

## ITC Scope of Work: Professional Development Activities

2019-2020 – FINAL 10-31-20

### Research & Planning Functions

Target Group	Professional Development Topic/Priority	ITC Grant Deliverable 2019-2020	Research & Planning Activities & Timeframes <small>Items in purple were added to this work plan due to COVID-19 pandemic.</small>	Staff Responsible
<b>Integrated Training Collaborative (ITC)</b>	Oversee VA's Comp. System of Personnel Development (CSPD)	<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 Team, 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>Coordinate quarterly ITC meetings, maintain current membership, and add members as needed. <b>COMPLETED: Oct 2020</b> ITC meetings held on Jan 27, Apr 27, and Oct 26. The July meeting was cancelled so updated info about ITC activities was provided to members electronically.</p> <p>Provide updates at VICC meetings on a quarterly basis with focus on new products/elements and data on use of PD resources. <b>COMPLETED: Sept 2020</b> Updates provided at Dec and Mar meetings. Due to pandemic, June meeting was cancelled and Sept meeting will be shortened and held virtually. Funder requested no PD update for Sept.</p> <p>Collaborate with Partnership projects involved in PD with early intervention providers and those reaching families of young children <b>COMPLETED: Oct 2020</b> Staff collaborate to share resources and information from multiple PPD projects via our social media efforts</p> <p>Submit quarterly progress reports to Part C administrator <b>COMPLETED: Oct 2020</b> The infographic progress report for Oct-Dec2019 is available <a href="#">here</a>.</p>	Cori

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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>The infographic progress report for Jan-Mar2020 is available <a href="#">here</a>.</p> <p>Funder requested no infographic for third quarter and only a verbal report at December VICC meeting to reflect fourth quarter.</p> <p>Prepare and submit CSPD update with thematic information tied to ToT topics</p> <p><b>COMPLETED: Sept 2020</b></p> <p>CSPD updates for Feb-Mar, Apr-May, Sept 2020 are posted <a href="#">here</a>. Note: No June ToT or Update due to funder prioritization of Portsmouth work.</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 PD initiatives, including the CDC Act Early, ECTA Center and Early Childhood Personnel Center, AUCD, EI-EC PD CoP/National SC Training Workgroup, and DEC CoPs on national training initiatives to make EBPs available to EI practitioners in VA.</p> <p><b>COMPLETED: Oct 2020</b></p> <p>Staff continue to participate in regular meetings and complete activities with DEC, ECTA, DEC Personnel Prep Committee and the aRPy Ambassadors, EI-EC PD CoP, and the National SC Training Workgroup.</p>	<p>All</p>

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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 Act Early Team, ECN, EHDIAC, VCPD, Inclusive Practices Task Force, etc.</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>Continue collaboration ECMH Advisory Board Target: Ongoing Staff collaborated with tech support and as a planning committee member to support the ECMH virtual conference May 2020.</p> <p>Participate/collaborate with other national and state initiatives related to EI and EC, including Early Childhood Network, Early Hearing Detection &amp; Intervention Advisory Committee, Inclusive Practices Task Force, etc. <b>COMPLETED: Oct 2020</b></p> <p>Participate in VCPD team, including statewide governance and regional consortiums <b>COMPLETED: Oct 2020</b> Staff participated in governance this year. Regional consortiums were not all held due to pandemic restraints.</p>	
	Program Evaluation and Data Collection	<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</p>	<p>Conduct evaluations of Kaleidoscope POSTPONED TO 2021 Due to the pandemic, Spring 2020 Kaleidoscope was cancelled and a modified Fall 2020 Kaleidoscope will be offered virtually in Dec 2020 (new grant year cycle)</p> <p>Conduct evaluations of PD opportunities (e.g., ToTs, online modules/courses, trainings) <b>COMPLETED: Oct 2020</b> Staff are working on a research project which will examine the effectiveness of the multi-component Kaleidoscope training program for new service coordinators based on evaluation survey data across two years (Fall 2017-Fall 2019) and five training cohorts. Manuscript writing will begin soon. Staff also completed a crosswalk between <i>Knowledge</i></p>	Cori & Seb

