

ITC Scope of Work: Professional Development Deliverables & Activities

2011-2012 – End of Year

Work Completed July-Sept 2011

Target Group	Professional Development Topic/Priority	ITC Grant Deliverable 2011-2012	Activities Planned or Completed (including timeframes)	Staff Responsible	Collaborators & Partners
All	Talks on Tuesdays	2.3 Continue to work with the ITC to develop additional web-based modules and other content elements on...EIDP website	Hearing <i>Completed: June 2011</i> Language and Early Literacy <i>Completed: Aug 2011</i>	Deana Deana	
Service Coordinators/ Service Providers	Disability-Specific Resources	2.3 Continue to work with the ITC to develop additional web-based modules and other content elements on...EIDP website 2.4 Provide training to specific populations: SCs, IFSP teams, direct service staff...	Autism in Infants & Toddlers module released <i>Completed: Aug 2011</i> <u>Conference Presentations</u> <i>Who Are We Really Teaching? Rethinking HOW We Collaborate with Families of Young Children with ASD during EI Visits</i> CoPA at the Beach keynote, Virginia Beach <i>Completed: July 2011</i> <i>Let's Go Play! Encouraging Interactive Play in Young Children with Autism Spectrum Disorders</i> Shining Stars Early Childhood Conference, Virginia Beach (2 presentations) <i>Completed: July 2011</i>	Dana	

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	<p>Implementing Medicaid EI TCM Initiative</p>	<p>2.4 Provide training to specific populations: SCs, IFSP teams, direct service staff...</p> <p>2.12 ...plan and conduct PD activities related to the implementation of the EI TCM initiative...</p>	<p><u>EI TCM Webinars</u> Cha-Changes in EI SC... Completed: Aug 2011</p> <p>EI TCM Implementation – Q&A Completed: Sept 2011</p>	<p>Deana</p>	
	<p>Service Coordination</p>	<p>2.3 Continue to work with the ITC to develop additional web-based modules and other content elements on...EIDP website</p> <p>2.4 Provide training to specific populations: SCs, IFSP teams, direct service staff...</p> <p>2.12 ...plan and conduct PD activities related to the implementation of the EI TCM initiative...</p>	<p>SC & EI TCM module released Completed: Aug 2011</p> <p>Conducted EI TCM Webinars Completed: July & Aug 2011</p> <p>Kaleidoscope I – Roanoke Completed: Sept 2011</p>	<p>Cori</p>	

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	Social-Emotional Development/ Infant Mental Health	2.4 Provide training to specific populations: SCs, IFSP teams, direct service staff...	Hosted CSEFEL Train-the-Trainer (0-3 curriculum) event <i>Completed: Sept 2011</i> Printed Michigan Competencies for dissemination <i>Completed: Sept 2011</i>	Cori	
	Writing IFSPs & Outcome Development	2.3 Continue to work with the ITC to develop additional web-based modules and other content elements on...EIDP website 2.4 Provide training to specific populations: SCs, IFSP teams, direct service staff...	IFSP 101 module released <i>Completed: Sept 2011</i> Quik Ref Guide – Asking Good Questions developed and printed <i>Completed: Sept 2011</i> <u>Face-to-Face Training</u> <i>A Family Centered Approach to Developing Quality Outcomes: Part II – Richmond</i> <i>Completed: Sept 2011</i>	Cori & Dana	

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Work Completed – Sept 2011 to June 2012

Research and Planning Functions

Target Group	Professional Development Topic/Priority	ITC Grant Deliverable 2011-2012	Research & Planning Activities Planned or Completed (including 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>Coordinate quarterly ITC meetings Target: Completed <i>Meetings held 10-31-11, 1-9-12, & 5-8-12</i></p> <p>Review current membership and add members as needed Target: Completed</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: Completed <i>Provided update at VICC meetings in Sept, Dec, Mar & June 2012. Distributed infographics at each meeting to illustrate impact of PD work.</i></p> <p>Participate in national PD initiatives, like the Act Early, SpecialQuest, CONNECT, CELL, etc. Target: Completed <i>Participated by offering CSEFEL Train-the-trainer events; contacts with staff: Talks on Tuesdays webinars; Act Early activities and selection to serve as Autism Ambassador; DEC EI PD</i></p>	Deana & Cori	<p>Bev</p> <p>Beth</p> <p>Bonnie</p>

