#### 2020-2021 - End of Year

### **Research & Planning Functions**

Target Group	Professional Development Topic/Priority	ITC Grant Deliverable 2020-2021	Research & Planning Activities & Timeframes	Staff Responsible
Integrated Training Collaborative (ITC)	Oversee VA's Comp. System of Personnel Development (CSPD)	<ul> <li>1.1. Oversee the design, integration, and implementation of the CSPD, as it relates to Part C personnel standards.</li> <li>1.2 Collaborate with Part C staff to incorporate input from localities in planning, developing and implementing Part C PD to meet system needs.</li> <li>1.3 Collaborate and meet with designated DBHDS staff to ensure collaboration across Professional Dev Team, Technical Assistance, and Monitoring Teams.</li> <li>1.4 Develop and disseminate the ITC/CSPD Update</li> <li>1.5 Work with Part C staff to collect, analyze, and report personnel data</li> <li>1.6. Gather information about the PD needs of El providers in Virginia on an ongoing basis.</li> </ul>	Coordinate quarterly ITC meetings, maintain current membership, and add members as needed.  Target: Completed Oct 2021 ITC meetings were held on Jan 25 <sup>th</sup> , Apr 26 <sup>th</sup> , July 26 <sup>th</sup> , and Oct 25 <sup>th</sup> . Meeting notes are posted on the VEIPD ITC page.  Provide updates at VICC meetings on a quarterly basis with focus on new products/elements and data on use of PD resources.  Target: Completed Sept 2021 Infographics were shared with VICC at the December, March, June, and September meetings.  Collaborate with Partnership projects involved in PD with early intervention providers and those reaching families of young children  Target: Completed Oct 2021 Coordinating a collaboration with CFI on Elevator Speech videos. Added flyer and info to portal for deaf-blind project at PPD. Collaborated with the National Center for Deaf-Blindness regarding eLearning modules and connected designer with NCBD staff.  Submit quarterly progress reports to Part C administrator  Target: Completed Oct 2021 Reports presented at VICC meetings in December 2020 and March, June, and September 2021.	Cori

#### 2020-2021 - End of Year

	2.1. Work with the VICC and others at the state, regional and local levels to identify and coordinate PD activities across state agencies.  5.3. Identify and collaborate with EI providers who will expand PD initiatives.  7.1. Provide a quarterly progress report to the ITCVA Administrator on CSPD activities.  7.2. Provide a quarterly update to the VICC on new products/elements and data related to CSPD activities.  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).	Prepare and submit CSPD updates Target: Completed Oct 2021 CSPD updates have been renamed VEIPD updates. These updates were emailed out on Nov 19th, Dec 14th, March 4th (Feb/Mar), April 19th, June 15th, and Oct 21st.  Participate in SSIP workgroups and their activities Target: Completed Oct 2021 The Coaching/NLE practices workgroup concluded its meetings for this SSIP cycle on Feb 4th. Functional Assessment workgroup launched a revised COS booklet and new fidelity checklist in Oct 2021.  Participate in data analysis, infrastructure analysis and planning with Part C Office and other stakeholders for the next 6-year SSIP cycle Target: Completed Oct 2021 Staff have been working with ITCVA staff to note trends in survey data related to coaching.	
Coordinate VA's CSPD with those in other states and national initiatives	1.1 Oversee the design, integration, and implementation of the CSPD, as it relates to Part C personnel standards.  2.1. Work with the VICC and others at the state, regional and local levels to identify and coordinate PD activities across state agencies.  2.2. Represent early intervention in the VCPD initiatives.	Participate in state and national EI/EC PD initiatives, including the aRPy Ambassador Initiative, AUCD, Inclusive Practices Task Force, ECMH Advisory Board, VCPD team, and DEC CoPs on national training initiatives to make EBPs available to EI practitioners in VA.  Target: Completed Oct 2021 Staff continues to co-facilitate the DEC SC CoP and co-facilitate webinars and workgroups. In Dec 2020, this CoP launched the joint position statement on service coordination and EI. Work continues to support the use of the statement and the Knowledge and Skills of Service Coordinators	All

