

## ITC Scope of Work: Professional Development Activities

2018-2019 – END OF YEAR UPDATE

### Research & Planning Functions

Target Group	Professional Development Topic/Priority	ITC Grant Deliverable 2018-2019	Research & Planning Activities & Timeframes	Staff Responsible
<p><b>Integrated Training Collaborative (ITC)</b></p>	<p>Oversee VA's Comp. System of Personnel Development (CSPD)</p>	<p>1.1. Oversee the design, integration, and implementation of the CSPD, as it relates to Part C personnel standards.</p> <p>1.2 Collaborate with Part C staff to incorporate input from localities in planning, developing and implementing Part C PD to meet system needs.</p> <p>1.3 Collaborate and meet with designated DBHDS staff to ensure collaboration across Professional Dev Team, Technical Assistance, and Monitoring Teams.</p> <p>1.4 Develop and disseminate the ITC/CSPD Update...</p> <p>1.5 Work with Part C staff to collect, analyze, and report personnel data...</p> <p>1.6. Gather information about the PD needs of EI providers in Virginia on an ongoing basis.</p>	<p>Coordinate quarterly ITC meetings, maintain current membership, and add members as needed.</p> <p><b>COMPLETED:</b> Oct 2019  <b>ITC meetings held in Jan, Apr, July and Oct 2019.</b>  <b>Membership list and ITC meeting minutes available at <a href="https://veipd.org/main/sub2_about_itc.html">https://veipd.org/main/sub2_about_itc.html</a></b></p> <p>Provide updates at VICC meetings on a quarterly basis with focus on new products/elements and data on use of PD resources.</p> <p><b>COMPLETED:</b> Sept 2019  <b>Updates provided Dec 2018 and Mar, June, and Sept 2019.</b>  <b>Infographics available at <a href="https://veipd.org/main/sub2_about_itc.html">https://veipd.org/main/sub2_about_itc.html</a></b></p> <p>Collaborate with Partnership projects involved in PD with early intervention providers and those reaching families of young children</p> <p><b>COMPLETED:</b> Oct 2019  <b>Working with Virginia Deaf-Blind Project to improve early identification – Ira Padiyah presented at LSM meeting and sent info directly to LSMs to complete required OSEP census;</b>  <b>Worked with Bonnie (ECMH) to offer ASQ-SE (2) and SEAM training for EI providers</b></p> <p>Submit quarterly progress reports to Part C administrator</p>	<p>Cori &amp; Deana</p>

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		<p>2.1. Work with the VICC and others at the state, regional and local levels to identify and coordinate PD activities across state agencies.</p> <p>5.3. Identify and collaborate with EI providers who will expand PD initiatives.</p> <p>7.1. Provide a quarterly progress report to the ITCVA Administrator on CSPD activities.</p> <p>7.2. Provide a quarterly update to the VICC on new products/elements and data related to CSPD activities.</p>	<p><b>COMPLETED:</b> Oct 2019  <b>Infographics available at</b>  <a href="https://veipd.org/main/sub2_about_itc.html">https://veipd.org/main/sub2_about_itc.html</a></p> <p>Prepare and submit CSPD update with thematic information tied to ToT topics  <b>COMPLETED:</b> Oct 2019  <b>Nov/Dec 2018:</b>  <a href="https://veipd.org/main/sub2_int_training_collab_cspd.html">https://veipd.org/main/sub2_int_training_collab_cspd.html</a>  <b>Feb/Mar, Apr/May, June, Sept/Nov 2019</b>  <a href="https://veipd.org/main/sub2_about_itc.html">https://veipd.org/main/sub2_about_itc.html</a></p>	
	<p>Coordinate VA's CSPD with those in other states and national initiatives</p>	<p>1.1 Oversee the design, integration, and implementation of the CSPD, as it relates to Part C personnel standards.</p> <p>2.1. Work with the VICC and others at the state, regional and local levels to identify and coordinate PD activities across state agencies.</p> <p>2.2. Represent early intervention in the VCPD initiatives.</p> <p>2.3 Collaborate with the ECMH Coordinator for PD related to S-E development.</p> <p>2.4 Coordinate PD activities/efforts with VA Act</p>	<p>Participate in state and national PD initiatives, including the CDC Act Early, ECTA Center and Early Childhood Personnel Center, AUCD, EI-EC PD CoP/National SC Training Workgroup, and DEC CoPs on national training initiatives to make EBPs available to EI practitioners in VA.</p> <p><b>COMPLETED:</b> Oct 2019  <b>Staff continue to participate in the EI-EC PD CoP and National SC Training Workgroup. Staff are also co-leading the DEC SC CoP and a workgroup to write a joint position statement on service coordination with ITCA. Staff co-facilitated two web conversations for the DEC SC CoP. Staff also continue to serve as the Act Early Ambassador for VA and as the aRPy Ambassador for VA.</b></p> <p>Continue collaboration ECMH Advisory Board          Target: Ongoing</p>	<p>All</p>

