

Education Requirements for Family Services Staff

The Head Start Act 2007 (as amended 12/12/07)

45 CFR §1302.91(e)(7)

A program must ensure staff who work directly with families on the family partnership process hired after November 7, 2016, have within eighteen months of hire, at a minimum, a credential or certification in social work, human services, family services, counseling, or a related field.

Policy

The State of Oregon has a database, Oregon Registry Online (ORO), that deems an ORO Step 8 as equivalent to a degree or certification in the Family Services field. In addition to obtaining a step 8, all Family Services Teachers must complete additional training to meet qualifications for their position.

In collaboration with the Family Services Supervisor, the program has determined a list of trainings for family services teachers. The list of trainings are to help the staff build knowledge and skills to support their roles in the goal-setting process with families. Certification must be completed within 18 months of hire for family services teachers, who will work with families on the goal-setting process.

Procedure

Staff who are in a Family Services Teacher (FST) position are required to complete the training plan within 18 months as outlined below in order to meet the qualifications for their position. This will be documented in ChildPlus under the general tab of the staff member's personnel profile. The Professional Development Supervisor (PDS) will inform the supervisor and meet with the FST to provide an overview of the credential process and information needed to access the online trainings.

Supervisors must ensure completion of the Family Services education requirements is listed as part of the staff member's professional development goals. The timeframe for completing the education requirements should be no more than 18 months from the hire date into this position.

The PDS is responsible for monitoring progress and updating data in ChildPlus to reflect if a staff member is in progress, meets the requirements, is not required for that position, or if the requirements have been completed.

FST's working towards these requirements will follow the steps below:

1. Create an iPD Account:
 - Create an Individualized Professional Development (iPD) account:
<https://eclkc.ohs.acf.hhs.gov/professional-development/individualized-professional-development-ipd-portfolio/individualized-professional-development-ipd-portfolio>
 - Log in if an account has already been established.
2. Select Relevant Trainings:
 - Access the course catalog
 - Select *Enroll Me* for each of the following trainings
 - i. Building Positive and Engaging Relationships with Families (1-4 hours)
 - There are 5 PFCE simulation videos. All these must be done and they are about 30 minutes each. <https://headstart.gov/family-engagement/article/parent-family-community-engagement-simulation-boosting-school-readiness-through-effective-family>

- Read and have on-hand the following literature as you are completing the above modules. <https://headstart.gov/sites/default/files/pdf/building-partnerships-developing-relationships-families.pdf>. Once this handout has been read to its entirety, staff must submit a Training Acknowledgement form on the employee intranet (see Training Submission Flyer in the forms section of the intranet). This will be a good reference to keep as you are working with families throughout the year.
- ii. Building Partnerships with Families (1 hour)

The above trainings also support the skills needed to engage families in the family partnership process (HSPPS 45 CFR §1302.91(e)(7)). Upon completion of the online training, a certificate is issued. A copy of the certificate must be emailed to the PDS and must be uploaded to ORO for training credit.

In addition to the online trainings, FST's must also read the Family Economic Mobility Toolkit literature on the [HeadStart.Gov](https://www.headstart.gov) website. Once this toolkit has been read to its entirety, staff must submit a Training Acknowledgement form on the employee intranet (see Training Submission Flyer in the forms section of the intranet).

FST's and Supervisors can view the information in ChildPlus to ensure they are on track for completion within the timeframe provided. FST's will meet with their immediate supervisor to review progress throughout the process. Following the next steps will be key to pulling an accurate report:

****Must use [ChildPlus Online](#) to pull this report. Report 1316 – Training History Report.**

- Personnel Filters:
 - Position: Family Services Teacher
 - Service Area: FCP – FS Ed Requirements in Progress
- Other Filters and Options:
 - Time Frame: select *on or before* and today's date
 - Optional Data: Not included
 - Training Completion: Both Completed and Missing Training
 - Training Name (select the following):
 - Introduction to the Family Services Role in Head Start and Early Head Start programs
 - Building Partnerships with Families
 - The Family Partnership Process: Goal Setting with Families
 - Family Economic Mobility Toolkit
 - Agency: All
 - Service Agency: All
 - Topic: All
 - Format: All
- Formatting:
 - If you are pulling for multiple staff; Group by: Topic
 - Page Break: None
- Individuals:
 - Select the individual(s) you'd like to see and then View

Using the ChildPlus desktop, Report 1130 can be filtered by Personnel Agency-Specific Fields. This provides an at-a-glance summary of staff participating in the FS Education Requirements. The PDS will also check-in regularly with the staff member and supervisor to ensure progress is made.