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			<i>Community of Practice</i>		
	<p>Program Evaluation and Data Collection</p> <p>Incorporate input from localities re: training needs</p> <p>Collaborate on training activities across state agencies</p>	<p>2.3 Continue to work with the ITC to develop additional web-based modules and other content elements on...EIDP website</p> <p>2.7 Collaborate with Part C staff to incorporate input from localities...to plan, develop, and implement Part C training 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 training activities across state agencies...</p>	<p>Participate in VCPD group meetings Target: Completed</p> <p>Prepare and submit CSPD update for state update Target: Completed</p> <p><i>CSPD update provided monthly in I&TC of VA Update and posted on portal</i></p> <p>Work with VICC and committees to meet priority needs for PD Target: Completed</p> <p><i>Feedback solicited from VICC members about priorities for PD at each meeting</i></p> <p>Work with Part C staff (meet quarterly) to coordinate PD with monitoring and TA staff Target: Completed</p> <p><i>Meetings held on 12-5-11, 2-8-12, & 5-9-12</i></p> <p>Gather additional information via needs assessment about training needs of EI providers in VA Target: Continued to next year</p> <p>Conduct research on impact of Outcomes training (review IFSPs)</p>	<p>Deana, Cori, Dana, & Sue</p>	<p>Mary Anne and Bonnie</p>

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			Target: Project postponed for now		
	Collaborate with national resources and projects to make evidence-based practices available to EI providers and families in VA	2.13 Coordinate planned PD work with other national resources and projects...	<p>Continue collaboration with CSEFEL regarding PD materials and support for social-emotional/IMH initiative Target: Completed</p> <ul style="list-style-type: none"> • <i>SE module is now live.</i> • <i>May ToT related to SE development and work of ICMHC completed.</i> <p>Collaborate with NECTAC on use of “Looks Like, Doesn’t Look Like” document for use in Supports & Services mini-lesson Target: Completed October 2011</p> <p>Continue collaboration with SpecialQuest with focus on offering regional cross-sector trainings for 0-3 providers Target: Completed</p> <ul style="list-style-type: none"> • Support pilot training with Central Region using SpecialQuest materials • <i>Working to support regional infrastructure for PD, including SQ trainees.</i> • <i>Working with videographers to complete inclusion video.</i> Target: Continued into next year <p>Continue collaboration via AUCD and DEC</p>	Deana & Cori	Bonnie

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			<p>SIGs with particular focus on PD initiatives and activities Target: Completed</p> <p><i>Participating in EI/EC SIG; co-leading the Role of Special Instruction workgroup as part of the EI SIG</i></p>		
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Implementation Functions

Target Group	Professional Development Topic/Priority	ITC Grant Deliverable <i>2011-2012</i>	Implementation Activities Planned or Completed (including timeframes)	Staff Responsible	Collaborators & Partners
All	Annual Conference – <i>Creating Connections to Shining Stars 2012</i>	2.5 ...plan and coordinate (or subcontract for)...regional or statewide early intervention conference...	<p>Coordinate and collaborate for <i>Creating Connections to Shining Stars: VA's 1st Annual Birth-Five Conference</i> Target: Completed</p> <p><i>Organized keynote speaker, seminar sessions on multiple topics. Dathan Rush and M'Lisa Shelden will present on coaching for Institute.</i></p> <p>Invite presenters targeting areas of interest: Social-emotional development, child & family outcomes (OSEP ratings), updates on Part C regs Target: Completed</p> <p><i>Presenter (Mary Mackrain) is confirmed to address social-emotional development</i></p> <p>Disseminate info about conference via email list, monthly update, at regional meetings</p>	All	<p>TTACs</p> <p>Part B</p> <p>Part C: Beth, Bev, & Bonnie</p>

