



DCYF Special Needs Inclusion Project c/o Support for Families of Children with Disabilities
2601 Mission Street, Ste. 606, San Francisco CA 94110 (415) 282-7494 x22

DEPARTMENT OF CHILDREN,
YOUTH AND THEIR FAMILIES



DCYF SPECIAL NEEDS INCLUSION PROJECT

2007 INCLUSION TRAINING



EVERY CHILD BELONGS

DCYF Special Needs Inclusion Project
c/o Support for Families of Children with Disabilities
2601 Mission Street, Ste. 606 San Francisco CA 94110
(415) 282-7494 x22 dhayden@supportforfamilies.org

Staff Development and Resources cont'...

POSITIVE TEACHING STRATEGIES AND TOOLS FOR WORKING WITH CHILDREN AND YOUTH WITH HEARING LOSS

This training will provide teachers and program leaders with strategies for working with children and youth with hearing loss.

Objectives:

- Participants will learn skills for working with children and youth with hearing loss

- Participants will obtain resources regarding working with children and youth with hearing loss in their classrooms/programs
- Participants will increase their ability to successfully include children and youth with hearing loss into their programs and/or classroom activities

Audience: Professionals,
Students

Trainer: Hearing and Speech Center
of Northern California

TECHNICAL ASSISTANCE

SNIP also offers free on-site technical assistance. We can assess your program's readiness to effectively serve children & youth with disabilities, suggest appropriate accommodations and modifications to your site and/or program, assist you in crafting an inclusive written policy, or help you to deal with other site or client-specific issues regarding including children & youth with disabilities into your program.

Our services are **FREE** to all DCYF funded agencies

To schedule any of the trainings in this booklet, to arrange for technical assistance, or to discuss ways in which SNIP can create custom training and support for your agency or program, contact:

Deidre Hayden, DCYF SNIP Coordinator
DCYF Special Needs Inclusion Project
c/o Support for Families of Children with Disabilities
2601 Mission Street, Suite 606
San Francisco
CA 94110
415-282-7494 x22
dhayden@supportforfamilies.org

DCYF Special Needs Inclusion Project

The Special Needs Inclusion Project (SNIP) is a project of the San Francisco Department of Children, Youth and Their Families (DCYF) and provides DCYF agencies with free training, resources, and the support they need to successfully include children and youth with disabilities and their families into their agency's programs.

Our Vision:

Children and youth with disabilities are safe and healthy, have a sense of belonging, and have a full range of opportunities to participate meaningfully in the community and reach their full potential.

We can...

- Provide information and training about disabilities, childcare inclusion, disability rights and laws, disability awareness, disability policy development and employment support
- Assess your program's readiness to include individuals with disabilities
- Help identify reasonable accommodations, program modifications, curriculum activity adaptations and additional staff training needs.
- Provide on-site technical assistance
- Locate additional community resources

Our services are FREE to all DCYF funded agencies

To schedule any of the **trainings** in this booklet, to obtain **on-site technical assistance**, or to discuss ways in which SNIP can create custom training or support for your agency or program, contact:

Deidre Hayden, Special Needs Inclusion Project Coordinator
DCYF Special Needs Inclusion Project
c/o Support for Families of Children with Disabilities
2601 Mission Street, Suite 606
San Francisco
CA 94110

415-282-7494 x22

dhayden@supportforfamilies.org



SERVING CHILDREN WITH SPECIAL NEEDS: EARLY WARNING SIGNS

This training helps providers identify children with possible special needs by learning early warning signs. Providers also learn helpful tips for how to work with children who may have special health care needs. Warning signs for issues, delays or disabilities in the following areas are discussed: challenging behaviors, hearing, gross motor skills, vision, communication, cognitive ability, social/emotional wellness.

Objectives:

- Participants will be able to identify early warning signs for a variety of special needs
- Participants will learn helpful tips for how to work with children with disabilities or special needs
- Professionals will increase their ability to successfully include children and youth with disabilities into their programs

Audience: Professionals

Trainer: Child Care Inclusion Challenge Project, Wu Yee Children's Services (in Cantonese)

DEAF AWARENESS

This training provides an overview of hearing loss.

