Link) 1 hour - Family Engagement Part Two: Strategies for Partnering with Parents (Link) .75 hours
11-3.E: Inequity & Family Context*	Institute for the Advancement of Family Support Professionals - Leaning In: From Racism to Racial Equity (Link) 1 hour - Historical Trauma (Link) 1.5 hours

This document outlines wraparound training to ensure staff receive the training support and skill development to provide quality services to families. HFA is updating their Learning Management System (LMS) with new trainings to meet the HFA BPS 8th Edition. Until that time, sites are not limited to these trainings and are encouraged to find trainings and resources within their community that best meet the needs of their staff and site. To meet the Standard, all trainings listed within a topic area must be completed. After each training, document the date that each training was completed in staff Training Trackers. You may update the name of the training in your tracker in place of the title of the TLC Course as outlined in the first column of the table. Proof of certificates is not required as some trainings will not provide them.

Staff Development Plan

Direct Service Staff

Staff Name: _____

Hire Date: _____

Family Support Specialist (FSS) candidates complete a screening, interview, and reference check process to ensure they meet HFA professional experience and education selection criteria. In the following table, rate staff with a:

- 3 - if staff meets the criteria
- 2 - if staff partially meets criteria
- 1 - if staff does not yet meet the criteria
- U - if unable to rate/not sure

It is at the site's discretion to determine during the hiring process whether staff have the characteristics and experience to work effectively with families and if a staff development plan is sufficient to address experiential or knowledge gaps.

Any 1 or 2 ratings require a Staff Development Plan. Areas rated with a U require further discussion with staff to determine training and development needs.

Rating	HFA Selection Criteria
	1) Minimum of a high school diploma or equivalent, college coursework preferred
	2) Experience in working with or providing services to children and families
	3) An ability to establish trusting relationships
	4) Acceptance of individual differences
	5) Experience and willingness to work with the culturally diverse populations present among the site's target population
	6) Knowledge of infant and child development
	7) Open to reflective practice (i.e., has capacity for introspection, communicates awareness of self in relation to others, recognizes value of supervision)
	8) Infant mental health endorsement or background preferred

Plan for Development:

Training and self-study are provided to FSS to broaden the knowledge base and expertise when experiential or knowledge gaps exist at the time of hire. The supervisor and FSS develop a plan to support staff development and the acquisition of new knowledge and experience.

Training Resources:

The *Supplemental Trainings for First Steps Staff* resource available on the First Steps Team Member Corner may be used to support planning staff development trainings.

Staff Development Plan

continued...

Complete the following table with learning opportunities. Consider opportunities for independent learning, professional development workshops, college coursework, mentoring, and/or other training. Be specific when listing the actual activity. Include the name of training and the name of the individual who will provide mentoring.

To understand and document previous learning and experience, supervisors discuss topics with the staff member to ensure knowledge and how it is used in the work.

Criteria #	Training/Activity	Resources/Support Needed	Start Date	Date Complete	Supervisor & FSS Debrief/Next Steps

Signature of Staff

Signature of Supervisor

The Toad Road

Steps to Administering The FROG

