

ITC Scope of Work: Professional Development Activities

2015-16 - FINAL END OF YEAR

Research & Planning Functions

Target Group	Professional Development Topic/Priority	ITC Grant Deliverable 2015-2016	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 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>4.5. Provide an update on the work of the ITC at quarterly VICC meetings and summarize the update in the form of an infographic.</p>	<p>Coordinate quarterly ITC meetings, maintain current membership, and add members as needed. Target: COMPLETED Quarterly meetings held in July and October 2015 and April 2016. Jan 2016 meeting was cancelled due to inclement weather.</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 Updates provided at the September and December 2015 and March and June 2016 meetings.</p> <p>Work with VICC and committees to meet priority needs for PD Target: Ongoing</p> <p>Work with PDD projects involved in PD with early intervention providers Target: Ongoing</p>	Deana, Cori & Dana	Anne

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	<p>Coordinate VA's CSPD with those in other states and national initiatives</p>	<p>2.2 Oversee and integrate the CSPD, as it relates to personnel standards...</p> <p>4.6 Develop and disseminate the ITC Update (up to 9 per year) to EI providers, Part C staff, LSMs, and VICC members.</p>	<p>Participate in state and national PD initiatives, including the Center for Early Literacy and Learning, CONNECT, CDC Act Early, CSEFEL, ECTA Center and Early Childhood Personnel Center 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</p> <p>Staff participate in Act Early and ECPD national initiatives. VA videos are posted on the ECTA Recommended Practices webpage.</p> <p>Continue collaboration ECMH Advisory Board</p> <p>Target: Ongoing</p> <p>Continue collaboration via AUCD and DEC SIGs with particular focus on PD initiatives and activities</p> <p>Target: Ongoing</p> <p>Staff are co-leading the DEC PD-SIG and EI-SIG.</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.</p> <p>Target: Ongoing</p> <p>Participate in VCPD team, including statewide governance and regional</p>	<p>Deana, Cori & Dana</p>	<p>Catherine</p>
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			<p>consortiums Target: Ongoing Staff continue to participate at the state and regional levels through committee representation and presentations at 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 Updates have been sent out as indicated.</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 measuring PD efforts and impact of PD for this year Target: November 2015</p> <p>Conduct evaluations of Kaleidoscope Levels I & II. Target: COMPLETED</p> <p>Collaborate with co-sponsor to evaluate the statewide conference Target: June 2016 CCSS has been cancelled for 2016.</p> <p>Conduct evaluations of web-based PD opportunities (ToTs, online modules, blog) Target: COMPLETED</p> <p>Post copies of all evaluations on Google drive using ITC templates Target: COMPLETED</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 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>4.4 Represent the ITC by participating in the work of three targeted SSIP Work Groups. Participation will be documented in minutes from SSIP meetings.</p>	<p>Collaborate and meet with TA and Monitoring staff to coordinate PD (PDTAM Meetings) Target: COMPLETED Participated in PDTAM meetings in Aug and Dec 2015 and Mar and June 2016.</p> <p>Participate on Part C workgroups and staff meetings, including SSIP leadership teams and use information to inform PD work Target: Ongoing Participated in SSIP workgroups for Functional Assessment, Local System Capacity, and Coaching/NLE Practices.</p>	Deana, Cori & Dana	Catherine
All	Annual Conference – <i>Creating Connections to Shining Stars 2016</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 the Virginia Cross-Sector Professional Development (VCPD) team, plan and coordinate the Early Childhood Birth-5</p>	<p>Coordinate and collaborate on planning for <i>Creating Connections to Shining Stars: VA's Collaborative Early Childhood Birth through Five Conference</i> Target: CANCELLED CCSS has been cancelled for 2016.</p> <p>Identify and invite presenters who will expand PD initiatives already underway Target: CANCELLED</p> <p>Disseminate info about conference via email list, monthly update, at regional meetings</p>	Cori, Deana & Dana	VCPD Catherine & ITCVA Staff