Objectives:

- Participants will increase their understanding of hearing loss
- Participants will obtain resources to assist them in better serving children and youth with hearing loss
- Participants will increase their ability to successfully include children and youth with hearing loss into their programs.

Audience: Professionals, Students

Trainer: Hearing and Speech Center of Northern California



KEYS TO UNDERSTANDING DISABILITY IN SOCIETY: DISABILITY AWARENESS TRAINING

KIDS Project brings successful, positive adult role models with disabilities to speak with audiences and share their experiences and strategies for success. These presentations vary according to the age of the workshop participants, but can include a discussion of stereotypes, teasing, exclusion, discrimination, disability rights, access and disability culture. All the speakers are very comfortable and positive about their disabilities, and have a lot of experience working with children. Audiences are encouraged to interact with the speakers and ask any questions they might have.

Objectives:

- Participants will learn about disability culture.
- Participants will recognize disability as a social justice issue
- Participants will increase their

Table of Contents

Policy/Regulation/Law

Overview of Laws _____ 1
 Individual Education Program Process _____ 1
 Inclusion of Children with Disabilities in the Child Care Setting _____ 1
 Overview of Special Education Services _____ 2

Practice of Inclusion

Examining Stereotypes and Attitudes Toward Individuals with Disabilities _____ 2
 Selecting and Adapting Activities: Strategies for Success with Children & Youth with Disabilities _____ 2
 Preparing for Inclusion _____ 3
 Working with Children and Youth with Disabilities _____ 3
 Inclusion: An Overview _____ 4
 Full Inclusion _____ 4

Health, Safety, and Emergency Preparedness

Health Care Connections _____ 5

Individualized Planning & Accommodation

Self-Advocacy _____ 5
 Right Question Technique _____ 5
 Individualized Family Service Plan _____ 6
 Early Intervention _____ 6
 Early Intervention Services _____ 6
 Education and Support for Families of Children and Youth with Hearing Loss _____ 7
 Educational Evaluation Procedures _____ 7
 Behavioral Interventions _____ 7
 Transition to Adult Life _____ 8
 Suspension/Expulsion Process _____ 8
 Mental Health Services _____ 8

Planning, Monitoring, and Evaluation

Individualized Employment Services and Vocational Assessment Service Planning _____ 9
 Workplace Considerations and Accommodations _____ 9

Staff Development and Resources

Learn About Disabilities: Understanding Different Types of Disabilities _____ 10
 Learning Disabilities Simulation _____ 10
 Serving Children with Special Needs: Early Warning Signs _____ 11
 Deaf Awareness _____ 11
 Keys to Understanding Disability in Society: Disability Awareness Training _____ 11
 How to Work and Communicate with a Child, Youth or Family Member with Hearing Loss _____ 12
 Family Centered Care _____ 12
 Managing Challenging Behaviors _____ 12
 Positive Teaching Strategies and Tools for Working with Children and Youth with Hearing Loss _____ 13

Individualized Planning & Accommodation cont'...

- Participants will understand AB 3632 legal requirements
- Participants will increase their ability to access mental health services for children through special education services

Audience: Professionals,
Families

Trainer: Community Alliance for
Special Education



Planning, Monitoring, and Evaluation

INDIVIDUALIZED EMPLOYMENT SERVICES & VOCATIONAL ASSESSMENT SERVICE PLANNING

In this training you will learn strategies and tools to develop employment services specifically for youth with disabilities, including assessment, planning, and case-management support

Objectives:

- Participants will obtain the tools to develop effective employment services for youth with disabilities
- Professionals will increase their ability to successfully include children and youth with disabilities into their programs

Audience: Professionals

Trainer: Jewish Vocational Services



WORKPLACE CONSIDERATIONS AND ACCOMODATIONS

This training provides strategies for success when supervising youth employees with disabilities, including developing appropriate jobs, orienting youth workers to your company, handling challenging situations, and seeking support from job coaches and counselors.