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		<p>Early Team, ECN, EHDIAC, VCPD, Inclusive Practices Task Force, etc.</p> <p>2.5 Coordinate PD by participating in national and regional TA projects, training initiatives, and conferences...to bring EBPs to VA.</p>	<p>Participate/collaborate with other national and state initiatives related to EI and EC, including Early Childhood Network, Early Hearing Detection &amp; Intervention Advisory Committee, Inclusive Practices Task Force, etc. <b>COMPLETED:</b> Oct 2019</p> <p>Participate in VCPD team, including statewide governance and regional consortiums <b>COMPLETED:</b> Oct 2019 Staff presented on interactive webinars at the VCPD Central Summit in May 2019. Staff also continue to participate in VCPD governance.</p>	
	Program Evaluation and Data Collection	<p>7.3. Provide an evaluation of Kaleidoscope trainings within 60 days following each training.</p> <p>7.4. Provide an evaluation of the CCSS Conference within 60 days following the conference.</p> <p>7.5. Provide an evaluation of regional or statewide EI PD activities, within 30 days following the completion of the activities.</p> <p>7.6. Conduct evaluations of web-based PD opportunities such as</p>	<p>Conduct evaluations of Kaleidoscope <b>COMPLETED:</b> Oct 2019 Kaleidoscope was held in Glen Allen in April 2019 and the Valley in Oct 2019. Evaluation reports have been completed.</p> <p>Collaborate with co-sponsors to evaluate the statewide conference <b>COMPLETED:</b> Oct 2019</p> <p>Conduct evaluations of web-based PD opportunities (e.g., ToTs, online modules/courses) <b>COMPLETED:</b> Oct 2019</p> <p>Post copies of all evaluations on Google drive using ITC templates and share with state Part C staff by email <b>COMPLETED:</b> Oct 2019 Evaluations are posted in the Google folder and have been made available to Part C office.</p>	Deana, Cori, & Seb

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		Talks on Tuesday, online modules, coaching implementation project, etc.		
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### Implementation Functions

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<b>I&amp;TCVA Staff &amp; PD Team Collaboration</b>	Collaborate with TA and Monitoring Staff on I&TCVA office SSIP Priorities	<p>1.2 Collaborate with Part C staff to incorporate input from localities in planning, developing, and implementing Part C PD to meet system needs.</p> <p>1.3 Collaborate and meet with designated DBHDS staff to ensure collaboration across Professional Dev Team, Technical Assistance, and Monitoring Teams.</p> <p>3.1 Represent ITC through participation in SSIP activities.</p> <p>3.2. Participate on Part C workgroups and staff meetings, including SSIP leadership teams and workgroups.</p> <p>3.3 Collaborate with DBHDS to identify, create, disseminate, and train on MEISR resources.</p>	<p>Participate on Part C workgroups and staff meetings, including SSIP leadership teams and workgroups, and use information to inform PD work</p> <p style="color: red;">COMPLETED: Oct 2019 See below under SSIP priority activities.</p> <p>Collaborate on webinars and other trainings with Part C staff on regulatory/compliance topics (not to exceed 3 activities)</p> <p style="color: red;">COMPLETED: Oct 2019 PD and Part C staff co-facilitated a web discussion about coaching fidelity observation on 3-6-19.</p> <p>Meet with EI Team Leader and Part C Administrator to identify and collaborate on PD to meet needs</p> <p style="color: red;">COMPLETED: Oct 2019 Meetings have been held on a regular basis.</p>	All

