

ITC Scope of Work: Professional Development Activities

2014-2015 (completed)

Research & Planning Functions

Target Group	Professional Development Topic/Priority	ITC Grant Deliverable 2014-2015	Research & Planning Activities & Timeframes	Staff Responsible	Collaborators & Partners
Integrated Training Collaborative (ITC)	Oversee VA's Comp. System of Personnel Development (CSPD)	2.1. Utilize the ITC...for overseeing the design and implementation of VA's CSPD...	Coordinate quarterly ITC meetings, maintain current membership, and add members as needed. Target: Ongoing COMPLETED Meetings held on July 21, Oct 20, 2014 and Jan 26, 2015.	Deana, Cori & Dana	Anne
		2.2. Oversee and integrate the CSPD, as it relates to personnel standards...	Provide updates at VICC meetings on a quarterly basis with focus on new products/elements and data on use of PD resources. Target: Quarterly COMPLETED Updates provided at meetings in September and December 2014.		
	Coordinate VA's CSPD with those in other states and national initiatives	2.8. Work with the VICC and others at the state, regional, and local levels to identify and coordinate training activities across state agencies...	Work with VICC and committees to meet priority needs for PD Target: Ongoing COMPLETED	Deana, Cori & Dana	Catherine

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			<p>Target: Ongoing COMPLETED PD team members have attended EI/EC CoP meetings and continue to participate on the Universal Curriculum workgroup.</p> <p>Continue collaboration with VAIMH and ECMH Advisory Board Target: Ongoing COMPLETED A PD team member attends VAIMH and ECMH Advisory Board meetings and participants on the ECMH PD subcommittee.</p> <p>Continue collaboration via AUCD and DEC SIGs with particular focus on PD initiatives and activities Target: Ongoing COMPLETED PD team members participate in the DEC PD-SIG and co-lead the EI-SIG. One staff member will be co-leading the PD-SIG next year too.</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, VA Act Early Team & Act Early Network (AUCD) Target: Ongoing COMPLETED</p> <p>Participate in VCPD team, including statewide governance and regional consortiums Target: Ongoing COMPLETED PD team members participate in regular statewide governance meetings and consortia in the Tidewater and Piedmont regions.</p>		
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			<p>Prepare and submit CSPD update with thematic information tied to ToT topics Target: 9x/yr; each month that ToT is held COMPLETED CSPD updates have been published for Sept-Dec 2014 and Feb-June 2015.</p>		
	<p>Program Evaluation and Data Collection</p>	<p>2.2 Oversee and integrate the CSPD, as it relates to personnel standards...</p> <p>4.2 Provide evaluation of each Level I and II Kaleidoscope training...within 60 days following each training.</p> <p>4.3 Provide an evaluation of...the statewide conference within 30 days following the completion of the conference.</p>	<p>Develop comprehensive evaluation plan for PD work for this year Target: Oct 2014 Continued for next year.</p> <p>Conduct evaluations of Kaleidoscope Levels I & II. Target: After each KI and KII training COMPLETED</p> <p>Collaborate with co-sponsor to evaluate the statewide conference Target: July 2015 Planning is underway for CCSS 2015.</p> <p>Conduct evaluation of the EI Institute Target: October 2014 COMPLETED</p> <p>Conduct evaluations of web-based PD opportunities (ToTs and online modules) Target: Ongoing COMPLETED</p> <p>Post copies of all evaluations on Google drive using ITC templates Target: Ongoing Evaluations continue to be posted on Google drive in folders.</p>	<p>Deana and Sue (with support from the rest of the PD team)</p>	<p>Richard</p>

