

ITC Scope of Work: Professional Development Activities

2016-2017 – Updated 4/21/17

Research & Planning Functions

Target Group	Professional Development Topic/Priority	ITC Grant Deliverable 2016-2017	Research & Planning Activities & Timeframes	Staff Responsible	Collaborators & Partners
Integrated Training Collaborative (ITC)	Oversee VA's Comp. System of Personnel Development (CSPD)	<p>2.1. Utilize the ITC...for overseeing the design and implementation of VA's CSPD...</p> <p>2.2 Oversee and integrate the CSPD, as it relates to personnel standards...</p> <p>2.7 Collaborate with Part C staff to incorporate input from localities...to plan, develop, and implement Part C PD that is responsive to the needs...</p> <p>2.8 Work with the VICC and others at the state, regional, and local levels to identify and coordinate PD activities across state agencies...</p> <p>4.1 Submit quarterly progress reports no later than ten (10) days after the close of each quarter addressing each activity outlined in Scope of Work</p> <p>4.5 Develop and disseminate the</p>	<p>Coordinate quarterly ITC meetings, maintain current membership, and add members as needed. Target: Ongoing <i>ITC meetings held in July and Oct 2016 and Jan and April 2017.</i></p> <p>Provide updates at VICC meetings on a quarterly basis with focus on new products/elements and data on use of PD resources. Target: Quarterly <i>Updates and infographics shared at VICC meetings in Sept and Dec 2016 and Mar 2017.</i></p> <p>Work with VICC and committees to meet priority needs for PD Target: Ongoing</p> <p>Work with PPD projects involved in PD with early intervention providers Target: Ongoing <i>Collaborated with VA Deaf-Blind Project on ToT webinar in Dec 2016. Shared all PD across agencies with EI providers via professional FB page and periodic email blasts</i></p> <p>Submit quarterly progress reports to Part C administrator</p>	Deana, Cori & Dana	Anne

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		ITC/CSPD Update...to EI providers, Part C staff, LSMs, and VICC members.	Target: Quarterly Quarterly reports submitted as required.		
	Coordinate VA's CSPD with those in other states and national initiatives	<p>2.2 Oversee and integrate the CSPD, as it relates to personnel standards...</p> <p>2.9 Represent early intervention in the Virginia Cross-Sector Professional Development Higher Education workgroup.</p>	<p>Participate in state and national PD initiatives, including the CDC Act Early, ECTA Center and Early Childhood Personnel Center, AUCD, and DEC SIGs on via participation in national and regional TA, training initiatives and conferences, to make EBPs available to EI providers and families in VA.</p> <p>Target: Ongoing PD staff are participating as Act Early Ambassador (CDC), aRPy Ambassador (ECTA Center), PD and national DEC SIG leader, and member of DEC Personnel Prep Council</p> <p>Continue collaboration ECMH Advisory Board Target: Ongoing Share all ECMH project PD opportunities via FB and email blasts</p> <p>Participate/collaborate with other national and state initiatives related to EI and EC, including Early Childhood Network, Early Hearing Detection & Intervention Advisory Committee, VAC, etc. Target: Ongoing</p> <p>Participate in VCPD team, including statewide governance and regional</p>	Deana, Cori & Dana	Catherine