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		<p>5.2. Collaborate on webinars with Part C staff on regulatory/compliance/program topics.</p> <p>7.8 On an annual basis, collaborate with ITCVA to determine regional PD activities to support practitioners'...use of EBPs.</p> <p>7.11 Develop, disseminate, and deliver resources to support SSIP activities related to functional assessment and coaching and NLE practices.</p> <p>7.12 Develop, facilitate, and evaluation regional quarterly SC discussions.</p>	<p>Provide local and/or state training/resources/supports in conjunction with TA and Monitoring in follow-up to Functional Assessment and COS monitoring</p> <p><b>COMPLETED:</b> Oct 2019</p> <p>PD staff are collaborating with Part C staff on supporting the use of the MEISR in Arlington. MEISR training and follow-up training have been completed in Arlington with 12 in-house staff. Staff continue to collaborate with Part C staff on functional assessment. Staff presented on Functional Assessment for pre-conference session at Shining Stars and co-facilitated a ToT series in Nov and Dec 2018 about the Decision Tree and COS process.</p>	
<b>All</b>	<p>Conference – <i>Creating Connections to Shining Stars 2019</i></p>	<p>4.1. Coordinate and collaborate on planning and presenting the CCSS Conference.</p> <p>4.2. Coordinate the preconference sessions on topics of interest.</p>	<p>Coordinate and collaborate on planning for Creating Connections to Shining Stars: VA's Collaborative Early Childhood Birth through Five Conference</p> <p><b>COMPLETED:</b> July 2019</p> <p>One staff person co-chaired the conference and others were topic reviewers. CCSS was successfully hosted in July 2019.</p> <p>Identify and invite EI presenters who will expand PD initiatives already underway</p> <p><b>COMPLETED:</b> July 2019</p> <p>One third of presentations were EI-specific and an additional one third of sessions were birth-5 specific.</p> <p>Disseminate info about conference via email list, monthly update, at regional meetings</p>	<p>Cori &amp; Deana</p>

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			<p><b>COMPLETED:</b> July 2019 Marketing email blasts have routinely been disseminated and posted on VEIPD Facebook page.</p> <p>Disseminate all marketing materials <b>COMPLETED:</b> July 2019</p> <p>Complete review of proposals <b>COMPLETED:</b> Feb 2019</p> <p>Provide 2 pre-conference sessions for EI at CCSS <b>COMPLETED:</b> July 2019 EI pre-conference sessions were well attended and included:</p> <ul style="list-style-type: none"> <li>• Session 1: Engaging Families during EI Visits: But What Do I Do When...?</li> <li>• Session 2: Using Functional Assessment to Dive Deeper into Development</li> </ul>	
	Local/Regional Training and Support	<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>5.3. Identify and collaborate with EI providers who will expand PD initiatives.</p> <p>7.8. On an annual basis, collaborate with ITCVA to determine regional PD activities (i.e., trainings, webinars, online courses) to support practitioners' knowledge and skills related to the use of EBPs.</p>	<p>Collaborate with ITCVA TA and PD staff to package, design and/or deliver training or other professional development support to meet local/regional needs related to SSIP priorities, as identified through monitoring or technical assistance activities. <b>COMPLETED:</b> Oct 2019 MEISR Arlington implementation project – initial training completed. PD staff have met with two LSMs to support their development of local PD activities. No other requests for training were received.</p> <p>Collaborate with Act Early to provide M-CHAT training in collaboration with the</p>	All (depending on location and topic)

