

Service Coordination Professional Development Institute

The New York City Health Department, Division of Family and Child Health, Bureau of Early Intervention (NYC BEI), and Hunter College's Silberman School of Social Work are proud to announce the 2025 series for the Early Intervention Service Coordination Professional Training Development Institute (SCPDI).

The SCPDI acknowledges and supports the NYC BEI and all the NYC EI providers as they move to implement the changes in the state regulations and the transition to EI HUB. For 2025, SCPDI will provide **five new and updated** training sessions to enhance the work of NYC EIP service coordinators, supervisors, administrators, and interventionists. The five **2025 NYC Early Intervention Program (EIP) Policy Series trainings** will focus on the changes to the EIP forms, policies, and procedures (Pre-IFSP, IFSP, and Post-IFSP), the creation of desired outcomes and developmental steps, and the changes in the policies and forms for surrogacy for EI children in foster care.

- **The five 2025 NYC EIP Policy Series trainings are mandatory for SC supervisors. This series must be completed by December 31, 2026. The NYC BEI Provider Oversight Unit will audit provider agencies regarding completing this training requirement.**
- Each provider agency must ensure that their service coordinators, supervisors, and interventionists are informed about and implement all regulatory and policy changes in the NYC EIP policies, procedures, and forms.
- Each required training will be offered twice in 2025 and will be recorded.
- Note that the recorded trainings will not issue certificates of completion.

BEI strongly recommends that agencies promote these trainings with their service coordinators and interventionists and invite them to register and participate.

The SCPDI supports the critical role that service coordinators (SCs) play in the Early Intervention Program and the lives of families accessing the program. The SCPDI aims to support SCs and other EI professionals in improving the engagement and retention of families in the Program through the delivery of high-quality professional development training. The SCPDI will present these thirteen *free, synchronous remote* trainings throughout 2025:

1. *2025 NYC EIP Policy Series: **Pre-IFSP Updates** (Two sessions)
2. *2025 NYC EIP Policy Series: **IFSP Updates** (Two Sessions)
3. *2025 NYC EIP Policy Series: **Post-IFSP Updates** (Two Sessions)
4. Reflective Practice and Reflective Supervision



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5. *2025 NYC EIP Policy Series: **The Integration of Natural Environments, Family-Centered Practices, and the Creation of Desired Outcomes** (Two sessions)
6. *2025 NYC EIP Policy Series: **A Collaborative Approach to EI Children and Families in Foster Care** (Two sessions)
7. Establishing Connection in Early Intervention
8. Connecting Families Using Culturally Relevant Responses

*These are the five mandatory trainings for SC supervisors to be completed by Dec. 31, 2026.

Go to the [last page for registration links](#) for each training. People must individually register for each training. If you do not register, show up late, and/or do not complete all components of each training, you will not receive certificates of completion.

These SCPDI trainings cover the knowledge and skill areas delineated in the New York State Department of Health Bureau of Early Intervention [Competency Areas for the Delivery of Evidence-Based Evaluations and Services in the New York State Early Intervention Program](#) (linked; launched in January 2022). The **2025 NYC Policy series training** will review updated policies, procedures, and forms related to chapters in the NYC EIP Policy and Procedure Manual since there have been changes in the NY State DOH BEI regulations associated with working in the EI-Hub.

- As indicated in the provider agreement, all the synchronous, remote SCPDI training may be used to fulfill the NYS DOH BEI annual requirement for professional development training.
- NYC BEI is an approved provider of CEUs/CTLEs for specific disciplines:
 - CEUs are available to licensed LCSWs/LMSWs, physical therapists, PTAs, occupational therapists, OTAs, speech-language pathologists, CFs, and audiologists.
 - CTLEs are available to certified New York State teachers, teachers with an educational leadership certificate, or paraprofessionals with a Level III teaching assistant certificate.
 - Service coordinators, supervisors, and other EI professionals in different disciplines will receive certificates of completion once they complete all requirements for each training.

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- To receive a certificate of completion or CEU/CTLE credits for the synchronous, remote training, registrants must:
 - **Attend the entire remote training and actively participate** – registrants must have their video on throughout the training and be visible on camera, and registrants must be responsive when called on.
 - Verify your attendance at the beginning and the end of each training by signing in and signing out via the designated form.
 - Complete the Pre-test before the start of each training (please log in no later than 9:00 am, or you will miss the window to complete the Pre-test),
 - Complete the Post-test after each training in a timely fashion and
 - Complete the Training Evaluation survey in a timely fashion after each training.
- Participants are responsible for remote access, including video and audio components.
- Each participant must register to receive the handouts and the link for each remote training. **If people attend without registration, they will not receive a certificate of completion.**
- Note that SCPDI will record the five 2025 NYC EIP Policy Series trainings and make them available in the future.
- No certificates of completion or CTLEs/CEUs will be issued for reviewing these recorded trainings.