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			<p>Target: Completed</p> <p>Disseminate “save the date” postcards and call for proposals Target: Completed Jan 2012</p> <p>Complete review of proposals Target: Completed Apr 2012</p>		
	OSEP Child Outcome Indicators		<p>Develop Child Outcomes Indicator activity (including Larry Edelman video & linking to ECO resources for new staff, refresher for seasoned staff, & administrative staff) Target: Continued</p> <p><i>Workgroup is working to revise process to tie it to the IFSP process, including making changes to the IFSP form. June ToT addressed this topic</i></p>	Deana	Beth
	Talks on Tuesdays	2.3 Continue to work with the ITC to develop additional web-based modules and other content elements on...EIDP website	<p>Growing Little Brains...Better Completed: Oct 2011</p> <p>Sensory Processing Completed: Nov 2011</p> <p>Coaching and Using Family Resources Completed: Dec 2011</p>	All	

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			<p>Strategies for the Transition Process <i>Completed: Feb 2012</i></p> <p>Check Them Out: Great Resources to Support Infants and Toddlers with ASD and Their Families <i>Completed: Mar 2012</i></p> <p>Typical Motor Development 0-12 Months <i>Completed: Apr 2012</i></p> <p>The Foundation of the Pyramid: Social Emotional Development within the Context of Nurturing Relationships and Supportive Environments <i>Completed: May 2012</i></p> <p>OSEP Child Outcomes & VA's Service Pathway <i>Completed: June 2012</i></p>		<p>Beth</p> <p>Bonnie</p> <p>Beth</p>
	CoPA	2.6 Continue to provide support for EI COPA regional leaders	Provide ongoing support including considering expanding network of technical assistance – future work	Cori	Karen

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		through ongoing technical assistance and consultation...	<p>Target: Completed</p> <p><i>CoPA continues to meet every other month. Developed apps list and tips sheet for talking to parents about ASD.</i></p> <p>Coordinate CoPA at the Beach pre-conference Target: Completed</p> <p><i>Arranged for Dr. John Harrington as presenter on updates and biomedical advances with ASD</i></p> <p>Coordinate statewide CoPA teleconferences Target: Completed</p> <p><i>Teleconferences held bi-monthly</i></p>		
	Maintain & update EI Training Portal website	<p>2.3 Continue to work with the ITC to develop additional web-based modules and other content elements on...EIDP website</p> <p>2.9 Expand offerings of training content to include web-based options for</p>	<p>Update EIPD portal monthly, adding at least 3 new resources per month. Target: Completed</p> <p><i>Updates to EIPD portal completed monthly including adding new resources, videos, and topics</i></p> <p>Post 3 modules on priority topics</p> <ul style="list-style-type: none"> • Social-Emotional • Sensory Processing • Prematurity 	Rebecka & Dana	David

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		learning...	<p>Target: See below</p> <ul style="list-style-type: none"> • <i>Social-Emotional module released in April 2012</i> • <i>Prematurity module has been written and is being formatted.</i> • <i>Sensory Processing module is continued to next year</i> <p>Post updated Landing Pads Target: Not needed this year</p> <p>Post 5 additional Landing Pads to site</p> <ul style="list-style-type: none"> • Motor • Challenging Behavior • FASD • Multiple Disabilities • Visual Impairments <p>Target: Completed</p> <p><i>Landing pads posted: Motor Challenging Behaviors, & Multiple Disabilities. FASD and Visual Disabilities landing pads have been completed and are being formatted.</i></p> <p>Develop resource pages for each new landing pad topic Target: Continued</p> <p><i>New EI Topics & Trends developed for</i></p>		
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			<p><i>Motor Disabilities and FASD. Page under development for Multiple Disabilities.</i></p> <p>Post videos to portal under appropriate topics Target: Completed</p> <p><i>VA Videos posted under EI Topics: Service Coordination, Prematurity, Supports & Services, & IFSP & Outcome Development. Videos also posted on Kaleidoscope pages. New EI Topic page “Importance of Early Intervention” will house videos with parents sharing insights about impact of EI.</i></p> <p>Post new mini-lessons</p> <ul style="list-style-type: none"> • Supports & Services • Coaching <p>Target: Discontinued</p> <ul style="list-style-type: none"> • <i>EI Topic for “Coaching” has been developed with articles, handouts, and links to resources and an online module developed by an outside agency.</i> • <i>Development of mini-lessons postponed as team determines best PD activity for these topics.</i> 		
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			<p>Host & monitor blog and article comments Target: Under development and continued</p> <p><i>Blog entitled "Early Intervention Strategies for Success" is under development. Two articles have been developed and two others are in the works. Blog should be launched in July.</i></p>		
	Share Work through State & National Conference Presentations & Writing	2.4 Provide training to specific populations: SCs, IFSP teams, direct service staff...	<p><u>STATE & NATIONAL CONFERENCE PRESENTATIONS</u> <i>Infant & Toddler Systems Inclusion Institute</i> Completed: July 2011</p> <p><i>Looking through the Kaleidoscope: An Evaluation of Virginia's Service Coordination Curriculum</i> DEC International Conference Completed: Nov 2011</p> <p><i>Infant & Child Mental Health IS Social-Emotional Development: An Overview of VA's State Early Childhood Mental Health Initiatives</i></p>	<p>Deana</p> <p>Dana & Cori (with Dr. Sharon Raver-Lampman)</p> <p>Bonnie & Cori</p>	