#### 2020-2021 - End of Year

	2.3 Collaborate with the ECMH Coordinator for PD related to S-E development.  2.4 Coordinate PD activities/efforts with VA EC initiatives  2.5 Coordinate PD by participating in national and regional TA projects, training initiatives, and conferencesto bring EBPs to VA.	(KSSC) at state and program levels. Staff are co-leading a SC materials task team and two subgroups. IMH CoP has launched and is co-led by staff. Staff is developing a crosswalk of IMH competencies and DEC Recommended Practices. Staff led development of new infographic about inclusive practices for families as part of the Inclusive Practices Task Force. Staff participate on the Personnel Prep Committee to develop products related to EI/EC standards.	
Program Evaluation and Data Collection	7.3. Provide an evaluation of Kaleidoscope trainings within 60 days following each training.  7.4. Provide an evaluation of the CCSS Conference within 60 days following the conference.  7.5. Provide an evaluation of regional or statewide EI PD activities, within 60 days following the completion of the activities.  7.6. Conduct evaluations of web-based PD opportunities such as Talks on Tuesday, online	Conduct evaluations of Kaleidoscope Target: Completed Oct 2021 Evaluation was conducted following the Fall 2020 session and after the Spring 2021 session.  Conduct evaluations of PD opportunities (e.g., ToTs, online modules/courses, trainings) Target: Completed 2021 Evaluations have been completed of PD activities and formatted as infographics. Discussions are underway to plan for evaluation of next year's activities.  Post copies of all evaluations on Google drive using ITC templates and share with state Part C staff by email Target: Will Be Completed in Nov 2021 Evaluations have been shared with Part C staff on a regular basis.	Cori & Seb

#### 2020-2021 - End of Year

modules, coaching implementation project,	
etc.	

### **Implementation Functions**

Target Group	Professional Development Topic/Priority	ITC Grant Deliverable 2017-2018	Research & Planning Activities & Timeframes	Staff Responsible
I&TCVA Staff & PD Team Collaboration	Collaborate with TA and Monitoring Staff on I&TCVA office SSIP Priorities	1.2 Collaborate with Part C staff to incorporate input from localities in planning, developing, and implementing Part C PD to meet system needs.  1.3 Collaborate and meet with designated DBHDS staff to ensure collaboration across Professional Dev Team, Technical Assistance, and Monitoring Teams.  3.1 Represent ITC through participation in SSIP activities  3.2. Participate on Part C workgroups and staff meetings, including SSIP leadership teams and workgroups.  5.2. Collaborate on webinars with Part C staff on regulatory/compliance/program topics.	Participate on Part C workgroups and staff meetings and use information to inform PD work  Target: Completed Oct 2021 Information from the VA Provider Implementation Survey was used during the May/June ToT series on tele-intervention. Staff will work together with the SSIP Leadership Team for the coming year to determine PD activities to support social-emotional development.  Collaborate on webinars and other trainings with Part C staff on regulatory/compliance topics (as needed) Target: Completed 2021 Staff collaborated with Kyla from ITCVA to co-present ToT in May about tele-intervention survey data and future activities. Staff collaborated with Telisha on Sept and Oct ToT webinars. Staff are also collaborating with Telisha to co-facilitate a leadership book study in the next workplan year. Staff are also providing support for the state office's practice-based coaching initiative.	All

#### 2020-2021 - End of Year

		7.8 On an annual basis, collaborate with ITCVA to determine regional PD activities to support practitioners'use of EBPs.  7.11 Develop, disseminate, and deliver resources to support SSIP activities related to functional assessment and coaching and NLE practices.  7.12 Develop, facilitate, and evaluation statewide SC web discussions.	Meet with EI Team Leader and Part C Administrator to identify and collaborate on PD to meet needs Target: Completed Oct 2021 Meetings have been held on Feb 16 <sup>th</sup> , April 19 <sup>th</sup> , June 21 <sup>st</sup> , and Oct 25 <sup>th</sup> .	
All	Conference: Creating Connections to Shining Stars – Virtual 2021	<ul> <li>4.1. Coordinate and collaborate on planning and presenting the biannual CCSS Conference.</li> <li>4.2. Coordinate the preconference sessions on topics of interest.</li> </ul>	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 2021 Virtual in close collaboration with the Part C office staff. Target: Completed 2021  Identify, invite, and support/train El presenters Target: Completed Winter 2021  Disseminate info about conference via email list, monthly update, social media Target: Completed July 2021  Email announcements were sent out in Feb, Apr, and May with save-the-date, keynote, and El spotlight session information. An on-demand/archive option was successfully launched with over 90 registrants after the conference.	Cori and Lisa

