

**Integrated Training Collaborative Quarterly Meeting**  
**April 23, 2018**  
**Minutes**

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Monday, April 23  
10:30am – 12:00pm

Attendees: Lisa Terry, Cori Hill, Dana Childress, Deana Buck, Carole Ivey, Erin Austin, Catherine Hancock, Sheryl Fahey, Stacie Jackson, Cynthia Core, Pam Park, Carol Burke, Corey Cassidy, Adele Rohner, Patricia Eitemiller

**1. State & National Activities**

- VA DEC
  - DEC 2018 Conference – Patty/Cori reported:
    - Save the Date – October 23-26, 2018 in Orlando, Florida
    - The professional development team submitted proposals. Should hear back in May if submissions were accepted.
    - Registration is not open at this time. For more information on the conference, visit <http://www.deconference.org/>
  - VA DEC March meeting – Patty Eitemiller, VA DEC President, reported:
    - All board members and a couple other members were in attendance.
    - The VA DEC meetings will be held in different parts of the state to give all members an opportunity to participate.
    - A membership survey will go out to all members in the next few weeks.
    - Developing a service project to support teachers with funding in the classroom. They will submit proposals about specific projects they would like to complete in the classroom. The proposals will be reviewed by the board.
    - Dana and Heather will host a webinar on the recommended practices – tentatively May 23, 2018
    - The Special Education Legislative Summit is this July in Alexandria, VA. Please see this link for information: [https://specialeducationlegislativesummit.org/?utm\\_source=cec&utm\\_medium=email&utm\\_campaign=SELS](https://specialeducationlegislativesummit.org/?utm_source=cec&utm_medium=email&utm_campaign=SELS)
    - The next meeting in Northern Virginia is September 8, 2018.
  - VA NICU EI Collaboration – Erin Austin reported:
    - The VA NICU EI Collaboration is a grant funded initiative to streamline early intervention referrals over the state. Over 28 hospitals in Virginia participated in this initiative to develop uniform documents across the state. This grant will end in May.
      - Work group is currently working on a best practice protocol when referring to early intervention. This is still in draft form. Committee is reviewing and providing feedback.
      - Erin will share all the documents once they are finalized.
  - ACT Early – Deana, ACT Early Ambassador, shared:
    - Website for ACT Early – <https://www.cdc.gov/ncbddd/actearly/index.html>

**2. Updates on current ITC work and tie to ITCVA Priorities and SSIP**

- Kaleidoscope – Cori reported:
  - Kaleidoscope training was recently held on April 11, 2018 in Richmond by Lisa and Dana. Dana reported the content, material, and timing went great during this training. The evaluations were all positive.
  - Kaleidoscope was recently revised based on feedback.

- The new process includes:
    - Service coordinators take the brand new SC module prior to the face-to-face training
    - Attend a one day face-to-face training
    - Participate in a Community of Practice (CoP) once a month after the face-to-face training. Previously, there were four CoP meetings. The April group will now have three CoP meetings after receiving feedback to reduce the length and the ability to complete the training within three CoP sessions.
  - There are 30 people max in each Kaleidoscope training. Each community of practice has 15 participants in each group.
  - If any local system managers have feedback from any attendees, please share.
  - Upcoming Kaleidoscope: Will be held in September or October in the Valley Region with Cori and Stacie leading the training.
  - Talks on Tuesdays (ToTs) –planning for fall – Cori facilitated discussion:
    - Thoughts on Part I and Part II series
      - Part I and Part II series ToTs were developed to help dive deeper into a topic after receiving feedback.
      - Discussion of feedback included:
        - It can depend on the topic and if it is of particular interest to someone
        - A lot of people are excited about learning the information in the first series and then how it applies
        - The commitment time for a presenter to complete a two series ToTs can be overwhelming while still balancing other workloads.
    - How to increase attendance (low for live event) - Cori facilitated discussion:
      - The attendance has been low for LIVE ToTs for a long time now. How do we increase the attendance?
        - People find a lot of value in the archived versions.
        - Caseloads may be higher during certain seasons. For example, high spring caseloads make it harder to participate in the live webinar, but may be able to participate in the fall when there is more flexibility.
        - Possible ideas:
          - Opportunity to ask questions after the live webinar with the presenter
          - Pre-recorded webinar launches ahead of time and then hold a time when presenter is present to answer questions (caution it does not turn into a lecture without a live webinar)
          - Possibly coordinate with blog
          - Learning byte to support team meeting after watching content
          - Flipped classroom technique is where you watch a video or reading then come to class ready to discuss. Give people content and then ask how they think we can use this.
        - PD team will meet and discuss then send email to invite ITC members to join planning meeting to discuss plan for next year
          - Cynthia C would like to join
      - Generate list of ToT topics
        - Please email any topic ideas to Cori
- Learning Bytes- Dana reported:
  - Reviewed Learning Byte example prior to the meeting.
  - Learning Bytes are short activities that system managers/supervisors can pull off the website to address specific topics of interest.
    - Resources will guide facilitators on what they may need

