

Easy Branch Orientation and Guide to Staff Training

The Branch, Military Parent Technical Assistance Center’s (MPTAC), mission is to build the capacity of parent centers to provide effective services to military parents of children with disabilities and youth with disabilities in military families.

The Branch is dedicated to assisting you and your staff in building the capacity of your center to provide support and services to military parents of children and youth with disabilities. We offer global (universal) technical assistance (TA) and information for all Parent Centers in the US and its territories and targeted TA to the top 10 states with the largest military populations. Intensive (one-to-one) technical assistance (TA) is also available for all Parent Training and Information (PTI) Centers and Community Parent Resource Centers (CPRCs). Intensive includes a range of support from assistance with navigating military systems to building rapport and MOU’s with your local installations to TA for you to assist with trainings provided at installations in your area.

Useful Resources for Staff Orientation or Ongoing Training and Development

The Branch has many useful resources in print and media formats. We have organized a number so that you can support new or current staff with their training and development regardless of length of time in your organization. Each item will provide you and your staff information and education about the needs of military families who have children with disabilities: from military culture to nuances of the military systems that support their children with a disability to expert level information. Even your seasoned staff who are knowledgeable about military culture, systems and your local installations may enhance their expertise. While the listings here are our suggestions, there are over 90 resources available on the Branch website. We thought highlighting resources for you, your staff and volunteers just like a starting place on a map would be helpful. Feel free to supplement based on staff interest and prior knowledge.

NOTES:

An asterisk (*) means a resource may be useful for parents.

All articles include a downloadable print version.

Initial Three (3) months or 101-Level Training:	Type of Resource
Deployment: What it is and What it Means for the Families you Serve	Article, approx. 3-4 mins.
Relocation for Military Families - PCS	Article, approx. 4-6 mins.
How to Use Military Rank and Insignia	Article, approx. 1-2 mins.
The Voicemail: Where to Learn Military Acronyms and Terms	Video, approx. 3 mins
*The Exceptional Family Member Program (EFMP)	Article, approx. 5 -7 mins.

Initial Six (6) months or 201-Level Training:	Type of Resource
*School Issues Covered by the Interstate Compact	Fact Sheet/Handout (download)
Tricare Healthcare for Military Families (e-module)	Self-paced learning module or staff training webinar. Includes



	links to print resources, parent handouts
TRICARE: Healthcare for Military Families	Article, approx. 4-6 mins.
Military Locations and Contacts: Interactive Maps with instructions	Interactive Web pages
Tips for Accessing Military Installations for Individual Assistance and Trainings	Checklist/planner

Initial Nine (9) months or 301 Level Training:	Type of Resource
* Short videos on military healthcare (from TRICARE)	Videos, @ 3 minutes each
The ECHO Program and ABA for Military Families (e-module)	Self-paced learning module or staff training webinar. Includes links to print resources, parent handouts
Extended Care Health Option (ECHO)	Article, approx. 10 mins.
The Role of the School Liaison Officer	Article, approx. 4-6 mins.

Where Appropriate:	Type of Resource
Connecting with Coast Guard Families	Article, approx. 10 mins.
4 Ways Parent Centers can Help National Guard Families	Article, approx. 10 mins
Medicaid: Referring Military Families to Supports and Services	Article, approx. 10 mins.
Military Childcare and Children with Special Needs	Article, approx. 10 mins.
The Respite Care Question for Military Children	Article, approx. 10 mins.
Military Special Needs Trusts	Article, approx. 10 mins.
What is Secondary Dependency (Adult Children with Disabilities)	Article, approx. 10 mins.
Mental Health Resources for Military Families (e-module)	Self-paced learning module or staff training webinar. Includes links to print resources, parent handouts

Core Information Handouts for families: You can add your own Parent Center logo!

- [Extended Care Health Option Parent Handout](#)
- [Military Families and Medicaid Parent Handout](#)

- [Relocation for Military Families Parent Handout](#) (when relocating with their Exceptional Family Member-dependent child with disabilities).
- [Step-by-Step Checklist-Resolve School Issues with the Interstate Compact](#)

Additional Parent Handouts you may want to share:

[Temporary Caregivers of Military Children: Guide to Essential Information](#)

[16 Financial Resources for Military Families](#)

[Military Family Handout for Transition-Age Youth](#)

[School Support Plans for Deployment: Tips for Parents](#)

[Special Needs Parent Toolkit – Birth to 18](#) (MilitaryOnesource)

[Establishing Permanent Dependency](#) (MilitaryOnesource)