Research & Planning Functions

Target Group	Professional Development Topic/Priority	ITC Grant Deliverable *2022-2023*	Research & Planning Activities & Timeframes	Staff Responsible
Integrated Training Collaborative (ITC)	Oversee VA's Comp. System of Personnel Development (CSPD)	1.1. Oversee the design, integration, and implementation of the CSPD, as it relates to Part C personnel standards. 1.2 Collaborate with Part C staff to incorporate input from localities in planning, developing and implementing Part C PD to meet system needs. 1.3 Collaborate and meet with designated DBHDS staff to ensure collaboration across Professional Dev, Technical Assistance, and Monitoring Teams. 1.4 Collaborate and contribute to the ITCVA Update monthly to include professional development resources, training opportunities, etc. 1.5 Work with Part C staff to collect, analyze, and report personnel data… 1.6. Gather information about the PD needs of EI providers in Virginia on an ongoing basis.	Coordinate quarterly ITC meetings, maintain current membership, and add members as needed. ITC quarterly meetings held on January 23, April 24, July 24, October 23. Provide updates at VICC meetings on a quarterly basis with focus on new products/elements and data on use of PD resources. Jan-March 2023 Infographic, April-Jun 2023 Infographic, July-Sep 2023 Infographic Collaborate with Partnership projects involved in PD with early intervention providers and those reaching families of young children ● Talks on Tuesday with Center for Family Involvement (CFI) ● Collaboration with CFI, PEATC, New Path - one page handout on connecting families with these programs and info sharing at a ITCVA/LSM meeting ● Collaboration with the National Center for Deaf-Blindness and the PPD's Technical Assistance Center for Children Who Are Deaf and Hard of Hearing and Virginia Project for Children and Adults with Deaf-Blindness re: EI relevant modules and a new Learning Path ● Collaborate and Participate in the Partnership PD Committee and Social Media Committee.	Cori, Lisa, & Lorelei

All PD products will: 1) meet an identified need; 2) be cross-referenced with Part C and other early childhood competencies; 3) reflect evidence-based and best practices; 4) integrate family-centered practices; 5) include stakeholder involvement; 6) include continuous quality improvement; 7) be evaluated; and 8) be modified as needed based on feedback, evaluation, and evolving practice.

		2.1. Work with the VICC and others at the state, regional and local levels to identify and coordinate PD activities across state agencies. 5.3. Identify and collaborate with EI providers who will expand PD initiatives. 7.1. Provide a quarterly progress report to the ITCVA Administrator on CSPD activities. 7.2. Provide a quarterly update to the VICC on new products/elements and data related to CSPD activities. 7.7. Develop and disseminate the ITC/CSPD Update to EI providers, Part C staff, local system managers and VICC members (up to 9 x year).	Submit quarterly progress reports to Part C administrator Jan-March 2023 Infographic, April-Jun 2023 Infographic, July-Sep 2023 Infographic Submit updates for the ITCVA Newsletter Monthly updates submitted November through October 2023. Participate in SSIP leadership team, workgroup and their activities Cori - Pyramid Model Training Workgroup Lisa - Screening & Assessment Workgroup Lorelei - Reflective Supervision Workgroup Notes uploaded to ITCVA website here.	
	Coordinate VA's CSPD with those in other states and national initiatives	1.1 Oversee the design, integration, and implementation of the CSPD, as it relates to Part C personnel standards. 2.1. Work with the VICC and others at the state, regional and local levels to identify and coordinate PD activities across state agencies.	Participate in state and national EI/EC PD initiatives, including the aRPy Ambassador Initiative, Inclusive Practices Task Force, ECMH Advisory Board, PD Essentials team, EIV/PDAT, AT Network Advisory Council, DEC CoPs, and ECTA on national training initiatives to bring current information about EBP to EI practitioners in VA. Staff continue to participate in state and national initiatives. Staff co-leads DEC's IMH CoP. Staff was accepted as the new co-facilitator for DEC EI CoP to begin Novemer 2023.	All

All PD products will: 1) meet an identified need; 2) be cross-referenced with Part C and other early childhood competencies; 3) reflect evidence-based and best practices; 4) integrate family-centered practices; 5) include stakeholder involvement; 6) include continuous quality improvement; 7) be evaluated; and 8) be modified as needed based on feedback, evaluation, and evolving practice.