The [registration links](#) for each training are on the last page of this flyer.

You must attend, participate, and complete the required forms in the synchronous, remote trainings to be eligible for a certificate and for CTLEs/CEUs

Service Coordination Professional Development Institute

(Session 1) Tuesday, February 4, 2025, from 09:00 am to 5:00 pm (7.5 hours)

(Session 2) Tuesday, March 4, 2025, from 09:00 am to 5:00 pm (7.5 hours)

2025 NYC EIP Policy Series: Pre-IFSP Updates

Note: This training is mandatory for SC supervisors.

Overview: The New York City Early Intervention forms, policies, and procedures have been updated to reflect changes in New York State DOH BEI regulations and the transition to EI-Hub. This training will focus on new or revised forms, the policies and procedures in chapters 1, 2, and 3, and EI-Hub highlights in the updated NYC EIP Policies and Procedures manual.

Learning Objectives & Outcomes:

- Changes in the regulations and the impact
- Updates to the NYC Policy and Procedures Chapters 1, 2, and 3 and EI Hub highlights (e.g., completion and submission of mandatory CPR forms, etc.).

Learning Materials:

- Embedded questions in the PPT
- Relevant handouts and tools
- Activities

Learning Activities:

- Discussion of materials
- Answer questions throughout the presentation



**Jackie Chessen, SSW,
MSW, LCSW-R**

is the Clinical Supervisor at Emilia's Kids. Ms. Chessen has worked in Early Intervention as an Interventionist and Evaluator and has been a Child, Family, and School Social Worker for the past 12+ years.

NOTE: Certificates of completion will be issued only to those who register for this remote training and complete all the required components. This training will be recorded so that participants may reference the information afterward. No certificates will be issued to review the recorded training.

Service Coordination Professional Development Institute

(Session 1) Tuesday, February 11, 2025, from 09:00 am to 5:00 pm (7.5 hours)

(Session 2) Tuesday, March 11, 2025, from 09:00 am to 5:00 pm (7.5 hours)

2025 NYC EIP Policy Series: IFSP Updates

Note: This training is mandatory for SC supervisors.

Overview: The New York City Early Intervention forms, policies, and procedures have been updated to reflect changes in New York State DOH BEI regulations in 2024. This training will focus on new and updated forms, the policies and procedures in chapters 5 & 6, and EI-Hub highlights in the updated NYC EIP manual.

Learning Objectives & Outcomes:

- Understand changes in the regulations and the impact
- Understand updates to the NYC Policy and Procedures and forms in Chapters 5 and 6 and EI-Hub highlights
- Understand how to create desired outcomes and developmental steps

Learning Materials:

- Embedded questions in the PPT
- Relevant handouts and tools
- Activities

Learning Activities:

- Discussion of materials
- Answer questions throughout the presentation



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Service Coordination Professional Development Institute

(Session 1) Tuesday, February 25, 2025, from 09:00 am to 5:00 pm (7.5 hours)

(Session 2) Tuesday, March 25, 2025, from 09:00 am to 5:00 pm (7.5 hours)

2025 NYC EIP Policy Series: Post-IFSP Updates

Note: This training is mandatory for SC supervisors.

Overview: The New York City Early Intervention forms, policies, and procedures have been updated to reflect changes in New York State DOH BEI regulations. This training will focus on new or revised forms (e.g., service logs, session notes, and progress notes), the policies and procedures in chapters 7, 10, and 11, and EI-Hub highlights in the updated NYC EIP manual.

Learning Objectives & Outcomes:

- Understand changes in the regulations and the impact
- Updates to the NYC Policy and Procedures Chapters 7, 10 & 11 and EI-Hub highlights (e.g., Session notes, Progress notes, service logs).

