

ITC Scope of Work: Professional Development Activities

FINAL 2021-2022 – Updated 11-07-22

Research & Planning Functions

Target Group	Professional Development Topic/Priority	ITC Grant Deliverable 2020-2021	Research & Planning Activities & Timeframes	Staff Responsible
<p>Integrated Training Collaborative (ITC)</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, 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>2.1. Work with the VICC and others at the state, regional</p>	<p>Coordinate quarterly ITC meetings, maintain current membership, and add members as needed. <i>Meetings held in Jan, April, and October 2022.</i></p> <p>Provide updates at VICC meetings on a quarterly basis with focus on new products/elements and data on use of PD resources. <i>Updates were provided at VICC meetings in Dec 2021, Mar, June, and Sept 2022.</i></p> <p>Collaborate with Partnership projects involved in PD with early intervention providers and those reaching families of young children <i>Collaborated with Center for Family Involvement and Technical Assistance Center for Children who are Deaf and Hard of Hearing on Elevator Speeches. Also assisted the National Deaf-Blind Project (via the PPD D-B Project) on an online learning module for early interventionists.</i></p> <p>Submit quarterly progress reports to Part C administrator <i>Quarterly Report/VICC Infographics submitted and shared Dec 2021, Mar, June, and Sept 2022..</i></p> <p>Prepare and submit CSPD updates <i>CSPD updates have been emailed to the field in Mar, Apr, and June 2022. Beginning July 2022, the CSPD Update was</i></p>	<p>Cori</p>

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		<p>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>	<p>merged with the ITCVA Update. Submitted updates for ITCVA Update July, Aug, Sept, and Oct 2022.</p> <p>Participate in SSIP leadership team, workgroup and their activities</p> <p>Staff participate on the SSIP team for the state’s priority of enhancing social-emotional development. Staff submitted a list of Social Emotional screening and assessment tools received from DEC IMH CoP members to the IECMH Coordinator.</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>Participate in state and national EI/EC PD initiatives, including the aRPy Ambassador Initiative, Inclusive Practices Task Force, ECMH Advisory Board, PD Essentials team, 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>Staff continue to participate in the DEC SC CoP and will be co-leading the new DEC SC Committee. No meetings have been held for the DEC/ECPC PD cohort this year. Staff continue to participate as aRPy Ambassador and as members of the IP Task Force, ECMH Advisory Board, PD</p>	<p>All</p>

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		<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>	<p>Essentials Governance, EIV/PDAT, AT Network, IMH CoP (as co-facilitator), and EI CoP.</p>	
	<p>Program Evaluation and Data Collection</p>	<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>7.6. Conduct evaluations of web-based PD opportunities such as Talks on Tuesday, online</p>	<p>Conduct evaluations of PD opportunities (e.g., Kaleidoscope, ToTs, online modules/courses, trainings)</p> <p>Evaluations have been conducted after PD activities on an ongoing basis and are collected in this folder.</p> <p>Post copies of all evaluations on Google drive using ITC templates and share with state Part C staff by email</p> <p>See above.</p>	<p>Cori & Seb</p>

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		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 regulatory/compliance/program topics.</p>	<p>Participate on Part C workgroups and staff meetings and use information to inform PD work <i>Staff continue to participate in Part C staff meetings to share ITC updates.</i></p> <p>Collaborate on webinars and other trainings with Part C staff <i>Staff have provided webinar links and support for meetings with LSMs. Staff collaborated with Part C Staff on the Growing Brain course for new early interventionists from April to May. Staff also co-facilitated a leadership book study with Part C staff.</i></p> <p>Meet with EI Team Leader and Part C Administrator to identify and collaborate on PD to meet needs <i>Meetings were held in Jan, Mar, June, and Oct 2022.</i></p>	All

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		<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	<p>Conference: <i>Creating Connections to Shining Stars – Virtual 2021</i></p>	<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 preconference sessions on topics of interest.</p>	<p>Coordinate and collaborate as co-chair and committee members to plan for Creating Connections to Shining Stars: VA's Collaborative Early Childhood Birth through Five Conference 2022 in close collaboration with the Part C office staff.</p> <p><i>Staff participate as co-chair and committee member taking the lead on numerous CCSS activities including hotel contract, marketing/publicity, etc.</i></p> <p>Identify, invite, and support EI presenters <i>Staff invited and recruited many EI presenters for the EI strand. Also coordinated all presenter scheduling, communications, etc.</i></p> <p>Disseminate info about conference via email list, monthly update, social media <i>Staff developed advertising materials through Constant Contact, social media and ITCVA Update including development and dissemination of CCSS wrap-up video.</i></p>	<p>Cori and Lisa</p>

