

Notes and Guidance on the Manual, Oct 2014

Manual update:

- Video illustrations of specific techniques will be added, along with assessments to guide the Community Worker to the correct video.
- Some guidance on Task Analysis will be added at a later date.
- A software programme to enable the manual to be digitised is in development.

Training for CWs:

1. Orientation to the manual (see Powerpoint presentation)

- CWs must be familiar with the contents of the manual and have had training in all aspects they will be using (CP, Intellectual Disability, Social Communication Disorders/Autism).
- They will need practice at identifying what level a child is functioning at in their different areas. This can be done completing a Child Profile. These can both be done using case studies and real cases. CWs should be trained in groups, so that they can compare Child profiles they have completed independently, with one another, and discuss any discrepancies. .
- They will also need practice at completing the Parent Interview score sheets, which can be done as a role play in form of the group, and seeking feedback from other participants.

2. General Training

- The material in Part 1b can be used to support CW training. All CWs should receive in-depth training on all areas before using the manual and should be supervised by someone with more experience than themselves.
- Particular attention needs to be given to practical training in postural management and manual handling.
- Community Workers (CWs) may need training on how to give succinct explanations to parents.

Use of the manual:

- The manual should be used in conjunction with the Casebook.
- It is important for CWs to always use the local language with families. This may require the CW to translate content from the manual if it is written in a different language/dialect.
- Both 'mother' and 'parents' are addressed in the manual. Terms for carers should be adapted according to the individual situation and who the main carers are in each family.
- The child is referred to as 'he' or 'she' at different times in the manual, for variation. Again, the correct word should be used in each circumstance.