



Integrated Training Collaborative Quarterly Meeting

Meeting Minutes

October 15, 2018

10:30 am – 12:00 pm

Attendees: Cori Hill, Dana Childress, Carol Burke, Carole Ivey, Cathy Cook, Christan Coogle, Cynthia Core, Deana Buck, Catherine Hancock, Kyla Patterson, Lisa Terry, Patty Eitemiller, Erin Austin, Sheryl Fahey, Lynne Blythe

1. **Welcome and Introductions**

- Thank you for each attendee sharing their name, role, and involvement in preparing early interventionists.
- Please email Cori Hill (cfhill@vcu.edu) your contact information (name, title, agency, email, phone number) if you are interested in continuing on the ITC. Please see attachment.

2. **WIIFY-What's In It For You –**

i. What are the pros and cons of being an ITC Member? How could we do it better?

a. Cori facilitated discussion to determine the pros and cons of being an ITC Member and ways we can enhance your experience.

i. Pros:

- The opportunity to learn about trainings and resources to bring information back to team, classes, preservice preparation (Erin, Cynthia Core, Patty, Christan).
- Learning about the organization of EI (Cynthia Core).
- Connecting to other faculty (Cynthia Core) including success of Corey Cassidy and Cynthia Core presenting at a large conference as a result of this group.
- Keeping up with what is happening in the state with EI including the groups, organizations, training, regulations (Carol Ivey).
- Connect with faculty from universities (Deana).
- Broaden professional development and expand professional network being given opportunities to participate in different things (Patty).
- Better understanding of the process/philosophy/mission of EI in order to better support both EI and Part B systems in supporting children from 0-5 (Sheryl).
- Develop potential connections with others around the state (Christan).

ii. Cons:

- It is a struggle not meeting face to face (Patty).
 - i.** Cori reported we used to meet quarterly face-to-face and slowly transitioned to virtual meetings.
 - ii.** Zoom is a program with an opportunity to see everyone utilizing a video camera. If you do not have a video camera, you can still participate and set a profile picture if desired. Thoughts on trying this program for our meetings?
 1. It would be nice to see the person in hopes there are no connectivity issues (Patty).
 2. You can download it for free and the visual aspect is great. You are able to turn off the audio and video if you want (Cynthia Core).
 3. Catherine and Kyla will only have access to audio portion.
 4. You can also download it on your mobile device (Lisa, Cori).
 - iii.** Majority decided to move forward with trying the Zoom application for our next meeting.

3. State & National Activities

- I. VA DEC/Patty reported:
 - a. DEC National Conference is next week in Orlando, Florida.
 - i. The VA DEC Board Meeting will be open for all members to attend on October 24, 2018 at noon.
 - ii. Call for several positions if you are looking for another way to be involved, please consider joining one of the following committees:
 - Nominating committee- chaired by our Treasurer, Mary Szymanski, a small group of members will work together to recruit for upcoming positions for the 2019-2020 year. We will be seeking nominations for members in good standing for the roles of Vice President (also President Elect), Secretary, and CAN Coordinator. Please email Mary at mpswingle@vcu.edu or reply to this email if you are interested in joining this committee. Patty will move into past president as the new president transitions. Transitions will occur overtime so there are not a lot of new changes at once.
 - Social Media committee- We are also looking for a few members to assist our Social Media Coordinator in getting our website updated and assist with ongoing management of the website and other social media outlets. Please email VADEC.Info@gmail.com if you are interested.
 - Professional Development Chair is open and one nomination was received. The opening closes on 10/31/18.
 - iii. Member Survey Coming: Be on the lookout for a member survey to help gather input from members on what is beneficial to them. There has been low attendance for the face-to-face meetings and they have been offered around the state.
 - iv. Adopt-a-Classroom Project will be chaired by Diana Smith. This will be open to DEC members for teachers to apply as a way to help drive membership.
 - v. The subdivision leader call discussed personnel standards for EI and ECSE. Next meeting will be held in March 2019.
- II. VA NICU EI Collaboration:
 - a. Erin reported the last conference call was held on 10/02/18 as the collaborative group came to an end. Discussed success stories. Discussed for the NICU to continue to use policies and procedures developed through Kelly. Erin has noticed some increase in NICU referrals. She reported parents seem more informed about EI as they transition into the program from the NICU. Erin has streamlined some of the intake procedures merging the intake appointment to help move services along faster.
 - b. Catherine reported she is glad to hear Erin's report for the positive impact the collaborative group has had on the program. A great tool for transition from NICU to EI was developed and the tools can be found on the VEIPD site under the Prematurity topic page/VA Specific at https://veipd.org/main/sub_prematurity.html
 - c. Catherine stated data will be tracked to see the total number of children referred from the hospital, but we will not know which specific hospitals as this is not an option.
- III. Upcoming Events/Cori reported:
 - a. National DEC 10/23-10/26 – The professional development team will host poster sessions and presentations
 - i. Patty is exploring possibility of hosting VA DEC table.
 - b. NAEYC 11/14-11/16 in Washington DC
 - c. Early Impact VA 12/10/18 (Home Visiting Consortium) – Several will attend from the state office and TTAC folks. There will also be an ACT Early table.
- IV. ACT Early /Deana reported:
 - a. Reminder, there are several resources available from the Learn the Signs ACT Early Campaign.
 - i. Sheryl and Cynthia Core are interested in receiving resources.
 - b. There will be a short webinar next week talking about campaign resources. For details see: https://events-na3.adobeconnect.com/content/connect/c1/1005431686/en/events/event/shared/default_template/event_landing.html?sco-id=2202929374 Other regional CDC colleagues will be joining. We are hoping this will lead to a larger regional event.

