

## ITC Scope of Work: Professional Development Activities

2018-2019

### 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. Target: Ongoing</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</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</p> <p>Prepare and submit CSPD update with thematic information tied to ToT topics Target: 5-6x this year</p>	<p>Cori &amp; Deana</p>

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.

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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>Coordinate VA's CSPD with those in other states and national initiatives</b></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. Target: Ongoing</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 &amp; Intervention Advisory Committee, Inclusive Practices Task Force, etc. 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 in VCPD team, including statewide governance and regional consortiums</p> <p>Target: Ongoing</p>	
	<p><b>Program Evaluation and Data Collection</b></p>	<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 Talks on Tuesday, online modules, coaching implementation project, etc.</p>	<p>Conduct evaluations of Kaleidoscope</p> <p>Target: After each training</p> <p>Collaborate with co-sponsors to evaluate the statewide conference</p> <p>Target: Sept 2019</p> <p>Conduct evaluations of web-based PD opportunities (e.g., ToTs, online modules/courses)</p> <p>Target: Ongoing</p> <p>Post copies of all evaluations on Google drive using ITC templates and share with state Part C staff by email</p> <p>Target: Ongoing</p>	<p>Deana, Cori, &amp; Seb</p>

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### Implementation Functions

Target Group	Professional Development Topic/Priority	ITC Grant Deliverable 2017-2018	Research & Planning Activities & Timeframes	Staff Responsible
<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>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>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>Collaborate on webinars and other trainings with Part C staff on regulatory/compliance topics (not to exceed 3 activities) Target: Oct 2019</p> <p>Meet with EI Team Leader and Part C Administrator to identify and collaborate on PD to meet needs Target: Every other month</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 Target: Ongoing</p>	All

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		<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>		
<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 <b>Creating Connections to Shining Stars: VA's Collaborative Early Childhood Birth through Five Conference</b> Target: Ongoing</p> <p>Identify and invite EI presenters who will expand PD initiatives already underway Target: Spring 2019</p> <p>Disseminate info about conference via email list, monthly update, at regional meetings Target: Ongoing</p> <p>Disseminate all marketing materials Target: August 2019 (when conference ends)</p> <p>Complete review of proposals Target: Feb 2019</p> <p>Provide 2 pre-conference sessions for EI at CCSS Target: July 2019</p>	<p>Cori &amp; Deana</p>

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	<p>Local/Regional Training and Support</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>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. Target: Oct 2019</p> <p>Collaborate with Act Early to provide M-CHAT training in collaboration with the Partnership in the Shenandoah Valley/Charlottesville area. Target: Oct 2019</p>	<p>All (depending on location and topic)</p>
	<p>Talks on Tuesdays Webinars</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>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><u>Schedule (tentative topics pending finding presenters)</u>  <b>Nov</b> – Part 1: Decision Tree (LT)  <b>Dec</b> – Part 2  <b>Jan</b> – (skip due to winter holiday)  <b>Feb</b> – Part 1: Cleft Palate/Lip (DC)  <b>Mar</b> – Part 2  <b>Apr</b> – Part 1: Having Difficult Discussions with Families (LT)  <b>May</b> – Part 2  <b>June</b> – Medical Update on Autism (CH) (John Harrington)  <b>Sept</b> – Part 1: ECMH with Bonnie (CH)  <b>Oct</b> – Part 2</p>	<p>All</p>
	<p>Maintain &amp; Update Online Resources: EIPD sites, EI</p>	<p>5.1 Continue to update, refine and implement web-based modules and other content elements (resources, webinars, online</p>	<p><u>EIPD &amp; eLearning sites</u>  Review and update VEIPD site, adding new resources as relevant</p>	<p>Dana, Cori, Lisa, Carrie, &amp; Jeanne</p>

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	<p>Strategies Blog &amp; EIPD Facebook &amp; Twitter accounts</p>	<p>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>Target: Monthly</p> <p>Maintain training calendar for up-to-date PD opportunities and share via CSPD update Target: 5-6x this year</p> <p>Maintain and analyze all websites, databases, and applications to keep content and security up-to-date Target: Ongoing</p> <p><u>Blog</u> Post new articles on EI topics of interest Target: 1x/month</p> <p><u>Facebook &amp; Twitter</u> Provide information about new resources by posting to social media Target: 2x/month</p>	
<p><b>Local System Managers</b></p>	<p>Collaborate with LSMs on Supporting EI Workforce</p>	<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 Target: Mar 2019 and Sept 2019</p> <p>Develop plans for new web discussion series for LSMs Target: July 2019</p> <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).</p>	<p>Deana, Lisa, and Dana</p>

