

ITC Scope of Work: Professional Development Activities

2012-2013 – Revised 9-5-12

Research and Planning Functions

Target Group	Professional Development Topic/Priority	ITC Grant Deliverable <i>2012-2013</i>	Research & Planning Activities Planned or Completed (including timeframes)	Staff Responsible	Collaborators & Partners
Integrated Training Collaborative (ITC)	Oversee VA's Comp. System of Personnel Development (CSPD)	2.1. Utilize the ITC...for overseeing the design and implementation of VA's CSPD...	Coordinate quarterly ITC meetings, maintain current membership, and add members as needed. Target: Ongoing	Deana, Cori, Dana	Bev
		2.2 Oversee and integrate the CSPD, as it relates to personnel standards...	Provide updates at VICC meetings on a quarterly basis with focus on new products/elements and data on use of PD resources. Target: Quarterly		
		2.7 Collaborate with Part C staff to incorporate input from localities...to plan, develop, and implement Part C training that is responsive to the needs...	Work with VICC and committees to meet priority needs for PD Target: Ongoing		
		2.8 Work with the VICC and others at the state, regional, and local levels to identify and coordinate training activities across state agencies...	Collaborate and meet with TA and Monitoring staff to coordinate PD Target: Quarterly		

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	<p>Coordinate VA's CSPD with those in other states and national initiatives</p>	<p>2.2 Oversee and integrate the CSPD, as it relates to personnel standards...</p>	<p>Participate in state and national PD initiatives, like the VCPD, SDECP, Act Early, Special Quest, CONNECT, CELL, etc. Collaborate on RFPs, grants, etc. Target: Ongoing</p> <p>Continue collaboration with CSEFEL, ICMHC, and VA's ECMH Coordinator Target: Ongoing</p> <p>Continue collaboration with Special Quest with focus on offering regional cross-sector trainings for 0-3 providers Target: Ongoing</p> <p>Continue collaboration via AUCD and DEC SIGs with particular focus on PD initiatives and activities Target: Ongoing</p> <p>Participate in VCPD group meetings Target: Ongoing</p> <p>Prepare and submit CSPD update for state update Target: Monthly</p>	<p>Deana, Cori, & Dana</p>	<p>Catherine</p>
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	<p>Program Evaluation and Data Collection</p>	<p>2.2 Oversee and integrate the CSPD, as it relates to personnel standards...</p> <p>4.2 Provide evaluation of each Level I and II Kaleidoscope training...within 60 days following each training.</p> <p>4.3 Provide an evaluation of...the statewide conference within 30 days following the completion of the conference.</p>	<p>Gather additional information via needs assessment about training needs of EI providers in VA Target: October 2012</p> <p>Develop comprehensive evaluation plan for PD work Target: June 30, 2013</p> <p>Conduct evaluations of the impact of new financial management materials developed to support LSMs Target: June 30, 2013</p> <p>Conduct evaluations of Kaleidoscope Levels I & II. Target: After each KI and KII training</p> <p>Collaborate with co-sponsor to evaluate the statewide conference Target: July 2013</p> <p>Conduct evaluations of web-based PD opportunities (ToTs and online modules) Target: After each activity</p>	<p>Sue, Deana, Cori, Dana, & Rebecka</p>	<p>Mary Anne</p>
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Implementation Functions

Target Group	Professional Development Topic/Priority	ITC Grant Deliverable 2012-2013	Implementation Activities Planned or Completed (including timeframes)	Staff Responsible	Collaborators & Partners
All	Annual Conference – <i>Creating Connections to Shining Stars 2013</i>	2.5 In collaboration with the ITC, Part C staff, and the State Directed Early Childhood Priority Project, plan and coordinate the Early Childhood Birth-5 Conference...	<p>Coordinate and collaborate for <i>Creating Connections to Shining Stars: VA's 2nd Annual Birth-Five Conference</i> Target: July 17-19, 2013</p> <p>Identify and invite presenters who will expand PD initiatives already underway Target: Winter 2013</p> <p>Disseminate info about conference via email list, monthly update, at regional meetings Target: Ongoing</p> <p>Disseminate “save the date” postcards and call for proposals Target: Spring 2013</p> <p>Complete review of proposals Target: Spring 2013</p>	Cori, Deana, & Dana	<p>TTACs</p> <p>Part B staff</p> <p>Part C staff</p>