Local/Regional Training and Support	2.2 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.  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.	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.  Target: Completed Oct 2021 Staff are collaborating as a support to ITCVA staff about a TA activity on practice-based coaching. Staff also collaborated with ITCVA staff to develop plans for a leadership book study that we will co-facilitate starting in Dec 2021. Staff collaborated with ITCVA monitoring staff to develop COS fidelity checklist.	All (depending on location and topic)
Talks on Tuesdays Webinars	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.  5.4. Provide Talks on Tuesday webinars (up to 9 a year).  7.9 Facilitate ToT webinars (up to 9 a year)	Schedule Nov – Part 2: ACEs (LT) DONE Dec – Cultural Competence for SLPs (DC) DONE Jan – (skip due to winter holiday) Feb – Part 1: Teaming & Collaboration (CH) DONE Mar – Part 2: Parent Perspective on T&C DONE Apr – Sleep DONE May – Part 1: Tele-Intervention Survey Findings DONE June – Part 2: Tele-Intervention Strategies Panel (DC) DONE Sept – Part 1: Early Parenthood/Pregnancy (LT) DONE	All

		Oct – Part 2: Early Parenthood/Pregnancy DONE	
Maintain & Update Online Resources: EIPD sites, EI Strategies Blog, EIPD Facebook & Twitter accounts, and LMS system implementation	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.  5.3 Identify and collaborate with EI providers who will expand PD initiatives.  6. Maintain and update online resources such as EIPD website, EI Strategies blog, and the EIPD Facebook and Twitter accounts.	EIPD & eLearning sites Review and update VEIPD site, adding new resources as relevant Target: Completed Oct 2021 Lists of portal updates and edits were sent in Jan and Feb and completed in March. Periodic updates/edits were completed in March, April, June, Aug, and Oct.  Update design for and maintain training calendar for up-to-date PD opportunities and share via VEIPD update Target: Completed Sept 2021 New training calendar page has been launched. Staff update the page regularly with upcoming events. Staff also collaborated with Part C staff to share the ITCVA update and have the VEIPD update shared. The VEIPD update was also updated this year.  Maintain and analyze all websites, databases, and applications to keep content and security up-to-date Target: Completed 2021  Coordinate transition to new learning management system Target: Continue next year Canvas sub-account has been created with current courses/modules to provide an example of how the new system might work.  Blog	All

### 2020-2021 - End of Year

			Post 6 new articles on EI topics of interest Target: Completed Oct 2021 Nine new posts have been added to the blog since Nov. Maintenance was completed in Oct 2021.  Social Media Provide information about new resources by posting to social media Target: Completed Oct 2021 At least 8 posts are launched each month across social media platforms. 1490 follows on FB. 188 followers on Instagram. 269 followers on Twitter. 10 followers on LinkedIn.	
Local System Managers	Collaborate with and Provide Professional Development for LSMs as they Support the El Workforce	5.6. Develop and provide PD for LSMs, including collaborative planning and facilitation of meetings 2x/year and LSM Autism ECHO.  7.10 Coordinate 2 collaborative meetings between LSMs and ITCVA staff.	Coordinate collaborative meetings between LSMs and I&TCVA staff Target: Completed Oct 2021 Meetings were coordinated every 6 weeks via Zoom.  Co-facilitate a 6-session "Dare to Lead" Leadership Book Study for LSMs and supervisors Target: Continue on next work plan Book study facilitation was delayed due to the pandemic. It will be launched in Dec 2021 with 10 leaders currently registered. Books are being mailed to participants now.  Plan, coordinate, and conduct Leadership ECHO Target: Completed Oct 2021 Leadership ECHO was hosted from May-Oct 2021.	Lisa, Cori, and Dana

#### 2020-2021 - End of Year

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.	Review EI certification modules following any Practice Manual revisions and edit as needed Target: No edits needed No edits were needed based on PM revisions. However, the Overview Module is currently being revised to update content and format.  Complete development, format and launch new Learning Paths (social-emotional development, etc.) Target: Completed Mar 2021 The new Transition Learning Path was launched in March. Work on the social-emotional LP is underway.  Review, update, and add new Learning Bytes Target: Completed Oct 2021 The What is Cultural Humility? Learning Byte was released in Dec 2020. Staff marketed learning bytes during webinars this year to help build awareness of their use for staff development.	Dana, Cori, Lisa & Carrie
	Functional Assessment	3.1. Represent the ITC through participation in SSIP activities to include functional assessment; supporting implementation of evidence-based practices; and coaching and natural learning environment practices.  3.2. Participate on Part C workgroups and staff meetings, including SSIP leadership teams and workgroups.  5.7 Develop and facilitate PD for SCs and service providers on specific topics of interest.	Complete formatting and launch videos related to functional assessment Target: Completed July 2021 Seven short clips illustrating functional assessment were produced and more are under development.  Present pre-conference workshop on functional assessment at Virtual DEC 2021. Target: Completed Jan 2021  Present a DEC Learning Deck series on FA Target: Completed June 2021	Cori & Lisa