Objectives:

- Participants will learn strategies for successfully supervising youth employees with disabilities, including managing challenging behaviors
- Participants will explore appropriate jobs and job orientations for youth employees with disabilities
- Participants will learn strategies to increase job retention and employer support for youth employees with disabilities
- Professionals will increase their ability to successfully include children and youth with disabilities into their programs

Audience: Professionals

Trainer: Jewish Vocational Services

Policy/Regulation/Law cont'...

disabilities into their programs

Audience: Professionals

Trainer: Child Care Law Center

OVERVIEW OF SPECIAL EDUCATION SERVICES

This training provides participants with a basic overview of the special education process, school district responsibilities, parent rights, referral process, and available services through a review of the basic principles of special education law.

Objectives:

- Participants will receive an overview of special education services that will enable professionals and families to understand and advocate for

their children's rights

- Participants will obtain resource materials regarding special education services

Audience: Professionals, Families

Trainer: Community Alliance for
Special Education



Practice of Inclusion

EXAMINING STEREOTYPES AND ATTITUDES TOWARD INDIVIDUALS WITH DISABILITIES

Overcoming societal stereotypes and attitudes about disabilities is one of the most significant barriers to the full inclusion of individuals with disabilities. This training will introduce the concepts of the Person First movement, help staff identify programmatic barriers and develop strategies for overcoming barriers to inclusion.

Objectives:

- Participants will understand Person First Language and Philosophy and how it applies to programs and services
- Participants will understand the impact that personal attitudes have on customer service

- Participants will recognize the programmatic and attitudinal barriers to inclusion
- Professionals will increase their ability to successfully include children and youth with disabilities into their programs

Audience: Professionals

Trainer: Operation Access

SELECTING AND ADAPTING ACTIVITIES: STRATEGIES FOR SUCCESS WITH CHILDREN & YOUTH WITH DISABILITIES

Providing appropriate activities for children is an important element of any high quality service. Knowing how to select or adapt activities to allow children with a wide range of ability to participate is the key to successful inclusion. This training will

Individualized Planning & Accommodation cont'...

Audience: Professionals,
Families
Trainer: Community Alliance for
Special Education

EDUCATION AND SUPPORT FOR FAMILIES OF CHILDREN AND YOUTH WITH HEARING LOSS

This training provides participants with strategies to effectively educate and assist the families of children and youth with hearing loss.

Objectives:

- Participants will develop strategies to educate and assist the families of children and youth with hearing loss
- Participants will obtain resources about hearing loss
- Participants will increase their ability to successfully include children and youth with hearing loss into their programs.

Audience: Professionals,
Students
Trainer: Hearing and Speech
Center of Northern
California

EDUCATIONAL EVALUATION PROCEDURES

This training provides participants with an in-depth review of special education assessment/evaluation requirements including how to make a referral, assessment timelines, parent rights and school district procedures.

Objectives:

- Participants will understand special education assessment and evaluation requirements
- Participants will understand the school district's procedures regarding assessment/evaluation and will know how to make a referral

- Participants will increase their knowledge of parents' rights

Audience: Professionals,
Families
Trainer: Community Alliance for
Special Education



BEHAVIORAL INTERVENTIONS

This training provides participants with an in-depth review of the behavioral intervention services available through the special education process including interventions in the general education classroom (program accommodations and modifications), how to write a good Behavior Support Plan, Functional Behavioral Assessment, and Behavior Intervention Planning.

Objectives:

- Participants will increase their knowledge of behavioral intervention services available through the special education process.
- Participants will obtain resources regarding behavioral intervention services
- Participants will have the skills to write more effective behavioral plans and assessments.

Audience: Professionals,
Families

Practice of Inclusion cont'...

