

IECMHC Orientation Checklist for new Consultants

| Activity | Date | Completed | Notes |
|---|------|-----------|---|
| Must be completed BEFORE taking Referrals (<i>within the first 2 months of hire</i>) | | | |
| Welcome Call with State Coordinator | | | |
| Meet 1:1 with State Coordinator and direct supervisor (onsite or virtual) | | | Review IECMHC Work Statement and Fidelity Checklist |
| Complete Curriculum Modules | | | Once completed, send state coordinator notification and identify which competencies chosen to be added to the completion certificate |
| <ul style="list-style-type: none"> • Introduction | | | |
| <ul style="list-style-type: none"> • Module 1 | | | |
| <ul style="list-style-type: none"> • Module 2 | | | |
| <ul style="list-style-type: none"> • Module 3 | | | |
| <ul style="list-style-type: none"> • Equity Lens and Resources | | | |
| Attend Local Partnership meeting | | | |
| (Monthly Communication meeting with local Resource Center staff) | | | |
| Shadow 2-3 other SECs | | | |
| <ul style="list-style-type: none"> • • • | | | |
| Complete Assessment Training | | | |
| <ul style="list-style-type: none"> • eDECA | | | Virtual training with Mary Mackrain |
| <ul style="list-style-type: none"> • CHILD | | | 6-8 hour webinar with partners at Yale (Chin Reyes) |
| <ul style="list-style-type: none"> • CAREGiving Checklist for Homebased providers | | | Available on eDECA website |
| <ul style="list-style-type: none"> • CSEFEL | | | Train the Trainer mods – online |
| <ul style="list-style-type: none"> <input type="checkbox"/> Infant Toddler modules <input type="checkbox"/> Pre-School modules | | | State coordinator will give online code |
| Complete the IECMHC Competency Self-Assessment | | | Available electronically. To be completed annually. |
| Continue to review while taking referrals (<i>within the first 6 months of hire</i>) | | | |
| <i>Additional Training Modules</i> | | | |
| <ul style="list-style-type: none"> • Great Start to Quality 101 | | | |
| <ul style="list-style-type: none"> • Racial Equity and Cultural Responsiveness <ul style="list-style-type: none"> ▪ Video of Equity Training 2018 (with Eva Marie Shivers and Kadija Johnston) | | | Videos are broken up into Chapters and in total it's about 3 and a half hours. https://michigancreative.wistia.com/projects/9c6nu4gijv7 |
| <ul style="list-style-type: none"> • Trauma Informed Practices | | | Confirm with State coordinator regarding updated SUD training |
| <ul style="list-style-type: none"> • Substance Use Disorder Prevention training - TBD | | | |
| Review Devereux Programmatic Webinar | | | Archived 1 hour webinar with Deb Alleyne https://attendee.gotowebinar.com/recording/4154706282033073666 |
| Schedule monthly check in calls with state coordinator for the first 6 months | | | Check in calls may vary depending on need |
| Schedule Quarterly onsite/virtual meetings with your supervisor and state coordinator | | | |
| Once in the SEC role for at least 6 months, schedule a call with the State Coordinator to discuss the Training component of your role. (<i>Within 6-9 months of hire</i>) | | | |
| Trainings | | | |
| <ul style="list-style-type: none"> • Register with MiRegistry | | | Talk with your Resource Center staff on how to complete |
| <ul style="list-style-type: none"> • Review SEC website for ready made powerpoints to use | | | |