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		Conference. In addition, plan and coordinate the 1-day EI Institute in Oct.	<p>Target: CANCELLED</p> <p>Disseminate “save the date” postcards and call for proposals Target: CANCELLED</p> <p>Complete review of proposals Target: CANCELLED</p> <p>Assume a leadership role on at least one conference planning committee Target: CANCELLED</p>		
	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.	<p>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: COMPLETED</p> <p>Onsite, regional training provided in Arlington (Summer) and Richmond (Fall). Web-based training provided in Jan and May 2016 at VCPD regional summits.</p>	Cori, Dana, & Deana	Catherine
	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</p>	<p><u>Tentative Schedule</u></p> <p>Sept – Web Discussion - Frequency & Length of Services (Dana & Cori) completed</p> <p>Oct –Launching Coaching Facilitation Guide (Dana & Cori) completed</p> <p>Nov – Feeding Picky Eaters (Cori) completed</p> <p>Dec – Family Outcomes - Beth & Kyla (Dana) completed</p>	Cori, Dana, & Deana	Sarah

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		service staff, local system managers (LSMs) and direct service supervisors agency administrators.	<p>Jan – (skip due to winter holiday) Feb – Web Discussion – PSP Approach - with Susan S and Tracy S (Dana) completed Mar – Web Discussion - PSP Approach Part 2 – with Susan S and Tracy S (Dana) completed Apr – Web Discussion – Working with BCBA's (Cori) completed May – Approaching Families about Early Mental Health Care (Dana) completed June – Traumatic Brain Injury (Cori) completed</p>		
	Maintain & Update Online Resources: EIPD sites, EI Strategies Blog & EIPD Facebook & Twitter accounts	<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: COMPLETED 40 new resources have been added to the portal since July 2015.</p> <p><u>Blog</u> Post new articles on EI topics of interest Target: COMPLETED 26 new blog articles have been posted since July 2015.</p> <p><u>Recruit guest bloggers</u> Target: COMPLETED 2 guest bloggers have contributed to the blog since July 2015.</p> <p><u>Facebook & Twitter</u> Provide information about new resources</p>	Dana, Carrie, & Jeanne	Terri

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			<p>by posting at least 1-2x/week Target: COMPLETED New resources and info have been posted at least weekly.</p> <p>Consider using Facebook features to extend reach of target audience Target: Ongoing</p>		
Local System Managers	Collaborate with LSMs on Supporting EI Workforce	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 two (2) collaborative meetings between LSMs and I&TCVA staff Target: COMPLETED LSM meetings were held in Sept 2015 and Mar 2016.</p> <p>Assist Part C staff in hosting webinars on fiscal management and insurance billing Target: COMPLETED Series of 3 webinars was hosted in July 2015.</p>	Deana	Sarah
Service Coordinators & Service Providers	Revise & Update Online Modules	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>Complete the revision and reformatting of EI certification modules and post to eLearning site. Package #1 – Overview: Mission and Key Principles <i>Finalize and launch package</i> Target: COMPLETED Fall 2015</p> <p>Package #2 – Early Intervention Practices <i>Format content, review, finalize and launch package:</i></p> <ul style="list-style-type: none"> • Module 1: Family Centered Early Intervention • Module 2: Early Intervention in Everyday Routines and Activities • Module 3: Coaching in Early Intervention <p>Target: June 2016</p>	Dana, Cori & Carrie	Kyla