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	Local/Regional Training and Support	<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>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.</p> <p><i>No requests have been received for local/regional level training.</i></p>	All (depending on location and topic)
	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>Schedule</p> <p>Nov – Part 1: Digital Distractions (DC)</p> <p>Dec – Part 2 (DC)</p> <p>Jan – <i>(skip due to winter holiday)</i></p> <p>Feb – Part 1: Reflective Supervision & Capacity (LT)</p> <p>Mar – Part 2 (LT)</p> <p>Apr – C.A.T.S. (DC)</p> <p>May – Part 1: Relationship Building with Families and Ecomapping (CH)</p> <p>June – Part 2 (CH)</p> <p>Sept – <i>(skip due to staff shortages)</i></p> <p>Oct – Part 1: Equity in EI</p> <p><i>Webinars from Nov 2021-Oct 2022 have been archived on the VEIPD ToT 2022 page.</i></p>	All

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	<p>Maintain & Update Online Resources: EIPD sites, EI Strategies Blog, Social Media Accounts, and LMS system implementation</p>	<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>6. Maintain and update online resources such as EIPD website, EI Strategies blog, and the EIPD Facebook and Twitter accounts.</p>	<p><u>EIPD & eLearning sites</u> Review and update VEIPD site, adding new resources as relevant <i>Content was added/updated in Nov 2021, Jan 2022, and May 2022. Additional content updates were made as needed between formal updates.</i></p> <p>Maintain and analyze all websites, databases, learning experience platform (LXP), and applications to keep content and security up-to-date <i>Ongoing</i></p> <p>Conduct a site-wide review of VEIPD portal content <i>COMPLETED: A comprehensive review of VEIPD content was completed in June 2022.</i></p> <p>Create video tutorial for VEIPD site <i>Website redesign is currently in progress. Video tutorial will be completed once complete.</i></p> <p>Evaluate registration forms for accessibility <i>Staff will research potential registration platforms.</i></p> <p><u>Blog</u> Post 8 new articles on EI topics of interest, including ECMH topics <i>Four articles have been added this year, including one about social-emotional development. Funder agreed to reduce some project activities due to staff shortage.</i></p> <p><u>Social Media</u></p>	<p>All</p>
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			<p>Provide information about new resources by posting to social media Over 100 posts made on social media accounts.</p> <p><u>VEIPD Videos YouTube Channel</u> Develop written processes for posting videos, including conventions for naming, description, tagging, captioning, title cards, playlists, using the video log, etc. COMPLETED: A google doc is available that captures this information.</p>	
Local System Managers	<p>Collaborate with and Provide Professional Development for LSMs as they Support the EI Workforce</p>	<p>5.6. Develop and provide PD for LSMs, including collaborative planning and facilitation of meetings 2x/year and LSM Leadership ECHO.</p> <p>7.10 Coordinate 2 collaborative meetings between LSMs and ITCVA staff.</p>	<p>Coordinate collaborative meetings between LSMs and ITCVA staff Staff provide zoom link and tech support for meetings which are held at funder’s discretion typically monthly-every 6 weeks.</p> <p>Co-facilitate a 6-session “Dare to Lead” Leadership Book Study for LSMs and supervisors COMPLETED: The leadership book study was successfully facilitated with a small group of EI leaders from Dec 2021 to May 2022.</p> <p>Plan, coordinate, and conduct Leadership ECHO Due to higher priorities with new ITCVA database, funder determined that this activity should be put on hold.</p>	<p>Lisa, Cori, and Dana</p>

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Service Coordinators & Service Providers	Revise & Update Online Modules and Content Elements	<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>5.7 Develop and facilitate PD for SCs and service providers on specific topics of interest, including short course offerings.</p>	<p>Review EI certification modules following any Practice Manual revisions and edit as needed <i>No edits have been needed.</i></p> <p>Add photos to Flickr and Google Drive to represent diverse families and practitioners <i>No new photos added. New equipment was purchased to continue to take quality professional photos and videos.</i></p> <p>Write 6 new Learning Bytes on topics of interest including ECMH <i>One new Learning Byte has been added to the VEIPD site on the topic of screen time. Funder agreed to reduce and re-prioritize project deliverables with staff shortage.</i></p>	Dana, Cori, Lisa & Carrie
	Social-Emotional Development	<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 ITC through participation in SSIP activities...</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</p>	<p>Complete development, format and launch new Social-Emotional Learning Path COMPLETED: Collaborated with IECMH Coordinator to develop Learning Path which went live May 2022.</p> <p>Plan for specific training on social-emotional development based on Growing Brain curriculum <i>Staff collaborated with Part C Staff on developing a new Growing Brain course focused on social and emotional development to be offered in 2023.</i></p> <p>Collaborate with ECMH Coordinator to facilitate ToT series COMPLETED: ECMH Coordinator facilitated a ToT series about digital distractions in Nov/Dec 2021.</p>	Lisa and Cori