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Implementation Functions

Target Group	Professional Development Topic/Priority	ITC Grant Deliverable 2014-2015	Research & Planning Activities & Timeframes	Staff Responsible	Collaborators & Partners
I&TCVA Staff & PD Team Collaboration	Collaborate with TA and Monitoring Staff on I&TCVA office PD priorities: 1) Strengthening LSM skills with fiscal management; 2) Updating EI certification modules; 3) Integrating the OSEP child indicators into the IFSP; and 4) Coaching & EBPs.	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>Collaborate and meet with TA and Monitoring staff to coordinate PD (PDTAM Meetings) Target: Every other month COMPLETED Meetings held: August 2014, January and February 2015.</p> <p>Provide PD support for SSIP activities Target: June 2015 COMPLETED PD team members participate in an SSIP planning workgroup. Staff are also joining or leading leadership teams for SSIP priorities.</p> <p>Participate on Part C workgroups and staff meetings Target: Ongoing COMPLETED PD team members participate in regular Part C staff meetings and workgroups as needed.</p>	Deana, Cori & Dana	Catherine
All	Annual Conference – <i>Creating Connections to Shining Stars 2015</i> (I&TCVA PD Priority #4)	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>Coordinate and collaborate for Creating Connections to Shining Stars: VA's 4th Annual Birth-Five Conference Target: Ongoing COMPLETED Planning is underway for conference in collaboration with VCPD.</p> <p>Identify and invite presenters who will</p>	Cori, Deana & Dana	VCPD ITCVA Staff

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		<p>2.5 In collaboration with the ITC, Part C staff, and the <i>Virginia Cross-Sector Professional Development (VCPD) team</i>, plan and coordinate the Early Childhood Birth-5 Conference. In addition, plan and coordinate the 1-day EI Institute in Oct.</p>	<p>expand PD initiatives already underway Target: Spring 2015 COMPLETED Dan Habib will be the keynote speaker presenting on inclusive practices.</p> <p>Disseminate info about conference via email list, monthly update, at regional meetings Target: Ongoing COMPLETED Information, including the call for proposals, has been posted on the VEIPD site and disseminated via constant contact email announcement.</p> <p>Disseminate “save the date” postcards and call for proposals Target: Spring 2015 COMPLETED</p> <p>Complete review of proposals Target: Spring 2015 COMPLETED</p>		
	<p>Talks on Tuesdays Webinars (I&TCVA PD Priority #4)</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>2.4 Provide training to specific populations: service coordinators, IFSP teams, direct service staff, local system managers (LSMs) and direct service supervisors</p>	<p><u>Tentative Schedule</u> Sept – Ask the Expert about Hearing (Ruth Frierson) – DB COMPLETED Oct – watch an archive Nov – Bridges Out of Poverty (Mylynda Moore, CHIP) – CH COMPLETED Dec – Feeding (Kim G) – DB COMPLETED Jan – (skip due to winter holiday) Feb – Let Go of the Toy Bag and Get Off the Floor (Dana) – DC COMPLETED Mar – It’s Almost Never Apraxia (Corey Cassidy) – CH COMPLETED</p>	<p>Cori, Dana, & Deana</p>	<p>Sarah</p>

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		agency administrators.	<p>Apr – Managing Challenging Behavior (TBD) – DB COMPLETED</p> <p>May – It’s Almost Never Apraxia Part 2 (Corey Cassidy) – CH COMPLETED</p> <p>June – Family Perspectives (Kim Travers) – DC COMPLETED</p>		
	<p>Maintain & Update Online Resources: EIPD sites, EI Strategies Blog & EIPD Facebook & Twitter accounts (I&TCVA PD Priority #4)</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>2.10 With the Part C Office and preservice faculty, collaborate via face-to-face meeting, conference call, or webinar to share current EI practices in Virginia and evidence-based practices to be included in preservice course content.</p>	<p><u>EIPD & eLearning sites</u> Update EIPD portal monthly, adding at least 3 new resources per month. Target: Monthly COMPLETED More than 40 new resources have been added to the portal this year.</p> <p>Develop & post new pages:</p> <ul style="list-style-type: none"> • Families in Need • Sensory Processing • Cognition & Executive Functioning • Adult Learning <p>Target: May 2015 COMPLETED</p> <p><u>Blog</u> Post new articles 1-2x/week on EI topics of interest Target: Weekly COMPLETED More than 30 new articles have been added this year.</p> <p>Recruit guest bloggers Target: Ongoing COMPLETED Guest authors have posted on topics including knee alignment, communication, insurance codes, and overuse of pacifier and sippy cup.</p> <p><u>Facebook & Twitter</u></p>	Dana, Carrie, & Jeanne	Terri

