



Memo #13-21

To: Help Me Grow Central Coordination Contract Managers
Help Me Grow Early Intervention Service Coordinator Contract Managers
Help Me Grow Home Visiting Contract Managers

From: Jeffrey Wynnyk, MPA
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Copy: FCFC Council Coordinators
State Partners
HMG Program Staff

Subject: Changes to the Help Me Grow Training Institute and NEW Role Specific Trainings

Date: December 9, 2013

The Bureau for Children with Developmental and Special Health Needs Help Me Grow (HMG) Programs are pleased to announce new and updated professional development opportunities for Central Coordination, Early Intervention, and Home Visiting contractors. Based on feedback we have received from you during regional meetings, site visits, and training evaluations the HMG Training Institute has been restructured and role specific trainings have been developed.

Starting in January 2014 the HMG Training Institute will be a ONE DAY IN-PERSON training. Topics of the HMG Training Institute will include:

- What is Help Me Grow?
 - HMG Community
 - HMG Rules
 - Roles
 - Where to get questions answered
 - HMG and the local community
- Confidentiality
 - Consent
 - Privacy
- Child abuse and neglect indicators
- Family Engagement
- Culture, Safety, and Boundaries

Role specific trainings for home visitors, service coordinators, central coordination staff, and supervisors will also be available in January. *Principles of HMG Service Coordination* and *Principles of HMG Home Visiting* will be ONE DAY IN-PERSON trainings. These will take place the day after each monthly Training Institute.

The following table details the new trainings and the requirements for credentials:

Training Name	OH Train Course ID	Audience	Required for Initial Credential
HMG Training Institute	1034150	Required for NEW : Central Coordination staff EI Service Coordinators Home Visitors Supervisors Contract Managers Recommended for all HMG staff	YES (Service Coordinator, Home Visitor, & Supervisors)
Principles of HMG Home Visiting	1047701	Required for NEW : Home Visitors Home Visiting Supervisors Home Visiting Contract Managers Recommended for all HMG staff	YES (Home Visitor, Home Visitor Supervisor)
Principles of HMG Service Coordination	1047684	Required for ALL : Service Coordinators Recommended for all HMG staff	YES (Service Coordinators, EI Supervisors)

The new Principles of HMG Service Coordination training will be **mandatory** for all service coordinators regardless of the length of time they have been employed in their role. This training contains new information that is vital to the work you do.

The new Principles trainings are offered the day after the Training Institute at the same location. You **must** register for both trainings via OH-Train. **These are separate trainings.** Please make sure you register for the correct training. If your role is both as a Home Visitor and Service Coordinator you must attend both Principles trainings.

Central Coordination training will be an online training available through OH-Train in late January, 2014. Additionally, in-person reflective supervision training will be made available in early spring 2014.

HMG Training Institute and Principles Training schedule:

Training	Dates	Location
HMG Training Institute	January 7	Hamilton County
Principles of HMG Home Visiting Principles of HMG Service Coordination	January 8	Hamilton County
HMG Training Institute	February 4	Summit County
Principles of HMG Home Visiting Principles of HMG Service Coordination	February 5	Summit County
HMG Training Institute	March 4	Clark County
Principles of HMG Home Visiting Principles of HMG Service Coordination	March 5	Clark County
HMG Training Institute	April 1	Franklin County
Principles of HMG Home Visiting Principles of HMG Service Coordination	April 2	Franklin County
HMG Training Institute	May 6	Marion County
Principles of HMG Home Visiting Principles of HMG Service Coordination	May 7	Marion County
HMG Training Institute	June 3	Ross County
Principles of HMG Home Visiting Principles of HMG Service Coordination	June 4	Ross County

This information must be communicated with all supervisors, central coordination staff, service coordinators, and home visitors.

As always, if you have any questions, please don't hesitate to contact your Program Consultant.