Objectives:

- Participants will recognize that a child with a disability is a child and the importance of knowing the individual child.
- Participants will recognize the value of working with families as allies.
- Participants will understand how the activities their program selects impacts inclusion
- Participants will identify ways to modify policies, procedures, environments and activities to prevent discrimination and improve services to everyone
- Professionals will increase their ability to successfully include children and youth with disabilities into their programs

Audience: Professionals
Trainer: Operation Access

INCLUSION: AN OVERVIEW

This training helps providers answer the following questions: What is inclusion? Who does it benefit? What are the first steps in implementing an inclusive setting? How do you know if there are children with special needs in your care? How do you adapt a child care setting to ensure that you are effectively including children with special needs? How you make inclusion work? Time permitting, participants may discuss specific scenarios.

Objectives:

- Participants will participate in an overview of inclusion
- Participants will be able to identify the first steps necessary to implement an inclusive setting

- Participants will learn strategies to make inclusion work effectively

Audience: Professionals
Trainer: Child Care Inclusion
Challenge Project
Wu Yee Children's Services
(in Cantonese)

FULL INCLUSION

Full inclusion means that everyone is welcome and has a sense of value. It means that programs and services are designed so that people with varied interests and abilities can successfully participate. It means removing barriers that prevent equal access in ways that promote independence, dignity, and a sense of true belonging. This training will examine the ways programs can improve customer service, insure that everyone feels welcome, and teach the benefits of inclusion to everyone.

Objectives:

- Participants will learn how to create an environment where everyone is welcome
- Participants will view inclusion from a customer service perspective
- Participants will understand the benefits of inclusion for both individuals with disabilities and individuals without disabilities
- Participants will learn how an effective inclusion process will strengthen a program for everyone
- Professionals will increase their ability to successfully include children and youth with disabilities into their programs

Audience: Professionals
Trainer: Operation Access

Health, Safety and Emergency Preparedness



HEALTH CARE CONNECTIONS

This training provides an overview of family-centered care and information about health care for CSHCN

Objectives:

- Participants will be introduced to core values for providing health care to CSHCN
- Participants will gain an understanding of various health care services for CSHCN
- Participants will gain an introduction to tools for choosing a health care plan, working with providers and advocating in health care systems

Audience: Professionals, Families
Trainer: Support for Families of Children with Disabilities

Individualized Planning & Accommodation

SELF-ADVOCACY

This training provides families with strategies to better advocate on behalf of their children and provides professionals with strategies to assist families with their advocacy.

Objectives:

- Participants will learn tools and techniques in preparing, documenting, and communicating for effective outcomes
- Participants will obtain resources and information regarding self-advocacy

Audience: Professionals, Families
Trainer: Support for Families of Children with Disabilities

RIGHT QUESTION TECHNIQUE

This training provides families with an introduction to advocacy, using the Question Formulation Technique, and provides professionals with strategies to assist families in better advocating on behalf of their child/ren

Objectives:

- Participants will examine three roles families can play in the health care/education/support systems of their children
- Participants will learn how to organize information and formulate questions so they can effectively advocate on behalf of children
- Participants will have the opportunity to develop an

Individualized Planning & Accommodation cont'...

action plan

Audience: Families, Professionals
Trainer: Support for Families of Children with Disabilities

INDIVIDUALIZED FAMILY SERVICE PLAN (IFSP)

This training provides an opportunity to learn about the IFSP process and how to participate in the development of an IFSP for children ages birth to three.

Objectives:

- Participants will gain an understanding of the IFSP process under IDEA, Part C.
- Participants will gain an understanding of each of the components of the written IFSP
- Participants will obtain resources and information to help plan for and participate in an IFSP meeting that meets the unique needs of the child and family

Audience: Professionals, Families
Trainer: Support for Families of Children with Disabilities



EARLY INTERVENTION

This training introduces early intervention by reviewing information, resources, and strategies to assist families in organizing information about their child.