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			<p style="color: red;">Content for all 3 modules has been developed. Initial review completed by Part C staff. Content is now being formatted in Lectora.</p> <p>Package #3: The Early Intervention Process <i>Format content, review, finalize, and launch package:</i></p> <ul style="list-style-type: none"> • Module 1: Ben’s Journey through the EI Process • Module 2: Writing Functional IFSP Outcomes and Goals <p>Target: Winter 2015/2016</p> <p style="color: red;">Modules 1 and 2 – Content and formatting completed. Final VO being recorded now.</p> <p>Package #4 –Responsibilities of EI Practitioners <i>Develop content, format, review, finalize, and launch package:</i></p> <ul style="list-style-type: none"> • Module 1: Teaming & Collaboration • Module 2: Professional Responsibilities • Module 3: Contact Note Documentation • Module 4: Procedural Safeguards <p>Target: June 2016</p> <p style="color: red;">Module 1 – Content has been developed. First draft of module has been formatted and is now being revised.</p> <p style="color: red;">Module 2 - Confidentiality and professional boundaries content is done. Child abuse and neglect content is done. Safety content is done. All are ready with minor tweaking for ITC review.</p> <p style="color: red;">Module 3 – Content has been drafted and is being revised based on revisions to activity note and checklist.</p> <p style="color: red;">Module 4 – Module is being revised based on ITC review and will go to Part C for final review soon.</p> <p>Package #5 - Child Development module</p>		
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			<p><i>Revise content and format for Lectora platform, finalize, and launch package:</i> Target: June 2016 Module development is on hold for this year due to revisions with other packages. This item will be carried over onto the next workplan.</p> <p>Package #6 – TCM/Service Coordination module <i>Review module and begin planning for revision.</i> Target: COMPLETED Module has been reviewed in detail and an outline has been drafted for the revision. Writing is underway.</p> <p>Revise Autism Module into a new package Target: June 2016 Considering not revising this module and instead, pointing users to modules about autism and EI that have been developed by other programs, such as AIM and FPG. Will be collaborating with VCU ACE and will survey Act Early Ambassadors for ideas. Resources are being reviewed now.</p> <p>Cross reference new EI certification course package objectives with VA EI competencies Target: COMPLETED</p> <p>Add to Flickr photo collection to reflect more diversity and visible diversity to be included in the modules Target: Ongoing Flickr photos are reorganized into albums and have been tagged. Three LSMS are collaborating to contribute new photos.</p>		
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	Possible Webinars on SSIP Topics	2.4 Provide training to specific populations: service coordinators, IFSP teams, direct service staff, local system managers (LSMs) and direct service supervisors agency administrators.	Manage 2-3 webinars on SSIP topics in collaboration with Part C staff as needed Topic: COMPLETED SSIP webinar completed in Mar 2016 which was all that was needed this year.	Deana, Cori, Dana, and Jeanne	Kyla
	Functional Assessment (SSIP Priority Area)	4.4 Represent the ITC by participating in the work of three targeted SSIP Work Groups. Participation will be documented in minutes from SSIP meetings.	Participate in state leadership team on this topic and coordinate PD activities Target: Ongoing Staff participated in monthly meetings and the development of the plan for this topic. Host two ToT webinars to provide an orientation to functional assessment (Parts 1 and 2) Target: POSTPONED Webinars have been postponed at the request of this leadership team to allow for more time to develop the plan and information about the needs related to functional assessment.	Cori	Anne
	Local System Capacity to Support Implementation of Evidence-based Practices (SSIP Priority Area)	4.4 Represent the ITC by participating in the work of three targeted SSIP Work Groups. Participation will be documented in minutes from SSIP meetings.	Participate in state leadership team on this topic and coordinate PD activities Target: Ongoing Staff participated in meetings and the development of the plan for this topic. Connect work with activities targeted to LSMs Target: COMPLETED Completed billing webinar about ICD-10 codes in Jan 2016 for LSMs.	Deana	Beth

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			<p>Develop training guide for “Lily’s Assessment & IFSP Development” video Target: COMPLETED Video and reflection guide are finalized. Video has been posted to YouTube channel and both guide and video have been posted to the VEIPD site.</p>		
	<p>Coaching & Natural Learning Environment Practices (SSIP Priority Area)</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>4.4 Represent the ITC by participating in the work of three targeted SSIP Work Groups. Participation will be documented in minutes from SSIP meetings.</p>	<p>Participate in state leadership team on this topic and coordinate PD activities Target: Ongoing Staff facilitated this workgroup and the development of the SSIP plan for this topic.</p> <p><u>Coaching Initiative</u> Coordinate online implementation group on the use of the Coaching Facilitation Guide Target: COMPLETED ToT webinar held in Oct 2015 to launch the guide. Two implementation groups were facilitated from Nov 2015-Apr 2016. Project evaluation is complete and project will be replicated in the Fall/Winter.</p> <p>Develop a short online course on adult learning & using coaching strategies with follow-up support Target: June 2016 Content is currently being developed for this 6 week course. IRB authorization has been received for evaluation of this project, which will be hosted in the Fall.</p> <p>Organize MC videos into a collective example of coaching practices Target: COMPLETED Two MC videos have been posted to the VEIPD</p>	Dana	Anne

