

## ITC Scope of Work: Professional Development Activities

2013-2014 – End of Year Completed Activities

### Research & Planning Functions

Target Group	Professional Development Topic/Priority	ITC Grant Deliverable 2013-2014	Research & Planning Activities & Timeframes	Staff Responsible	Collaborators & Partners
Integrated Training Collaborative (ITC)	Oversee VA's Comp. System of Personnel Development (CSPD)	2.1. Utilize the ITC...for overseeing the design and implementation of VA's CSPD...	Coordinate quarterly ITC meetings, maintain current membership, and add members as needed. COMPLETED: April 2014 ITC meetings held on Oct 2013, Jan & April 2014	Deana, Cori & Dana	Bev
		2.2. Oversee and integrate the CSPD, as it relates to personnel standards...  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...  2.8. Work with the VICC and others at the state, regional, and local levels to identify and coordinate training activities across state agencies...	Provide updates at VICC meetings on a quarterly basis with focus on new products/elements and data on use of PD resources. COMPLETED: June 2014 Updates provided at VICC meetings in Sept & Dec 2013, Mar & June 2014  Work with VICC and committees to meet priority needs for PD COMPLETED: June 2014  Collaborate and meet with TA and Monitoring staff to coordinate PD COMPLETED: June 2014 PDTAM meetings held Aug & Oct 2013, Apr & June 2014		
	Coordinate VA's CSPD with those in other states and national initiatives	2.2. Oversee and integrate the CSPD, as it relates to personnel standards...	Participate in state and national PD initiatives, like the VCPD, SDECP, Act Early, EI/EC CoP, etc. Collaborate on RFPs, grants, etc. COMPLETED: June 2014	Deana, Cori & Dana	Catherine

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			<p>Staff have regularly attended &amp; participated in VCPD and EI/EC CoP activities. Staff have been involved with EI/EC CoP universal curriculum subgroup developing Part C orientation module. PI continues work with Act Early Campaign.</p> <p>Continue collaboration with ICMHC and VA's ECMH Coordinator COMPLETED: June 2014 See below under IMH.</p> <p>Continue collaboration via AUCD and DEC SIGs with particular focus on PD initiatives and activities COMPLETED: June 2014 Staff are actively involved with the DEC PD-SIG and the EI-SIG. Staff also continue to facilitate a DEC EI-SIG workgroup to develop the Role of Special Instruction in EI DEC position statement.</p> <p>Participate in VCPD regional consortiums and statewide governance COMPLETED: June 2014 Staff regularly participate in VCPD statewide governance and regional consortiums in Piedmont and Tidewater regions.</p> <p>Prepare and submit CSPD update with thematic information tied to ToT topics COMPLETED: June 2014 CSPD update provided via Constant Contact email announcements monthly. Updates are also posted on the ITC page on the training website.</p>		
	Program Evaluation and	2.2 Oversee and integrate the CSPD, as it relates to personnel	Gather additional information via needs assessment about training needs of EI	Sue (with support)	Richard

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	Data Collection	<p>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>providers in VA Target: Discontinued <b>Decided to defer and use data submitted through other means (KI, KII, Coaching, ToT webinars) to identify areas of need.</b></p> <p>Develop comprehensive evaluation plan for PD work for this year COMPLETED: Spring 2014</p> <p>Conduct evaluations of Kaleidoscope Levels I &amp; II. COMPLETED: April 2014 <b>Evals have been conducted after KI and KII in the Fall 2013 and KI in the Spring 2014. KII in the Spring 2014 was postponed due to weather.</b></p> <p>Collaborate with co-sponsor to evaluate the statewide conference Target: Discontinued <b>CCSS Conference in 2014 has been cancelled.</b></p> <p>Conduct evaluations of web-based PD opportunities (ToTs and online modules) COMPLETED: June 2014 <b>September 2013-March 2014 ToT webinars have been evaluated. Online evaluations are linked to all modules.</b></p>	from the rest of the PD team)	
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### Implementation Functions