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		<p>following the completion of the activities.</p> <p>7.6. Conduct evaluations of web-based PD opportunities such as Talks on Tuesday, online modules, coaching implementation project, etc.</p>	<p><i>and Skills for Service Coordinators (KSCC) tool and SC trainings (modules, Kaleidoscope, CoPs) to evaluate content.</i></p> <p>Post copies of all evaluations on Google drive using ITC templates and share with state Part C staff by email</p> <p><b>COMPLETED: Oct 2020</b></p> <p><i>Evaluation reports have been completed for Pop-Up Resources and are available <a href="#">here</a>. ToTs' evaluations are available <a href="#">here</a>. Growing Brain evaluations are available <a href="#">here</a>. SC Chat evaluations are available <a href="#">here</a>. Evaluations were shared with Part C staff.</i></p>	
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### Implementation Functions

Target Group	Professional Development Topic/Priority	ITC Grant Deliverable 2017-2018	Research & Planning Activities & Timeframes	Staff Responsible
<b>I&amp;TCVA Staff &amp; PD Team Collaboration</b>	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>Participate on Part C workgroups and staff meetings and use information to inform PD work</p> <p><b>COMPLETED: Oct 2020</b></p> <p><i>Staff participate in Part C staff meeting and have provided technical support for state and regional Zoom meetings with local system managers. Information learned during these meetings informs our PD work.</i></p>	All

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		<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>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 regional quarterly SC discussions.</p>	<p>Collaborate on webinars and other trainings with Part C staff on regulatory/compliance topics (not to exceed 3 activities)  <b>COMPLETED: Oct 2020</b>  <i>Staff have provided support or collaborated with Part C staff on recorded webinars this year.</i></p> <p>Meet with EI Team Leader and Part C Administrator to identify and collaborate on PD to meet needs  <b>COMPLETED: Oct 2020</b>  <i>Staff have met with Part C staff in Feb, Apr, June, Sept, and Oct 2020.</i></p> <p>Provide local and/or state training/resources/supports in conjunction with TA and Monitoring in follow-up to monitoring and identified needs  <b>COMPLETED: Oct 2020</b>  <i>Staff has provided direct service, TA, and administrative support for contractor providers to support ITC of Portsmouth.</i></p>	
<b>All</b>	<p>Conference – <i>Creating Connections to Shining Stars 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 to plan for Creating Connections to Shining Stars: VA's Collaborative Early Childhood Birth through Five Conference in close collaboration with the Part C office staff.  <b>COMPLETED: Oct 2020</b>  <i>Staff have been working closely with the planning committee to coordinate the contract for July 2021. Due to the pandemic and uncertain future next year with planning large group activities, the 2021 conference has been postponed to 2022.</i></p>	<p>Cori and Lisa</p>

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	Local/Regional Training and Support	<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.</p> <p><b>COMPLETED: Oct 2020</b></p> <p>Staff responded to the need for resources related to tele-intervention and tele-assessment during the pandemic by creating a centralized webpage and developing 27 Telelections videos, hosting 2 video chats, facilitating 2 webinars, and writing blog posts to address needs.</p>	All (depending on location and topic)
	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><b>Nov</b> – Temperament (Part 2 of Foundations of Social-Emotional Development – CH) <b>DONE</b></p> <p><b>Dec</b> – Grief <b>DONE</b></p> <p><b>Jan</b> – (skip due to winter holiday)</p> <p><b>Feb</b> – Part 1: Fathers <b>DONE</b></p> <p><b>Mar</b> – Part 2 Fathers cont. <b>DONE</b></p> <p><b>Apr</b> – Part 1: Feeding <b>DONE</b></p> <p><b>May</b> – Part 2: Feeding cont. <b>DONE</b></p> <p><b>June</b> – cancelled</p> <p><b>Sept</b> – Part 1: (LT) – Trauma and ACEs <b>DONE</b></p> <p><b>Oct</b> – Trauma and ACEs <b>DONE</b></p>	All
	Maintain & Update Online Resources: EIPD sites, EI	5.1 Continue to update, refine and implement web-based modules and other content elements (resources, webinars, online	<p><u>EIPD &amp; eLearning sites</u></p> <p>Review and update VEIPD site, adding new resources as relevant</p>	Dana, Cori, Lisa, Carrie, & Jeanne