Learning Materials:

- Embedded questions in the PPT
- Relevant handouts and tools

Learning Activities:

- Discussion of materials
- Answer questions throughout the presentation



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Service Coordination Professional Development Institute

Friday, March 7, 2025, from 9:00 am to 5:00 pm (7.5 hours)

Reflective Practice and Reflective Supervision

Overview: Service coordinator supervisors reported the need for additional training on reflective supervision to support early intervention providers more effectively. In this training, EI supervisors/providers will gain knowledge of the critical competencies of reflective practice and management and the skills to engage in reflective supervision with service coordinators and all EI providers, including engaging in their self-reflective work. It will also help EI supervisors and providers strengthen their clinical skills and better use these skills to empower the families and help them resolve conflicts. Finally, participants will have opportunities to participate in the practice of case presentations and reflective supervision in large and small groups.

Learning Objectives & Outcomes:

- Understand the practice and key principles of reflective practice and reflective supervision.
- Deepen self-knowledge about others and professional practice.
- Understand the basic principles of relationship-based interventions, including attachment theory and psychological processes like transference, countertransference, and projection.
- Understand how to attend to the baby and their relationships with others.
- Understand the roles and responsibilities of EI supervisors and providers/supervisees in the reflective supervisory relationship.
- Learn the skills to provide supervisory feedback that helps EI service coordinators and all providers evolve and grow.
- Understand the ruptures and repairs in the supervisory relationship.

Learning Materials:

- Reflective practice and supervision articles (Read before meetings).
- Embedded questions in the PowerPoint.
- Vignettes and case presentations.
- Videos.

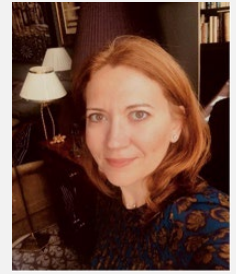
Learning Activities:

- Discussion of materials—Readings and PowerPoint.
- Answer questions throughout the session.
- Participate in case presentations.
- Participate in small and large group reflective supervision sessions.



Patricia Gray, Ed.

D., LCSW, is a full-time professor at the Silberman School of Social Work and director of the BSW field education and continuing education programs. Dr. Gray represents Silberman as one of the academic partners with the NYC Health Department BEI.



Haroula

**Ntalla, M.S.
Ed/CSE/LP** is

a NYS Licensed Psychoanalyst and certified in early childhood/EC special education from Bank Street. She has over 20 years' experience working with culturally diverse children and families as an early interventionist and supervisor with a specialization in autism. Haroula has been an adjunct professor at Brooklyn College's ECAE Department for over 15 years and co-developed their Advanced Certificate in Early Intervention and Parenting program.

Service Coordination Professional Development Institute

Session 1: Friday, March 14, 2025, from 9:00 am to 5:00 pm (7.5 hours)

Session 2: Tuesday, December 2, 2025, from 9:00 am to 5:00 pm (7.5 hours)

2025 NYC EIP Policy Series: The Integration of Natural Environments, Family-Centered Practices, and the Creation of Desired Outcomes

Note: This training is mandatory for SC supervisors.

Overview: The primary role of an Early Intervention (EI) service provider is to work with and support the family members and caregivers in a child's life. Therefore, EI service providers (including service coordinators) are expected to engage parents/caregivers to enhance confidence and competence in their inherent role as the people who teach and foster the child's development. In an EI program, an effective IFSP plan, specifically functional outcomes in an IFSP plan, serves as a roadmap for an EI team. How do you ensure that an EI family has a successful roadmap for their journey in the NYC EI program? This professional development's focus is to provide you with IFSP functional outcomes that are functional, effective, and family-centered.

Learning Objectives & Outcomes:

- Understand the significance of natural environments in Part C services
- Learn and understand the importance of the Parent-Child Dyad, Family-Centered Best Practices, and Embedded Coaching in the New York State Department of Health Competency Areas
- Understand the relationship of functional outcomes to natural environments and family-centered best practices.
- Learn how to create functional outcomes with the IFSP team

Learning Materials:

- Review of PowerPoint
- Vignettes/ Case Studies
- Activities
- Videos
- Handouts and Tools to support best practices

Learning Activities:

- Activities to practice writing effective family-centered IFSP functional outcomes
- Discussion of materials
- Answer questions throughout the training

NOTE: Certificates of completion will be issued only to those who register for this remote training and complete all the required components. This training will be recorded so that participants may reference the information afterward. No certificates will be issued to review the recorded training.



Raisa Abad, M. Ed

is the Clinical Project Manager at the Intervention Quality Initiatives (IQI) Unit at the NYC Bureau of Early Intervention. Ms. Abad obtained her master's degree in Applied Behavior Analysis and Behavior Disorder with emphasis in Early Childhood Education and Special Education. Before joining as a Clinical Project Manager in the IQI Unit, Ms. Abad worked as a NYC EI ABA/SI service provider, QA manager, and ABA/SI clinical supervisor. Ms. Abad also worked as a special education teacher with the NYC Department of Education prior to joining the world of EI.