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			<p>consortiums Target: Ongoing PD staff participate in VCPD governance and Western and Eastern Regional Summits.</p> <p>Prepare and submit CSPD update with thematic information tied to ToT topics Target: 9x/yr; each month that ToT is held CSPD updates submitted for Sept, Oct, Nov 2016 and February and March 2017.</p>		
	<p>Program Evaluation and Data Collection</p>	<p>2.2 Oversee and integrate the CSPD, as it relates to personnel standards...</p> <p>2.3 Continue to work with the ITC to update, refine and implement web-based modules and other content elements (landing pads, webinars, online tutorials) on the EIPD website addressing key areas of need</p> <p>2.5 In collaboration with the ITC, Part C staff, and VCPD, plan and coordinate the Early Childhood Birth-5 Conference</p> <p>2.7 Collaborate with Part C staff to incorporate input from localities...to plan, develop, and implement Part C PD that is responsive to the</p>	<p>Conduct evaluations of Kaleidoscope Target: After each training</p> <p>Collaborate with co-sponsors to evaluate the statewide conference Target: June 2017</p> <p>Conduct evaluations of web-based PD opportunities (ToTs, online modules, coaching implementation project) Target: Ongoing</p> <p>Post copies of all evaluations on Google drive using ITC templates Target: Ongoing Evaluations are available in ITC Evaluation Info folder</p>	<p>Deana and Sue (with support from the rest of the PD team)</p>	<p>Richard</p>

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		<p>needs...</p> <p>4.3 Provide evaluation of Kaleidoscope trainings...within 60 days following each training.</p> <p>4.3 Provide an evaluation of the regional or statewide early intervention professional development...identified by participants at the state conference within 30 days following the completion of the conference...</p>			
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Implementation Functions

Target Group	Professional Development Topic/Priority	ITC Grant Deliverable 2015-2016	Research & Planning Activities & Timeframes	Staff Responsible	Collaborators & Partners
I&TCVA Staff & PD Team Collaboration	Collaborate with TA and Monitoring Staff on I&TCVA office SSIP Priorities	<p>2.3 Continue to work with the ITC to update, refine and implement web-based modules and other content elements (landing pads, webinars, online tutorials) on the EIPD website addressing key areas of need</p> <p>2.7 Collaborate with Part C staff to incorporate input from localities...to plan, develop, and implement Part C PD that is responsive to the needs...</p> <p>4.4 Represent the ITC through participation in SSIP activities</p>	<p>Collaborate and meet with TA and Monitoring staff to coordinate PD (PDTAM Meetings) Target: Quarterly PDTAM meeting held in Sept 2016. Nov 2016 and March 2017 meetings were cancelled. New decision per Part C Administrator that we won't hold these meetings unless needed. Staff will take topics to Part C staff meetings.</p> <p>Participate on Part C workgroups and staff meetings, including SSIP leadership teams and workgroups, and use information to inform PD work Target: Ongoing PD staff continue to participate in the coaching/natural learning environments and functional assessment workgroups.</p> <p>Collaborate on webinars with Part C staff on regulatory/compliance topics (not to exceed 3 webinars) Target: June 2017 Collaborated on 2-part ToT webinar series on transition in Sept and Oct 2016.</p>	Deana, Cori & Dana	Catherine

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All	Annual Conference – <i>Creating Connections to Shining Stars 2017</i>	<p>2.4 Provide training to specific populations: service coordinators, IFSP teams, direct service staff, local system managers (LSMs) and direct service supervisors agency administrators.</p> <p>2.5 In collaboration with the ITC, Part C staff, and VCPD, plan and coordinate the Early Childhood Birth-5 Conference.</p>	<p>Coordinate and collaborate on planning for Creating Connections to Shining Stars: VA’s Collaborative Early Childhood Birth through Five Conference as conference co-chair and committee members Target: Summer 2017 PD staff member is serving as conference co-chair.</p> <p>Identify and invite EI presenters who will expand PD initiatives already underway Target: COMPLETED</p> <p>Disseminate info about conference via email list, monthly update, at regional meetings Target: Ongoing Frequent and consistent PR/marketing email blasts</p> <p>Disseminate “save the date” postcards and call for proposals Target: COMPLETED</p> <p>Complete review of proposals Target: COMPLETED</p>	Cori, Deana & Dana	VCPD Catherine & ITCVA Staff
	Regional Trainings	2.4 Provide training to specific populations: service coordinators, IFSP teams, direct service staff, local system managers (LSMs) and direct service supervisors agency administrators.	Provide a limited number of regional trainings (as scheduling and fulfillment of deliverables permits) to support practitioners’ knowledge and skills related the use of evidence-based EI practices. Target: June 2017	Cori, Dana, & Deana	Catherine