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			<p>Provide information about new resources by posting at least 1-2x/week Target: Ongoing COMPLETED Posts have been made to both social media sites on a regular basis to correspond to new blog posts and to share other resources.</p> <p>Coordinate social media activities using Facebook and Twitter for EI Institute Target: October 2014 COMPLETED</p>		
Local System Managers	<p>Collaborate with LSMs on Supporting EI Workforce (ITCVA PD Priority #1)</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>Coordinate two (2) collaborative meetings between LSMs and I&TCVA staff Target: Sept 2014 & Mar 2015 COMPLETED</p> <p>Host a webinar on the SSIP for LSMs and other EI staff Target: August 2014 Webinar practices are underway.</p>	Deana	Sarah
Service Coordinators & Service Providers	<p>Revise & Update Online Modules (ITCVA PD Priority #2)</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>Complete the revision and reformatting of EI certification modules and post to eLearning site. Target: Complete by June 2015</p> <ul style="list-style-type: none"> • Package #1 – What is EI? COMPLETED • Package #3 – The EI Process <p>Content for Package 3 has been completed and module is currently being formatted.</p> <p>Target: Complete & post by June 30, 2015</p> <ul style="list-style-type: none"> • Package #2 – Family-Centered Practices • Package #4 – Roles & Responsibilities of EI Service Providers • Child Development module <p>Content elements for Package 2 and 4 are being</p>	Dana, Cori & Carrie	Kyla

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			<p>developed.</p> <p>Redesign and launch the revised eLearning Moodle site and the certification landing page (with support from programmer). Target: June 30, 2015</p> <p>Work continues on these projects. Reviews of the new Moodle site and compatibility between it and the Part C database are currently underway. The Moodle site has been tested for the ongoing PD modules and now the data transfer is being tested for the Certification modules.</p> <p>Collaborate with HV Consortium on development of confidentiality video Target: June 2014 COMPLETED</p> <p>Add to Flickr photo collection to reflect more diversity and visible diversity to be included in the modules Target: Ongoing COMPLETED</p>		
	Support Efforts to Integrate OSEP Child Outcomes into IFSP process <i>(ITCVA PD Priority #3)</i>	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>Complete “Lily’s Assessment & IFSP” video and training package Target: June 2015</p> <p>Video is under final review by Part C staff. Once the video is finalized, development on the training guide will begin. Work on this project will continue on the next workplan.</p>	Dana, Cori & Jeanne	Anne & Beth
	Implementation of Evidence-based Supports	2.4 Provide training to specific populations: service coordinators, IFSP teams, direct service staff, local	<p>Coordinate EI Institute (planning committee, inviting speakers, registration, etc.) Target: October 14, 2014 COMPLETED</p>	Cori & Dana	Anne

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	<p>& Services (ITCVA PD Priority #4)</p>	<p>system managers (LSMs) and direct service supervisors agency administrators.</p>	<p>Coordinate monthly follow-up calls & support with experts and Master Coaches for Richmond and Roanoke SW regions Target: December 30, 2014 COMPLETED</p> <p>Organize and coordinate final coaching group training and monthly follow-up calls Target: June 30, 2014 COMPLETED</p> <p>Collaborate with I&TCVA staff to complete “What is EI?” video and companion materials Target: December 31, 2014 COMPLETED</p> <p>Develop and distribute master coach’s facilitation guide Target: March 31, 2015 Guide is written and in final formatting now. Expect to release this summer.</p> <p>Provide a 6-week online course on adult learning with follow-up mentoring Target: June 2015 Postponed until next year.</p>		
	<p>Service Coordination (I&TCVA PD Priority #3 & #4)</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>Ask Part C staff to review KI and KII manuals to see if any revisions are needed Target: December 2014 COMPLETED</p> <p>Provide two (2) Level I Kaleidoscope trainings Target: September 2014 and March 2015 COMPLETED</p>	<p>Cori & Dana</p>	<p>Kyla</p>

