

ITC Scope of Work: Professional Development Activities

2017-2018 – Updated March 2018

Research & Planning Functions

Target Group	Professional Development Topic/Priority	ITC Grant Deliverable 2017-2018	Research & Planning Activities & Timeframes	Staff Responsible	Collaborators & Partners
Integrated Training Collaborative (ITC)	Oversee VA's Comp. System of Personnel Development (CSPD)	<p>2.1. Oversee the design, integration, and implementation of the CSPD, as it relates to Part C personnel standards.</p> <p>2.2 Collaborate with Part C staff to incorporate input from localities in planning, developing and implementing Part C PD to meet system needs.</p> <p>2.4 Develop and disseminate the ITC/CSPD Update...</p> <p>2.6. Gather information about the PD needs of EI providers in Virginia on an ongoing basis.</p> <p>3.1. Work with the VICC and others at the state, regional and local levels to identify and coordinate PD activities across state agencies.</p> <p>6.3. Identify and collaborate with EI providers who will expand PD initiatives.</p>	<p>Coordinate quarterly ITC meetings, maintain current membership, and add members as needed. Target: Ongoing <i>Meetings held in Oct 2017 and Jan 2018.</i></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: Quarterly <i>Update provided in Dec 2018.</i></p> <p>Work with VICC and committees to meet priority needs for PD Target: Ongoing</p> <p>Collaborate with Partnership projects involved in PD with early intervention providers and those reaching families of young children Target: Ongoing</p> <p>Submit quarterly progress reports to Part C administrator Target: Quarterly <i>Report was submitted in Sept/Oct, Dec 2017 and Mar 2018.</i></p>	Cori & Deana	Anne

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		<p>8.1. Provide a quarterly progress report to the ITCVA Administrator on CSPD activities.</p> <p>8.2. Provide a quarterly update to the VICC on new products/elements and data related to CSPD activities.</p>	<p>Prepare and submit CSPD update with thematic information tied to ToT topics Target: 5-6x this year CSPD updates have been shared in Oct and Dec 2018.</p>		
	<p>Coordinate VA's CSPD with those in other states and national initiatives</p>	<p>2.1 Oversee the design, integration, and implementation of the CSPD, as it relates to Part C personnel standards.</p> <p>3.1. Work with the VICC and others at the state, regional and local levels to identify and coordinate PD activities across state agencies.</p> <p>3.2. Represent early intervention in the VCPD initiatives.</p> <p>3.3. Collaborate with the ECMH Coordinator for PD related to social-emotional development.</p> <p>3.4. Coordinate PD activities/efforts with Virginia Act Early Team; the Early Childhood Network; Early Hearing Detection and Intervention Advisory</p>	<p>Participate in state and national PD initiatives, including the CDC Act Early, ECTA Center and Early Childhood Personnel Center, AUCD, and DEC SIGs on national training initiatives to make EBPs available to EI practitioners in VA. Target: Ongoing PD staff have:</p> <ul style="list-style-type: none"> • attended a National Service Coordination Leadership meeting with ECPC in Nov 2018 and are coordinating state activities around PD for SCs over the next year. • participated in a workgroup on PD for SCs and will be supporting or co-facilitating a national webinar on service coordination as part of EI-EC PD CoP. • participate in DEC SIGs. • continued work with Act Early and AUCD • continued aRPy work with ECTA Center and DEC • participating in National SC Training Workgroup on leadership groups to develop core competencies and SC identity as a profession 	<p>Deana, Cori & Dana</p>	<p>Catherine</p>

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		<p>Committee, etc.</p> <p>3.5. Coordinate PD by participating in national and regional technical assistance projects, training initiatives, and conferences as a mechanism to bring EBPs to Virginia.</p>	<p>Continue collaboration ECMH Advisory Board Target: Ongoing</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. Target: Ongoing</p> <p>Participate in VCPD team, including statewide governance and regional consortiums Target: Ongoing PD staff continue to serve on governance group. Staff participate in regional summits and may be presenting at the Eastern and Valley summits this Spring.</p>		
	<p>Program Evaluation and Data Collection</p>	<p>8.3. Provide an evaluation of Kaleidoscope trainings within 60 days following each training.</p> <p>8.4. Provide an evaluation of the CCSS Conference within 60 days following the conference.</p> <p>8.5. Provide an</p>	<p>Conduct evaluations of Kaleidoscope Target: After each training Evals completed after June, Sept, and Nov 2017 trainings. This information is being used to consider revisions to the curriculum before the Spring training.</p> <p>Collaborate with co-sponsors to evaluate the statewide conference COMPLETED: August 2017</p> <p>Conduct evaluations of web-based PD opportunities (e.g., ToTs, online modules) Target: Ongoing</p>	<p>Deana & Sue</p>	<p>Richard</p>