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	<p>Strategies Blog &amp; EIPD Facebook &amp; Twitter accounts</p>	<p>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><b>COMPLETED: Oct 2020</b>  Edits were made to the site in Jan and Mar. Portal-wide edits resumed in July (after COVID-19 updates became less frequent) and a complete review of the portal for broken links was completed in Aug and those edits have been made. Additional resources were added on an as-needed basis.</p> <p>Create and manage new webpage for COVID-19 and EI Tele-Intervention Updates  <b>COMPLETED: March 2020</b>  At funder's request, staff developed content and created new webpage to house information for practitioners related to pandemic and shift to tele-intervention. Updates were made to the page 1-2x/week between April-June as new information became available. Additional resources have been added on an as-needed basis.</p> <p>Maintain training calendar for up-to-date PD opportunities and share via CSPD update  <b>COMPLETED: Oct 2020</b>  Edits were made, as needed, to the training calendar this year to coincide with the CSPD updates.</p> <p>Maintain and analyze all websites, databases, and applications to keep content and security up-to-date  <b>COMPLETED: Sept 2020</b>  Edits made to pcsys database 2/2020 (serves as certification modules database for Part C transfer from Moodle) to fix and update cron job and data display. Backups of the entire veipd.org (blog, Moodle, main site) maintained for every 24 hour transfer to the cloud. In 3/2020 blog platform updated to incorporate latest security features. The newly redesigned blog</p>
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			<p>platform went live in Aug and was featured in a CC in Sept.</p> <p><b>Blog</b> Post new articles on EI topics of interest <b>COMPLETED: May 2020</b> Twelve new posts have been added since Nov 2019, including new weekly posts this Spring about tele-intervention to meet practitioner needs during pandemic. Posting to the blog was paused between May-Oct due to the redesign.</p> <p><b>Social Media</b> Provide information about new resources by posting to social media <b>COMPLETED: Oct 2020</b> New Instagram account launched January 2020 with a total of 76 posts and over 100 followers. Instagram posts reached 383 people. Facebook maintains over 1,100 followers and over 100 posts. Facebook posts reached 14,701 people. Twitter maintains over 200 followers and over 100 posts. Twitter reached 451K people. YouTube maintains over 700 subscribers and over 40 posts. There were 57.1K views.</p>	
<b>Local System Managers</b>	Collaborate with LSMs on Supporting EI Workforce	<p>5.6. Develop and provide PD for LSMs, including collaborative planning and facilitation of meetings 2x/year.</p> <p>7.10 Coordinate 2 collaborative meetings between LSMs and ITCVA staff.</p>	<p>Coordinate two collaborative meetings between LSMs and I&amp;TCVA staff <b>CANCELLED</b> The March and September meetings were cancelled due to the pandemic. Staff supported Part C staff with technical support and facilitation assistance for state and regional (NOVA and Valley) meetings with LSMs.</p>	Lisa, Cori, and Dana

