

ITC Scope of Work: Professional Development Activities

2023-2024

Research & Planning Functions

Target Group	Professional Development Topic/Priority	ITC Grant Deliverable 2023-2024	Research & Planning Activities & Timeframes	Staff Responsible
Integrated Training Collaborative (ITC)	Oversee VA's Comp. System of Personnel Development (CSPD)	<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, Technical Assistance, and Monitoring Teams.</p> <p>1.4 Collaborate and contribute to the ITCVA Update monthly to include professional development resources, training opportunities, etc.</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>Provide updates at VICC meetings on a quarterly basis with focus on new products/elements and data on use of PD resources.</p> <p>Collaborate with Partnership projects involved in PD with early intervention providers and those reaching families of young children</p> <p>Submit quarterly progress reports to Part C administrator</p> <p>Submit updates for the ITCVA Newsletter</p> <p>Participate in SSIP leadership teams, workgroups and their activities</p>	Cori, Lisa, & Lorelei

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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>7.7. Develop and disseminate the ITC/CSPD Update to EI providers, Part C staff, local system managers and VICC members (up to 9 x year).</p>		
	Coordinate VA's CSPD with those in other states and national initiatives	<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>Participate in state and national EI/EC PD initiatives, including the aRPy Ambassador Initiative, ECMH Advisory Board, PD Essentials team, VAIMH Board, EIV/PDAT, AT Network Advisory Council, DEC CoPs, and ECTA on national training initiatives to bring current information about EBP to EI practitioners in VA.</p> <p>Collaborate with CFI & New Path to streamline information and strategize increased coordination.</p>	All

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		<p>2.2. Represent early intervention in the VCPD initiatives.</p> <p>2.3 Collaborate with the ECMH Coordinator for PD related to social-emotional development....</p> <p>2.4 Coordinate PD activities/efforts with VA EC initiatives</p> <p>2.5 Coordinate PD by participating in national and regional TA projects, training initiatives, and conferences...to bring EBPs to VA.</p>		
	Program Evaluation and Data Collection	<p>7.3. Provide an evaluation of Kaleidoscope training 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 60 days following the completion of the activities.</p>	<p>Conduct evaluations of PD opportunities (e.g., Kaleidoscope, ToTs, online modules/courses, trainings)</p> <p>Post copies of all evaluations on Google drive and website using ITC templates for accessibility by Part C staff</p>	Cori, Seth, & Seb

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		7.6. Conduct evaluations of web-based PD opportunities such as Talks on Tuesday, online modules, coaching implementation projects, etc.		
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Implementation Functions

Target Group	Professional Development Topic/Priority	ITC Grant Deliverable 2021-2022	Research & Planning Activities & Timeframes	Staff Responsible
ITCVA Staff & PD Team Collaboration	Collaborate with TA and Monitoring Staff on ITCVA 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 team and workgroups.</p> <p>5.2. Collaborate on webinars with Part C staff on</p>	<p>Participate on Part C workgroups and staff meetings and use information to inform PD work</p> <p>Collaborate on webinars and other trainings with Part C staff</p> <p>Meet with Part C Administrator to identify and collaborate on PD to meet needs</p> <p>Co-facilitate SSIP workgroups with Part C staff</p>	All

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		<p>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 social-emotional/early childhood mental health, EBPs, coaching, and natural learning environments.</p> <p>7.12 Develop, facilitate, and evaluate statewide SC web discussions.</p>		
All	Conference: <i>Creating Connections to Shining Stars</i>	<p>4.1. Coordinate, collaborate, and co-facilitate with Part B staff member on planning and presenting the biannual CCSS Conference.</p> <p>4.2. Coordinate the pre-conference sessions on topics of interest.</p>	<p>Coordinate and collaborate as co-chair and committee members to plan for <i>Creating Connections to Shining Stars: VA's Collaborative Early Childhood Birth through Five Conference 2024</i> in close collaboration with the Part C office staff.</p> <p>Identify, invite, and support EI presenters</p> <p>Disseminate info about conference via email list, monthly update, social media</p>	Cori, Lisa, and Lorelei
	Local/Regional Training and Support	1.2 Collaborate with Part C staff to incorporate input from localities in planning, developing, and implementing Part C PD to meet system needs	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	All (depending on location and topic)