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			<p>Target: July 2019</p> <p>Develop plans for an additional day for leadership topics before LSM meetings</p> <p>Target: Sept 2019</p>	
<b>Service Coordinators &amp; Service Providers</b>	<p>Revise &amp; Update Online Modules and Content Elements</p>	<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</p> <p>Target: Apr 2019 and Oct 2019</p> <p>Participate in National SC Leadership Institute and implement PD activities associated with state and national action plans</p> <p>Target: Oct 2019</p> <p>Develop content element on early hearing content for EI providers based on National Center on D-B</p> <p>Target: Oct 2019</p> <p>Develop content element on early identification of hearing loss and EI based on content from the Center for Family Involvement</p> <p>Target: Oct 2019</p> <p>Complete development and formatting and launch new Autism Learning Paths</p> <p>Target: Mar 2019</p>	<p>Dana, Cori, Deana, Lisa &amp; Carrie</p>

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			<p>Complete content development and launch online course on service coordination and coaching to meet need for SC coaching fidelity Target: April 2019</p> <p>Add to Flickr photo collection to reflect more diverse settings/activities Target: Ongoing</p> <p>Review, update, and add 6 new Learning Bytes to EIPD site. Target: Oct 2019</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 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 2019</p> <p>Facilitate functional assessment webinar series Target: Oct 2019</p> <p>Collaborate with DBHDS and stakeholders to develop PD resources that support the use of the MEISR. Target: Oct 2019</p>	<p>Cori &amp; Lisa</p>

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	<p><b>Local System Capacity to Support Implementation of Evidence-based Practices</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>Participate in state leadership team on this topic and coordinate PD activities Target: Ongoing</p>	<p>Deana</p>
	<p><b>Coaching &amp; Natural Learning Environment Practices</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>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 Target: Ongoing</p> <p>Monitor implementation of Orientation to Coaching and NLE Practices process Target: Ongoing</p> <p>Assist with the roll-out of the coaching fidelity tool for service coordinators Target: Oct 2019</p> <p>Develop orientation process for service coordinators to support use of Coaching during Service Coordination fidelity tool Target: Oct 2019</p> <p>Coordinate online implementation support group for 4<sup>th</sup> cohort on the use of the Coaching Facilitation Guide Target: June 2019</p>	<p>Dana, Cori, &amp; Lisa</p>

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			<p>Offer 6-week online training course, <i>Using Adult Learning Strategies to Support Caregiver Learning during EI Visits</i> Target: Mar 2019</p> <p>Host one web discussion in collaboration with Part C staff (Kyla) on the use of Coaching in Action checklist by fidelity observers Target: Feb 2019</p> <p>Develop a pop-up (30 min) webinar about the new <i>Guidance for Facilitation Reflection with Individuals and Groups</i> resource doc. Target: July 2019</p>	
	Service Coordination	<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) Target: Spring 2019 and Fall 2019</p> <p>Facilitate regional SC Chats web discussion series on four topics determined from SC and LSM input Target: Oct 2019</p> <p>Develop coaching resources to help service coordinators understand how to use coaching Target: June 2019</p> <p>Participate in activities related to service coordination including National Service Coordination Training Workgroup,</p>	All

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			<p>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. Target: Ongoing</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>5.7 Develop and facilitate PD for SCs and service providers on specific topics of interest.</p>	<p>Identify priority topics from the field and develop relevant resources Target: Oct 2019</p> <p><u>Autism</u> 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>All</p>

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			<p>Coordinate with Bonnie re: SEAM training for EI providers Target: April 2019</p> <p>Provide 15 hours of training on “Understanding Behavior” from the Zero to Three Curriculum. Target: October 2019</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>	
<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 Target: Ongoing</p> <p>Participate as members of the VCPD Higher Ed Workgroup Target: Ongoing</p> <p>Collaborate with VCPD on Faculty Institute Target: Oct 2019</p>	Cori & Deana
<b>State &amp; National EI Providers, Administrators &amp; Students</b>	Share Work through State & National Conference	2.5 Coordinate PD by participating in national and regional TA projects, training initiatives, and conferences...to bring EBPs to VA.	<p>Write and submit manuscript on EI topics to a professional journal Target: Oct 2019</p> <p><u>State &amp; National Conference Proposals to be submitted:</u></p>	All

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	<p><b>Presentations &amp; Writing</b></p>	<p>2.6 Share work through state and national conference presentations and writings.</p>	<p>CCSS DEC NAEYC</p> <p><u>State &amp; National Conference Proposals accepted for:</u></p> <p><u>State &amp; National Conference Presentations completed:</u></p> <p>Collaborate with national training centers and initiatives (ECPC, AUCD, Act Early, AMCHP, ECTA) Target: Ongoing</p>	
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