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			<p><i>Bridging the Gap between Intervention and Everyday Life: Let's Make it Easier</i> Creating Connections to Shining Stars Target: Completed</p> <p><i>Developing Quality Family-Centered Outcomes for Effective Implementation: From Vision to Practice</i> Pre-conference workshop DEC International Conference Target: Completed</p> <p><i>Bridging the Gap Between Visits: Linking Adult Learning, Coaching, & Early Intervention</i> DEC International Conference Target: Oct 2012</p> <p><i>Let's Play Together! – Encouraging Interactive Play & Communication in Young Children with Autism Spectrum Disorder</i> Zero to Three National Training Institute Target: Dec 2012</p>	<p>Dana</p> <p>Cori, Dana, & Deana</p> <p>Dana</p> <p>Dana</p>	
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			<p><u>WRITING</u> Play Behaviors of Parents and their Young Children with Disabilities <i>Topics in Early Childhood Special Education</i> Completed: Aug 2011</p> <p>Enhancing Service Coordination through Professional Development <i>Infants & Young Children (manuscript revised & resubmitted June 2012)</i></p>	<p>Dana</p> <p>Dana (with colleagues at ODU)</p>	
Local System Managers	Develop supports for orientation of new LSMs	2.4 Provide training to specific populations...local system managers...	<p>Plan & develop LSM orientation materials (collaborate with MSRRC – Katy McCullough) Target: Under development and continued to next year</p> <p><i>In development. Katy will be meeting with group before the end of June to develop outline.</i></p> <p>Develop framework for LSMs & supervisors for using PD materials for orientation of new staff</p>	Deana	<p>Beth & Bev</p> <p>Mary Anne & Kyla - Quality Work Group</p> <p>Collaborate with CoCoA representative</p>

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			<p>Target: Continued</p> <p>Develop resources to help LSMs improve compliance using PD materials on EIPD portal Target: Completed May 2012</p> <p>Develop mentoring supports for new LSMs Target: Continued</p> <p><i>Will be planned in coordination with new orientation materials.</i></p> <p>Develop resources to help LSMs support complete documentation in their systems Target: Completed</p> <p><i>Addressed during LSM training in March; tools will be posted on portal re: documentation.</i></p>		
	Support ongoing PD needs	2.4 Provide training to specific populations...local system managers...	<p>Complete and post Data Management modules Target: Continued</p> <p><i>Modules 1-3 are finished. Writers are reviewing module 4 now. Goal is to post all modules by the end of May.</i></p>	Deana	<p>Part C regulation changes: Mary Ann & Kyla</p> <p>Transition: Bonnie</p>