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		<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>priorities, as identified through monitoring or technical assistance activities.</p>	
	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 Facilitate ToT webinars (up to 9 a year)</p>	<p>Develop form/survey to solicit potential presenters and topics.</p> <p><u>Schedule</u> Nov – Sensory & IMH Part 1 LP Dec – Sensory & IMH Part 2 LP Jan – Skip Feb – Technology CH Mar – Neurodiversity Part 1 LT Apr – Neurodiversity Part 2 LT May – Assistive Technology Part 1 LP June - Assistance Technology Part 2 LP Sept – Fragile X Part 1 LP Oct – Fragile X Part 2 LP</p>	All
	Maintain & Update Online Resources: EIPD sites, EI Strategies Blog, Social Media Accounts, and	<p>5.1 Continue to update, refine and implement web-based modules and other digital products (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><u>EIPD & eLearning sites</u> Review and update VEIPD site, adding new resources as relevant. Update main menu tab layouts on the home page. Begin reviewing and updating the Topics and Trends categories.</p>	All

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	LMS system implementation	6. Maintain and update online resources such as EIPD website, EI Strategies blog, and the EIPD Facebook and Twitter accounts.	<p>Maintain and analyze all websites, databases, learning experience platforms (LXP), Moodle and Canvas, and applications to keep content and security up-to-date</p> <p>Canvas LMS Implementation: migrate Moodle courses to Canvas, build final course quizzes in Canvas, perform multi-phase testing in Canvas, execute Canvas launch for VEIPD users.</p> <p>Explore AI to develop images of diverse families and practitioners</p> <p>Explore app development options</p> <p>Evaluate registration forms for accessibility</p> <p><u>Social Media</u> Provide information about new resources by posting to social media</p> <p>Explore and develop SMS communication plan to supplement social media and email communication plan</p> <p><u>VEIPD Videos YouTube Channel</u> Maintain processes for posting videos, including conventions for naming, description, tagging, captioning, title cards, playlists, using the video log, etc.</p>	
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			<u>Blog</u> Rebrand and relaunch blog site.	
Local System Managers	Collaborate with and Provide Professional Development for LSMs as they Support the EI Workforce	5.6. Develop and provide PD for LSMs, including collaborative planning and facilitation of meetings 2x/year and LSM Leadership ECHO. 7.10 Coordinate 2 collaborative meetings between LSMs and ITCVA staff.	Coordinate collaborative meetings between LSMs and ITCVA staff	All
Service Coordinators & Service Providers	Revise & Update Online Modules and Content Elements	5.1. Continue to update, refine and implement web-based modules and other digital products (resources, webinars, online tutorials) on the EIPD website addressing key areas of need. 5.7 Develop and facilitate PD for SCs and service providers on specific topics of interest, including short course offerings.	Review EI certification modules following any Practice Manual revisions and edit as needed Determine usability and complete update of Responsibilities of Early Intervention Practitioners Course including: <ul style="list-style-type: none"> ● Teaming and Collaboration (CH) <ul style="list-style-type: none"> ○ Target: 12/2023 ● Confidentiality and professional boundaries (LP) <ul style="list-style-type: none"> ○ Target: 3/2024 ● Safety (LP) <ul style="list-style-type: none"> ○ Target: 6/2024 ● Abuse and neglect (LP) <ul style="list-style-type: none"> ○ Target: 6/2024 ● Contact note documentation (LT) <ul style="list-style-type: none"> ○ Target: 10/2024 (NOTE: Procedural Safeguard module was completed FY 22-23)	Cori, Lisa, Lorelei & Carrie

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			<p>Complete revisions and launch Overview: Mission and Key Principles of EI (CH)</p> <ul style="list-style-type: none"> Target: 6/2024 <p>Add photos to Flickr and Google Drive to represent diverse families and practitioners</p> <p>Write new <i>Learning Bytes</i> as needed</p>	
	Social Emotional/Early Childhood Mental Health	<p>2.3 Collaborate with the ECMH Coordinator for PD related to social-emotional development....</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>3.1 Represent the ITC through participation in SSIP activities to include social emotional/early childhood mental health; supporting implementation of evidence-based practices; and coaching and natural learning environment practices.</p> <p>3.2. Participate in 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, including short course offerings.</p> <p>7.11 Develop, disseminate, and deliver resources to support SSIP activities related to social-</p>	<p>Participate in SSIP leadership teams, workgroups and their activities</p> <p>Plan for specific training on social-emotional development based on Growing Brain curriculum</p> <p>Collaborate with IECMH Coordinator to facilitate ToT re: IECMH</p> <p>Collaborate with IECMH Coordinator on podcast, <i>Meaningful Moments</i>, to launch one episode each month.</p> <p>Plan and launch video series related to social-emotional topics.</p> <p>Participate in DEC IMH CoP by co-facilitating and/or attending activities, sharing resources, etc.</p>	Lisa, Cori, & Lorelei

