

ITC Scope of Work: Professional Development Activities

2022-2023

Research & Planning Functions

Target Group	Professional Development Topic/Priority	ITC Grant Deliverable 2022-2023	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 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 team, workgroup and their activities</p>	<p>Cori & Lisa</p>

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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>		
	<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>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>2.2. 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>	Collaborate with CFI & New Path to streamline information and strategize increased coordination.	
	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 using ITC templates and share with state Part C staff by email</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 EI Team Leader and Part C Administrator to identify and collaborate on PD to meet needs</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	<p>Conference: <i>Creating Connections to Shining Stars</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>CCSS is offered biannually. 2023 is the "off year.</p>	<p>Cori, Lisa, and Lorelei</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>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</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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		courses) to support practitioners' knowledge and skills related to the use of EBPs.		
	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></p> <p>Nov – Part 2: Equity (CH)</p> <p>Dec – Family Resilience (CH)</p> <p>Jan – <i>(skip due to winter holiday)</i></p> <p>Feb – Self-Care (LT)</p> <p>Mar – Autism in Girls (LT)</p> <p>Apr – Autism in Girls (LT)</p> <p>May – Neuroscience & Brain Development (CH)</p> <p>June – Neuroscience & Brain Development (CH)</p> <p>Sept – “Tentatively” Play (LP)</p> <p>Oct – “Tentatively” Play (LP)</p>	All
	Maintain & Update Online Resources: EIPD sites, EI Strategies Blog, Social Media Accounts, and LMS system implementation	<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></p> <p>Review and update VEIPD site, adding new resources as relevant</p> <p>Maintain and analyze all websites, databases, learning experience platform (LXP), and applications to keep content and security up-to-date</p> <p>Conduct a site-wide review of VEIPD portal content</p> <p>Evaluate registration forms for accessibility</p>	All

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			<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>	Coordinate collaborative meetings between LSMs and ITCVA staff	All
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 2 new Learning Bytes as topics arise</p>	Cori, Lisa, Lorelei & Carrie
	Social Emotional/Early	2.3 Collaborate with the ECMH Coordinator for PD related to social-emotional development...	Participate in SSIP leadership team, workgroup and their activities	Lisa, Cori, & Lorelei

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	<p>Childhood Mental Health</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-emotional/early childhood mental health, EBPs, coaching, and natural learning environments.</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>Collaborate to plan with ITCVA/ECMH on a video chat series or podcast related to social-emotional topics</p> <p>Participate in DEC IMH CoP by co-facilitating and/or attending activities, sharing resources, etc.</p> <p>Participate in DEC Learning Deck series on Infant Toddler Mental Health and Early Intervention</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>	
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			<p>Develop materials for alignment of DEC Recommended Practices and IMH competencies</p> <p>Collaborate with ECMH to advise and mentor IMH endorsement candidates</p> <p>Represent EI on the ECMH conference planning workgroup</p>	
	Coaching & 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>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 materials</p> <p>Offer short course for new service providers: <i>Dimensions</i></p> <p>Develop and provide up to 3 resource pop-up (30 min) webinars about new/relevant PD resources.</p>	Cori, Lisa, & Lorelei
	Service Coordination	2.5 Coordinate PD by participating in national and regional TA projects, training initiatives, and conferences...to bring EBPs to VA.	Offer and evaluate two Kaleidoscope trainings (including training day and 3-month CoP)	Lisa, Cori, & Lorelei

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		<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>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>	
	<p>Infant & Toddler Development & Disability Topics</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>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 and facilitate a 4-week Growing Brain series for experienced practitioners focused on social emotional development.</p>	<p>Lisa</p>
<p>Higher Ed Faculty & Students</p>	<p>Collaborate with IHEs on Current EI Practices & Resources (to be included in pre service course content)</p>	<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,</p>	<p>Coordinate EI Preservice Consortium meetings and activities to share practices and strategies for workforce development</p> <p>Inform faculty of new resources for inclusion in pre-service course content via Constant Contact emails</p>	<p>Cori</p>

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		<p>EI Strategies blog, and the EIPD Facebook and Twitter accounts.</p>	<p>Enhance VEIPD Faculty and Future EI page to expand information about EI/Preservice Consortium</p>	
<p>State & National EI Providers, Administrators & Students</p>	<p>Share Work through State & National Conference Presentations & Writing</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>2.6 Share work through state and national conference presentations and writings.</p>	<p><u>State & National Conference Proposals to be submitted:</u> DEC Conference 2023 WAIMH Congress 2023</p> <p><u>State & National Conference Proposals accepted for:</u></p> <p><u>State & National Conference Presentations completed:</u></p>	<p>All</p>
<p>Research & Professional Writing</p>			<p>Write, submit, and publish evidence informed early intervention practices (ex: manuscript, white paper, research articles).</p>	

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