		2.2. Represent early intervention in the VCPD initiatives. 2.3 Collaborate with the ECMH Coordinator for PD related to social-emotional development…. 2.4 Coordinate PD activities/efforts with VA EC initiatives 2.5 Coordinate PD by participating in national and regional TA projects, training initiatives, and conferences…to bring EBPs to VA.	Staff is a member of DEC's Personnel Preparation Committee. Staff continues to participate as an aRPy Ambassador and includes collaboration with state PEATC and ACT Early Ambassador initiatives. Staff serve as members of the Inclusive Practices Task Force, ECMH Advisory Board, and members of the PD Essentials team, EIV/PDAT, AT Network, DEC CoPs and ECTA national initiative. Collaborate with CFI & New Path to streamline information and strategize increased coordination. Collaborated with CFI, PEATC, and New Path to develop an informational resource handout explaining services offered.	
	Program Evaluation and Data Collection	7.3. Provide an evaluation of Kaleidoscope training within 60 days following each training. 7.4. Provide an evaluation of the CCSS Conference within 60 days following the conference. 7.5. Provide an evaluation of regional or statewide EI PD activities, within 60 days following the completion of the activities.	Conduct evaluations of PD opportunities (e.g., Kaleidoscope, ToTs, online modules/courses, trainings) Evaluations have been conducted after PD activities on an ongoing basis. All training evaluation summaries can be found here. Post copies of all evaluations on Google drive using ITC templates and share with state Part C staff by email See above.	Cori, Seth, & Seb

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		7.6. Conduct evaluations of web-based PD opportunities such as Talks on Tuesday, online modules, coaching implementation projects, etc.		

Implementation Functions

Target Group	Professional Development Topic/Priority	ITC Grant Deliverable *2021-2022*	Research & Planning Activities & Timeframes	Staff Responsible
ITCVA Staff & PD Team Collaboration	Collaborate with TA and Monitoring Staff on ITCVA office SSIP Priorities	1.2 Collaborate with Part C staff to incorporate input from localities in planning, developing, and implementing Part C PD to meet system needs. 1.3 Collaborate and meet with designated DBHDS staff to ensure collaboration across Professional Dev Team, Technical Assistance, and Monitoring Teams. 3.1 Represent ITC through participation in SSIP activities… 3.2. Participate on Part C workgroups and staff meetings, including SSIP leadership team and workgroups. 5.2. Collaborate on webinars with Part C staff on	Participate on Part C workgroups and staff meetings and use information to inform PD work VEIPD team members each co-facilitate an SSIP Workgroup. Staff continue to participate in Part C staff meetings to share ITC updates. Collaborate on webinars and other trainings with Part C staff Staff have provided support and webinar links for LSM meetings. Staff collaborated with Part C to offer SSIP Planning in Action webinar series. Staff collaborated with Part C staff to develop and offer new Growing Brain short course focused on supporting the social emotional well-being of all families. Short course offered two times with a total of 40 participants. Third cohort begin in September and will end in November with 20 participants.	All

All PD products will: 1) meet an identified need; 2) be cross-referenced with Part C and other early childhood competencies; 3) reflect evidence-based and best practices; 4) integrate family-centered practices; 5) include stakeholder involvement; 6) include continuous quality improvement; 7) be evaluated; and 8) be modified as needed based on feedback, evaluation, and evolving practice.

