

ITC Scope of Work: Professional Development Activities

2020-2021

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)	1.1. Oversee the design, integration, and implementation of the CSPD, as it relates to Part C personnel standards. 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. 1.4 Develop and disseminate the ITC/CSPD Update... 1.5 Work with Part C staff to collect, analyze, and report personnel data... 1.6. Gather information about the PD needs of EI providers in Virginia on an ongoing basis.	Coordinate quarterly ITC meetings, maintain current membership, and add members as needed. Target: Jan, Apr, July, Oct 2021 Provide updates at VICC meetings on a quarterly basis with focus on new products/elements and data on use of PD resources. Target: Ongoing Collaborate with Partnership projects involved in PD with early intervention providers and those reaching families of young children Target: Oct 2021 Submit quarterly progress reports to Part C administrator Target: Oct 2021 Prepare and submit CSPD updates Target: up to 9x/year Participate in SSIP workgroups and their activities Target: Oct 2021 Participate in data analysis, infrastructure analysis and planning with Part C Office and other stakeholders for the next 6-year SSIP cycle	Cori

All PD products will: 1) meet an identified need; 2) be cross-referenced with Part C and other early childhood competencies; 3) reflect evidence-based and best practices; 4) integrate family-centered practices; 5) include stakeholder involvement; 6) include continuous quality improvement; 7) be evaluated; and 8) be modified as needed based on feedback, evaluation, and evolving practice.

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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>	Target: Oct 2021	
	<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, 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.</p> <p>Target: Ongoing</p>	All

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		<p>2.3 Collaborate with the ECMH Coordinator for PD related to S-E 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 trainings 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 Kaleidoscope Target: Oct 2021</p> <p>Conduct evaluations of PD opportunities (e.g., ToTs, online modules/courses, trainings) Target: Ongoing</p> <p>Post copies of all evaluations on Google drive using ITC templates and share with state Part C staff by email Target: Ongoing</p>	<p>Cori & Seb</p>

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		modules, coaching implementation project, etc.		
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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	<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 teams 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 Target: Oct 2021</p> <p>Collaborate on webinars and other trainings with Part C staff on regulatory/compliance topics (as needed) Target: Oct 2021</p> <p>Meet with EI Team Leader and Part C Administrator to identify and collaborate on PD to meet needs Target: Bi-monthly</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 functional assessment and coaching and NLE practices.</p> <p>7.12 Develop, facilitate, and evaluation statewide SC web discussions.</p>		
All	<p>Conference: <i>Creating Connections to Shining Stars – Virtual 2021</i></p>	<p>4.1. Coordinate and collaborate 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 2021 Virtual in close collaboration with the Part C office staff. Target: July 15, 2021</p> <p>Identify, invite, and support/train EI presenters Target: Winter 2021</p> <p>Disseminate info about conference via email list, monthly update, social media Target: July 2021</p>	<p>Cori and Lisa</p>

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	<p>Local/Regional Training and Support</p>	<p>2.2 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. Target: Oct 2021</p>	<p>All (depending on location and topic)</p>
	<p>Talks on Tuesdays Webinars</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>5.4. 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 2: ACEs (LT) DONE Dec – Cultural Competence for SLPs (DC) DONE Jan – <i>(skip due to winter holiday)</i> Feb – Part 1: Teaming & Collaboration (CH) DONE Mar – Part 2: Parent Perspective on T&C (LT) Apr – Sleep (CH) May – TBD June – Tele-Intervention Strategies Panel (DC) Sept – Part 1: Infant Self-Regulation & Strategies (What does it look like?) (LT) Oct – Part 2: Toddler Self-Regulation & Strategies (What does it look like?)</p>	<p>All</p>

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	<p>Maintain & Update Online Resources: EIPD sites, EI Strategies Blog, EIPD Facebook & Twitter 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 Target: Ongoing</p> <p>Update design for and maintain training calendar for up-to-date PD opportunities and share via CSPD update Target: Ongoing</p> <p>Maintain and analyze all websites, databases, and applications to keep content and security up-to-date Target: Ongoing</p> <p>Coordinate transition to new learning management system Target: Oct 2021</p> <p><u>Blog</u> Post 6 new articles on EI topics of interest Target: Oct 2021</p> <p><u>Social Media</u> Provide information about new resources by posting to social media Target: Ongoing</p>	<p>All</p>
<p>Local System Managers</p>	<p>Collaborate with and Provide Professional Development for LSMs as they</p>	<p>5.6. Develop and provide PD for LSMs, including collaborative planning and facilitation of meetings 2x/year and LSM Autism ECHO.</p>	<p>Coordinate collaborative meetings between LSMs and I&TCVA staff Target: Oct 2021</p>	<p>Lisa, Cori, and Dana</p>

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	Support the EI Workforce	7.10 Coordinate 2 collaborative meetings between LSMs and ITCVA staff.	Co-facilitate a 6-session “Dare to Lead” Leadership Book Study for LSMs and supervisors Target: August 2021 Plan, coordinate, and conduct Leadership ECHO Target: Apr-Oct 2021	
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: Oct 2021 Complete development, format and launch new Learning Paths (social-emotional development, etc.) Target: Oct 2021 Add to Flickr photo collection to reflect more diverse settings/activities and series of same child over time Target: Ongoing Review, update, and add new Learning Bytes Target: Oct 2021	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.	Complete formatting and launch videos related to functional assessment Target: July 2021 Present pre-conference workshop on functional assessment at Virtual DEC 2021.	Cori & Lisa