Patricia Gray, Ed. D.,

LCSW, is a full-time professor at the Silberman School of Social Work and director of the BSW field education and continuing education programs. Dr. Gray represents Silberman as one of the academic partners with the NYC Health Department BEI.

Service Coordination Professional Development Institute

(Session 1) Tuesday, March 18, 2025, from 9:00 am to 1:30 pm (4 hours)

(Session 2) Wednesday, November 12, 2025, from 9:00 am to 1:30 pm (4 hours)

2025 NYC EIP Policy Series: A Collaborative Approach to EI Children and Families in Foster Care

Note: This training is mandatory for SC supervisors.

Overview: This training will give participants a basic overview of the foster care system and a review of updated surrogacy forms, policies, and procedures from the NYC EIP Policy and Procedure Manual. Using data, case stories from Advocates for Children, and exercises, participants will learn about educational resources for foster care youth, parent rights, and multicultural and trauma dynamics. Additionally, participants will be able to develop actionable strategies to improve collaboration with families and foster care agencies.

Learning Objectives & Outcomes:

- Understanding of steps after a report of child abuse or neglect
- Deepen knowledge of education planning for children placed in foster care
- Understanding legal roles and responsibilities
- Discussion on barriers to education planning
- Connecting the importance of collaborative decision-making.
- Understanding the new forms, policies, and procedures related to surrogacy

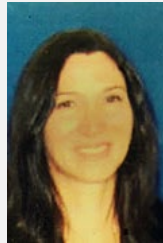
Learning Materials:

- PowerPoint & case studies
- Survey questionnaire

Learning Activities:

- Discussion of materials
- Answer questions throughout the training

NOTE: Certificates of completion will be issued only to those who register for this remote training and complete all the required components. This training will be recorded so that participants may reference the information afterward. No certificates will be issued to review the recorded training.



Anjella LaBarca, Esq., staff attorney at ACS, advises foster care agencies and Family Court on education, offering training to support children's success.



Roberto Romero, ACS Director of Education Services, has 15+ years' experience aiding families, specializing in youth with disabilities and child welfare advocacy.



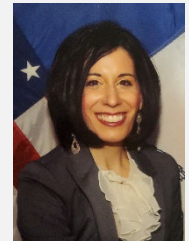
Patricia Gray, Ed.D., LCSW, is a professor at the Silberman School of Social Work and directs the BSW field education and continuing education programs. She represents Silberman as an academic partner with the NYC Health Department BEI.



Erika Palmer is a Supervising Attorney at Advocates for Children of New York, focusing on ensuring quality education for students from low-income backgrounds. With over 20 years of experience, she advocates for foster system students, provides training, and works on policies to improve educational opportunities.



Michael Arrington, Staff Attorney and Education Collaborative Manager at Advocates for Children of New York, ensures foster system students access necessary educational support. He trains professionals, represents families, and advocates for policies to improve educational opportunities for students in foster care.



Dolores Giurdanella is Director of Regional Office Operations at NYC's Bureau of Early Intervention, overseeing services for 30,000 families. With 28 years of experience, she's worked in various roles since 1996, focusing on Early Intervention.

Service Coordination Professional Development Institute

Tuesday, Oct 14, 2025, from 9:00 am to 5:00 pm (7.5 hours)

Establishing Connection in Early Intervention

Overview: The primary goal of this training is to equip providers and service coordinators with the skills and knowledge needed to establish and strengthen connections with families enrolled in the Early Intervention Program. The focus is on fostering a supportive environment that encourages families to participate actively in the program, ensuring a higher likelihood of success in achieving positive outcomes for eligible children and increasing retention in the program.

Learning Objectives & Outcomes:

- Dispel Common Myths and stigmas
- Develop Self-Awareness through Reflection
- Understand the Role language plays in how we communicate the Early Intervention Process
- Lead with Empathy & Understanding
- Empower Early Intervention with effective information-sharing, relationship-building, and trust-fostering tools.