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			Partnership in the Shenandoah Valley/Charlottesville area. <b>COMPLETED:</b> Oct 2019	
	Talks on Tuesdays Webinars	<p>1.2 Collaborate with Part C staff to incorporate input from localities in planning, developing, and implementing Part C PD to meet system needs</p> <p>5.3. Identify and collaborate with EI providers who will expand PD initiatives.</p> <p>5.4. Provide Talks on Tuesday webinars (up to 9 a year).</p> <p>7.9 Present, plan, facilitate ToT webinars (up to 9 a year)</p>	<p><b>Nov</b> – Part 1: Decision Tree (LT) <b>Completed</b></p> <p><b>Dec</b> – Part 2 <b>Completed</b></p> <p><b>Jan</b> – <i>(skip due to winter holiday)</i></p> <p><b>Feb</b> – Part 1: Cleft Palate/Lip (DC) <b>Completed</b></p> <p><b>Mar</b> – Part 2 <b>Completed</b></p> <p><b>Apr</b> – Part 1: Having Difficult Discussions with Families (LT) <b>Completed</b></p> <p><b>May</b> – Part 2 <b>Completed</b></p> <p><b>June</b> – Medical Update on Autism (CH) <b>Completed</b></p> <p><b>Sept</b> – Part 1: Foundations of Social Emotional Development (CH) <b>Completed</b></p> <p><b>Oct</b> – Part 2 <b>Completed</b></p>	All
	Maintain & Update Online Resources: EIPD sites, EI Strategies Blog & EIPD Facebook & Twitter accounts	<p>5.1 Continue to update, refine and implement web-based modules and other content elements (resources, webinars, online tutorials) on the EIPD site addressing key areas of need.</p> <p>5.3 Identify and collaborate with EI providers who will expand PD initiatives.</p> <p>6.1. Maintain and update online resources such as EIPD website, EI Strategies blog, and the EIPD Facebook and Twitter accounts.</p>	<p><u>EIPD &amp; eLearning sites</u> Review and update VEIPD site, adding new resources as relevant <b>COMPLETED:</b> Oct 2019 <b>More than 50 new resources have been added to the VEIPD site this year.</b></p> <p>Maintain training calendar for up-to-date PD opportunities and share via CSPD update <b>COMPLETED:</b> Oct 2019 <b>Training calendar is regularly updated and shared.</b></p>	Dana, Cori, Lisa, Carrie, & Jeanne

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			<p>Maintain and analyze all websites, databases, and applications to keep content and security up-to-date  <b>COMPLETED:</b> Oct 2019                      Instructional Designer has worked to enhance security. Historic content has been updated or hidden to reflect changes in Flash discontinuation.</p> <p><u>Blog</u>                      Post new articles on EI topics of interest  <b>COMPLETED:</b> Oct 2019                      Fourteen new posts were added to the blog by staff and guest authors this year.</p> <p><u>Facebook &amp; Twitter</u>                      Provide information about new resources by posting to social media  <b>COMPLETED:</b> Oct 2019                      New blog posts are regularly posts on Facebook and Twitter. Additional resources are also shared on Facebook regularly.</p>	
<b>Local System Managers</b>	Collaborate with LSMs on Supporting EI Workforce	<p>5.7. Develop and provide PD for LSMs, including collaborative planning and facilitation of meetings 2x/year.</p> <p>7.10 Coordinate 2 collaborative meetings between LSMs and ITCVA staff.</p>	<p>Coordinate two collaborative meetings between LSMs and I&amp;TCVA staff  <b>COMPLETED:</b> Mar 2019 and Sept 2019                      LSM meetings were held and evaluations are available.</p> <p>Develop plans for new web discussion series for LSMs                      Target: July 2019 – <b>ON HOLD</b>                      This initiative was put on hold due to other priorities. The PD team is developing a leadership book study for LSMs and supervisors to ensure PD for this group.</p>	Deana, Lisa, and Dana