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			<p>Plan for and co-facilitate a “Dare to Lead” Leadership Book Study for LSMs and supervisors.  <b>PLANNING COMPLETED: Oct 2020</b>                      Book study facilitation guide has been completed. This project was placed on hold when priorities shifted to resource development for tele-intervention and tele-assessment. We will plan to facilitate the book study during the next project year.</p> <p>Crosswalk PD resources against DEC Recommended Practices for leadership and CEC advanced specialty sets (ECSE) to identify needs (as part of DEC/ECPC Leadership PD Cohort work).  <b>COMPLETED: Dec 2019</b>                      Crosswalk of PD resources with DEC leadership RPs was completed and shared with our team. Needs were identified for additional PD opportunities for LSMs, which led to the leadership book study project and the Resource Pop-Up webinars project.</p> <p>Develop resource materials for LSMs and faculty to share practices and strategies for workforce development  <b>COMPLETED: Oct 2020</b>                      Resource Pop-Up webinars were facilitated in Dec 2019, Apr 2020, and Sept 2020 to support LSMs and supervisors in using PD resources for staff development. Recordings of each session are posted on our YouTube channel. Additional learning bytes continue to be developed as well.</p> <p>Inform LSMs of ways to collaborate with IHE faculty to address workforce development.</p>	
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			<p><b>COMPLETED: Oct 2020</b>                  Staff was to present on this topic at the March LSM meeting that was cancelled. A draft infographic was created but put on hold due to other priorities. Staff are currently meeting regularly with IHE faculty in a preservice collaboration workgroup addressing workforce development.</p>	
<b>Service Coordinators &amp; Service Providers</b>	Revise & Update Online Modules and Content Elements	<p>5.1. Continue to update, refine and implement web-based modules and other content elements (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.</p>	<p>Review EI certification modules following any Practice Manual revisions and edit as needed                  NO EDITS HAVE BEEN NEEDED                  No edits have been needed.</p> <p>Participate in National SC Leadership Institute and implement PD activities associated with state and national action plans  <b>COMPLETED: Oct 2020</b>                  Staff continue to host SC Chats webinars and have completed a crosswalk of SC activities. Staff also co-facilitate the DEC SC CoP and are co-leading the workgroup writing a joint position statement on service coordination with ITCA. Staff co-facilitated the workgroup writing <i>Knowledge and Skills of Service Coordinators</i> (KSSC). National survey was conducted for input. The position statement and KSSC have been finalized. A DEC SC CoP web conversation on the KSSC is scheduled for December.</p> <p>Share content on early hearing for EI providers based on National Center on D-B  <b>COMPLETED: Sept 2020</b>                  Collaborated with the PPD Deaf-Blind project to create an eLearning course called "Deaf-Blindness for Early Intervention Practitioners." Course finalized in August</p>	Dana, Cori, Lisa & Carrie