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		regulatory/compliance/program topics. 7.8 On an annual basis, collaborate with ITCVA to determine regional PD activities to support practitioners'…use of EBPs. 7.11 Develop, disseminate, and deliver resources to support SSIP activities related to social-emotional/early childhood mental health, EBPs, coaching, and natural learning environments. 7.12 Develop, facilitate, and evaluate statewide SC web discussions.	Meet with EI Team Leader and Part C Administrator to identify and collaborate on PD to meet needs Meetings were held in December 2022, February, April, June, and August 2023.	
All	Conference: *Creating Connections to Shining Stars*	4.1. Coordinate, collaborate, and co-facilitate with Part B staff member on planning and presenting the biannual CCSS Conference. 4.2. Coordinate the preconference sessions on topics of interest.	CCSS is offered biannually. 2023 is the "off year. CCSS Committee began planning during monthly meetings. CCSS 2024 will be held in Roanoke, VA. Keynote speaker will be Eric Litwin, author of Pete the Cat. Preconference for birth to three will be Dr. Anjali Ferguson on trauma. Preconference for birth to five will be on understanding the sensory processing system. Planning committee will continue to meet and the call for proposals and registration will be opened early 2024.	Cori, Lisa, and Lorelei
	Local/Regional Training and Support	1.2 Collaborate with Part C staff to incorporate input from localities in planning, developing, and implementing Part C PD to meet system needs 5.3. Identify and collaborate with EI providers who will expand PD initiatives.	Collaborate with ITCVA TA and PD staff to package, design and/or deliver training or other professional development support to meet local/regional needs related to SSIP priorities, as identified through monitoring or technical assistance activities.	All (depending on location and topic)

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		7.8. On an annual basis, collaborate with ITCVA to determine regional PD activities (i.e., trainings, webinars, online courses) to support practitioners' knowledge and skills related to the use of EBPs.	Collaborated with ITCVA TA to develop the Growing Brain Social Emotional short course. Two rounds of training completed in January/February and March/April. Third cohort began in September and will end in November with another 20 participants. Collaborated with IECMH Coordinator to develop a new podcast series focused on infant mental health. Meaningful Moments Podcast released 5 episodes with a new episode posted each month.	
	Talks on Tuesdays Webinars	1.2 Collaborate with Part C staff to incorporate input from localities in planning, developing, and implementing Part C PD to meet system needs 5.3. Identify and collaborate with EI providers who will expand PD initiatives. 5.4. Provide Talks on Tuesday webinars (up to 9 a year). 7.9 Facilitate ToT webinars (up to 9 a year)	<u>Schedule</u> **Nov** – Part 2: Equity (CH) Completed **Dec** – Family Resilience (CH) Completed **Jan** – *(skip due to winter holiday)* Completed **Feb** – Self-Care (LT) Completed **Mar** – Autism in Girls (LT) Completed **Apr** – Autism in Girls (LT) Completed **May** – Neuroscience & Brain Development (LP) Completed **June** – Neuroscience & Brain Development (LP) Completed **Sept** – Genetics and EI (CH) Completed **Oct** – Genetics and EI (CH) Completed All 2022 Talks on Tuesday webinars can be found here. All 2023 Talks on Tuesday webinars can be found here.	All
	Maintain & Update Online Resources: EIPD sites, EI	5.1 Continue to update, refine and implement web-based modules and other digital products (resources, webinars, online tutorials) on the	<u>EIPD & eLearning sites</u> Review and update VEIPD site, adding new resources as relevant	All

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| | Strategies Blog, Social Media Accounts, and LMS system implementation | EIPD site addressing key areas of need.

5.3 Identify and collaborate with EI providers who will expand PD initiatives.

6. Maintain and update online resources such as EIPD website, EI Strategies blog, and the EIPD Facebook and Twitter accounts. | Revised the home page and ITC page. Began planning meetings for upcoming website changes in 2023-2023.

Updating the faculty resource page as requested by faculty staff.

Blog revisions began to work towards relaunch early 2024. New title was chosen: The Early Intervention Chronicles: Insights that Ignite. Logo is currently under development.