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			<p>Provide two (2) Level II Kaleidoscope trainings Target: October 2014 and April 2015 COMPLETED – Oct 2014 Postponed due to weather and low enrollment – April 2015</p>		
	<p>Infant & Toddler Development & Disability Topics (I&TCVA PD Priority #4)</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 EI COPA regional leaders through ongoing technical assistance and consultation...</p>	<p><u>Cognition & Executive Functioning</u> Develop new topic page Target: February 2015 COMPLETED</p> <p><u>Autism</u> Coordinate <i>CoPA at the Beach</i> seminar at CCSS to include membership gathering Target: July 2015 <i>Dr. Suzanne Kucharczyk from FPG ASD Toddler Initiative will be the speaker for CoPA at the Beach for a full-day preconference session.</i></p> <p>Coordinate a face-to-face CoPA Lunch and Learn (in collaboration with VCU ACE) Target: March 2015 <i>Cancelled due to speaker's family emergency.</i></p> <p>Coordinate statewide CoPA teleconferences Target: Every other month COMPLETED <i>CoPA calls have been held on Sept 22 and Nov 24, 2014, and Jan 26 and May 18, 2015.</i></p> <p>Maintain & update CoPA page on VEIPD site Target: Ongoing COMPLETED</p>	<p>Cori, Deana, & Dana</p>	<p>Karen (autism)</p> <p>Catherine (ICMH)</p>

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			<p style="color: red;">Meeting minutes have been posted.</p> <p>Complete product/resource about merging ABA and EI practices for service implementation (through CoPA) Target: June 30, 2015 COMPLETED Posted FAQ doc from Part C on ABA and EI on portal.</p> <p>Coordinate PD activities/efforts with VA Act Early team Target: Ongoing COMPLETED</p> <p>Update Autism Guidance Document Target: June 30, 2015 POSTPONED until state determines how to provide guidance related to collaborating with ABA providers, per recent new state regulations.</p> <p><u>Early Childhood Mental Health</u> Post announcements of CSEFEL training efforts through our listserv, in CSPD update, etc. Target: Ongoing COMPLETED</p> <p>Include topics at conference to meet needs of endorsement candidates Target: June 30, 2015 COMPLETED</p> <p>Collaborate with ECMH Coordinator for PD related to social-emotional development Target: Ongoing COMPLETED A session was included about social-emotional development at the EI Institute in October 2014.</p>		
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			Participate on VAIMH Board of Directors, ECMH Advisory Board, and support regional endorsement activities Target: Ongoing COMPLETED		
Higher Ed Faculty & Students	Collaborate with IHEs on Current EI Practices & Resources (to be included in preservice course content)	2.10 With the Part C Office and preservice faculty, collaborate via face-to-face meeting, conference call, or webinar to share current EI practices in Virginia and evidence-based practices to be included in preservice course content.	Inform faculty of new resources for inclusion in preservice course content via Constant Contact emails Target: Ongoing COMPLETED Faculty emails have been added to email list of practitioners receiving constant contact announcements.	Cori & Dana	Mary Anne
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.	<u>State & National Conference Proposals to be submitted:</u> DEC 2015 SUBMITTED CCSS 2015 SUBMITTED <u>State & National Conference Proposals accepted for:</u> DEC 2014 PRESENTATION COMPLETED Zero to Three NTI 2014 POSTER PRESENTATION COMPLETED SHAV 2015 PRESENTATION COMPLETED CCSS 2015 DEC 2015	Deana, Cori & Dana	Catherine

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