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			<p>2020. Course was on <a href="http://veipd.org/elearn">veipd.org/elearn</a> in September 2020.</p> <p>Develop content element on early identification of hearing loss and EI based on content from the Center for Family Involvement  <b>COMPLETED: Sept 2020</b>                  Collaborated with the PPD Technical Assistance Center for Children who are Deaf and Hard of Hearing to create an eLearning course called "Services for Deaf and Hard of Hearing Children in Early Intervention." Course finalized in August 2020; Course launched on <a href="http://veipd.org/elearn">veipd.org/elearn</a> in September 2020.</p> <p>Complete development, format and launch new Functional Assessment Learning Paths  <b>COMPLETED: Sept 2020</b>                  Five FA learning paths were launched in Sept 2020 and are available <a href="#">here</a>.</p> <p>Add to Flickr photo collection to reflect more diverse settings/activities and series of same child over time  <b>COMPLETED: Oct 2020</b>                  Uploaded 198 pictures with diverse families and a variety of settings and routines.</p> <p>Review, update, and add 6 new Learning Bytes to EIPD site.  <b>COMPLETED: Oct 2020</b>                  Four new learning bytes have been added to the <a href="#">site</a>. The three LBs on tele-intervention and tele-assessment are multi-session plans with 8 individual activities included in them.</p>	
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	<p><b>Functional Assessment</b> (SSIP Priority Area)</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>Participate in state leadership team on this topic and coordinate PD activities <b>COMPLETED: Oct 2020</b></p> <p>Post functional assessment podcast episodes and market them to the field (CC emails, blogs, learning bytes) <b>COMPLETED: Apr 2020</b> All episodes of the FA series were posted as of April 2020. They have been marketed in VA via the CSPD update, on the homepage of the portal, the Part C update, through social media, and on the blog.</p> <p>Plan for facilitating an EI Professional Learning Community (EI-PLC) for Practitioners (with rotating topics to include functional assessment, coaching and NLEPs, etc. with resource sharing and time for problem-solving) <b>PLANNING COMPLETED: Oct 2020</b> Plans have been developed for 7 short 4-6 week courses for new and experienced service providers. These were developed from the idea of the PLCs. PD team members met with stakeholder groups in Sept/Oct for feedback. Course development will begin in 2021.</p> <p>Develop new functional assessment PD resources if needed based on local system landscapes and targeted activities for improvement identified by systems <b>COMPLETED: Oct 2020</b></p>	<p>Cori &amp; Lisa</p>
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			<p>Resources have been developed or provided by Part C staff or practitioners and posted on the portal for FA, including an annual ASP chart and an archived webinar. We also have 7 assessment learning bytes posted. SC Chats topic reviewed the service coordinator's role in the child outcome summary process. Staff published article in new DEC Assessment Monograph.</p> <p>Explore options for possibly recording a video related to functional assessment  <b>COMPLETED: Oct 2020</b>                  Planning is underway for recording a series of videos with one family featuring a "mock" intake, assessment, IFSP development, and other videos. Recording will continue into 2020-2021.</p> <p>Facilitate two 30-40 min video chats on tele-assessment to support providers during pandemic  <b>COMPLETED: May 2020</b>                  Staff hosted and recorded two video chats with 10 EI practitioners to discuss what tele-assessment looked like and strategies for conducting it. Video chats are available <a href="#">here</a>.</p> <p>Participate in an ASHA panel discussion with VA practitioners about telepractice  <b>COMPLETED: April 2020</b>                  One staff person was invited to participate in a video chat with two other VA SLPs to discuss tele-intervention practices.</p>	
	Local System Capacity to	3.1. Represent the ITC through participation in SSIP activities to include functional assessment;	Participate in state leadership team on this topic and coordinate PD activities <b>COMPLETED: Oct 2020</b>	Lisa

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	<p><b>Support Implementation of Evidence-based Practices</b> (SSIP Priority Area)</p>	<p>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>Staff developed PD resources for tele-intervention and tele-practice (Telelections video series, two tele-assessment video chats with 10 practitioners, blog posts, and new learning bytes) in response to needs expressed by practitioners and LSMs when services shifted to telepractice due to the pandemic.</p> <p>Host PD Team Office Hours for LSMs and supervisors to discuss staff development <b>COMPLETED: Dec 2019</b> Staff hosted 1 office hours session on Service Coordination and Coaching. Staff offered office hours in December, but was cancelled due to no registration.</p>	
	<p><b>Coaching &amp; Natural Learning Environment Practices</b> (SSIP Priority Area)</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>Participate in state leadership team on this topic and coordinate PD activities <b>COMPLETED: Mar 2020</b> No team meeting was held in Feb/Mar in collaboration with Kyla who had what she needed for the SSIP report with our workgroup's completion of the child care and coaching resources.</p> <p>Finalize orientation process for service coordinators related to using coaching and NLEPs. <b>COMPLETED: Aug 2020</b> Orientation document was finalized and posted on the Service Coordination and Coaching topic pages on the veipd site.</p> <p>Facilitate EI Professional Learning Community (EI-PLC) for Practitioners (with rotating topics to include functional assessment, coaching and NLEPs, etc. with</p>	<p>Dana, Cori, &amp; Lisa</p>

n 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 or involvement; 6) include continuous quality improvement; 7) be evaluated; and 8) be modified as needed based on feedback, evaluation, and evolving practice.