Maintain and analyze all websites, databases, learning experience platform (LXP), and applications to keep content and security up-to-date
All website / LXPs up to date with security features. Content reviewed and updated on an ongoing basis.

Conduct a site-wide review of VEIPD portal content
Site-wide review completed by intern adding additional resources and finding broken links.

Evaluate registration forms for accessibility
The use of Google Forms has allowed for convenient participation and inclusive practices. A Google Form can be accessed by any browser with internet, and Forms allows the use of screen readers for those with sensory impairments.

Social Media | |
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			Provide information about new resources by posting to social media Over 100 posts added to social media. VEIPD Videos YouTube Channel Develop written processes for posting videos, including conventions for naming, description, tagging, captioning, title cards, playlists, using the video log, etc. Written processes completed.	
Local System Managers	Collaborate with and Provide Professional Development for LSMs as they Support the EI Workforce	5.6. Develop and provide PD for LSMs, including collaborative planning and facilitation of meetings 2x/year and LSM Leadership ECHO. 7.10 Coordinate 2 collaborative meetings between LSMs and ITCVA staff.	Coordinate collaborative meetings between LSMs and ITCVA staff Meetings held 2/8/23, 4/6/23, 6/8/23, 10/24/23	All
Service Coordinators & Service Providers	Revise & Update Online Modules and Content Elements	5.1. Continue to update, refine and implement web-based modules and other digital products (resources, webinars, online tutorials) on the EIPD website addressing key areas of need. 5.7 Develop and facilitate PD for SCs and service providers on specific topics of interest, including short course offerings.	Review EI certification modules following any Practice Manual revisions and edit as needed Overview module under current revision. Teaming and Collaboration under revision New Teaming module 80% developed. All modules transferred to Canvas. Overview content ready but eLearning development has not started. Add photos to Flickr and Google Drive to represent diverse families and practitioners Ongoing	Cori, Lisa, Lorelei & Carrie

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			Began taking pictures and videos in the field for upcoming SE video series. **Write 2 new Learning Bytes as topics arise:** A new Learning Byte was completed to support the use of <u>Elevator Speeches</u> in training. This Learning Byte allows professionals to watch and reflect on a variety of topics (Parent Perspectives, The EI Process, Preservice, Resources, Roles, and Strategies) from Elevator Speeches videos. Additional Learning Bytes are currently on hold as we continue to explore feedback from the VEIPD PD evaluation.	
	Social Emotional/Early Childhood Mental Health	2.3 Collaborate with the ECMH Coordinator for PD related to social-emotional development…. 2.5 Coordinate PD by participating in national and regional TA projects, training initiatives, and conferences…to bring EBPs to VA. 3.1 Represent the ITC through participation in SSIP activities to include social emotional/early childhood mental health; supporting implementation of evidence-based practices; and coaching and natural learning environment practices. 3.2. Participate in Part C workgroups and staff meetings, including SSIP leadership teams and workgroups. 5.7 Develop and facilitate PD for SCs and service providers on	Participate in SSIP leadership team, workgroup and their activities Continued participation in SSIP leadership team and co-facilitation of SSIP workgroups. Plan for specific training on social-emotional development based on Growing Brain curriculum Growing Brain short course developed to specifically focus on social emotional topics: Relationships, stress, attachment, trauma, temperament, behavior, attunement and responsive interactions, and strategies. Growing Brain social-emotional course offered two times, January/February and March/April 2023, with a total of 40 participants. Third cohort began in September and will end in November with another 20 participants. Collaborate with ECMH Coordinator to facilitate ToT series	Lisa,Cori, & Lorelei