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	Talks on Tuesdays	<p>2.3 Continue to work with the ITC to develop additional web-based modules and other content elements on...EIDP website</p> <p>2.4 Provide training to specific populations: SCs, IFSP teams, direct service staff, local system managers, & direct service supervisors & agency administrators.</p> <p>2.9 Expand offerings of training content to include web-based options for learning, including distance-learning opportunities.</p>	<p><u>Tentative Schedule</u></p> <p>Sept – Music & Language Dev (Trish Winter-<i>confirmed</i>) – DC</p> <p>Oct – Effective Doc Practice (Kelly Hill-<i>confirmed</i>) – CH</p> <p>Nov – Medicaid Waivers (Debra Holloway-<i>confirmed</i>) – CH</p> <p>Dec – Receptive Communication Strategies (Beth Cooper-<i>confirmed</i>) – DC</p> <p>Jan – (<i>skip</i>)</p> <p>Feb – Family Engagement (Jen Newton <i>confirmed</i>) – CH</p> <p>Mar – Torticollis – (Colleen Coulter-<i>confirmed</i>) - DC</p> <p>Apr – Teaching Joint Attention (Hannah Shertz or grad student?) – DC or CH</p> <p>May – Early Speech Sounds (Lyssa?) - DB</p> <p>June – Life of a Master Coach in VA – CH</p>	Cori & Dana	Beth
	CoPA	2.6 Continue to provide support for EI COPA	Coordinate <i>CoPA at the Beach</i> seminar at CCSS to include membership gathering	Cori	Karen

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		regional leaders through ongoing technical assistance and consultation...	<p>Target: July 2013</p> <p>Coordinate statewide CoPA teleconferences Target: Every other month</p>		
	Maintain & update EI Training Portal website	<p>2.3 Continue to work with the ITC to develop additional web-based modules and other content elements on...EIDP website</p> <p>2.9 Expand offerings of training content to include web-based options for learning, including distance-learning opportunities.</p>	<p>Update EIPD portal monthly, adding at least 3 new resources per month. Target: Monthly</p> <p>Post Sensory Processing module Target: June 30, 2013</p> <p>Review & maintain content on Landing Pads Target: Ongoing</p> <p>Develop resource pages for each landing pad topic Target: Sept 30, 2012</p> <p>Post videos to portal under appropriate topics Target: Ongoing</p> <p>Host & monitor blog and article comments Target: Ongoing</p>	Rebecka & Dana	David

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	Share Work through State & National Conference Presentations & Writing	2.4 Provide training to specific populations: SCs, IFSP teams, direct service staff, local system managers, & direct service supervisors & agency administrators.	<p><u>State & National Conference Proposals submitted:</u> AUCD Target: Dec 2012</p> <p><u>State & National Conference Proposals accepted for:</u> Creating Connections to Shining Stars Completed: July 2012 DEC International Conference Target: Oct 2012 Zero to Three National Training Institute Target: Dec 2012</p> <p><u>Manuscript submitted:</u> Enhancing Service Coordination through Professional Development <i>Infants & Young Children</i> (manuscript revised & resubmitted June 2012)</p>	Deana, Cori, & Dana	Catherine
Local System Managers	Develop supports for orientation of new LSMs	2.4 Provide training to specific populations...local system managers and direct service	Coordinate two (2) collaborative meetings between LSMs and I&TCVA staff Target: Sept 25, 2012 & Mar 26, 2013	Deana	Beth

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		supervisors & agency administrators.	<p>Plan & develop LSM orientation materials/module (collaborate with MSRRC – Katy McCullough)</p> <ul style="list-style-type: none"> • Fiscal management • Monitoring local system's quality & compliance with Part C & Medicaid • Compliance with QMR requirements • Documentation • Contract management • Supervision <p>Target: June 30, 2013</p>		
	Support ongoing PD needs	2.4 Provide training to specific populations...local system managers, and direct service supervisors & agency administrators.	<p>Complete and post Data Management modules Target: August 2012</p> <p>Update IFSP 101 module to reflect Part C reg changes Target: June 30, 2013</p> <p>Host no more than 3 thematic webinars with Part C staff THEME – <i>Implementation of New Part C Regs</i> (specific topic areas TBD) Targets: TBD by Part C staff</p>	Deana, Cori, & Dana	Mary Anne

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			Develop resources to help local systems use data to make system improvements Target: June 30, 2013		
Service Coordinators/ Service Providers	Orientation of New Staff in EI System	2.3 Continue to work with the ITC to develop additional web-based modules and other content elements on...EIDP website 2.4 Provide training to specific populations: SCs, IFSP teams, direct service staff...	Develop orientation products for new service coordinators/providers Target: June 30, 2013 Develop 10 min audio visual activity – “So you want to be a service coordinator in VA?” Target: June 30, 2013 Develop 10 min audio/visual activity “So you want to be a service provider in VA?” Target: June 30, 2013	Cori & Dana	Kyla
	Disability-Specific Resources	2.3 Continue to work with the ITC to develop additional web-based modules and other content elements on...EIDP website 2.4 Provide	Post articles on “EI Strategies for Success” blog on variety of topics at least 1x/month Target: Ongoing <u>AUTISM</u> Complete Sensory Processing module Target: June 30, 2013	Dana & Cori	Terri