Objectives:

- Participants will gain an understanding of resources in the community which are specific to early intervention
- Participants will learn strategies to document and communicate to better achieve effective outcomes
- Participants will learn a strategy to organize information about a child

Audience: Professionals, Families with children ages 0-3
Trainer: Support for Families of Children with Disabilities

EARLY INTERVENTION SERVICES

This training provides participants with an in-depth review of early special education intervention services for children ages 0-5 including legal requirements, available services, how to write a good Individual Family Service Plan (IFSP), the relationship of early intervention programs to the school district, and due process protections.

Objectives:

- Participants will understand the rights of children with disabilities regarding early special education intervention services
- Participants will obtain knowledge that will assist in the creation of a more effective IFSP
- Participants will obtain resources regarding early intervention services available

Practice of Inclusion cont'...

examine why programs offer the activities they do, teach staff how to select activities that are better suited to children with a wide range of abilities and identify strategies for adapting activities when needed.

Objectives:

- Participants will examine the reasons program staff select certain activities
- Participants will learn elements of activities that are more inclusive
- Participants will identify strategies for selecting or adapting activities to meet the needs and interest of the participants
- Professionals will increase their ability to successfully include children and youth with disabilities into their programs

Audience: Professionals

Trainer: Operation Access



PREPARING FOR INCLUSION

Inclusion is a process that becomes more manageable when programs take time to prepare. Program managers and staff can learn from what other programs have done to provide successful inclusive services. This training will provide information on the steps other agencies have taken to

move to more inclusive services including: making the decision to do the right thing for all children, reviewing existing policies and procedures, developing collaborative partnerships, training staff, identifying inclusion processes that will work for each program, and ensuring customer satisfaction through evaluation and change.

Objectives:

- Participants will examine agencies' policies and procedures to determine if they effectively address inclusion needs
- Participants will learn of a variety of administrative steps to help agencies better serve children with disabilities and their families
- Participants will identify existing programmatic barriers to inclusion and develop strategies to overcome them.
- Professionals will increase their ability to successfully include children and youth with disabilities into their programs

Audience: Professionals

Trainer: Operation Access

WORKING WITH CHILDREN AND YOUTH WITH DISABILITIES

The key to successfully working with children & youth with disabilities is to understand that a child with a disability is a child first and that knowing a label will not necessarily help you understand the child. This training will provide you with strategies on how to get to know a child's strengths, interests and needs, how to work with families to improve service, and ways to develop or modify policies, procedures, environments and activities to accommodate a child with a disability.

Individualized Planning & Accommodation cont'...

Trainer: Community Alliance for Special Education

TRANSITION TO ADULT LIFE

This workshop provides professionals, students, and families with an overview of IDEA and how to participate in the development of an Individual Transition Plan (ITP). It includes an in-depth review of the special education transition process, including legal requirements, school district procedures, and student and parent involvement in the process.

Objectives

- Participants will gain an understanding of transition services under IDEA
- Participants will gain an understanding of the ITP process for those students interested in moving to community supports and/or post-secondary education
- Participants will obtain resources and information relating to transition from school to community living and/or post-secondary education

Audience: Professionals,
Families with children 12-22

Trainer: Support for Families of Children with Disabilities,
Community Alliance for Special Education

THE SUSPENSION/EXPULSION PROCESS

This training provides participants with an in-depth review of the special education suspension and expulsion process including legal requirements, parent rights, school district procedures, and a comparison of general education student rights and special education student rights.

Objectives:

- Participants will increase their knowledge of the special

education suspension and expulsion process and parents' rights in this process

- Participants will understand the difference between general education rights and special education rights
- Participants will understand school district procedures and legal requirements regarding suspension/expulsion

Audience: Professionals,
Families

Trainer: Community Alliance for Special Education



MENTAL HEALTH SERVICES

This training provides participants with an in-depth review of mental health services available through the special education process including a discussion of school district requirements, Community Mental Health involvement and requirements, AB 3632 legal requirements, residential treatment issues, and how to access mental health services for children through special education services.

Objectives:

- Participants will increase their knowledge of mental health services available through the special education process

