

Local System Manager Orientation

Within 1 month

- ☐ [Orientation Introductory Modules: Local System Manager](#)
- ☐ Complete all [EI Certification Modules](#)
- ☐ Read [Infant & Toddler Connection of Virginia Practice Manual](#) – ITCVA Resource Library
- ☐ Review the Local Contract
- ☐ Review [Dispute Resolution](#)
- ☐ Meet with Technical Assistance Consultant and/or Monitoring Consultant to cover the following:
 - Supervision and Monitoring
 - [General Supervision and Monitoring \(GSM\) Manual](#)
 - Federal indicators
 - Local monitoring and oversight
 - Procedural safeguards
 - Local determinations
 - [Periodic Oversight of Systems and Methods \(POSM\)](#)
 - [Monitoring Community of Practice \(MCoP\)](#)
 - Fiscal
 - [Statewide Early Intervention Data System](#)
 - Questions you have

Over the next 3 months

- ☐ Required (within 6 months): [Authentic Assessment for Early Intervention Module](#) - (under eLearning/Presentations/Webinars)
- ☐ Recommended: [Part C Expenditure Reporting](#) – ITCVA Website: Supervision & Monitoring - Community of Practice (MCoP)
- ☐ Recommended: [Promoting Effective and Efficient Fiscal Management, Parts 1 -3](#) – (under eLearning/Presentations/Webinars)
- ☐ Recommended: [Transition Tutorials \(series of 4\)](#) - (under eLearning/Presentations/Webinars - video tutorials)

☐ Recommended: [Tackling Transition and Related TRAC-IT Documentation](#) - ITCVA Website under LSM

☐ Recommended: [Coaching Families \(Texas\)](#) - (under eLearning/Presentations/Webinars - video tutorials)

☐ Recommended: [Fidelity Assessment Webinars](#) – ITCVA Resource Library

☐ Recommended: [Documentation Tutorials](#) - (under eLearning/Presentations/Webinars - video tutorials)

☐ Recommended: [Child Outcomes Booklet](#) - link under Resources