- Learning Bytes have different formats which can include a handout, watching ToT, reading a blog post, or reading a scenario
- Overarching themes include:
  - Early intervention service delivery
  - IFSP outcomes
  - Interest-based learning
  - Professional responsibilities
  - Service coordination
- Currently, formatting the Learning Bytes is underway and they will be posted on the VEIPD website as a webpage and can be downloaded as a PDF.
- Topics of interest
  - Custody issues
- Feedback:
  - Great tool for interns
  - Would be great to have a Level I and Level II. Level I would be beginner level in the field and Level II would be geared towards those with a decent foundational knowledge but want to take it to a higher level.
  - System managers were provided an example in the March LSM meeting. They are eager for them to be posted.
  - Can provide different staff members an opportunity to lead the discussion versus it always being the supervisor.
  - If anyone wants to help develop any Learning Bytes, please email Dana.
  - Send Dana feedback based on experience and if there are topics to go deeper with.
- Modules-Supervision, Child Development, Authentic Assessment
  - Cori reported the Supervision module launched after the LSM meeting in March. It is live and available. Most of the content was taken from the Texas supervision module and VA specific information was added.
  - Child Development Module
    - Lisa reported the Child Development Module is being re-written. The module will follow two families as their child develops. Each age range will have an illustration on the slide with clickable stars on the child's ears, eyes, heart, etc. to learn more information on that age. This will also be a printable tool for participants to use. We are keeping in mind the social-emotional and neuroscience components throughout the module.
    - Cori reported we are working on complete re-write with hopes of release in October 2018. The module focuses on relationship-based, functional, natural environment, and family-centered practices throughout.
    - Interested in being a reviewer of this module – Stacie, Carol Burke, Adele, Corey C
  - Cori reported she is part of a national universal early intervention curriculum workgroup that developed an Authentic Assessment module. This module will eventually be a required module as VA adapts it (required as an ongoing professional development module, not part of EI certification)
- CoPA Update – Cori reported:
  - CoPA has been around since 2007. Different iterations over years. CoPA is being retired. Will continue to work on autism resources.
- LSM Meeting- Deana reported:
  - The meeting focused on areas of transition to CCC-Plus, talking more purposefully about leadership and their role as leaders, and the infant mental health process and endorsement
- ECMH Work Webinar(s) and needs assessments; endorsement- Deana reported:

- A needs assessment went out to LSMs and heard from 27. They have provided information about training needs such as how non-mental health providers can support family, how to write outcomes to support social-emotional behaviors, use informed clinical opinion, need for infant mental health community of practice, and help in communities in finding and collaborating with Part C.
- Survey is still open for a few more LSMs to provide feedback.
- Coaching Projects- Dana reported:
  - Developed a fidelity assessment tool for service coordinators to use to help implement coaching which is being reviewed by workgroup and will be piloted next. The new checklist will be embedded in a new online course on service coordination and coaching. We will work hard this summer to get videos so if anyone has SCs on staff that feel confident in their coaching skills, please let Dana know to see if we can videotape families that are willing. If interested in providing feedback on the online course as well, let Dana know.
  - SSIP stakeholder group on ongoing practices – meets this week. The workgroup is working on how to help local programs facilitate reflection groups in their local program. Developed a guidance document that includes a worksheet for one-on-one reflection and agenda, meeting instructions, and activities for facilitating with a group. You can have a planned or unplanned topic.
- Faculty Info- Cori reported:
  - We will be looking at the new website that was just launched and crosswalk competencies for CAPE on where to find it. Please let Cori know if you need anything cross walked as well for any assignments you may have students visit the website for.
- SC Web Discussions – Dana reported:
  - Starting in the fall for next year’s work plan. The idea is to facilitate web discussions that focus on service coordination to provide service coordinators more PD opportunities specific to their role.
  - Gathering information now from SCs and LSMs about interest in these web discussions. Survey link - SC web discussion survey link: <https://www.surveymonkey.com/r/D98PZYS>
  - Topics
    - Coaching and service coordination – where they fit and their role

### **3. Other**

**Next meeting will be on Monday, July 23, 2018 from 10:30 am – 12:00 pm**