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		<p>3.2. Participate on 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.</p>	<p>Target: Jan 2021</p>	
	<p>Coaching & Natural Learning Environment Practices</p>	<p>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.</p> <p>3.2. Participate on 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.</p>	<p>Develop content and host the for New Service Provider short course Target: Oct 2021</p> <p>Coordinate online implementation support group for a new cohort on the use of the Coaching Facilitation Guide Target: Sept 2021</p> <p>Offer 6-week online training course, <i>Using Adult Learning Strategies to Support Caregiver Learning during EI Visits</i> Target: Oct 2021</p> <p>Develop and provide 3-4 resource pop-up (30 min) webinars about new/relevant PD resources. Target: March, May, August 2021 Topic Ideas: Transition (March-DC), aRPy Resources (May-LT), parent-child interactions</p> <p>Record and format 3rd series for EI on the Fly in collaboration with Massachusetts EI Training Program Target: Oct 2021</p>	<p>Dana, Cori, & Lisa</p>

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			<p>Facilitate discussion with Leadership ECHO about reflective practice and using the <u>Guidance for Facilitating Reflection with Individuals and Groups</u> doc Target: Oct 2021</p> <p>Facilitate video chat with qualified fidelity observers to build capacity Target: June 2021</p>	
	<p>Service Coordination</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.</p>	<p>Offer and evaluate two Kaleidoscope trainings (including training day and 3-month CoP) Target: Spring – March 30th (virtual) Fall - TBD</p> <p>Facilitate quarterly SC Chats web discussions Targets: Jan 20th - 5 Rs (LT) April 22nd - In-Person/Tele-intervention Visits (DC) July 20th – Transition – Completing transition page/doc, emotions (CH) Oct 20th – 1st Visits with New Families – What Does This Look Like? (DC)</p> <p>Participate in activities related to service coordination including SC Community of Practice (DEC) and ECPC SC Leadership Team including implementing national and state plans, co-facilitation and content development for national webinars, resource sharing, etc.</p>	

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	<p>Early Childhood Mental Health</p>	<p>2.3. Collaborate with the Early Childhood Mental Health Coordinator for professional development related to social-emotional development.</p> <p>2.5. Coordinate PD by participating in national and regional technical assistance projects, training initiatives, and conferences as a mechanism to bring evidence-based practices to Virginia.</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>6. Maintain and update online resources such as the Early Intervention Professional Development website, EI Strategies Blog, and the EIPD Facebook and Twitter accounts.</p>	<p>Target: Oct 2021</p> <p><u>Early Childhood Mental Health</u> Post announcements of relevant ECMH training efforts through our listserv, in CSPD update, etc. Target: Oct 2021</p> <p>Collaborate with ECMH Coordinator for PD related to social-emotional development Target: Oct 2021</p> <p>Participate on ECMH Advisory Board and support regional endorsement activities Target: Oct 2021</p> <p>Represent EI on the ECMH conference planning workgroup Target: Oct 2021</p> <p>Plan, coordination, and conduct a social-emotional ECHO. Target: May-Oct 2021</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><u>Autism</u> Coordinate PD activities/efforts with VA Act Early team and VCU's Project ECHO Autism Target: Ongoing</p> <p><u>Child Development</u> Facilitate 4-week Growing Brain series for SCs and providers Target: Oct 2021</p>	<p>All</p>

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		5.7 Develop and facilitate PD for SCs and service providers on specific topics of interest.		
Higher Ed Faculty & Students	Collaborate with IHEs on Current EI Practices & Resources (to be included in preservice 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>Coordinate EI Preservice Consortium meetings and activities to share practices and strategies for workforce development Target: Oct 2021</p> <p>Inform faculty of new resources for inclusion in preservice course content via Constant Contact emails Target: Ongoing</p> <p>Participate as members of the VCPD Higher Ed Workgroup Target: Oct 2021</p> <p>Collaborate with VCPD on Faculty Institute Target: Oct 2021</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> DEC – Oct 2021</p> <p><u>State & National Conference Proposals accepted for:</u> Virtual DEC – Jan 2021 Virtual CEC – Mar 2021 Virtual VAAEYC – March 2021 WAIMH – June 2021</p>	All

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			<p><u>State & National Conference Presentations completed:</u> TBD</p>	
Research & Professional Writing			<p>Submit manuscript about Kaleidoscope research to <i>Infants & Young Children</i> journal Target: July 2021</p> <p>Submit manuscript on Supporting Foster Parents to <i>Young Exceptional Children</i>. Target: June 2021</p> <p>Submit manuscript revision about adult learning course to <i>Professional Development in Education</i> journal COMPLETED: Jan 2021</p> <p>Complete data collection, write a VA Results Summary, and begin writing the manuscript for the <i>EI Telepractice in the Time of COVID-19</i> research project Target: Oct 2021</p> <p>Participate in a workgroup to write a preservice position statement on the use of the EI/ECSE standards for personnel prep Target: Sept 2021</p> <p>Participate in data collection and analysis for the multi-state research project, <i>Substance-Exposed Infants and their Families: Early Interventionists' Knowledge and Practices</i> Target: Oct 2021</p>	

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