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			<p>Host 3 thematic webinars with Part C staff THEME – <i>Implementation of New Part C Regs</i> (specific topic areas TBD) Target Dates: Completed 2 webinars</p> <p>Host meetings with LSMs and Part C staff 2x/year Target: Completed March/April & July 2012 (at conference)</p> <p>Continue supports for EI TCM and budgeting efforts (possibly including a webinar on documentation and reporting) Target: Completed</p> <p><i>Conducted many sessions about resources for EI TCM implementation and documentation.</i></p> <p>Develop documentation sample materials that meet Medicaid requirements & post on portal Target: Completed</p> <p>Provide web tour of EIPD portal for LSMs Target: Not needed this year</p>	Dana	<p>David and Karen's Communication Work Group</p> <p>Beth & funding committee</p> <p>Mary Anne – QMR & EI TCM</p> <p>Bev – Sample materials</p>
Service	Disability-	2.3 Continue to	Host discussions about 1 article	Dana & Cori	Kyla

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Coordinators/ Service Providers	Specific Resources	<p>work with the ITC to develop additional web-based modules and other content elements on...EIDP website</p> <p>2.4 Provide training to specific populations: SCs, IFSP teams, direct service staff...</p>	<p>via comment feature on portal Target: Discontinued</p> <p><i>Articles will be hosted via the blog as portal cannot support comment feature.</i></p> <p>Offer Blog on portal to invite comments, feedback related to topics of interest Target: Under development and continued</p> <p><i>See above. Blog will be launched in July once 4-5 article in EI strategies are written and ready.</i></p> <p>Primary service provider model - F2F training with the I&TC of Fairfax Completed: Nov 2011</p> <p><u>AUTISM</u> Complete Sensory Processing module Target: Continued</p> <p>Facilitate f2f training with ODU T-TAC about play and young children with ASD Completed: February 21, 2012</p>	Deana	Karen VAC & ACE
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			<p>Facilitate webinar through the ARC on turn-taking activities for families with children with ASD <i>Completed: March 7, 2012</i></p> <p>Print & disseminate ASD guidance document to local systems <i>Completed: Jan 2012</i></p> <p>5-1-12 – <i>ASD guidance doc 2-page summary being finalized and will be released by end of month.</i></p> <p><u>MULTIPLE DISABILITIES</u> Landing Pad <i>Completed: April 2012</i></p> <p><u>MOTOR DISABILITIES</u> Landing Pad <i>Completed: April 2012</i></p> <p><u>PREMATURITY</u> Complete Prematurity module Target: <i>To be completed Summer 2012</i></p> <p><i>Prematurity module is written and has had final review. Once technical issues are resolved, it will be launched.</i></p>		<p>Beth</p> <p>Beth</p>
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			<p>Begin prematurity mini-lesson/product Target: Postoned</p> <p><u>IFSP OUTCOME DEV</u> <u>Face-to-Face Training</u> <i>A Family Centered Approach to Developing Quality Outcomes</i> Richmond Completed: Sept 2011</p> <p>Abingdon & Roanoke Completed: Nov 2011</p>		
	Infant Child Mental Health	<p>2.3 Continue to work with the ITC to develop additional web-based modules and other content elements on...EIDP website</p> <p>2.4 Provide training to specific populations: SCs, IFSP teams, direct service staff...</p>	<p>Provide support for CSEFEL training efforts Completed: May 2012</p> <p>Include topics at conference to meet needs of endorsement candidates Target: Completed</p> <p>Talks on Tuesday webinar (with Rob Corso) Completed: May 2012</p> <p>Finish Social-Emotional Module</p>	Cori	<p>Bonnie</p> <p>CSEFEL</p> <p>ICMH Coordinator</p> <p>VCPD</p> <p>ICMHC/VAIMH</p>

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			<p style="color: red;">Completed: April 2012</p> <p>Enhance work on mini-lesson to include a S-E focus with outcomes Target: Postponed</p> <p>Develop quik ref guide on pyramid model and disseminate Completed: May 2012</p> <p>Collaborate with ICMH Coordinator for PD related to social-emotional development Target: Completed</p>		
	Implementation of Evidence-Based Supports & Services	<p>2.3 Continue to work with the ITC to develop additional web-based modules and other content elements on...EIDP website</p> <p>2.4 Provide training to specific populations: SCs, IFSP teams, direct service staff...</p>	<p>Coaching module/video Target: Continued</p> <ul style="list-style-type: none"> • <i>Participating in Coaching mentorship experience with EC SDP. Developed model for long-term technical assistance for systems next FY.</i> • <i>Will not develop module/video as Shelden & Rush have basic module available and link to it is posted on portal. Will link to more comprehensive module from them once it is posted.</i> <p><u>Mini Lessons</u></p>	Dana & Cori	Bev

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.

