

Your

ASK

Abilities, Skills, Knowledge

Passport

A Method for Tracking
the Learning Experiences
of Family Resource Center
Personnel

ASK PASSPORT

[The ASK Passport is a companion to the Parent Portfolio Notebook (PPN). The PPN may be downloaded from USCUAP.com.]

The Abilities, Skills and Knowledge Passport (ASK PASSPORT) system is used to categorize your personal development of abilities, skills and knowledge. It may be used to map your fulfillment of job requirements. The ASK PASSPORT is a method to track the learning experiences of parents working in the field of family support, whether as paid or unpaid staff.

The Family Resource Centers Network endorses the use of the ASK PASSPORT. Use the ASK PASSPORT to document your professional development and ongoing training and education. The ASK PASSPORT will assist you to:

- articulate the acquisition of the abilities, skills and knowledge needed for early intervention parent-to-parent support;
- record and organize your talents, skills, education and training experiences;
- provide documentation to human resources departments of required ongoing training and education; and
- demonstrate specialization skill attainment.

Adapted from *Your Passport to Advocacy Learning* from The National Association of Protection and Advocacy Systems by the Early Start Family Resource Centers Network of California.

The mission of the Family Resource Centers Network of California is to support children with special needs, those at risk, and their families by ensuring the continuance, expansion, promotion, and quality of family-centered, parent directed, family resource centers.

Adopted May 25, 1994

This Passport was originally distributed at the Fourth Annual Family Resource Centers and Networks Conference (2002) and revised for the Fifth Annual Family Resource Centers and Networks Training Conference (2003). The ASK Passport may be downloaded from frcnca.org.

NOTES:

**RECORD OF
EDUCATIONAL ACTIVITIES**

- Training – sponsored by statewide, regional, local, or other recognized collaborative partners.
- In-service training – provided by internal expert sources on ability, skills and knowledge areas.
- Employer Required - personal enrichment or required skill established by employer

NAME: _____

FRC/AGENCY _____

ADDRESS: _____

CITY: _____ **STATE:** ____ **ZIP:** _____

PHONE: _____ **FAX:** _____

EMAIL: _____

TECHNOLOGY

Technology is the skill and knowledge to use tools and machines to do tasks efficiently. Technology is used to improve your ability to do work, communicate and make products.

Skills and knowledge may include:

- online information search
- web page development
- online course completion
- audio-visual equipment
- basic computer software
- computer communication
 - chat room
 - listserv
 - bulletin board
 - email

Training/Sponsor	Date	Hours	Print Trainer Name/ Trainer Initial

BASIC ORIENTATION

The basic orientation provides information to promote knowledge and understanding of the history and mission of family support and family resource centers. Learn the critical components of parent-to-parent support, the structure and services of your family resource center, awareness of the major programs and types of training opportunities that are available.

- Early intervention and disability systems
- Confidentiality
- Phone/face to face support
- Maintaining records
- Who to ask/where to go
- Basic meeting etiquette
- Follow up support and contacts

Training/Sponsor	Date	Hours	Print Trainer Name/ Trainer Initial

COMMUNICATION

Communication is the link between people; it is the process of communicating which leads to understanding and exchanging information. Communication embraces all skills utilized to support and share information. This skill area invites parent to parent support staff to gain knowledge and skills in active listening, negotiation, public speaking, writing and group facilitation.

Examples of activities may include experience or training in the following areas:

- parent to parent support
- support group facilitation
- public input
- intake
- feeling focused support
- newsletter article writing
- speaking on behalf of families
- conflict resolution
- Robert's Rules of Order/Parliamentary Procedure

Training/Sponsor	Date	Hours	Print Trainer Name/ Trainer Initial

DISABILITY/CULTURAL ISSUES

Parent to Parent support is based on the personal experience of a parent/primary caregiver involved with a child with a disability or special health care need. This is demonstrated by the knowledge and understanding of the basic issues and challenges in the daily lives of families with children with disabilities or special health care needs. Knowledge of a culture may also be gained by the day-to-day experience of living in the culture and with the language.

Experience and knowledge may be demonstrated by:

- Expertise in one disability area
- Personal experience with diversity
- Expertise in or personal experience with special health care needs
- Fluency in language other than English
- Diversity training
- Disability training

Training/Sponsor	Date	Hours	Print Trainer Name/ Trainer Initial

SERVICE DELIVERY SYSTEM

Families and their professional partners use more than one service delivery system. Providing family support requires knowledge about the major service delivery systems in your community and the skill to access information on needed resources.

Skills and knowledge areas may include:

- Early Start/ early intervention system
- Regional centers*
- General and special education programs*
- Family Resource Center*
- Advocacy agencies [Area Board, PAI (Protection and Advocacy, Inc.), Office of Clients Rights, etc.]
- Health
- Managed Care
- Mental Health
- Department of Drugs and Alcohol

* Priority is given to these areas of expertise.

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PROMOTION

Promotion is an activity of each Family Resource Center and includes promoting Family Resource Centers, resources and services through education and the development and distribution of materials.

These skills can be demonstrated through:

- Proposal writing
- Development of materials

Training/Sponsor	Date	Hours	Print Trainer Name/ Trainer Initial

PUBLIC AWARENESS

Public awareness means reaching out to parents and professionals in your community about early intervention services, the importance of early referral, and about your family resource center. These outreach activities can be verbal, written, through the media, in large groups or one-to-one.

Examples of activities may include experience or training in the following areas:

- Facilitating child find and referral
- Outreach presentations to parents and or professionals
- Production of promotional pamphlets, brochures and other written communication
- Distribution of early intervention materials
- Participation in community events, such as health fairs

Training/Sponsor	Date	Hours	Print Trainer Name/ Trainer Initial

RECORD KEEPING, DATA MAINTENANCE, REPORT DEVELOPMENT, DATA USE IN PROPOSAL WRITING

Family Resource Centers gather information on contacts by families and the community. Maintaining a system that records the utilization of services and inventory of resources is a skill.

Skills may include:

- maintaining records
- sustaining confidentiality
- collecting data
- managing data
- developing reports
- maintaining library inventory system

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