- c. There is a strong interest from the Title V/Maternal Health to emphasize earlier developmental screening.

4. **New Fiscal Year/New Deliverables**

- I. Cori facilitated discussion to brainstorm ideas around Functional Assessment Webinar Series.
 - a. Deliverables:
 - i. Four key topics as outlined by TA Staff include gathering information, objective observation, writing outcomes, decision tree, and possibly a fifth webinar session to answer submitted questions.
 - o Should the series be offered quarterly, weekly, or by virtual conference?
 - Discussion concluded weekly would be the better option to give opportunities to practice between sessions. Members also liked the idea of the 1-day virtual conference and wondered if both options might be considered. Cynthia also suggested recording sessions for those who cannot attend.
 - o Will they be required? No.
 - ii. Question on how functional assessment will tie into the MEISR.
 - o The MEISR is a functional assessment tool. It is unique as it focuses on functional skills within children's everyday routines and activities. It also has the capability to gain information in the three child outcome areas as well as the domain based status of development. Kyla reported we will be collaborating with a local system who would like more intensive training. Any materials created as part of this training will be made available as a resource for other LSMs.
 - iii. Carole Ivey brought up question about objective observation as there has been a lot of debate there is no such thing as true objective observation. Suggested looking at the way objective observation is described in authentic assessment module. Will look into the issues around objective observation.

5. **Current ITC Deliverables Updates/PD Staff:**

- o Cori reported:
 - Kaleidoscope
 - Recently occurred in Staunton on September 25, 2019. There were 23 service coordinators in attendance and the CoPs are beginning this month.
 - Next Kaleidoscope will be held in Richmond. The location and date to be determined.
 - Talks on Tuesdays (ToTs)
 - Launched new "Extended Learning" – This was an idea developed by ITC members for extended learning to be released after the ToT topic. An email blast went out last week that included 2 learning bytes about the opioid crisis.
 - Upcoming topics:
 - o Dec/Nov-Decision Tree
 - o Feb/Mar-Cleft Palate
 - o Apr/May-Social Emotional
 - o June-Possibly Opioid/SE Infants Part III or Autism
- o Child Development Module/Lisa reported:
 - We are on schedule with the anticipated 12/01/18 launch date.
 - Thank you to the reviewers: Mira, Carole, Carol, Stacie, Patty
- o LSM Meeting/Dana reported:
 - The energy at the meeting was great as people were moving around and participating in interesting learning activities.
 - Carol stated it was nice having Dawn Hendricks/Part B representative in attendance and would love to have extended time for back and forth dialog.
 - Dana stated Dawn is receptive and responsive to all calls and email. Contact Dana if you would like Dawn's contact information.
- o Coaching Projects/Dana reported:

- A Reflection Guide will be released as a resource to help supervisors and managers to provide ongoing professional development for staff. It includes a reflection worksheet. Dana will email it when ready. Once you receive it and have time to look over it, please email Dana any feedback on how this document can be utilized.
- ECPC Faculty Symposium/Cori and Carole reported:
 - Cori stated Mary Beth Bruder is the principal investigator out of Connecticut and involved with the leadership portion and really supported a faculty symposium.
 - Carole stated the need is really looking at preparing students more interdisciplinary. The symposium provided conversation across different universities for cross-disciplinary opportunities. Time was included to hear from different disciplines and do some planning within our own universities. Also had an opportunity to hear what other people are doing and how we can work together or do things differently across early childhood intervention
 - Christin stated it allowed us to think about a different approach and blending learning and implementation in the field.
 - Cori stated the evaluations were outstanding and people want it more. This was the first time they invited related disciplines and saw meaningful examples on how people are using colleagues across their university. One of deliverables is to support pre-service and build future early interventionists. The competencies will start to be discussed as a core to service children birth to 8. A crosswalk between the competencies and resources available on the website is being developed.
- Others?
 - Carol – Would it be possible for the Collaborative and/or the Part C office to put together training (or even just a fact sheet) on HIPAA versus FERPA? This would be helpful to local systems to have some clear information about how HIPAA and FERPA apply to Part C.
 - Catherine has attached guidance from OSEP on FERPA linked in [IDEA and FERPA Confidentiality Provisions](#). It doesn't compare it to HIPAA but it lists the requirements for Part C, Part B and FERPA. Here is a link to the DaSy website that has a lot of information about confidentiality requirements: <https://dasycenter.org/?s=Ferpa>. To access the document IDEA and FERPA Confidentiality Provisions, click

Next Meeting: 1/28/19 10:30-12:00

*2019 meetings will continue 4th Mondays of Jan 28, Apr 22, July 22, Oct28--Always 10:30-12:00. Mark your calendars!