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		emotional/early childhood mental health, EBPs, coaching, and natural learning environments.	<p>Post announcements of relevant IECMH training efforts through our listserv, in CSPD update, etc.</p> <p>Collaborate with IECMH Coordinator for PD related to social-emotional development as needed</p> <p>Participate on IECMH Advisory Board and support regional endorsement activities</p> <p>Develop and launch materials for alignment of DEC Recommended Practices and IMH competencies</p> <p>Represent EI on the IECMH conference planning workgroup</p> <p>Collaborate with IECMH Coordinator and EC and Health Program Specialist to develop integrated training plan</p>	
	Evidence-based Practices & Natural Learning Environment Practices	<p>3.1. Represent the ITC through participation in SSIP activities to include social emotional/early childhood mental health; supporting implementation of evidence-based practices; and coaching and natural learning environment practices.</p> <p>5.1. Continue to update, refine and implement web-based modules and other digital products (resources, webinars, online tutorials) on the EIPD website addressing key areas of need.</p>	<p>Revise and update <i>Coaching Facilitation Guide</i> and materials</p> <p>Offer pilot Dimensions short course for new service providers and make any revisions as needed and offer one additional session.</p> <p>Develop and provide <i>Resource Pop-up</i> (30 min) webinars about new/relevant PD resources as needed</p>	Lisa & Lorelei

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		5.7 Develop and facilitate PD for SCs and service providers on specific topics of interest, including short course offerings.	<p>Review and revise current Quick Reference Guides</p> <p>Develop and disseminate IMH/SE Quick Reference Guides in collaboration with the IECMH Coordinator</p> <p>Plan and begin development of Professional Learning Community (PLC) for seasoned providers</p>	
	Service Coordination	<p>2.5 Coordinate PD by participating in national and regional TA projects, training initiatives, and conferences...to bring EBPs to VA.</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, including short course offerings.</p>	<p>Offer and evaluate two Kaleidoscope trainings (including training day and 3-month CoP)</p> <p>Facilitate quarterly SC Chats web discussions</p> <p>Participate in activities related to service coordination including the DEC SC Committee, SC Community of Practice and SC Leader's Group including implementing national and state plans, co-facilitation and content development for national webinars, resource sharing, etc.</p>	Lisa, Lorelei, and Cori
	Infant & Toddler Development & Disability Topics	<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>Facilitate two 4-week Growing Brain short courses focused on social emotional development</p> <p>Develop and provide new 3-hour workshop on substance use and EI</p>	Lisa & Lorelei

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		5.7 Develop and facilitate PD for SCs and service providers on specific topics of interest, including short course offerings.		
Higher Ed Faculty & Students	Collaborate with IHEs on Current EI Practices & Resources (to be included in pre service course content)	<p>2.1. Work with the VICC and others at the state, regional and local levels to identify and coordinate professional development activities across state agencies.</p> <p>2.2. Represent early intervention in the VCPD initiatives.</p> <p>6. Maintain and update online resources such as EIPD website, EI Strategies blog, and the EIPD Facebook and Twitter accounts.</p>	<p>Coordinate EI Preservice Consortium meetings and activities to share practices and strategies for workforce development</p> <p>Co-Lead OSEP-funded AA-Preservice grant with EI Preservice Consortium members</p> <p>Inform faculty of new resources for inclusion in pre-service course content via Constant Contact emails</p> <p>Enhance VEIPD Faculty and Future EI page to expand information about EI/Preservice Consortium</p>	Cori
State & National EI Providers, Administrators & Students	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><u>State & National Conference Proposals to be submitted:</u> DEC 2024</p> <p>Virginia Association of Community Services Boards' Training & Development Conference</p> <p><u>State & National Conference Proposals accepted for:</u></p> <p><u>State & National Conference Presentations completed:</u></p>	All

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Research & Professional Writing			Write, submit, and publish evidence informed early intervention practices as opportunities arise or need emerges (ex: manuscript, white paper, research articles).	All

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