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		<p>evaluation of regional or statewide EI PD activities, within 30 days following the completion of the activities.</p> <p>8.6. Conduct evaluations of web-based PD opportunities such as Talks on Tuesday, online modules, coaching implementation project, etc.</p>	<p>Post copies of all evaluations on Google drive using ITC templates Target: Ongoing <i>All evaluations available to date have been posted to Google Drive.</i></p>		
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Implementation Functions

Target Group	Professional Development Topic/Priority	ITC Grant Deliverable 2017-2018	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>2.2 Collaborate with Part C staff to incorporate input from localities in planning, developing, and implementing Part C PD to meet system needs</p> <p>4.2. Participate on Part C workgroups and staff meetings, including SSIP leadership teams and workgroups.</p> <p>6.2. Collaborate on webinars with Part C staff on regulatory/compliance topics.</p>	<p>Participate on Part C workgroups and staff meetings, including SSIP leadership teams and workgroups, and use information to inform PD work Target: Ongoing</p> <p>PD staff:</p> <ul style="list-style-type: none"> • lead the SSIP leadership team on coaching and NLE practices • lead the stakeholder group developing a process and expectations for ongoing support for implementing these practices • participate on the fidelity assessment workgroup around coaching fidelity for SCs <p>Collaborate on webinars and other trainings with Part C staff on regulatory/compliance topics such as MEISR and CCC+ projects (not to exceed 3 activities) Target: Oct 2018</p> <p>PD staff participate on the MEISR workgroup and helped with the webinars.</p> <p>Meet with Part C staff to identify and collaborate on PD to meet local system needs Target: Quarterly</p> <p>Hoping to reconvene the PDTAM meetings soon.</p>	All	Catherine

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All	Conference – <i>Creating Connections to Shining Stars 2019</i>	<p>5.1. Coordinate and collaborate on planning and presenting the CCSS Conference.</p> <p>5.2. Coordinate the preconference sessions on topics of interest, which may include autism and ECMH.</p>	<p>Coordinate and collaborate on planning for Creating Connections to Shining Stars: VA’s Collaborative Early Childhood Birth through Five Conference as conference co-chair and committee members</p> <p>Target: Ongoing PD staff will collaborate with other Part B and C staff to plan the 2019 conference.</p>	Cori & Deana	Catherine & ITCVA Staff
	Regional Trainings	<p>2.2 Collaborate with Part C staff to incorporate input from localities in planning, developing, and implementing Part C PD to meet system needs</p> <p>6.3. Identify and collaborate with EI providers who will expand PD initiatives.</p> <p>8.8. On an annual basis, collaborate with ITCVA to determine regional PD activities (i.e., trainings, webinars, on-line courses) to support practitioners’ knowledge and skills related to the use of EBPs.</p>	<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.</p> <p>Target: Oct 2018 Training on outcomes was provided in the Valley region in the Fall.</p> <p>Collaborate with Act Early to provide M-CHAT training in collaboration with the Partnership in the Shenandoah Valley/Charlottesville area.</p> <p>Target: Oct 2018</p>	All (depending on location and topic)	Catherine
	Talks on Tuesdays Webinars	2.2 Collaborate with Part C staff to incorporate input from localities in planning, developing, and implementing Part C	<p><u>Schedule (tentative topics pending finding presenters)</u></p> <p>Sept – Part 1: AAC (CH) DONE</p> <p>Oct – Part 2: AAC DONE</p>	Cori, Dana, Deana, & Lisa	Sarah