ITC Scope of Work: Professional Development Deliverables & Activities

2011-2012 – **End of Year**

			<ul style="list-style-type: none"> • Supports & Services Target: June 2012 • Coaching Target: Discontinued <ul style="list-style-type: none"> • <i>El Topic for “Coaching” has been developed with articles, handouts, and links to resources and an online module developed by an outside agency.</i> • <i>Development of mini-lessons postponed as team determines best PD activity for these topics.</i> <p>Host web-based synchronous regional discussion groups following 2 trainings Target: Continued</p> <p>Host discussions about 1 article via comment feature on portal Target: Discontinued</p> <p><i>Articles will be hosted via the blog as portal cannot support comment feature.</i></p>		
	Service Coordination	2.3 Continue to work with the ITC to develop additional web-	Revise KI and KII Completed: February 2012 Implement 3 month follow-up	Cori, Dana, & Sue	Beth & Kyla DMAS staff:

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ITC Scope of Work: Professional Development Deliverables & Activities

2011-2012 – **End of Year**

		<p>based modules and other content elements on...EIDP website</p> <p>2.4 Provide training to specific populations: SCs, IFSP teams, direct service staff...</p> <p>2.10 Revise Kaleidoscope, Levels I and II based on changes required for the EI TCM initiative...</p> <p>2.12 ...plan and conduct PD activities related to the implementation of the EI TCM initiative...</p>	<p>survey following KI and KII Target: Continued</p> <p>Blog on portal about SC practices Target: Under development and continued</p> <p><i>Blog entitled "Early Intervention Strategies for Success" is under development. When launched, will feature a strategies-based article written by a VA service coordinator.</i></p> <p>Develop/Revise tools for implementation of EI TCM initiative & new Part C regs (i.e., Tools of the Trade checklists) Completed: March 2012</p> <p>Developing mentoring system for new service coordinators Target: Discontinued</p> <p>Part C Eligibility – Quik Reference Guide Completed: May 2012</p> <p>Procedural Safeguard Forms and Timelines – Quik Reference Guide Completed: May 2012</p>		Jeff
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ITC Scope of Work: Professional Development Deliverables & Activities

2011-2012 – **End of Year**

	Transition	<p>2.3 Continue to work with the ITC to develop additional web-based modules and other content elements on...EIDP website</p> <p>2.4 Provide training to specific populations: SCs, IFSP teams, direct service staff...</p>	<p>Develop Inclusion video Target: Under development and continued</p> <p>Plan a conference session Target: Completed</p>	Cori	Bonnie
Higher Ed Faculty	Collaborate with IHEs on current EI practices to be included in preservice course content	2.11 ...continue to conduct faculty retreat to orient [EC IHEs] to current EI practices in VA...	<p>Create distribution list of 2-year and 4-year faculty for dissemination of PD emails Completed: January 2012</p> <p>Survey faculty re: interest in faculty retreat Target: Postponed</p> <p><i>Faculty opted to wait til Fall so activity is postponed.</i></p> <p>Collaborate with faculty to examine what EI content is already part of programs and</p>	Cori	<p>PAEYC and/or Part B</p> <p>Mary Anne</p>

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ITC Scope of Work: Professional Development Deliverables & Activities

2011-2012 – **End of Year**

			<p>how ITC can support pre-service education of early intervention personnel & strengthen focus on EI in existing ECSE programs (including placement/internship hours) Target: Continued</p> <p><i>Surveys completed. Data is being analyzed now and reports will be developed and shared with ITC, LSMs, and ECSE faculty.</i></p> <p>Conduct survey study of LSMs, supervisors, etc. for feedback on how prepared EI students/new grads are, strengths, areas of knowledge/skill needed; survey higher ed faculty about current EI content in classes Target: Continued</p> <p><i>Surveys completed. Data is being analyzed now and reports will be developed and shared with ITC, LSMs, and ECSE faculty.</i></p>		
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