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			Videos YouTube channel and on the portal. One video was also used in the CFG.		
	Service Coordination	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>Provide two (2) Level I Kaleidoscope trainings Target: COMPLETED KI was held in Sept 2015. Spring KI has been cancelled due to curriculum revisions.</p> <p>Provide two (2) Level II Kaleidoscope trainings Target: COMPLETED KII was held in Oct 2015. Spring KII has been cancelled due to curriculum revisions.</p>	Cori & Dana	Kyla
	Infant & Toddler Development & Disability Topics	<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>Traumatic Brain Injury</u> Create new topic page on portal Target: COMPLETED</p> <p><u>Autism</u> Coordinate <i>CoPA at the Beach</i> seminar at CCSS to include membership gathering Target: COMPLETED Held at CCSS 2015.</p> <p>Coordinate statewide CoPA teleconferences Target: COMPLETED CoPA meeting was held in Sept 2015, Mar 2016, and May 2016. Jan 2016 cancelled due to snow.</p> <p>Maintain & update CoPA page on VEIPD site Target: COMPLETED Meeting notes have been posted as available.</p>	Cori, Deana, & Dana	<p>Karen (autism)</p> <p>Catherine (ICMH)</p>

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			<p>Coordinate PD activities/efforts with VA Act Early team Target: Ongoing <i>Deana will continue as Act Early Ambassador. Work continues with localities to use materials with local autism grant sites. Samples of new materials were given out at LSM meeting. Talking with localities about having MCHAT training through autism grant.</i></p> <p>Coordinate efforts to update Autism Guidance Document Target: June 2016 <i>This work was been postponed until more information was available about the ITCVA's position on using BCBAs to provide developmental services. This activity will be carried over to next year's work plan.</i></p> <p><u>Early Childhood Mental Health</u> Post announcements of relevant ECMH training efforts through our listserv, in CSPD update, etc. Target: COMPLETED <i>Announcements have been sent out as indicated.</i></p> <p>Include topics at conference to meet needs of endorsement candidates Target: CANCELLED <i>CCSS 2016 has been cancelled.</i></p> <p>Collaborate with ECMH Coordinator for PD related to social-emotional development Target: Ongoing <i>Virginia is an official Pyramid model state and has now agreed to technical assistance.</i></p>		
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			<p>Participate on ECMH Advisory Board and support regional endorsement activities Target: Ongoing Two staff are advising IMH endorsement candidates.</p> <p><u>Deaf-Blindness</u> Coordinate efforts with VDBP to provide resources and TA to early intervention providers Target: COMPLETED Collaborated with the Deaf-Blind Project for training in Mar 2016.</p>		
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.	<p>Inform faculty of new resources for inclusion in preservice course content via Constant Contact emails Target: COMPLETED Faculty have been included in all announcements.</p> <p>Collaborate with VCPD and participate in Faculty Institute Target: COMPLETED Staff helped facilitate the Faculty Institute in Oct 2015. There is a new faculty workgroup and two staff are members.</p>	Cori & Dana	Terri
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><u>State & National Conference Proposals to be submitted:</u> AUCD 2016</p> <p><u>State & National Conference Proposals accepted for:</u></p>	Deana, Cori & Dana	Catherine

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			DEC 2016 <u>State & National Conference Presentations completed:</u> AUCD 2015 DEC 2015 Inclusion Institute 2016 (invited)		
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