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			<p>Crosswalk PD resources against DEC Recommended Practices for leadership and CEC advanced specialty sets (ECSE) to identify needs (as part of DEC/ECPC Leadership PD Cohort work).  <b>COMPLETED:</b> Oct 2019                      Crosswalk was completed with DEC RPs and shared with the PD team. Findings revealed a need to offer PD specially targeting the needs of LSMs and other EI leaders.</p> <p>Develop plans for an additional day for leadership topics before LSM meetings                      Target: Sept 2019 – <b>CANCELLED</b>                      This activity was cancelled due to other priorities.</p>	
<b>Service Coordinators &amp; Service Providers</b>	Revise & Update Online Modules and Content Elements	<p>5.1. Continue to update, refine and implement web-based modules and other content elements (resources, webinars, online tutorials) on the EIPD website addressing key areas of need.</p> <p>5.7 Develop and facilitate PD for SCs and service providers on specific topics of interest.</p>	<p>Review EI certification modules following any Practice Manual revisions and edit as needed  <b>COMPLETED:</b> April and Oct 2019                      No revisions were needed.</p> <p>Participate in National SC Leadership Institute and implement PD activities associated with state and national action plans  <b>COMPLETED:</b> Oct 2019                      Staff continue to participate in meetings with SC leadership institute participants every other month. PD activities implemented include regional SC chats and development of SC coaching module. Staff also co-lead workgroups to develop recommended knowledge and skills for SCs document and improve identity of SC through facilitation of the SC Community of</p>	Dana, Cori, Deana, Lisa & Carrie

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			<p style="color: red;">Practice with DEC. Two web conversations have been hosted with DEC about the CoP and future activities and coaching.</p> <p>Develop content element on early hearing content for EI providers based on National Center on D-B Target: Oct 2019 <span style="color: red;">Module in development; target launch date 5/20</span></p> <p>Develop content element on early identification of hearing loss and EI based on content from the Center for Family Involvement Target: Oct 2019 <span style="color: red;">Module in development; target launch date 5/20</span></p> <p>Complete development and formatting and launch new Autism Learning Paths <span style="color: red;">COMPLETED: July 2019</span> <span style="color: red;">Autism learning paths were launched and announced to the field.</span></p> <p>Complete content development and launch online course on service coordination and coaching to meet need for SC coaching fidelity <span style="color: red;">COMPLETED: Oct 2019</span> <span style="color: red;">Course was launched and widely advertised.</span></p> <p>Add to Flickr photo collection to reflect more diverse settings/activities <span style="color: red;">COMPLETED: Oct 2019</span></p>	
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			<p>Review, update, and add 6 new Learning Bytes to EIPD site.  <b>COMPLETED:</b> Oct 2019  <b>Eight new LBs have been posted this year.</b></p>	
	<p><b>Functional Assessment</b>  (SSIP Priority Area)</p>	<p>3.1. 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>3.2. Participate on Part C workgroups and staff meetings, including SSIP leadership teams and workgroups.</p> <p>3.3 Collaborate with DBHDS to identify, create, disseminate, and train on MEISR resources.</p> <p>5.7 Develop and facilitate PD for SCs and service providers on specific topics of interest.</p>	<p>Participate in state leadership team on this topic and coordinate PD activities  <b>COMPLETED:</b> Oct 2019  <b>Nov/Dec ToTs focused on The Decision Tree: A Tool for Family Engagement. Staff continue to work with the team on this topic and are developing a FA learning path.</b></p> <p>Post new articles on blog at least 2x/year related to functional assessment and/or the child outcomes rating process  <b>COMPLETED:</b> Oct 2019  <b>Four new posts addressed functional assessment this year.</b></p> <p>Facilitate functional assessment webinar series  Target: Oct 2019 – <b>ON HOLD</b>  <b>The webinar series is on hold now until we have more information from the local landscapes to determine needs.</b></p> <p>Collaborate with DBHDS and stakeholders to develop PD resources that support the use of the MEISR.  Target: Oct 2019 – <b>ON HOLD</b>  <b>Staff are collaborating with TA to implement MEISR training in Arlington. Additional resource development is on hold.</b></p>	<p>Cori &amp; Lisa</p>

