

Local System Manager Orientation

Within 1 month

- [Orientation Introductory Modules: Local System Manager](#) – (under eLearning/Presentations/Webinars)
- [Complete all EI Certification Modules](#)
- *Read* Infant & Toddler Connection of Virginia Practice Manual – link on ITCVA Website
- *Read* *Local System Manager Handbook* – link on ITCVA Website
- Review the Local Contract
- Meet with Technical Assistance Consultant and/or Monitoring Consultant to cover the following:
 - Questions you have
 - Federal indicators
 - Local monitoring and oversight
 - Procedural Safeguards
 - Local determination status
 - Fiscal
 - State data system

Over the next 3 months

- Required (within 6 months): [Authentic Assessment for Early Intervention Module](#) - (under eLearning/Presentations/Webinars)
- Recommended: [Fiscal Form Tutorials](#) – (under eLearning/Presentations/Webinars)
- Recommended: [Promoting Effective and Efficient Fiscal Management, Parts 1 -3](#) – (under eLearning/Presentations/Webinars)
- Recommended: [Transition Tutorials \(series of 4\)](#)
- Recommended: [Coaching Families \(Texas\)](#)
- Recommended: Fidelity Assessment Webinars - link on ITCVA Website
- Recommended: [Documentation Tutorials](#) - (under eLearning/Presentations/Webinars - video tutorials)
- Recommended: Child Outcomes Booklet - link on ITCVA Website