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		2.7 Collaborate with Part C staff to incorporate input from localities...to plan, develop, and implement Part C PD that is responsive to the needs...			
	Talks on Tuesdays Webinars	<p>2.3 Continue to work with the ITC to update, refine and implement web-based modules and other content elements (landing pads, webinars, online tutorials) on the EIPD website addressing key areas of need</p> <p>2.4 Provide training to specific populations: service coordinators, IFSP teams, direct service staff, local system managers (LSMs) and direct service supervisors agency administrators.</p> <p>2.7 Collaborate with Part C staff to incorporate input from localities...to plan, develop, and implement Part C PD that is responsive to the needs...</p>	<p><u>Schedule</u> Sept – Transition Part 1 – Cori COMPLETED Oct – Transition Part 2 – Cori COMPLETED Nov – Medicaid Waiver Update (Erin Austin) – Dana COMPLETED Dec – Identifying Children with Vision and Hearing Loss (Ira Padhye) – Deana COMPLETED Jan – (skip due to winter holiday) Feb – Delivering EI in Child Care Settings: Part 1- (Cynthia Core) Dana COMPLETED Mar – Early Childhood Biases (Jen Newton) – Cori COMPLETED Apr – Delivering EI in Child Care Settings: Part 2 – (panel) Dana COMPLETED May – Strategies to Address Challenging Behaviors – (Jackie Joseph) - Dana June – Cortical Vision and Autism (Julie) - Deana</p>	Cori, Dana, & Deana	Sarah
	Maintain & Update Online Resources: EIPD	2.3 Continue to work with the ITC to update, refine and implement web-based modules and	<p><u>EIPD & eLearning sites</u> Review and update EIPD portal monthly, adding new resources as relevant.</p>	Dana, Carrie, & Jeanne	Terri

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	<p>sites, EI Strategies Blog & EIPD Facebook & Twitter accounts</p>	<p>other content elements (landing pads, webinars, online tutorials) on the EIPD website addressing key areas of need</p> <p>2.7 Collaborate with Part C staff to incorporate input from localities...to plan, develop, and implement Part C PD that is responsive to the needs...</p> <p>4.7 Maintain training calendar for up-to-date professional development opportunities via the ITC/CSPD Update (up to 9 times per year.)</p>	<p>Target: Monthly Twenty-one new resources have been added since July 2016.</p> <p>Maintain training calendar for up-to-date PD opportunities and share via CSPD update Target: 9x per year Updated with each CSPD update since July 2016.</p> <p><u>Blog</u> Post new articles on EI topics of interest Target: 2x/month Ten new posts have been added to the blog since July 2016.</p> <p><u>Facebook & Twitter</u> Provide information about new resources by posting at least 2x/month Target: Ongoing Information is posted to Facebook at least 1x/week. When new blogs posts are available, they are shared on Facebook and Twitter too. PD opportunities from collaborating agencies shared on Facebook.</p> <p>Solicit input from practitioners to develop annual list of new EI tips of the week Target: October 2016</p>		
Local System Managers	<p>Collaborate with LSMs on Supporting EI Workforce</p>	<p>2.4 Provide training to specific populations: service coordinators, IFSP teams, direct service staff, local system managers (LSMs) and direct service supervisors</p>	<p>Coordinate two (2) collaborative meetings between LSMs and I&TCVA staff Target: Sept 2016 and Mar 2017 Meetings held in Sept 2016 and Mar 2017.</p>	<p>Deana</p>	<p>Sarah</p>