Learning Materials:

- Open Minds and Willing Hearts
- Safe Space
- Link for an Online Worksheet: [Worksheet & Toolbox](#)
- [Virtual Jamboard](#) - (shared during the training)
- Undivided Attention

Learning Activities:

- Discussion of Materials and Slides
- Answer questions throughout the Presentation
- Participation in small and large group Activities
- Virtual Engagement with the presenter and other participants



Danielle Herring, CEO of Transformation in Process and Early Intervention Ambassador for United for Brownsville is a licensed guidance counselor, author, and coach. In her pivotal role, she addresses racial inequities, supports families, educates on Early Intervention rights, and fosters community among service providers.



Patricia Gray, Ed. D., LCSW, is a full-time professor at the Silberman School of Social Work and director of the BSW field education and continuing education programs. Dr. Gray represents Silberman as one of the academic partners with the NYC Health Department BEI.



Ruth Horry, United for Brownsville Manager and author, boosts community voices, advocates for inclusivity, and improves family access to essential services. As CEO of The Coco Pauline Company, she fosters a thriving space for the next generation through healing and empowerment.



Mica Rencher, UB's Deputy Director for Systems Change, prioritizes equity in early childhood systems, focusing on Black and Latinx children in Brownsville's Early Intervention. With a diverse Brooklyn education background, she, a former Assistant Dean, emphasized entrepreneurship for academic success.

Service Coordination Professional Development Institute

Tuesday, November 18, 2025, from 9:00 am to 5:00 pm (7.5 hours)

Connecting Families Using Culturally Relevant Responses

Overview: Data indicates that Black families are less likely to refer to Early Intervention. If referred, they often need to remain in the program long enough to complete evaluations to determine if their child is eligible for EI services. **To provide service coordinators (SCs) with the tools needed to address families' needs and engage with families in culturally relevant ways, the SCPDI offers Connecting Families Using Culturally Relevant Service Coordination training.** NYC BEI wants every baby to get services that can change the entire trajectory of their lives if they are living with a disability or developmental delay.

In this training, we will support the work of Service Coordinators by providing additional tools and resources that will help meet the needs of the families and deepen their connection with their families using a culturally relevant practice lens.

Learning Objectives & Outcomes:

- SC will better understand the dynamics involved with working with families.
- SC will identify more effective and culturally relevant strategies for working with these families (i.e., communication)
- SC will identify strength-based intervention support that works with families.
- SC will identify cultural inequities that present barriers to accessing services.

Learning Materials:

- Provide information.
- Review strength-based intervention.
- Vignettes highlight cultural inequities in work.
- Embedded questions in the PPT

Learning Activities:

- Discussion of materials
- Answer questions throughout the lesson
- Group activities



Nishanna Ramoutar, LCSW, MS. Ed., is a clinical social work leader with over 15 years of experience specializing in trauma-informed infant mental health and child welfare. Nishanna is a Senior Learning Specialist and early childhood content expert at The Jewish Board. Additionally, Nishanna is a part-time professor at Silberman School of Education and at The Erikson Institute.

Service Coordination Professional Development Institute

Training Dates for 2025

Click on the **date** of the training below to register. Please note that all participants must have audio and visual capabilities to participate actively in each training. **Participants must log in at 9:00 AM to sign in and complete the pre-test. The training will commence promptly at 9:30 AM. Additionally, kindly reserve 30 minutes post-training to fulfill the training evaluation, post-test, and sign-out processes.** If you have any questions, please email scpd@hunter.cuny.edu.

DATE	TRAINING
<i>Register for one session only.</i> (Session 1) February 4, 2025 (Session 2) March 4, 2025	* 2025 NYC EIP Policy Series: Pre-IFSP Updates
March 7, 2025	Reflective Practice and Reflective Supervision
<i>Register for one session only.</i> (Session 1) February 11, 2025 (Session 2) March 11, 2025	* 2025 NYC EIP Policy Series: IFSP Updates
<i>Register for one session only.</i> (Session 1) February 25, 2025 (Session 2) March 25, 2025	* 2025 NYC EIP Policy Series: Post-IFSP Updates
<i>Register for one session only.</i> (Session 1) March 14, 2025 (Session 2) December 2, 2025	* 2025 NYC EIP Policy Series: The Integration of Natural Environments, Family-Centered Practices, and the Creation of Desired Outcomes
<i>Register for one session only.</i> (Session 1) March 18, 2025 (Session 2) November 12, 2025	* 2025 NYC EIP Policy Series: A Collaborative Approach to EI Children and Families in Foster Care
October 14, 2025	Establishing Connection in Early Intervention
November 18, 2025	Connecting Families Using Culturally Relevant Responses

* Mandatory for SC Supervisors.