Target Group	Professional Development Topic/Priority	ITC Grant Deliverable 2013-2014	Research & Planning Activities & Timeframes	Staff Responsible	Collaborators & Partners
<b>All</b>	Annual Conference – <i>Creating Connections to Shining Stars 2014</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 <i>Virginia Cross-Sector Professional Development (VCPD) team</i>, plan and coordinate the Early Childhood Birth-5 Conference</p>	<p>Coordinate and collaborate for Creating Connections to Shining Stars: VA’s 3rd Annual Birth-Five Conference COMPLETED: June 2014</p> <p style="color: red;">CCSS conference will not be held in 2014. One staff person is co-coordinating the conference which will be held in 2015. Planning for the 2015 CCSS conference is underway. Staff are also planning an EI Institute to be held Oct 14, 2014.</p> <p>Identify and invite presenters who will expand PD initiatives already underway COMPLETED: June 2014</p> <p style="color: red;">With an ITC planning committee, staff are coordinating the EI Institute and are in the process of identifying invited speakers for breakout sessions. Key note speakers will be Drs. Dathan Rush and M’Lisa Shelden.</p> <p>Disseminate info about conference via email list, monthly update, at regional meetings COMPLETED: May 2014</p> <p>Save-the-date information about the 2015 CCSS conference and the EI Institute have been disseminated.</p> <p>Disseminate “save the date” postcards and</p>	Cori, Deana & Dana	TTACs Part B staff Part C staff

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			<p>call for proposals COMPLETED: May 2014 Since the 2014 CCSS conference is cancelled, no call for proposals will be distributed. Save-the-date info has been distributed for the EI Institute and CCSS 2015. Presenters for the EI Institute will be invited.</p> <p>Complete review of proposals Target: Discontinued See above.</p>		
	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 service staff, local system managers (LSMs) and direct service supervisors agency administrators.</p>	<p><u>Tentative Schedule</u> Sept – Master Coach’s Journey (panel of master coaches) – CH <b>Completed</b> Oct – Torticollis (Kim Lephart &amp; Pam Lang) – DC <b>Completed</b> Nov –EBP in EI (Kyla Patterson) – CH <b>Completed</b> Dec – Executive Functions (Ann J-S) DC <b>Completed</b> Jan – (skip due to winter holiday) Feb -- How Culture Impacts EI (Cecily Rodriguez) – DC <b>Completed</b> Mar – Down Syndrome (Beth Copper &amp; Tracy Miller) – CH <b>Completed</b> Apr – Child Abuse &amp; Neglect Prevention (Molly Dellinger-Wray) – DC <b>Completed</b> May – Homelessness (Pat Popp) – CH &amp; DC <b>Completed</b> June – Safety (Lt. Jason Robinson) – DC <b>Completed</b></p>	Cori & Dana	Terri
	Maintain & Update Online	2.3 Continue to work with the ITC to update, refine and implement web-	<p><u>EIPD &amp; eLearning sites</u> Review all sites to determine if updates are</p>	Dana, Carrie, &	Terri

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	<p>Resources: EIPD sites, EI Strategies Blog &amp; EIPD Facebook page</p>	<p>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>needed to links &amp; content  <b>COMPLETED: May 2014</b>  <i>Student completed a review of the EIPD portal. Edits have been sent to webmaster to be completed by the end of June.</i></p> <p>Coordinate migration of site off of the VCU server and onto the GoDaddy server.  <b>COMPLETED: May 2014</b>  <i>The EIPD site is now hosted through GoDaddy and has a new url: <a href="http://www.veipd.org/main">www.veipd.org/main</a>                  New moodle site which is also hosted on GoDaddy is currently under development.</i></p> <p>Update EIPD portal monthly, adding at least 3 new resources per month.  <b>COMPLETED: June 2014</b>  <i>The EIPD site has been updated with more than 55 new resources this fiscal year.</i></p> <p>Develop &amp; post new pages:</p> <ul style="list-style-type: none"> <li>• Resources for Families</li> <li>• Faculty &amp; Future EIs</li> <li>• Conference Presentations by CSPD staff</li> </ul> <p><b>COMPLETED: Winter &amp; Spring 2014</b></p> <p><u>Blog</u>                  Post new articles 2x/week on EI topics of interest  <b>COMPLETED: June 2014</b>  <i>72 new articles have been posted to the blog this fiscal year.</i></p>	<p>Jeanne</p>	
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			<p>Recruit guest bloggers COMPLETED: March 2014 9 guest authors have written articles during this year.</p> <p>Survey subscribers re: PD needs &amp; topic ideas COMPLETED: May 2014 Survey was completed by 87 subscribers in 6 countries. Results are being analyzed.</p> <p><u>Facebook Page</u> Provide information about new resources by posting at least 2x/week COMPLETED: June 2014 Posts are made to our fb page at least 2x/week.</p>		
	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 &amp; National Conference Proposals submitted:</u> CEC 2014 Submitted May 2013 Not accepted Zero to Three NTI Submitted Spring 2014</p> <p><u>State &amp; National Conference Proposals accepted for:</u> DEC 2014 Submitted Spring 2014 Accepted</p> <p><u>State &amp; National Conference Presentations Completed:</u> Creating Connections to Shining Stars Completed: July 2013 DEC 2013</p>	Deana, Cori & Dana	Catherine