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		<p>PD to meet system needs</p> <p>6.3. Identify and collaborate with EI providers who will expand PD initiatives.</p> <p>6.5. Provide Talks on Tuesday webinars (up to 9 a year).</p>	<p>Nov – Part 1: Cultural Humility (DC) DONE</p> <p>Dec – Part 2: Cultural Humility DONE</p> <p>Jan – (skip due to winter holiday)</p> <p>Feb – Milestones App (DB) DONE</p> <p>Mar – Trusting Relationships (DB) DONE</p> <p>Apr – Part 1: Bilingual Communication Development (DC)</p> <p>May – Part 2: Bilingual Communication Dev</p> <p>June – TBD (single webinar)</p> <p>Sept – TBD Part 1</p> <p>Oct – TBD Part 2</p> <p><i>Other possible topics from CCSS: Weaving autism screening into the intake and assessment processes (Sandi and Jen?), service coordination</i></p> <p><i>Topic ideas from Part C: coaching in challenging situations, ECMH, using the decision tree (when finalized)</i></p>		
	<p>Maintain & Update Online Resources: EIPD sites, EI Strategies Blog & EIPD Facebook & Twitter accounts</p>	<p>6.1. Continue to update, refine and implement web-based modules and other content elements (landing pads, webinars, on-line tutorials) on the EIPD website addressing key areas of need.</p> <p>6.3. Identify and collaborate with EI providers who will expand PD initiatives.</p>	<p><u>EIPD & eLearning sites</u></p> <p>Complete revisions and launch updated VEIPD site</p> <p>COMPLETED: Mar 2018</p> <p>New site has been launched. Powtoon video has been created as a brief tour of new site.</p> <p>Review and update VEIPD site, adding new resources as relevant</p> <p>Target: Monthly</p> <p>On hold while new site is being prepared. A list of</p>	<p>Dana, Lisa, Carrie, & Jeanne</p>	<p>Terri</p>

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		<p>7. Maintain and update online resources such as the EIPD website, EI Strategies Blog, and the EIPD Facebook and Twitter accounts.</p>	<p>new resources to be added to new site is being maintained.</p> <p>Maintain training calendar for up-to-date PD opportunities and share via CSPD update Target: 5-6x this year Updated in Oct and Dec 2017.</p> <p>Review, strengthen, and monitor the security of our sites Target: Ongoing All major security updates completed in Jan 2018. Plan going forward involves monthly checking on security updates by Rizwan, coordinated with Jeanne and Carrie.</p> <p>Develop tutorials for eLearning site to support positive user experience Target: Oct 2018 Sample course is built and list of topics has been identified. Micro videos are being developed on topics that are most confusing for users.</p> <p>Maintain and analyze all websites, databases, and applications to keep content and security up-to-date Target: Ongoing Old eLearning site is still live so users can get certificates for non-required modules. This site will be available through our contract year and will be closed after Oct 2018. Old certification training site is also still live so users can view courses they have taken and access certificates. This site will remain open until 2022 (five years due to license renewal cycles).</p>		
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			<p><u>Blog</u> Post new articles on EI topics of interest Target: 1x/month <i>Fifteen new articles have been posted so far.</i></p> <p><u>Facebook & Twitter</u> Provide information about new resources by posting to social media Target: 2x/month <i>Posting to social media an average of 1x/week.</i></p>		
Local System Managers	Collaborate with LSMs on Supporting EI Workforce	6.7. Develop and provide PD for LSMs, including collaborative planning and facilitation of meetings 2x/year.	<p>Coordinate three collaborative meetings between LSMs and I&TCVA staff Target: Sept 2017, Mar 2018, and Sept 2018 <i>LSM meeting was held in Sept 2017. Planning is underway for next meeting in March 2018.</i></p> <p>Collaborate with LSMs on two webinars of topics relevant to leadership (i.e., contracts with Susan Siglar and Pam Park, reflective supervision with Leah Davidson) Target: Oct 2018</p>	Deana, Stacie, & Lisa	Sarah
Service Coordinators & Service Providers	Revise & Update Online Modules and Content Elements	<p>6.1. Continue to update, refine and implement web-based modules and other content elements (landing pads, webinars, on-line tutorials) on the EIPD website addressing key areas of need.</p> <p>8.11. Revise Child Development module and publish by</p>	<p>Review EI certification modules following any Practice Manual revisions and edit as needed Target: Oct 2017, Apr 2018, and Oct 2018 <i>No significant edits were made to the PM in Sept 2017 so no edits were needed to the modules.</i></p> <p>Participate in National SC Leadership Institute and implement PD activities associated with state and national action</p>	Dana, Cori, Stacie, Deana, Lisa & Carrie	Kyla

