

ITC Scope of Work: Professional Development Activities

2021-2022

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.</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>Prepare and submit CSPD updates</p> <p>Participate in SSIP leadership team, workgroup and their activities</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>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>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>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>Post copies of all evaluations on Google drive using ITC templates and share with state Part C staff by email</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</p> <p>Collaborate on webinars and other trainings with Part C staff</p> <p>Meet with EI Team Leader and Part C Administrator to identify and collaborate on PD to meet needs</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>Identify, invite, and support EI presenters</p> <p>Disseminate info about conference via email list, monthly update, social media</p>	<p>Cori and Lisa</p>
	<p>Local/Regional Training and Support</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>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>All (depending on location and topic)</p>

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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>		
	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><u>Schedule</u> Nov – Part 1: Digital Distractions (DC) Dec – Part 2 (DC) Jan – <i>(skip due to winter holiday)</i> Feb – Part 1: Reflective Supervision & Capacity (LT) Mar – Part 2 (LT) Apr – Collaborating with CPS (LT) May – Part 1: Relationship Building with Families and Ecomapping (CH) June – Part 2 (CH) Sept – Part 1: Current Info about Preemies and NICU Transitions (DC) Oct – Part 2 (DC)</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</p> <p>Maintain and analyze all websites, databases, learning experience platform</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>(LXP), and applications to keep content and security up-to-date</p> <p>Conduct a site-wide review of VEIPD portal content</p> <p>Create video tutorial for VEIPD site</p> <p>Evaluate registration forms for accessibility</p> <p><u>Blog</u> Post 8 new articles on EI topics of interest, including ECMH topics</p> <p><u>Social Media</u> Provide information about new resources by posting to social media</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.</p>	
Local System Managers	Collaborate with and Provide Professional Development for LSMs as they Support the EI Workforce	<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</p> <p>Co-facilitate a 6-session “Dare to Lead” Leadership Book Study for LSMs and supervisors</p>	Lisa, Cori, and Dana

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			Plan, coordinate, and conduct Leadership ECHO	
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</p> <p>Add photos to Flickr and Google Drive to represent diverse families and practitioners</p> <p>Write 6 new Learning Bytes on topics of interest including ECMH</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 activities related to social-emotional/early childhood mental health, EBPs, coaching, and natural learning environments.</p>	<p>Complete development, format and launch new Social-Emotional Learning Path</p> <p>Plan for specific training on social-emotional development based on Growing Brain curriculum</p> <p>Collaborate with ECMH Coordinator to facilitate ToT series</p> <p>Plan, coordination, and conduct a social-emotional ECHO.</p> <p>Participate in SSIP leadership team, workgroup and their activities</p> <p>Collaborate with ITCVA/ECMH on a video chat series related to social-emotional topics</p>	Lisa and Cori

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			<p><u>Early Childhood/Infant Mental Health</u> Participate in DEC IMH CoP by co-facilitating and/or attending activities, sharing resources, etc.</p> <p>Develop crosswalk between IMH Competencies and DEC Recommended Practices</p> <p>Post announcements of relevant ECMH training efforts through our listserv, in CSPD update, etc.</p> <p>Collaborate with ECMH Coordinator for PD related to social-emotional development</p> <p>Participate on ECMH Advisory Board and support regional endorsement activities</p> <p>Collaborate with ECMH to advise and mentor IMH endorsement candidates</p> <p>Represent EI on the ECMH conference planning workgroup</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.	Collaborate with stakeholder workgroup on piloting COS checklist	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</p> <p>Launch online implementation support group for a new cohort on the use of the revised Coaching Facilitation Guide</p> <p>Offer short course for new service providers: <i>Dimensions</i></p> <p>Offer short course: <i>Using Adult Learning Strategies to Support Caregiver Learning during EI Visits</i></p> <p>Develop and provide 3-4 resource pop-up (30 min) webinars about new/relevant PD resources.</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>
	<p>Service Coordination</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>5.5 Revise and facilitate the Kaleidoscope curriculum to include online, face-to-face components and a service coordination community of practice.</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>Jan April July</p>	<p>Dana & Cori</p>

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		5.7 Develop and facilitate PD for SCs and service providers on specific topics of interest, including short course offerings.	Oct 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.	
	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. 5.3. Identify and collaborate with EI providers who will expand PD initiatives. 5.7 Develop and facilitate PD for SCs and service providers on specific topics of interest, including short course offerings.	Facilitate 4-week Growing Brain series for SCs and providers Develop new 4-week Growing Brain series for experienced practitioners	Lisa
Higher Ed Faculty & Students	Collaborate with IHEs on Current EI Practices & Resources (to be included in pre service course content)	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. 2.2. Represent early intervention in the VCPD initiatives. 6. Maintain and update online resources such as EIPD website, EI Strategies blog, and the EIPD Facebook and Twitter accounts.	Coordinate EI Preservice Consortium meetings and activities to share practices and strategies for workforce development Inform faculty of new resources for inclusion in pre-service course content via Constant Contact emails Revise VEIPD faculty and future EI page	Cori & Dana

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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><u>State & National Conference Presentations completed:</u></p>	All
Research & Professional Writing			<p>Submit manuscript about Kaleidoscope research to <i>Infants & Young Children</i> journal</p> <p>Submit manuscript on Supporting Foster Parents to <i>Young Exceptional Children</i>.</p> <p>Complete data collection and begin writing the manuscript for the <i>EI Telepractice in the Time of COVID-19</i> research project</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></p>	All

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