

**CHILD & FAMILY DEVELOPMENT PROGRAMS**  
**Community Action Team, Inc.**  
 Training Requirements Checklist for Social Services

Form 1-51f

Staff Name \_\_\_\_\_

Employment Date \_\_\_\_\_

Within Two Weeks	Trainer	Completed
Family Engagement	CM/PFCE	
• Home Visits	CM/PFCE	
• Family Partnerships	CM/PFCE	
• Family Goals	CM/PFCE	
• Family Assessment	CM/PFCE	
• Family Events	CM/PFCE	
In-Kind	Admin	
Attendance (1-14)	Self	
Excluding ill children (3-18, 3-19)	Self	
Care Plans (3-46, 3-48)	Self	
Within One Month	Trainer	Completed
Home Visit Observation	CM	
Child Plus Training	Data Entry Sp.	
Child Plus Monitoring	CM/Admin	
• 45-Day	CM/Admin	
• 90-Day	CM/Admin	
• Attendance	CM/Admin	
• Home Visits	CM/Admin	
• Family Goals	CM/Admin	
Community Meetings and Partnerships	CM/Admin	
Getting to Know Ready Rosie (Module located in MyTS)	Self	
Center Calendar and Newsletter	CM	
Health Monitoring	CM/Admin	
Within Three Months	Trainer	Completed
ERSEA	PFCE/Admin	
Family Portal in MyTS	Ed Spec	
Screenings & Referrals	Self/Admin	
Monitoring: 1-68	CM/Admin	
Family Engagement	CM/PFCE	
• CTA		
• Policy Council		
Within Four Months	Trainer	Completed
Transition to Kindergarten	CM	
End of Year Files – Procedure 1-44	CM	

\*Send form 1-51f to Admin when all items are completed. Certificates and CP6 need to be submitted to Admin at time of completion for each item.

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_