## ITC Scope of Work: Professional Development Activities

2019-2020 – FINAL 10-31-20

			<p>resource sharing and time for problem-solving) CONTINUED TO 2020-2021 Initial course planning was completed this year with stakeholder input for a short course for new providers and 6 courses for experienced providers. Detailed course development will continue in 2021.</p> <p>Coordinate online implementation support group for 5<sup>th</sup> cohort on the use of the Coaching Facilitation Guide POSTPONED This project was put on hold when staff responsibilities were shifted to assist with service delivery in Portsmouth.</p> <p>Offer 6-week online training course, <i>Using Adult Learning Strategies to Support Caregiver Learning during EI Visits</i> <b>COMPLETED: Oct/Nov 2020</b> Course offering this Spring was delayed with the pandemic. Course is currently being offered to 9 service providers and will conclude on Nov 11<sup>th</sup>.</p> <p>Develop and provide resource pop-up (30 min) webinars about new/relevant PD resources. <b>COMPLETED: Sept 2020</b> Pop-ups were held in Dec 2019, Apr 2020, and Sept 2020. Summer pop-up was cancelled due to shift in responsibilities due to pandemic.</p> <p>Record next podcast series in collaboration with Massachusetts EI Training Program <b>COMPLETED: July 2020</b></p>	
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## ITC Scope of Work: Professional Development Activities

2019-2020 – FINAL 10-31-20

			<p>All episodes have been recorded and are being formatted or reviewed. Series 2 focuses on teaming and collaboration and was recorded as a collaboration with the Universal EI Curriculum Workgroup to be a companion resource to their upcoming Teaming Tidbits module. Series was launched in Sept 2020 and will feature five episodes to be released monthly.</p> <p>Facilitate online implementation support group as needed for first cohort of leaders/supervisors using the <i>Guidance for Facilitating Reflection with Individuals and Groups</i> doc for reflective practice CANCELLED Cancelled this year due to the pandemic and supervisors shifting priorities to tele-intervention, which were supported with PD resources developed instead.</p> <p>Coordinate quarterly Q&amp;A sessions with qualified fidelity observers to build capacity. CANCELLED Cancelled this year due to the pandemic and service providers shifting priorities to tele-intervention, which were supported with new PD resources instead.</p> <p>Develop 27 Telelections videos for EI practitioners to share experiences with providing tele-intervention during pandemic <b>COMPLETED: June 2020</b> Staff identified practitioners, formatted video clips, and released them 2x/week. Telelections video playlist is available <a href="#">here</a>.</p>	
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## ITC Scope of Work: Professional Development Activities

2019-2020 – FINAL 10-31-20

			<p>Facilitate invited webinar with Brookes on tele-intervention  <b>COMPLETED: May 2020</b>                      One staff person was invited by Brookes to facilitate a 40 min webinar about tele-intervention based on blog post on the same topic for over 750 participants. Recording is available <a href="#">here</a>.</p>	
	Service Coordination	<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)  <b>SPRING CANCELLED, FALL TO BE HELD IN DEC 2020</b>                      Spring training was cancelled due to the pandemic. Fall training will be offered using an alternate virtual format in Dec 2020.</p> <p>Review data from statewide SC Chats web discussion series to decide if we will continue this initiative  <b>COMPLETED: Dec 2019</b>                      Based on this data, the decision was made to continue to provide SC Chats this year. SC Chats were held in July and October.</p> <p>Participate in activities related to service coordination including National Service Coordination Training Workgroup, Leadership Institute, 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>	All

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## ITC Scope of Work: Professional Development Activities

2019-2020 – FINAL 10-31-20

			<p><b>COMPLETED: Oct 2020</b>                  Staff continue to participate in National SC training workgroup and leadership meetings every other month. Staff also co-lead the DEC SC CoP, have led the writing team for the DEC/ITCA joint position statement on SC, co-led the workgroup developing the KSSC (see above) and co-facilitated or hosted two national webinars on SC. An additional webinar was co-facilitated by staff for AUCD on SC in Dec 2020. Staff participates in monthly meetings and develops and disseminates resources as aRPy Ambassador.</p>	
	<p><b>Early Childhood Mental Health</b></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 content elements (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><u>Early Childhood Mental Health</u>                  Post announcements of relevant ECMH training efforts through our listserv, in CSPD update, etc.  <b>COMPLETED: Oct 2020</b></p> <p>Collaborate with ECMH Coordinator for PD related to social-emotional development  <b>COMPLETED: OCT/NOV 2020</b>                  Coordination of Talks on Tuesday topic related to ECMH occurred during the summer. The Oct and Nov ToTs focused on trauma and the ACEs.</p> <p>Participate on ECMH Advisory Board and support regional endorsement activities  <b>COMPLETED: Oct 2020</b>                  Staff serve as IMH endorsement advisors. One PD team member completed Endorsement II.</p> <p>Represent EI on the ECMH conference planning workgroup  <b>COMPLETED: Oct 2020</b></p>	