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		<p>6/30/2018.</p> <p>8.12. Develop content for Supervision module and publish by 12/31/2017.</p>	<p>plans Target: Oct 2018 Two staff participated in the Institute in Nov 2017. State-level workplan was developed and shared with Kyla and Catherine. State-level surveys have been developed to send to SCs and LSMs in April regarding future web discussions on topics of interest. Both staff are participating in workgroups on national activities too.</p> <p>Revise Supervision module and integrate supervisor competencies Target: March 2018 Revisions have been completed and the module is in testing. Powtoon was created about the competencies and will be embedded in module.</p> <p>Develop 5 resources for supervisors related to applying supervisory competencies and leadership and post on portal (in collaboration with Early Impact VA) Target: Oct 2018</p> <p>Revise Child Development module for interactive format Target: Oct 2018 Revision and content development is in the early stages and project planning will be underway soon.</p> <p>Review Hearing modules to determine if revision is needed Target: Oct 2018</p> <p>Revise Autism course (in collaboration with</p>		
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			<p>CoPA) and repost to eLearning Center site Target: Oct 2018 Outline for revised course content has been developed for course on autism in infants and toddlers.</p> <p>Develop course on service coordination and coaching to meet need for SC coaching fidelity Target: July 2018 Project development will begin on April 1st. Content development is underway. 2 of 3 modules in the course have been drafted.</p> <p>Add to Flickr photo collection to reflect more diverse settings/activities Target: Ongoing Contracted to organize and categorize photo collection.</p>		
	<p>Functional Assessment (SSIP Priority Area)</p>	<p>4.1. Represent the ITC through participation in SSIP activities to include functional assessment; supporting implementation of evidence-based practices; and coaching and natural learning environment practices.</p> <p>4.2. Participate on Part C workgroups and staff meetings, including SSIP leadership teams and workgroups.</p>	<p>Participate in state leadership team on this topic and coordinate PD activities Target: Ongoing</p> <p>Post new articles on blog at least 2x/year related to functional assessment and/or the child outcomes rating process Target: Oct 2018 Two articles were posted on functional and ongoing assessment in Nov 2017 and Jan 2018.</p> <p>Participate on universal curriculum workgroup (EI-EC PD CoP) to develop authentic assessment materials</p>	<p>Cori & Lisa</p>	<p>Anne</p>

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			<p>Target: Ongoing Workgroup anticipates launching curriculum this Spring. Module will be available in Adobe Presenter.</p> <p>Format and launch VA version of the universal curriculum’s module on authentic assessment Target: Oct 2018</p>		
	Local System Capacity to Support Implementation of Evidence-based Practices (SSIP Priority Area)	<p>4.1. Represent the ITC through participation in SSIP activities to include functional assessment; supporting implementation of evidence-based practices; and coaching and natural learning environment practices.</p> <p>4.2. Participate on Part C workgroups and staff meetings, including SSIP leadership teams and workgroups.</p>	<p>Participate in state leadership team on this topic and coordinate PD activities Target: Ongoing</p> <p>Participate in stakeholder group for redesign of state website Target: Ongoing</p>	Deana	Beth
	Coaching & Natural Learning Environment Practices (SSIP Priority Area)	<p>4.1. Represent the ITC through participation in SSIP activities to include functional assessment; supporting implementation of evidence-based practices; and coaching and natural learning environment practices.</p> <p>4.2. Participate on Part C workgroups and staff meetings, including SSIP</p>	<p>Participate in state leadership team on this topic and coordinate PD activities Target: Ongoing Leadership team met in Jan 2018 to review SSIP and make recommendations.</p> <p>Coordinate stakeholder group to establish expectations and a process for mentoring or community of practice for ongoing support in implementing coaching and natural learning environment practices</p>	Dana, Cori, & Lisa	Anne