#### 2020-2021 - End of Year

		Present a conference session at DEC (Fall 2021) on FA. Target: Completed Sept 2021	
Coaching & Natural Learning Environment Practices	3.1. Represent the ITC through participation in SSIP activities to include functional assessment; supporting implementation of evidence-based practices; and coaching and natural learning environment practices.  3.2. Participate on Part C workgroups and staff meetings, including SSIP leadership teams and workgroups.  5.7 Develop and facilitate PD for SCs and service providers on specific topics of interest.	Develop content and host the New Service Provider short course Target: Continue on next work plan This course content has been drafted and will be sent out for review with Part C staff and ITC members this fall.  Coordinate online implementation support group for a new cohort on the use of the Coaching Facilitation Guide Target: Completed Sept 2021 The new cohort was successfully hosted and a Quick Coaching Guide resource was developed and posted to the VEIPD site.  Offer 6-week online training course, Using Adult Learning Strategies to Support Caregiver Learning during El Visits Target: In Process and Will Be Completed Nov 2021 The course will run from Sept-Nov 2021.  Develop and provide 3-4 resource pop-up (30 min) webinars about new/relevant PD resources. Target: Completed March, May, August, Sept 2021 Topics: Transition (March), aRPy Resources (May), What Parent Wishes SCs Knew (July), Coaching	Dana, Cori, & Lisa
		Fidelity Tools (Sept). Archived pop-ups are available on the Resource Pop-Up page.	

		Record and format 3 <sup>rd</sup> series for El on the Fly in collaboration with Massachusetts El Training Program  Target: Continue on next work plan Episode 1 has been recorded. Outlines are being developed and will feature audio clips from practitioners in multiple states sharing experiences with providing El during the pandemic.  Facilitate discussion with Leadership ECHO about reflective practice and using the Guidance for Facilitating Reflection with Individuals and Groups doc Target: Postponed The Leadership ECHO hub team has their plan in place so this discussion was not facilitated this time. The doc is posted on the VEIPD site for easy access.	
		Facilitate video chat with qualified fidelity observers to build capacity Target: Completed July 2021 A 5-part video chat series was launched in July and highlighted during the Sept Resource Pop-Up.	
Service Coordination	5.5 Revise and facilitate the Kaleidoscope curriculum to include online, face-to-face components and a service coordination community of practice.  5.7 Develop and facilitate PD for SCs and service providers on specific topics of interest.	Offer and evaluate two Kaleidoscope trainings (including training day and 3-month CoP)  Target: Completed Spring 2021, continue on next work plan for Fall 2021  Training days: Spring (March 30 <sup>th</sup> ) and Fall (Oct 7 <sup>th</sup> )  The Spring Kal has been evaluated. The Fall Kal training day has been held and the CoP sessions will be held in Nov, Dec, and Jan.	

Facilitate quarterly SC Chats web discussions  Targets: Jan 20 <sup>th</sup> - 5 Rs DONE  April 22 <sup>nd</sup> – Joint Position Statement on SC DONE  July 20 <sup>th</sup> – Transition - What families wish SCs knew, Medicaid Waivers DONE  Oct 20 <sup>th</sup> – 1 <sup>st</sup> Visits with New Families – What Does This Look Like?  DONE  SC Chats are posted under the eLearning tab on the Service Coordination topic page.  Participate in activities related to service coordination including SC Community of Practice (DEC) and SC Leader's Group including implementing national and state plans, co-facilitation and content development for national webinars, resource sharing, etc.  Target: Completed Oct 2021  Staff co-facilitated a web conversation with the SC CoP on April 20 <sup>th</sup> about the joint position statement. Staff are also co-coordinating the transition for the SC Leadership Team to a sub-group under the SC CoP entitled the SC Leaders Group. Manuscript is under development about the KSSC. Two sessions were presented at the DEC conference related to this work. Staff are also participating on the SC Materials Task Team to develop materials to promote the use of the position statement.