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	Local System Capacity to Support Implementation of Evidence-based Practices (SSIP Priority Area)	<p>3.1. 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>3.2. 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  <b>COMPLETED:</b> Oct 2019                  Staff reviewed SSIP about activity #3 (local system capacity). Will meet again mid-year.</p>	Deana
	Coaching & Natural Learning Environment Practices (SSIP Priority Area)	<p>3.1. 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>3.2. Participate on Part C workgroups and staff meetings, including SSIP leadership teams and workgroups.</p> <p>5.7 Develop and facilitate PD for SCs and service providers on specific topics of interest.</p>	<p>Participate in state leadership team on this topic and coordinate PD activities  <b>COMPLETED:</b> Oct 2019                  Staff facilitated leadership team meetings in Feb and Aug 2019 to review progress and plan for activities. New resource, <a href="#">Ongoing Support for Coaching &amp; Natural Learning Environment Practices: Guidance for Facilitating Reflection with Individuals and Groups</a>, was developed with input from this team and was posted to the VEIPD site in Dec 2019. A child care and EI package is under development by a workgroup and will be released soon.</p> <p>Monitor implementation of Orientation to Coaching and NLE Practices process  <b>COMPLETED:</b> Oct 2019                  No revisions were needed this year.</p> <p>Assist with the roll-out of the coaching fidelity tool for service coordinators  <b>COMPLETED:</b> Oct 2019                  Staff will be co-facilitating a session at CCSS to help roll-out the new fidelity tool which will be included in</p>	Dana, Cori, & Lisa

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			<p><i>the new online course, Yes, Service Coordinators Can Use Coaching (launched in Oct).</i></p> <p>Develop orientation process for service coordinators to support use of Coaching during Service Coordination fidelity tool  <b>COMPLETED:</b> Oct 2019  <i>This tool was launched in Oct with the new online course and was introduced in July at CCSS. An orientation process for service coordinators related to coaching and natural learning environment practices is under development.</i></p> <p>Coordinate online implementation support group for 4<sup>th</sup> cohort on the use of the Coaching Facilitation Guide  <b>COMPLETED:</b> June 2019  <i>Cohort met from Jan-June with 11 participants representing 6+ localities.</i></p> <p>Offer 6-week online training course, <i>Using Adult Learning Strategies to Support Caregiver Learning during EI Visits</i>  <b>COMPLETED:</b> Mar and May 2019  <i>Course was successfully completed by 47 participants.</i></p> <p>Host one web discussion in collaboration with Part C staff (Kyla) on the use of Coaching in Action checklist by fidelity observers  <b>COMPLETED:</b> Feb 2019  <i>PD and Part C staff co-facilitated a web discussion about coaching fidelity observation on 3-6-19.</i></p>	
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			<p>Develop a pop-up (30 min) webinar about the new <i>Guidance for Facilitation Reflection with Individuals and Groups</i> resource doc.</p> <p><b>COMPLETED:</b> Sept 2019</p> <p>The first resource pop-ups were hosted in Sept 2019 with 37 participants. Survey feedback was very positive so this initiative will continue next fiscal year.</p>	
	<p><b>Service Coordination</b></p>	<p>5.5 Revise and facilitate the Kaleidoscope curriculum to include online, face-to-face components and a service coordination community of practice.</p> <p>5.7 Develop and facilitate PD for SCs and service providers on specific topics of interest.</p>	<p>Offer and evaluate two Kaleidoscope trainings (including training day and 3-month CoP)</p> <p>Target: Spring 2019 and Fall 2019</p> <p>Kaleidoscope was successfully hosted in the spring and fall. Evaluations are available.</p> <p>Facilitate regional SC Chats web discussion series on four topics determined from SC and LSM input</p> <p><b>COMPLETED:</b> Oct 2019</p> <p>SC Chats held in in 4 regions in Jan and Apr 2019. Statewide SC Chats were held in July and Oct 2019 and were well-attended.</p> <p>Develop coaching resources to help service coordinators understand how to use coaching</p> <p><b>COMPLETED:</b> Oct 2019</p> <p>New resources have been posted to the VEIPD Service Coordination topic page, including 8 new videos, a Practice Guide, a fidelity checklist, and a new online course.</p> <p>Participate in activities related to service coordination including National Service</p>	<p>All</p>

