Webinar Guide to SSIP Steps

**Broad Improvement Strategy 1: Functional Assessment** (starts on page 1 of SSIP) - Identify and/or develop and implement the professional development resources and mechanisms for ongoing support necessary to ensure early intervention service providers, including service coordinators, consistently conduct initial and ongoing functional assessment that leads to consistent and accurate determination of entry/exit ratings in the area of children using appropriate behaviors to meet their needs.

Steps Related to Foundational Knowledge and Skills

* Child Indicators Booklet
	+ Revise the booklet (definitions, more examples, etc.)
	+ Provide webinar with structured follow-up, to support roll-out of the revised booklet
	+ Create electronic version (accessible by mobile device) of booklet
* Revise Practice Manual to better define terms, practices and child outcome ratings process
* Revise EI Certification Modules to emphasize functional assessment, child outcome rating process and knowledge of typical child development
* Collaborate with the Early Childhood Mental Health Virginia (ECMH VA) Initiative to expand provider competence and confidence in assessing social-emotional development
* Information for Families
	+ Develop one-page information sheet for families on what to expect about functional assessment and child outcomes measurement
	+ Publish annually a summary of child and family outcome results

Steps Related to Ongoing Support

* Consider revising the EI Activity Note to support collecting functional assessment information
* Determine requirements for completing Child Outcome Summary Process online module developed by DaSY
* Establish mentoring network or communities of practice for ongoing support for providers
* Provide ongoing written, interactive support through EI Strategies for Success Blog and monthly Update (Decision Tree and Test Your Inter-Rater Reliability)

Steps Related to Accountability

* Reflect requirements in local contract
* Implement an accessible, objective measure of inter-rater reliability
* Implement self-assessment fidelity checklist

**Broad Improvement Strategy 2: Coaching** (starts on page 9 of SSIP) - Identify and/or develop and implement the professional development resources and mechanisms for ongoing support necessary to ensure early intervention service providers, including service coordinators, consistently use coaching and natural learning environment practices when planning and delivering early intervention services.

Steps Related to Accountability

* Implement self-assessment fidelity checklist

Steps Related to Ongoing Support

* Revise EI Activity Note to better reflect coaching approach, including joint planning
* Support implementation of the Coaching Facilitation Guide
* Establish mentoring network or communities of practice for ongoing support for providers

Steps Related to Foundational Knowledge and Skills

* Revise EI Certification Modules to emphasize and support coaching and natural learning environment practices
* Develop coaching and natural learning environment practices orientation package for new employees/contractors or those who need additional support
* Information for Families and Physicians
	+ Develop one-page information sheet for families and physicians that describes coaching and natural learning environment practices
	+ Provide families with access to self-assessment fidelity checklists
	+ Explore with families the best way to provide orientation/training to families about coaching and natural learning environment practices
* Develop orientation package for child care providers/early childhood professionals to support provision of EI services through coaching in child care settings
* Expand flexibility in planning service frequency to facilitate more individualized support to families

**Broad Improvement Strategy 3: Local System Capacity** (starts on page 15 of SSIP) - Increase local system capacity to determine the extent and fidelity of provider use of evidence-based practices, including the ability to identify and address fiscal and other local system issues that support or hinder full implementation of these practices and the ability to assess the impact of evidence-based practices on results for children and families.

Steps Related to Local Infrastructure

* Local Lead Agency Functions
	+ Review and revise, as needed, the contract with local lead agencies to specify/clarify required functions for local lead agencies
	+ Develop and implement a multi-component orientation plan for new local system managers, fiscal staff and executive/supervisor leadership at local lead agencies
	+ Develop a Local System Manager Handbook
* Local System Structure
	+ Articulate the successes and challenges with the current local system structure
	+ Evaluate the current local systems structure
	+ Develop and implement a communication plan to keep all stakeholders informed while exploring local system structures
* Identify a process to review and revise, as needed and with input from all local lead agencies, the formula used for local allocations
* Communication
	+ Release updates to manuals and documents at two set times each year
	+ Identify in the local contract who in local system (by name) fulfills each required local lead agency function
	+ Present an annual “State of the State’s Part C System” for all stakeholders
	+ Re-design the state (infantva.org) website
	+ Incorporate adult learning principles in communication with and development of all materials for personnel and families

Steps Related to Supporting Evidence-Based Practices

* Develop supervisor competencies
* Revise format and content of Kaleidoscope training for service coordinators
* Define and implement (with training and support) requirements, mechanisms and timelines for using fidelity assessments
* Identify effective strategies for local lead agency oversight of contract providers
* Specify expectations for local system orientation for new providers to support implementation of evidence-based practices

**Broad Improvement Strategy 4: Data System Capacity** (starts on page 24 of SSIP) - Enhance the capacity of the statewide early intervention data system (ITOTS) to efficiently collect and report comprehensive data on child indicator results that helps in evaluation and improvement planning at the state and local levels.

Steps Related to Using Existing Data

* Determine what data elements in our existing data system will give us the most helpful information
* Continue to address analysis and use of local data to support data quality and program improvement through structured support in regional meetings, statewide meetings, and webinars
* Explore the ability and timeline for existing Part C early intervention data to be added to the DBHDS Data Warehouse Project
* Identify a simple and effective way for local systems to collect and analyze data on child outcomes, evaluating new and current tools and templates to develop a uniform tool kit and process for local use
* Complete the Data Exchange Project that will allow local systems to upload data into ITOTS directly from their local data system

Steps Related to a new Data System

* Identify widely agreed upon future data system needs/wants (data elements and functionality)
* Identify and evaluate potential replacement systems in order to determine the data system that best addresses Virginia’s needs
* Determine the need for and submit, if needed, a budget request(s) to the General Assembly to pay for and maintain new data system
* Determine specific steps and timelines to reach implementation of the new data system and to prepare, train and support users for the new data system