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		<p>agency administrators.</p> <p>2.7 Collaborate with Part C staff to incorporate input from localities...to plan, develop, and implement Part C PD that is responsive to the needs...</p>			
<p>Service Coordinators & Service Providers</p>	<p>Revise & Update Online Modules</p>	<p>2.3 Continue to work with the ITC to update, refine and implement web-based modules and other content elements (landing pads, webinars, online tutorials) on the EIPD website addressing key areas of need</p> <p>4.6 Finalize content and pilot four (Overview, Effective Practices in Early Intervention, The Early Intervention Process, and Responsibilities of Early Intervention Providers) of the required early intervention certification modules.</p>	<p>Complete the revision and reformatting of EI certification modules and post to eLearning site. Target: June 2017 Course 1 (Overview of EI) and 2 (EI Process) are ready (100% developed). Course 3 (Effective Practices in EI) is awaiting voiceover (90% developed). Course 4 (Practitioner Responsibilities) is complete except for one module (Contact Note Documentation) under final revisions (95% developed). Course 5 (Child Development) is ready (100% developed). Courses 6 (Service Coordination; 75% developed) and 7 (Supervision; 30% developed) are under development.</p> <p>Pilot revised EI Certification Courses 1-4 to a small group of practitioners for soft launch. Target: March 2017</p> <p>Revise Autism Module into a new package Target: June 2017</p> <p>Add to Flickr photo collection to reflect more diverse settings/activities to be included in the modules Target: Ongoing</p>	<p>Dana, Cori & Carrie</p>	<p>Kyla</p>

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			New pictures from one local system have been added.		
	Functional Assessment (SSIP Priority Area)	<p>2.3 Continue to work with the ITC to update, refine and implement web-based modules and other content elements (landing pads, webinars, online tutorials) on the EIPD website addressing key areas of need</p> <p>4.4 Represent the ITC through participation in SSIP activities</p>	<p>Participate in state leadership team on this topic and coordinate PD activities Target: Ongoing</p> <p>Post new articles on blog at least 2x/year related to functional assessment and/or the child outcomes rating process Target: June 2017</p> <p>Participate on universal curriculum workgroup (EI-EC PD CoP) to develop functional assessment materials Target: Ongoing</p>	Cori	Anne
	Local System Capacity to Support Implementation of Evidence-based Practices (SSIP Priority Area)	<p>2.3 Continue to work with the ITC to update, refine and implement web-based modules and other content elements (landing pads, webinars, online tutorials) on the EIPD website addressing key areas of need</p> <p>4.4 Represent the ITC through participation in SSIP activities</p>	<p>Participate in state leadership team on this topic and coordinate PD activities Target: Ongoing</p> <p>Participate in stakeholder group for redesign of state website Target: Ongoing</p> <p>Revise IFSP development and outcome development mini-lessons as brief facilitation guides Target: March 2017</p>	Deana	Beth
Coaching & Natural Learning Environment	2.3 Continue to work with the ITC to update, refine and implement web-based modules and	Participate in state leadership team on this topic and coordinate PD activities Target: Ongoing	Dana	Anne	

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	Practices (SSIP Priority Area)	<p>other content elements (landing pads, webinars, online tutorials) on the EIPD website addressing key areas of need</p> <p>2.4 Provide training to specific populations: service coordinators, IFSP teams, direct service staff, local system managers (LSMs) and direct service supervisors agency administrators.</p> <p>2.7 Collaborate with Part C staff to incorporate input from localities...to plan, develop, and implement Part C PD that is responsive to the needs...</p> <p>4.4 Represent the ITC through participation in SSIP activities</p>	<p>PD staff coordinated a meeting in Jan 2017 to update group. All activities related to this topic on SSIP are on schedule.</p> <p>Develop coaching and NLE practices package for new employees/contractors or those who need additional support (with stakeholder input and review) Target: June 2017 Package has been developed and is currently being piloted by local systems and a therapy agency.</p> <p>Coordinate online implementation support group for 2nd cohort on the use of the Coaching Facilitation Guide Target: October to April 2017 Meetings were held in Nov and Dec 2016 and Jan-April 2017 so far.</p> <p>Develop and provide a short online course on adult learning & using coaching strategies Target: COMPLETED</p>		
	Service Coordination	<p>2.3 Continue to work with the ITC to update, refine and implement web-based modules and other content elements (landing pads, webinars, online tutorials) on the EIPD website addressing key areas of need</p> <p>2.4 Provide training to specific populations: service coordinators,</p>	<p>Revise Kaleidoscope curriculum to include one face-to-face training day and 4-mo community of practice meetings Target: September 2016 Content for face-to-face training day has been developed and slide deck is being formatted. Planning for 4-mo community of practice is underway.</p> <p>Pilot revisions to Kaleidoscope training</p>	Cori & Dana	Kyla