h identified need; 2) be cross-referenced with Part C and other early childhood competencies; 3) reflect evidence-based and best practices; 4) integrate family-centered or involvement; 6) include continuous quality improvement; 7) be evaluated; and 8) be modified as needed based on feedback, evaluation, and evolving practice.

# ITC Scope of Work: Professional Development Activities

2018-2019 – END OF YEAR UPDATE

			<p>Coordination Training Workgroup, Leadership Institute, SC Community of Practice (DEC), and ECPC SC Leadership Team including implementing national and state plans, co-facilitation and content development for national webinars, resource sharing, etc.</p> <p><b>COMPLETED:</b> Oct 2019</p> <p>Staff continue to participate in meetings with the National SC training Workgroup and leadership institute. Staff are in leadership roles with workgroups to develop recommended knowledge and skills doc and co-lead activities to build the identity of SC. Staff are co-leading the DEC SC CoP (400+ members so far) and co-chairing the workgroup that will write the DEC/ITCA joint position statement on service coordination. Staff co-facilitated a national web conversation with 116 participants to introduce the SC CoP and discuss how SC is reflected in the DEC recommended practices. Staff facilitated a second web conversation with 150+ participants about coaching and service coordination.</p>	
	<p><b>Infant &amp; Toddler Development &amp; Disability Topics</b></p>	<p>1.2 Collaborate with Part C staff to incorporate input from localities in planning, developing, and implementing Part C PD to meet system needs.</p> <p>2.3 Collaborate with the ECMH Coordinator for PD related to social-emotional development.</p> <p>5.3. Identify and collaborate with EI providers who will expand PD initiatives.</p>	<p>Identify priority topics from the field and develop relevant resources</p> <p><b>COMPLETED:</b> Oct 2019</p> <p>ToT topics addressed substance exposure and sharing difficult information. Learning bytes, learning paths, blog topics, and other resources have been added to the VEIPD site to address relevant EI topics such as cultural humility, neonatal abstinence syndrome, communication, coaching and other recommended practices, engaging families, etc.</p> <p><u>Autism</u></p>	<p>All</p>

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# ITC Scope of Work: Professional Development Activities

2018-2019 – END OF YEAR UPDATE

		<p>5.7 Develop and facilitate PD for SCs and service providers on specific topics of interest.</p>	<p>Coordinate PD activities/efforts with VA Act Early team            Target: Ongoing  <i>Virginia's Act Early team is not meeting regularly. Staff have coordinated with state agency reps and Va LEND staff. Arrangements made to have an OT doctoral student work at the Partnership to administer a research project using the Milestone Tracker App.</i></p> <p><u>Early Childhood Mental Health</u>            Post announcements of relevant ECMH training efforts through our listserv, in CSPD update, etc.  <b>COMPLETED:</b> Oct 2019</p> <p>Collaborate with ECMH Coordinator for PD related to social-emotional development  <b>COMPLETED:</b> Apr 2019  <i>Met with ECMH Coordinator in April 2019. Team developed a list of ways ECMH and ITC can collaborate for PD activities.</i></p> <p>PD resources developed:  <i>Learning byte: <a href="#">Writing Social-Emotional Outcomes Handout: Supporting Social and Emotional Development - What All Early Intervention Providers Can Do</a></i>  <i>Blog: <a href="#">Don't Forget the Family's Perspective</a></i></p> <p>Participate on ECMH Advisory Board and support regional endorsement activities  <b>COMPLETED:</b> Oct 2019</p> <p>Coordinate with Bonnie re: SEAM training for EI providers</p>	
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All PD products will: 1) meet an identified need; 2) be cross-referenced with Part C and other early childhood competencies; 3) reflect evidence-based and best practices; 4) integrate family-centered practices; 5) include stakeholder involvement; 6) include continuous quality improvement; 7) be evaluated; and 8) be modified as needed based on feedback, evaluation, and evolving practice.