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			<p>Completed: Oct 2013 AUCD 2013</p> <p>Completed: Dec 2013 VOTA Symposium</p> <p>Completed: March 2014 SHAV 2014</p> <p>Completed: March 2014 VAEYC 2014</p> <p>Presented in Mar 2014 VCU Online Learning Summit</p> <p>Presented in May 2014</p>		
	Collaborate with TA and Monitoring Staff on I&TCVA office PD efforts	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><u>OSEP Child Indicators</u> Support Part C with ongoing transition to integrating child outcomes into EI process by revising modules, revising KI &amp; KII and conducting ToT related to this topic COMPLETED: June 2014</p> <p>OSEP outcomes have been integrated into KI and KII revisions. Revisions to modules are in progress now. A narrated training video showing the ASP and IFSP development processes (using the child outcomes) is also under development.</p>	Deana	Anne
<b>Local System Managers</b>	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&amp;TCVA staff COMPLETED: March 2014</p> <p>Meeting held Sept 2013 and March 2014. Planning is underway for the Sept 2014 meeting, with a Save-the-Date announcement sent in June 2014.</p> <p>Coordinate the PD of LSMs related to fiscal and contract management (collaborate with MSRRC – Katy McCullough) Target: June 30, 2014</p>	Deana	Beth

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			<p>Developed and administered a survey of LSMs re: fiscal matters to identify needs. Determined best mechanism for this topic is through technical assistance provided through TAs at regional meetings and through LSM meetings.</p> <p>Host 3 Fireside Chat webinars for LSMs to share resources Target: May 2014 One Fireside Chat was completed in November 2014 with Kelly Hill as an insurance follow-up.</p>		
<b>Service Coordinators &amp; Service Providers</b>	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>Revise and reformat EI certification modules to reflect Part C changes</p> <ul style="list-style-type: none"> <li>• Orientation/What is EI?</li> <li>• Service Pathway &amp; IFSP 101</li> </ul> <p>Target: Continue into 2014-2015</p> <p>Module revisions are underway and are focusing on revising and repackaging the SP, IFSP 101, and Practitioners Requirements modules. An orientation module is also under development. The SP and IFSP 101 modules are being repackaged in to a new module entitled The Early Intervention Process. More than half of the content for this module is developed. Work will continue next year.</p> <p>Redesign the eLearning Moodle site and the certification landing page and coordinate with programmer for redesign. Target: Continue into 2014-2015</p> <p>eLearning Specialist is working closely with a programmer to coordinate this effort. Work is underway and is expected to be completed during the next fiscal year.</p>	Dana & Cori	Kyla

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	<p><b>Implementation of Evidence-based Supports &amp; Services</b></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>Host 2 (two) regional coaching trainings in Richmond &amp; Southwest (if funding is secured)                  COMPLETED: June 2014</p> <p>Coordinate monthly follow-up calls &amp; support with experts and Master Coaches                  COMPLETED: June 2014  <i>Monthly TA calls completed for Tidewater and Valley cohorts. Calls will be coordinated following the Richmond and Roanoke/SW trainings. Calls will occur in June and continue into the next fiscal year.</i></p> <p>Build resources for ongoing support of coaching initiative (i.e., wiki)                  COMPLETED: June 2014  <i>Coaching Connections wiki has been built and is in use by cohorts and training/TA facilitators.</i></p> <p>Develop “Day in the Life of an Early Interventionist” video                  Target: Continue into 2014-2015  <i>Video is currently being developed to focus on explaining what EI is and why it works. This priority topic emerged through work with the I&amp;TC office and from feedback from LSMs.</i></p> <p>Finalize &amp; post “Early Intervention: A Routines-based Approach” 3-video series                  COMPLETED: August 2013</p> <p>Provide training in the use of EBP in providing early intervention supports &amp; services as requested by regions                  Target: Continue into 2014-2015</p>	<p>Cori &amp; Dana</p>	<p>Anne</p>
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			<p>Provide training in developing family-centered IFSP outcomes as requested by regions Target: Continue into 2014-2015</p>		
	Infant Child Mental Health	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>Include topics at conference to meet needs of endorsement candidates Target: Continue into 2014-2015 <b>Tentative plans are in place to address topic at EI institute, pending finding a presenter.</b></p> <p>Collaborate with ECMH Coordinator for PD related to social-emotional development COMPLETED: June 2014 <b>A PD staff person is a member of the ECMH Advisory Board and the VAIMH Board of Directors. Staff person is also coordinating the Piedmont Endorsement Candidate application process. Work of the ECMH Institute was supported by creating an ECMH infographic.</b></p>	Cori	Catherine
	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>Revise KI and KII to match new Part C changes COMPLETED: October 2013</p> <p>Provide two (2) Level I Kaleidoscope trainings COMPLETED: September 2013 and April 2014 <b>KI held in Sept 2013 in Richmond. KI in March 2014 was postponed due to weather and held in April.</b></p> <p>Provide two (2) Level II Kaleidoscope trainings</p>	Cori & Dana	Kyla