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		<p>IFSP teams, direct service staff, local system managers (LSMs) and direct service supervisors agency administrators.</p> <p>4.2 Submit draft Kaleidoscope curriculum for Part C review...</p>	<p>Target: Summer and Fall 2017</p>		
	<p>Infant & Toddler Development & Disability Topics</p>	<p>2.4 Provide training to specific populations: service coordinators, IFSP teams, direct service staff, local system managers (LSMs) and direct service supervisors agency administrators.</p> <p>2.6 Continue to provide support for the statewide EI CoPA through ongoing technical assistance and consultation...</p>	<p><u>Autism</u> Coordinate an autism pre-conference session at CCSS Target: Summer 2017 <i>Session is planned. Will include ½ day panel of local systems using BCBAs or using innovative autism strategies and ½ presenter on coaching with families with children with ASD.</i></p> <p>Coordinate statewide CoPA activities Target: June 2017 <i>Subcommittee has explored Future of CoPA. Three major CoPA goals identified. Informational meeting/webinar held 2/27/17.</i></p> <p>Coordinate PD activities/efforts with VA Act Early team Target: Ongoing</p> <p><u>Early Childhood Mental Health</u> Post announcements of relevant ECMH training efforts through our listserv, in CSPD update, etc. Target: Ongoing</p> <p>Include topics at conference to meet needs</p>	<p>Cori, Deana, & Dana</p>	<p>Karen (autism)</p> <p>Catherine (ICMH)</p>

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			<p>of endorsement candidates Target: June 2017 CCSS proposals reflect many relevant topics</p> <p>Collaborate with ECMH Coordinator for PD related to social-emotional development Target: Ongoing</p> <p>Participate on ECMH Advisory Board and support regional endorsement activities Target: Ongoing One staff person is providing support to an endorsement candidate at this time.</p> <p>Collaborate with ODU T/TAC on “Prevent-Teach-Reinforce for Families” training for service providers Target: CANCELLED ODU T/TAC cancelled this activity due to budget limitations.</p>		
Higher Ed Faculty & Students	Collaborate with IHEs on Current EI Practices & Resources (to be included in preservice course content)	2.9 Represent early intervention in the Virginia Cross-Sector Professional Development Higher Education workgroup.	<p>Inform faculty of new resources for inclusion in preservice course content via Constant Contact emails Target: Ongoing</p> <p>Participate as members of the VCPD Higher Ed Workgroup Target: Ongoing</p> <p>Collaborate with VCPD in Faculty Institute Target: COMPLETED Higher Ed Institute held Sept 2016. Staff presented info on EI resources. Collaborating with faculty to</p>	Cori & Dana	Terri

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State & National EI Providers, Administrators & Students	Share Work through State & National Conference Presentations & Writing	2.4 Provide training to specific populations: service coordinators, IFSP teams, direct service staff, local system managers (LSMs) and direct service supervisors agency administrators.	<p style="color: red;">update/revise crosswalk DOE and VCPD matrix.</p> <p><u>State & National Conference Proposals to be submitted:</u> VAEYC 2017 CCSS 2017 DEC 2017</p> <p><u>State & National Conference Proposals accepted for:</u> DEC 2016 VAEYC 2017 CCSS 2017</p> <p><u>State & National Conference Presentations completed:</u> DEC 2016</p>	Deana, Cori & Dana	Catherine
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