

Michigan’s IECMHC Orientation Checklist for SUPERVISORS

Activity	Date	Completed	Notes
Welcome Meeting 1:1 with State Coordinator (in person or virtually)			Review the following documents: <ul style="list-style-type: none"> <input type="checkbox"/> IECMHC Work Statement and Quarterly Narrative report Objectives (submitted through EGRAMS) <input type="checkbox"/> Current budget <input type="checkbox"/> Fidelity Checklist <input type="checkbox"/> Curriculum/Model <input type="checkbox"/> Curriculum Endorsement Training Hours <input type="checkbox"/> SUD power point template (check with state coordinator for details)
To be completed within the first month of filling the supervisory position			
Attend introduction meetings with Local Partners (in person, virtually or by phone)			Maintain at least bi/annual communication with the following partners: <ul style="list-style-type: none"> <input type="checkbox"/> Resource Center Director/Staff <input type="checkbox"/> ECSN Director <input type="checkbox"/> Substance Use Disorder Prevention Coordinator/Service Providers
Have a welcome call with 1-2 other SEC Supervisors <ul style="list-style-type: none"> • 			As appropriate/needed
<ul style="list-style-type: none"> • SEC website/data base 			www.michigansec.org State coordinator will create username and initial password and provide orientation
To be completed within the first 3 months of filling the supervisory position			
IECMHC Curriculum/Model			
<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 			

Review the following with your SEC for your awareness			
• Process Map			
• DECA (Child Family Focused assessment)			Attend virtual training with Mary Mackrain- if needed MackrainM@michigan.gov
• eDECA system orientation			Attend virtual training with Mary Mackrain – if needed
• CHILD (Programmatic/ Center assessment)			Dr. Gilliam, Yale
• CAREGiving Checklist for Homebased providers (Programmatic assessment for HB cases)			Available on eDECA website
• CSEFEL (Infant Toddler/Preschool modules)			A brief overview is required for awareness
<i>Additional Training Modules</i> <ul style="list-style-type: none"> • Great Start to Quality 101 • Racial Equity and Cultural Responsiveness <ul style="list-style-type: none"> ▪ Video of Equity Training (with Eva Marie Shivers and Kadija Johnston) • Trauma Informed Practices • Substance Use Disorder Prevention training - TBD 			A brief overview is required for awareness Videos are broken up into Chapters and in total approximately 3 and a half hours. https://michigancreative.wistia.com/projects/9c6nu4gjy7
Complete the IECMHC Competency Self-Assessment			Optional – state coordinator will send link if requested
Schedule monthly check in calls with the State Coordinator for the first 6 months			
Add monthly Supervisor meetings to your calendar			Available the 1 st Wednesday 9-10am or 1 st Friday 12-1pm of each month *Not including Quarterly Meeting months
Add Quarterly meetings to your calendar			January/April/July/October