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		<p>activities related to social-emotional/early childhood mental health, EBPs, coaching, and natural learning environments.</p>	<p>Plan, coordination, and conduct a social-emotional ECHO. COMPLETED: SE ECHO was held for 30 participants from March-July.</p> <p>Participate in SSIP leadership team, workgroup and their activities Staff participates in leadership team and workgroup activities. In addition, staff collaborates with ECMH Coordinator to utilize the DEC IMH CoP as a resource as needed.</p> <p>Collaborate with ITCVA/ECMH on a video chat series related to social-emotional topics Several Elevator Speech videos have been published that discuss social-emotional topics.</p> <p><u>Early Childhood/Infant Mental Health</u> Participate in DEC IMH CoP by co-facilitating and/or attending activities, sharing resources, etc. Launched the DEC IMH CoP in December 2021. Hosted three webinars on Reflective Parenting and Writing Social Emotional Goals. All meetings and webinars are archived here.</p> <p>Develop crosswalk between IMH Competencies and DEC Recommended Practices COMPLETED: Crosswalk can be found here.</p>	
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			<p>Post announcements of relevant ECMH training efforts through our listserv, in CSPD update, etc. Ongoing</p> <p>Collaborate with ECMH Coordinator for PD related to social-emotional development SE Learning Path developed. ECMH Coordinator and Part C TA Consultant provided EI SE CCSS preconference full-day training.. Began participation in ECTA IECMH cross state cohort.</p> <p>Participate on ECMH Advisory Board and support regional endorsement activities Ongoing: Staff presented session on early intervention at virtual IECMH month long conference</p> <p>Collaborate with ECMH to advise and mentor IMH endorsement candidates Two endorsement candidates submitted an application for final endorsement. Staff currently advising another applicant still in the endorsement process.</p> <p>Represent EI on the ECMH conference planning workgroup COMPLETED: See above</p>	
	Functional Assessment	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>Collaborate with stakeholder workgroup on piloting COS checklist COMPLETED: Fall 2021</p>	Cori

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	<p>Coaching & Natural Learning Environment Practices</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>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>5.7 Develop and facilitate PD for SCs and service providers on specific topics of interest, including short course offerings.</p>	<p>Revise and update Coaching Facilitation Guide and cohort materials <i>This project was initiated but has been put on hold to address higher priority projects.</i></p> <p>Launch online implementation support group for a new cohort on the use of the revised Coaching Facilitation Guide <i>On hold pending revision of the Guide.</i></p> <p>Offer short course for new service providers: <i>Dimensions</i> <i>Content for the course has been finalized and is now in the slide deck design phase. Due to staff changes, offering the first cohort of the course will be postponed until the next fiscal year.</i></p> <p>Offer short course: <i>Using Adult Learning Strategies to Support Caregiver Learning during EI Visits</i> <i>Due to staff changes, this course will no longer be offered.</i></p> <p>Develop and provide 3-4 resource pop-up (30 min) webinars about new/relevant PD resources. <i>Due to staff changes, resource pop-ups will be postponed until the next fiscal year.</i></p> <p>Record and launch 3rd series for EI on the Fly in collaboration with Massachusetts EI Training Program</p>	<p>Dana, Cori & Lisa</p>
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			COMPLETED: The 3rd series on tele-intervention was released in Jan 2022.	
	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) Spring Kaleidoscope including all CoP sessions have been completed. Fall Kaleidoscope virtual training day completed and CoP sessions in-progress.</p> <p>Facilitate quarterly SC Chats web discussions (Jan, April, July, Oct) Held in Mar and May 2022. July SC session hosted as CCSS conference session.</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. Staff continue to lead and participate in national DEC SC activities, including co-leading task teams developing resources to support the use of the Joint Position Statement on SC and the Knowledge and Skills for SCs.</p>	Dana & Cori
	Infant & Toddler Development & Disability Topics	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>Facilitate 4-week Growing Brain series for SCs and providers COMPLETED: Staff collaborated with Part C staff to facilitate this course from April-May with 30 participants.</p>	Lisa

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		<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, including short course offerings.</p>	<p>Develop new 4-week Growing Brain series for experienced practitioners</p> <p><i>This course will be focused on Social Emotional well-being. Staff collaborated with Part C staff to begin development.</i></p>	
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><i>Consortium meets regularly.Submitted manuscript for DEC Leadership Monograph which was accepted. Presented at CCSS 2022 and DEC 2022.</i></p> <p>Inform faculty of new resources for inclusion in pre-service course content via Constant Contact emails</p> <p><i>Ongoing</i></p> <p>Revise VEIPD faculty and future EI page</p> <p>COMPLETED</p>	Cori & Dana
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></p> <p><u>State & National Conference Proposals accepted for:</u></p> <p><i>CCSS 2022</i></p> <p><i>DEC 2022</i></p> <p><u>State & National Conference Presentations completed:</u></p> <p><i>VA ECMH Conference 2022</i></p>	All

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Research & Professional Writing			<p>Submit manuscript about Kaleidoscope research to <i>Infants & Young Children</i> journal COMPLETED: The manuscript was submitted in May 2022.</p> <p>Submit manuscript on Supporting Foster Parents to <i>Young Exceptional Children</i>. Manuscript draft completed. Edit revisions currently in progress.</p> <p>Complete data collection and begin writing the manuscript for the <i>EI Telepractice in the Time of COVID-19</i> research project COMPLETED</p> <p>Participate in research team data analysis and manuscript writing for the multi-state research project, <i>Substance-Exposed Infants and their Families: Early Interventionists' Knowledge and Practices</i> COMPLETED: Manuscript writing will begin in next fiscal year.</p>	All
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