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		specific topics of interest, including short course offerings. 7.11 Develop, disseminate, and deliver resources to support SSIP activities related to social-emotional/early childhood mental health, EBPs, coaching, and natural learning environments.	Coordination for May/June Series on Neuroscience and brain development. Plan, coordination, and conduct a social-emotional ECHO. Equity ECHO completed in July 2023.. SE ECHO currently on hold per funder during TRAC-IT inauguration. Collaborate to plan with ITCVA/ECMH on a video chat series or podcast related to social-emotional topics Video chat series outline completed. Constant Contact sent out requesting videos from the field. Staff began taking photos and videos in the field. Video series title chosen: Heartwired: Fostering Social-Emotional Growth in Families. Logo is currently under development. Podcast, Meaningful Moments, branding completed. Beginning phases of testing completed. Five episodes were launched. Participate in DEC IMH CoP by co-facilitating and/or attending activities, sharing resources, etc. Facilitated December 2022, March, June, and September 2023 quarterly meetings. Webinars completed and archived: Sensory Regulation and the Impact on Infant and Early Childhood Mental Health and Caregiver Perspective: Raising a Child with an Incurable Diagnosis	

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			Participate in DEC Learning Deck series on Infant Toddler Mental Health and Early Intervention **Completed December 2022** Post announcements of relevant ECMH training efforts through our listserv, in CSPD update, etc. **Over 20 announcements were sent out to LSMs and early interventionists.** Collaborate with ECMH Coordinator for PD related to social-emotional development **Started a collaborative podcast, Meaningful Moments, with IECMH Coordinator.** **Began monthly meetings with IECMH Coordinator and Program Specialist in Early Childhood and Health. Shared initiatives and project updates to ensure continued collaboration efforts across EI.** Participate on ECMH Advisory Board and support regional endorsement activities **Staff continue as member of ECMH Adivsory Board** **Staff submitted application to serve on VAIMH board as Member-at-Large and was accepted. Will begin serving two-year term in January 2024.** Develop materials for alignment of DEC Recommended Practices and IMH competencies **Materials currently under final revision before moving to formatting.**	

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| | | | Collaborate with ECMH to advise and mentor IMH endorsement candidates
All endorsement candidates will now be mentored by the IECMH Endorsement Coordinator.

Represent EI on the ECMH conference planning workgroup
Met with IECMH Coordinator and Program Specialist in Early Childhood and Health who will invite VEIPD staff to serve on planning workgroup. | |
| | Coaching & Natural Learning Environment Practices | 3.1. Represent the ITC through participation in SSIP activities to include social emotional/early childhood mental health; supporting implementation of evidence-based practices; and coaching and natural learning environment practices.

5.1. Continue to update, refine and implement web-based modules and other digital products (resources, webinars, online tutorials) on the EIPD website addressing key areas of need.

5.7 Develop and facilitate PD for SCs and service providers on specific topics of interest, including short course offerings. | Revise and update Coaching Facilitation Guide and materials
Staff began reviewing the updated Coaching Handbook. The Coaching Facilitation Guide will be updated with correct page numbers and a new chapter on Service Coordination will be developed.

Offer short course for new service providers: *Dimensions*
The seven-session course kicked off August 31st and will run through mid-January.

Develop and provide up to 3 resource pop-up (30 min) webinars about new/relevant PD resources.
One new resource pop-up was completed and archived: [The Knowledge and Skills for Service Coordinators](#)

New Learning Byte was recently completed on Elevator Speeches and a resource pop-up will be offered by end of 2023. | Cori, Lisa, & Lorelei |

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| | Service Coordination | 2.5 Coordinate PD by participating in national and regional TA projects, training initiatives, and conferences…to bring EBPs to VA.

5.5 Revise and facilitate the Kaleidoscope curriculum to include online, face-to-face components and a service coordination community of practice.

5.7 Develop and facilitate PD for SCs and service providers on specific topics of interest, including short course offerings. | Offer and evaluate two Kaleidoscope trainings (including training day and 3-month CoP)
Spring 2023 Kaleidoscope held on 3/28/23. Participants completed the last CoP in June.

Fall 2023 Kaleidoscope held on 09/27/23. Participants began CoP in October and the last session will be in December.

