

Children's Integrated Services (CIS) has determined that a relevant bachelor's degree is required as the minimum qualification for all CIS providers. Occasionally, regional CIS agencies experience a gap in filling a position with a qualified individual. The agency may wish to employ someone who doesn't meet these educational requirements, but they have other experience that suggests that they can be successful in a CIS position, e.g., in early childhood and family mental health, nursing, developmental education expertise, family support, child care, etc.

The CIS state team has adopted a waiver process for a regional agency/team to submit a request to hire a staff person who does not meet the minimum qualifications:

- \* The supervisor of the hiring agency must contact a CIS state team member to request and receive a waiver before hiring someone who doesn't meet the minimum CIS job qualifications.
- \* Information needed by a state team member to make a determination to approve or disapprove the hire includes the staff person's:
  - Current degree(s) and field of study.
  - The scope and length of experience working with families with young children.
  - The focus of the bachelor program the individual has enrolled in and expected completion date. This requires a transcript or other institutional acknowledgement of student status.
  - A letter of intent from the applicant stating their interest, qualifications for the position, and relevant past experiences.

If this person is approved as a candidate for hire and chosen to fill the vacant CIS staff position, the following state and regional agency oversight will continue until the individual has completed their degree program:

- \* Appropriate scope of work is defined, with refinement as the individual's knowledge and skill levels increase
- \* Weekly supervision with this individual to provide orientation to CIS including outreach and referral; engagement with families; home visiting;

use of the One plan with goals and outcomes; coordination of services; reporting and quality requirements; on-going mentoring and reflective practice; professional development; etc.

- \* A copy of their Individual Professional Development Plan (IPDP) is submitted to the CIS state team and updated yearly