Early Childhood	2.3. Collaborate with the Early	Early Childhood Mental Health
Mental Health	Childhood Mental Health Coordinator for professional development related to social- emotional development.	Post announcements of relevant ECMH
Western Frederick		training efforts through our listserv, in CSPD
		update, etc.
	·	Target: Completed Oct 2021
	2.5. Coordinate PD by participating	Target. Completed Out 2021
	in national and regional technical assistance projects, training initiatives, and conferences as a	Collaborate with ECMH Coordinator for PD
		related to social-emotional development
	mechanism to bring evidence-	Target: Completed Oct 2021
	based practices to Virginia.	Staff did a presentation on the 5Rs of healthy brain
	5.1. Continue to update, refine and	development for the eastern chapter of VAIMH in May.
	implement web-based modules	A DEC presentation was facilitated on IMH and EI.
	and other digital products	IMH CoP has been approved through DEC and was launched in Oct 2021. Staff advised one early
	(resources, webinars, online tutorials) on the EIPD website	interventionist in the IMH endorsement process.
	addressing key areas of need.	Diving Deeper to Understand Behavior webinar
		uploaded to YouTube. Staff presented at World
	6. Maintain and update online resources such as the Early	Association of Infant Mental Health.
	Intervention Professional	
	Development website, EI	Participate on ECMH Advisory Board and
	Strategies Blog, and the EIPD	support regional endorsement activities
	Facebook and Twitter accounts.	Target: Completed Oct 2021
		Staff attended meetings and the retreat. Two staff are also advising IMH endorsees this year.
		also advising livil i endoisees this year.
		Represent EI on the ECMH conference
		planning workgroup
		Target: Postponed
		No conference is planned at this time.
		Plan, coordination, and conduct a social-
		emotional ECHO.
		Target: Completed Oct 2021

#### 2020-2021 - End of Year

	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 El providers who will expand PD initiatives.  5.7 Develop and facilitate PD for SCs and service providers on specific topics of interest.	Autism Coordinate PD activities/efforts with VA Act Early team and VCU's Project ECHO Autism Target: Completed Oct 2021  Child Development Facilitate 4-week Growing Brain series for SCs and providers Target: Completed Oct 2021 This course was offered from May 21-June 11 and Sept 17-Oct 8.	All
Higher Ed Faculty & Students	Collaborate with IHEs on Current EI Practices & Resources (to be included in preservice 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.	Coordinate EI Preservice Consortium meetings and activities to share practices and strategies for workforce development Target: Completed Oct 2021  Meetings continue to be held on a regular basis. An action plan has been developed. Focus groups were conducted in Feb with 3 groups of LSMs to gather info about collaboration with universities and hosting students. Data has been analyzed and information provided to LSMs. A manuscript was developed and submitted for DEC Leadership monograph. Session was presented at Sept DEC conference on the work of the Consortium.  Inform faculty of new resources for inclusion in preservice course content via Constant Contact emails  Target: Completed 2021  Participate as members of the VCPD Higher Ed Workgroup  Target: Completed Oct 2021	Cori & Dana

#### 2020-2021 - End of Year

State & National El Providers, Administrators & Students	Share Work through State & National Conference Presentations & Writing	2.5 Coordinate PD by participating in national and regional TA projects, training initiatives, and conferencesto bring EBPs to VA.  2.6 Share work through state and national conference presentations and writings.	Collaborate with VCPD on Faculty Institute Target: Due to pandemic and changing VCPD initiatives, no Institute held this fiscal year.  State & National Conference Presentations completed: Virtual DEC – Jan 2021 and Sept 2021 Virtual CEC – Mar 2021 Virtual VAAEYC – March 2021 WAIMH – June 2021 ZTT – Oct 2021	All
Research & Professional Writing			Submit manuscript about Kaleidoscope research to <i>Infants</i> & <i>Young Children</i> journal Target: Continue to next work plan Research team is working to finalize the manuscript. Team members met to discuss content for the Discussion section, which is being written.  Submit manuscript on Supporting Foster Parents to <i>Young Exceptional Children</i> . Target: Continue to next work plan  Submit manuscript on Communication with Teams to YEC Target: Completed May 2021  Submit manuscript revision about adult learning course to <i>Professional Development in Education</i> journal Target: Completed Jan 2021	

Manuscript was published and is <u>available here</u> .
Complete data collection, write a VA Results
Summary, and present about the El
Telepractice in the Time of COVID-19
· ·
research project
Target: Completed Oct 2021
The results summary was finalized in April and offered as a handout for the May ToT webinar on tele-
intervention. DEC poster was presented for this work
at the Fall 2021 conference.
at the rail 2021 conference.
Participate in a workgroup to write a
preservice position statement on the use of
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the EI/ECSE Standards for personnel prep
Target: Ongoing Draft was shared with stakeholders at a
listening/feedback session during Sept 2021 DEC
conference. Staff are participating on EI/ECSE
Standards products workgroup to disseminate
infographics, vidoes, and PowerPoints for national
use.
Participate in data collection and analysis for
the multi-state research project, Substance-
Exposed Infants and their Families: Early
Interventionists' Knowledge and Practices
Target: Continue on next work plan The survey launched June 1-2 in 6 states including VA
and closed in August 2021. Data analysis is
underway.
unuer way.