Facilitate quarterly SC Chats web discussions
November 2022 completed - Blunt Discussions that Lead to Positive and Powerful Conversations
March 2023 completed – Transition from a Multi-lens Perspective
May 2023 completed – Service Coordination for Children in Foster Care and Active CPS Cases

Next topic for SC Chats will be on TRAC-IT. Team received a lot of feedback from service coordinators after fall Kaleidoscope. To ensure all their questions are properly addressed, this SC Chats topic was moved to November 2023.

Participate in activities related to service coordination including the DEC SC Committee, SC Community of Practice and SC Leader's Group including implementing national and state plans, co-facilitation and content development for national webinars, resource sharing, etc. | Lisa, Cori, & Lorelei |

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			Presented DEC web conversation 6/5/23 re: new resources for the Knowledge and Skills of Service Coordinators (KSSC) Had article accepted re: Kaleidoscope training crosswalk with KSSC to be published in *Infants and Young Children*	
	Infant & Toddler Development & Disability Topics	1.2 Collaborate with Part C staff to incorporate input from localities in planning, developing, and implementing Part C PD to meet system needs. 5.3. Identify and collaborate with EI providers who will expand PD initiatives. 5.7 Develop and facilitate PD for SCs and service providers on specific topics of interest, including short course offerings.	Develop and facilitate a 4-week Growing Brain series for experienced practitioners focused on social emotional development. Growing Brain short course developed to specifically focus on social emotional topics: Relationships, stress, attachment, trauma, temperament, behavior, attunement and responsive interactions, and strategies. Growing Brain social-emotional course offered two times, January/February and March/April 2023, with a total of 40 participants. Third cohort began in September and will end in November with another 20 participants.	Lisa
Higher Ed Faculty & Students	Collaborate with IHEs on Current EI Practices & Resources (to be included in pre service course content)	2.1. Work with the VICC and others at the state, regional and local levels to identify and coordinate professional development activities across state agencies. 2.2. Represent early intervention in the VCPD initiatives. 6. Maintain and update online resources such as EIPD website, EI Strategies blog, and the EIPD Facebook and Twitter accounts.	Coordinate EI Preservice Consortium meetings and activities to share practices and strategies for workforce development Collaborated to write OSEP grant proposal to support community college faculty. Submitted April 2023.Grant was funded effective 10/1/23 as a 5-yr personnel prep grant. Focus is on building EI/ECSE workforce through support of community college faculty. Inform faculty of new resources for inclusion in pre-service course content via Constant Contact emails Ongoing	Cori

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			Enhance VEIPD Faculty and Future EI page to expand information about EI/Preservice Consortium Revision underway for faculty webpage to create interactive map to support EI field placements Manuscript accepted for inclusion in the DEC RP Leadership monograph	
State & National EI Providers, Administrators & Students	Share Work through State & National Conference Presentations & Writing	2.5 Coordinate PD by participating in national and regional TA projects, training initiatives, and conferences…to bring EBPs to VA. 2.6 Share work through state and national conference presentations and writings.	<u>State & National Conference Proposals to be submitted:</u> DEC Conference 2023 multiple sessions submitted and accepted WAIMH Congress 2023, two sessions submitted and accepted VACSB Proposal submitted for next year's Training & Development Conference in May 2024. <u>State & National Conference Proposals accepted for:</u> DEC Conference November 2023 WAIMH Congress July 2023 <u>State & National Conference Presentations completed:</u> WAIMH 2023: Two sessions presented in July: Engaging the Field: Developing an Infant Mental Health Community of Practice and Introducing IMH Concepts and Self-Reflection to Students and New Practitioners in the Field	All
Research & Professional Writing			Write, submit, and publish evidence informed early intervention practices (ex: manuscript, white paper, research articles).	All

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			Publication accepted for Infants & Young Children titled, "Aligning Professional Development with Service Coordinator Knowledge and Skills: A Program Evaluation." Staff writing chapter manuscript for new edition of Understanding Families book.	

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