## ITC Scope of Work: Professional Development Activities

2018-2019 – END OF YEAR UPDATE

			<p><b>COMPLETED:</b> Apr 2019 Training provided 4/2019 – registration slots offered to all 40 local systems.</p> <p>Provide 15 hours of training on “Understanding Behavior” from the Zero to Three Curriculum.</p> <p><b>COMPLETED:</b> June 2019 Fifteen hours of training have been completed with more than 84 participants.</p> <p><u>Child Development/Screening</u> Post announcements about information and resources from the LTSAE campaign through our listserv, in CSPD update, etc.</p> <p><b>COMPLETED:</b> Oct 2019 Part C office incorporating LTSAE materials into VA’s child find campaign</p> <p>Revise Child Development module <b>COMPLETED:</b> Jan 2019</p>	
<b>Higher Ed Faculty &amp; Students</b>	Collaborate with IHEs on Current EI Practices & Resources (to be included in preservice course content)	2.2. Represent early intervention in the VCPD initiatives.	<p>Inform faculty of new resources for inclusion in preservice course content via Constant Contact emails</p> <p><b>COMPLETED:</b> Oct 2019 Staff has met with faculty from three universities. Faculty webpage has been revamped and VEIPD search feature was updated based on faculty feedback. Email blasts were sent in late summer to share VEIPD resources as faculty prepare fall syllabi.</p> <p>Participate as members of the VCPD Higher Ed Workgroup <b>COMPLETED:</b> Oct 2019</p>	Cori & Deana

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## ITC Scope of Work: Professional Development Activities

2018-2019 – END OF YEAR UPDATE

			Collaborate with VCPD on Faculty Institute <b>COMPLETED:</b> Oct 2019	
<b>State &amp; National EI Providers, Administrators &amp; Students</b>	Share Work through State & National Conference Presentations & Writing	<p>2.5 Coordinate PD by participating in national and regional TA projects, training initiatives, and conferences...to bring EBPs to VA.</p> <p>2.6 Share work through state and national conference presentations and writings.</p>	<p>Write and submit manuscript on EI topics to a professional journal <b>COMPLETED:</b> Oct 2019 Manuscript on functional assessment was accepted and will be published in an upcoming DEC monograph on assessment. Manuscript on SC published in <a href="#">IYC</a> in <a href="#">April-June issue</a>.</p> <p><u>State &amp; National Conference Proposals to be submitted:</u> CCSS <b>Completed</b> DEC <b>Completed</b> NAEYC <b>Completed</b></p> <p><u>State &amp; National Conference Proposals accepted for:</u> CCSS - <b>Multiple sessions accepted</b> DEC – <b>4 proposals accepted</b></p> <p><u>State &amp; National Conference Presentations completed:</u> CCSS DEC</p> <p>Collaborate with national training centers and initiatives (ECPC, AUCD, Act Early, AMCHP, ECTA) <b>COMPLETED:</b> Oct 2019</p>	All

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# ITC Scope of Work: Professional Development Activities

2018-2019 – END OF YEAR UPDATE

			<p>Staff continue to participate with ECTA as part of the aRPy Ambassador initiative. Activities have included writing <a href="#">pop-quiz resources</a>, reviewing modules, and attending meetings. Staff also continue to collaborate with ECPC through participation in the National SC Leadership work and the EI PD Cohort (two meetings held so far in addition to the DEC preconference).</p>	
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