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			<p>COMPLETED: October 2013                  KII held in Oct 2013 in Richmond. Oct KII evaluation has been completed. April 2014 KII was cancelled due to inclement weather requiring that KI be held in April.</p>		
	Autism Initiatives	2.6 Continue to provide support for EI COPA regional leaders through ongoing technical assistance and consultation...	<p><u>CoPA</u>                  Coordinate <i>CoPA at the Beach</i> seminar at CCSS to include membership gathering                  COMPLETED: June 2014                  CCSS 2014 has been cancelled. A 1-day CoPA activity will be held on June 30, 2014 in Charlottesville.</p> <p>Coordinate statewide CoPA teleconferences                  COMPLETED: May 2014                  CoPA calls have been held in Sept &amp; Nov 2013, Jan, March, and May 2014.</p> <p><u>Act Early</u>                  Coordinate PD activities/efforts with VA Act Early team                  COMPLETED: June 2014</p>	Cori, Deana & Dana	Karen
	Infant & Toddler Development & Disability 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.	<p><u>Mind in the Making Book Study</u>                  (collaboration with John Almarode)                  COMPLETED: Spring 2014                  Staff collaborated with JMU T/TAC in coordinating book study and developed wiki to facilitate student participation.</p>	Dana & Cori	Karen
	Procedural Safeguards & Documentation	2.3 Continue to work with the ITC to update, refine and implement web-based modules and other content elements	<p>Finalize and post 20 min online tutorial on procedural safeguards                  COMPLETED: June 2014                  Voice over is being recorded for procedural</p>	Dana & Cori	Mary Anne

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		<p>(landing pads, webinars, online tutorials) on the EIPD website addressing key areas of need</p> <p>2.4 Provide training to specific populations: service coordinators, IFSP teams, direct service staff, local system managers (LSMs) and direct service supervisors agency administrators.</p>	<p><b>safeguards module at this time. Module should be completed and released by June.</b></p> <p>Develop 20 min online tutorial on contact note documentation Target: Continue into 2014-2015</p>		
<b>Higher Ed Faculty &amp; Students</b>	<p>Collaborate with IHEs on Current EI Practices &amp; Resources (to be included in preservice course content)</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>Distribute <i>Perceptions of EI Preservice Knowledge &amp; Skills</i> report to faculty &amp; LSMs and post on EIPD site COMPLETED: Jan 2014 <b>Posted on Faculty &amp; Future EIs page. Distributed to faculty via Constant Contact announcement.</b></p> <p>Collaborate with faculty to:</p> <ul style="list-style-type: none"> <li>• Examine what EI content is already part of programs</li> <li>• How ITC can support pre-service education of early intervention personnel</li> <li>• Strengthen focus on EI in existing ECSE programs (including placement/internship hours)</li> </ul> <p>Completed: Spring 2014</p> <p>Develop Faculty &amp; Future Early Interventionists page on the EIPD site</p>	<p>Cori &amp; Dana</p>	<p>PEAYC Mary Anne</p>

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			<p>COMPLETED: January 2014</p> <p>Notify faculty when new PD resources are available via survey &amp; Constant Contact emails</p> <p>COMPLETED: June 2014</p> <p>Specific announcements periodically sent to faculty. Faculty are also included in monthly CSPD updates and blog updates.</p> <p>Develop guidance for faculty on how EIPD resources could be integrated into coursework</p> <p>COMPLETED: Spring 2014</p> <p>A matrix to cross-reference EIPD resources with course requirements is now available on the Faculty and Future EIs page.</p>		
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