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		<p>leadership teams and workgroups.</p>	<p>Target: June 2018 PD staff facilitate the stakeholder group which is meeting monthly to develop processes for ongoing support of the use of these practices. Working closely with group members to develop processes for facilitating local-level reflection groups now.</p> <p>Develop 5 “learning bytes” for supervisors to use during staff meetings/in-service on EBP topics and post on portal COMPLETED: Jan 2018 16-18 learning bytes have been developed and more are in development. These will be posted on the new site once it's launched.</p> <p>Launch and monitor implementation of new Orientation to Coaching and NLE Practices process Target: ongoing Process was launched in Sept 2017. Survey was sent to LSMs in Jan 2018 to gather initial feedback about the use of this process. This feedback will be used to consider revisions to the process, in collaboration with Part C office staff and the stakeholder group.</p> <p>Coordinate online implementation support group for 3rd cohort on the use of the Coaching Facilitation Guide Target: May 2018 3rd cohort began in Jan 2018 with 7 programs and 9 leaders. 4th cohort (to begin in March/April) has been postponed until summer to encourage more participation.</p>		
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			Offer 6-week online training course, <i>Using Adult Learning Strategies to Support Caregiver Learning during EI Visits</i> Target: June 2018		
	Service Coordination	6.6. Revise and facilitate the Kaleidoscope curriculum to include online, face-to-face components and a service coordination community of practice.	<p>Revise new Kaleidoscope curriculum following pilot COMPLETED: October 2017 and again March 2018</p> <p>Offer and evaluate maximum of four Kaleidoscope trainings (including training day and 3-month CoP) Target: Fall 2017, Spring 2018, and Fall 2018 Kaleidoscope was held in Sept and Nov 2017. Next training will be in April 2018. Based on feedback from participants, revisions were made to CoP and sessions were reduced to 3 months. Sue will develop summary across all three "pilot" trainings.</p> <p>Develop coaching resources to help service coordinators understand how to use coaching Target: Oct 2018 Development is underway for an online course, including 3 modules, designed to inform SCs about coaching and illustrate its use with families. A white paper has also been drafted to be included in this course. PD staff are also participating on the fidelity assessment stakeholder group which is developing a SC coaching fidelity tool, which will be used in the online course.</p>	All	Kyla
	Infant & Toddler Development &	2.2 Collaborate with Part C staff to incorporate	Identify priority topics from the field and develop relevant resources	Cori, Deana, Stacie, &	Karen (autism)

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	Disability Topics	<p>input from localities in planning, developing, and implementing Part C PD to meet system needs</p> <p>6.3. Identify and collaborate with EI providers who will expand PD initiatives.</p> <p>6.4. Coordinate a statewide Community of Practice in Autism.</p>	<p>Target: Oct 2018</p> <p><u>Autism</u> Coordinate statewide CoPA activities COMPLETED: March 2018 Decision has been made to end CoPA as it appears to have “run its course.”</p> <p>Coordinate PD activities/efforts with VA Act Early team Target: Ongoing</p> <p><u>Early Childhood Mental Health</u> Post announcements of relevant ECMH training efforts through our listserv, in CSPD update, etc. Target: Ongoing</p> <p>Collaborate with ECMH Coordinator for PD related to social-emotional development Target: Ongoing</p> <p>Participate on ECMH Advisory Board and support regional endorsement activities Target: Ongoing</p> <p><u>Child Development/Screening</u> Post announcements about information and resources from the LTSAE campaign through our listserv, in CSPD update, etc. Target: Ongoing</p>	Lisa	Catherine (ECMH)
Higher Ed	Collaborate with	3.2. Represent early intervention in the VCPD	Inform faculty of new resources for	Cori &	Terri

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Faculty & Students	IHEs on Current EI Practices & Resources (to be included in preservice course content)	initiatives.	<p>inclusion in preservice course content via Constant Contact emails Target: Ongoing</p> <p>Participate as members of the VCPD Higher Ed Workgroup Target: Ongoing</p> <p>Collaborate with VCPD on Faculty Institute Target: Sept 28-29, 2017</p>	Deana	
State & National EI Providers, Administrators & Students	Share Work through State & National Conference Presentations & Writing	3.6. Share work through state and national conference presentations and writings.	<p>Write and submit manuscript on coaching initiatives to a professional journal Target: July 2018</p> <p style="color: red;">Initial draft of coaching article is underway. Two staff members have had a manuscript accepted to be included in the DEC monograph on instructional practices. One staff member is collaborating with writers from 2 other states on a manuscript about a SC survey and work with the National SC Training Workgroup.</p> <p><u>State & National Conference Proposals to be submitted:</u> DEC 2018</p> <p><u>State & National Conference Proposals accepted for:</u></p> <p><u>State & National Conference Presentations completed:</u> AMCHP 2017 AUCD 2017</p>	All	Catherine

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