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		<p>training to specific populations: SCs, IFSP teams, direct service staff...</p>	<p>Continue collaboration with Dr. Rebecca Landa for 1-day activity Target: June 30, 2013</p> <p>Collaborate with VCU ACE on autism in EI training in Southwest VA Target: October 2012</p> <p><u>PREMATURITY</u> Complete Prematurity module Target: August 2012</p> <p>Share usage & satisfaction data with prematurity workgroup Target: November 2012</p> <p><u>BRAIN RESEARCH</u> <u>(collaboration with John Almarode)</u></p> <ul style="list-style-type: none"> • Basic Baby Brain Development • Sensorimotor Development • Poverty • Mirror Neurons • Autism • Play • Stress and Trauma • Socialization and the Brain 		
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			<p>Targets: TBD</p> <p><u>COMMUNICATION DEVELOPMENT & DELAYS</u> Develop EI Topic page on portal Target: Oct 2012</p> <p>ToT Webinar on Communication Strategies Target: Dec 2012</p> <p>Develop landing pad Target: December 31, 2012</p> <p><u>MULTIPLE DISABILITIES</u> Develop EI Topic page on portal Target: Sept 30, 2012</p> <p><u>INCLUSION</u> Complete inclusion video and post on portal Target: Oct 30, 2012</p>		
	Infant Child Mental Health	2.3 Continue to work with the ITC to develop additional web-based modules and other content elements on...EIDP website	<p>Provide support for CSEFEL training efforts Target: Ongoing</p> <p>Include topics at conference to meet needs of endorsement candidates Target: July 2013</p>	Cori	Bonnie

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		2.4 Provide training to specific populations: SCs, IFSP teams, direct service staff...	Collaborate with ECMH Coordinator for PD related to social-emotional development Target: Ongoing		
	Implementation of Evidence-Based Supports & Services	2.3 Continue to work with the ITC to develop additional web-based modules and other content elements on...EIDP website 2.4 Provide training to specific populations: SCs, IFSP teams, direct service staff...	Host two (2) day coaching follow-up training with master coaching cohort (from CCSS institute) Target: Dec 2012 <i>(Cori is lead)</i> Provide training in the use of EBP in providing early intervention supports & services as requested by regions Target: June 30, 2013 Provide training in developing family-centered IFSP outcomes as requested by regions Target: June 30, 2013 Host web-based synchronous regional discussion groups following 2 trainings Target: June 30, 2013 <i>(Dana is lead)</i> Continue to post on blog about	Dana & Cori	Beth

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			Implementing EBP Target: Ongoing <i>(Dana is lead)</i>		
	Service Coordination	<p>2.3 Continue to work with the ITC to develop additional web-based modules and other content elements on...EIDP website</p> <p>2.4 Provide training to specific populations: SCs, IFSP teams, direct service staff...</p> <p>4.4 Provide final version of revised Kaleidoscope Level I and Level II to reflect regulatory and programmatic changes.</p>	<p>Revise KI and KII Target: Summer/Fall 2012</p> <p>Provide and evaluate two (2) Level I Kaleidoscope trainings Target: Sept 27-28 2012 March 2013</p> <p>Provide two (2) Level II Kaleidoscope trainings Target: Oct 22-23 2012 April 2013</p> <p>Blog on portal about SC practices Target: Ongoing</p>	Cori, Dana, & Sue	Anne
	OSEP Child Outcome Indicators	2.3 Continue to work with the ITC to develop additional web-	Support Part C with ongoing transition to integrating child outcomes into EI process	Deana	Beth

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		<p>based modules and other content elements on...EIDP website</p> <p>2.4 Provide training to specific populations: SCs, IFSP teams, direct service staff, local system managers, & direct service supervisors & agency administrators.</p>	<p>Target: June 30, 2013</p>		
	<p>Documentation & Procedural Safeguards</p>	<p>2.3 Continue to work with the ITC to develop additional web-based modules and other content elements on...EIDP website</p> <p>2.4 Provide training to specific populations: SCs, IFSP teams, direct service staff, local system managers, & direct service supervisors &</p>	<p>Develop 5-10 min tutorial videos on PS forms & dispute resolution Target: June 30, 2013</p> <p>Develop resources to help practitioners link documentation with FCP, effective practices, & quality oversight/management Target: June 30, 2013</p>	<p>Dana & Cori</p>	<p>Mary Anne</p> <p>Beth</p>

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		agency administrators.			
Higher Ed Faculty	Collaborate with IHEs on current EI practices to be included in preservice course content	2.10 With Part C office, PEAYC and preservice faculty, collaborate...to share current EI practices in VA and	<p>Collaborate with PEAYC at retreat to do web tour and share resources Completed: August 17, 2012</p> <p>Collaborate with faculty to examine what EI content is already part of programs and how ITC can support pre-service education of early intervention personnel & strengthen focus on EI in existing ECSE programs (including placement/internship hours) Target: Ongoing</p>	Cori	PEAYC and/or Part B Mary Anne

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