**Training Checklist for New Home Visitors**

**Sixpence Introduction**

* Go through the Sixpence Grant Guidance to get an overview of Sixpence.
* Visit singasongofsixpence.org
* Quality Criteria for Family Engagement
* **Go through all District Documents-i.e. Handbook, staff directory, travel policy, and PTO.**
* **Explain how your District assigns NSSRS numbers to the children. Who is the contact person they need to notify?**
* **Go through Family Binders & Program Forms- i.e. parent handbook, enrollment application, program agreement, lesson plan, goal sheet, any other forms that your program utilizes**
* Divided into sections (Enrollment, Lesson plans, Assessments, Correspondence, Goals and Old Lesson Plans)
* Documenting Attendance: How to document enrollment and attendance.
* **Shadow home visits.** Step by step, starting with planning a visit, having the visit and coming back and doing documentation.  **A minimum of three visits should be shadowed.**  A new home visitor should observe and then slowly start planning and documenting visits. **A supervisor should be overseeing the initial solo visits.** It is always beneficial to have a new visitor go to another program and shadow a few visits also. Let Karen or Stephanni know if you would like to do this.
  + Documentation log – Goal sheet, assessments – home visit plan sheet
  + New home visitor should receive an overview of the curriculum the program uses. Register new home visitor for curriculum training.
  + How to Plan a visit – talk about the family
  + Prepare the lesson plan – gather material
  + Go on the visit
  + Come back and talk about the home visit
  + Let them practice after seeing a minimum of three home visits

**UNMC Evaluations**

* Go over all Sixpence required evaluations and timelines.
* Discuss the domains that are being evaluated. DAYC, DECA, MacArthur Friend Protective Factors, KIPS and HOVRS
* New home visitors should have access to the UNMC Evaluation Guidebook.
* Review these key points, then add assessments:

**KIPS**

* Have a copy of the KIPS Clarifications Manual and go through it.
* Watch passed videos and then look at the score that that family received and then the strengths and weakness as recorded by UNMC

**HOVRS**

* Go over the HOVRS scale and discuss best practices.
* Watch a HOVRS high score video together and reflect on what you both observe.

**PPVT**

* For children who have been in the program for more than 1 year and who will turn 3, an approved Speech Language Pathologist must administer the PPVT (Peabody Picture Vocabulary Test) with the children after the Pathologist has been approved by UNMC.

**GOLD**

* Once the District sets up credentials, the new visitor should watch the on-line modules.
* Get official GOLD Training
* Learn how to add Documentation
* Preliminary Checkpoints-Sixpence requires Fall and Spring
* Final Checkpoints

**REQUIRED TRAININGS**

* Nebraska Early Learning Guidelines or Fist Connections Online training **(IF NEEDED)** Any staff that does not have coursework related to infants or toddlers must complete training. -Email [**tammi.hicken@nebraska.gov**](mailto:tammi.hicken@nebraska.gov )
* **GOLD**-Check the NDE website for training or Nebraska's Early Childhood Training Center <http://ecrecords.education.ne.gov/Calendar.aspx> GOLD online training modules will need to be completed [httdps://gold.teachingstrategies.com/login.cfm?rurl=/gold/loggingin.cfm&system=gold](http://httdps//gold.teachingstrategies.com/login.cfm?rurl=/gold/loggingin.cfm&system=gold)
* **Home Visiting Core Practices and Principles-** Sixpence Staff will contact new home visitors regarding the mandatory new home visitor online training. Sixpence staff should be notified before new visitor starts the modules. Training groups are formed twice a year or as needed.
* **Safe with You**-Check Nebraska’s Early Childhood Training Center Website for training dates. <http://ecrecords.education.ne.gov/Calendar.aspx>
* **Curriculum Training-** Parents as Teachers or Growing Great Kids