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## ITC Scope of Work: Professional Development Activities

2019-2020 – FINAL 10-31-20

			<p>Staff collaborated with tech support and as planning committee member to support the ECMH virtual conference May 2020.</p> <p>Participate in planning for and presenting as part of the EI strand at the ECMH conference  <b>COMPLETED: May 2020</b>          Since conference was moved to virtual format, staff did not present but did serve as EI strand co-chair. Staff also provided tech support for webinar hosted by ECMH featuring keynote speaker from conference.</p> <p>Develop resources to support the use of the SEAM in the context of functional assessment (learning byte, blog post, etc.) in response to LSM requests  <b>COMPLETED: Oct 2020</b>          A learning byte was created to support the use of the SEAM and has been posted on the VEIPD site.</p> <p>Develop 3 new social-emotional development resources (new learning path, crosswalk with VEIPD resources and endorsement process, learning byte)  <b>COMPLETED: Oct 2020</b>          Staff completed Learning Byte on Identifying Goodness of Fit. Staff developed four Telelections focused on stress management, self-care, burnout, and supporting families managing stress. Staff highlighted resources on Grief, Temperament, and Supporting Social and Emotional Development on all social media platforms. Staff completed user reviews for upcoming Social Emotional Development Module. Staff provided webinar on Supporting Families in the Midst of a Crisis and released recording on social</p>	
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## ITC Scope of Work: Professional Development Activities

2019-2020 – FINAL 10-31-20

			media. Staff sent two outline resources for the endorsement process to the Early Childhood Mental Health Coordinator.	
	Infant & Toddler Development & Disability Topics	<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.</p>	<p><u>Autism</u> Coordinate PD activities/efforts with VA Act Early team and VCU's Project ECHO Autism. <b>COMPLETED: Oct 2020</b> Staff served as liaison between two EI ECHO projects; one through VCU targeting LSMs and Program Administrators and one through UVA targeting EI providers. Ongoing planning and coordination meetings. Provided administrative support for LSM/Prog Admin ECHO for public awareness, technology, evaluation support, etc.</p> <p><u>Child Development/Screening</u> Post announcements about information and resources from the LTSAE campaign through our listserv, in CSPD update, etc. <b>COMPLETED: Oct 2020</b> Information was provided throughout the year regarding development.</p>	All
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>Inform faculty of new resources for inclusion in preservice course content via Constant Contact emails <b>COMPLETED: Oct 2020</b> The new EI/Preservice Consortium comprised of staff and representatives from VA universities that have EI/ECSE preservice programs has been meeting since the summer. Tasks include opportunities to share resources and collaborate.</p>	Cori & Deana

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## ITC Scope of Work: Professional Development Activities

2019-2020 – FINAL 10-31-20

			<p>Participate as members of the VCPD Higher Ed Workgroup  <b>COMPLETED: Oct 2020</b>                      The VCPD Higher Ed Workgroup merged into the Faculty Institute planning committee. Staff participated in all planning activities and presented information during the virtual Institute.</p> <p>Collaborate with VCPD on Faculty Institute  <b>COMPLETED: Oct 2020</b>                      a virtual VCPD Faculty Institute was held Oct 2020 in collaboration with VCU Project KSR, an OSEP-funded personnel prep grant.</p> <p>Develop resource materials for LSMs and faculty to share practices and strategies for workforce development  <b>COMPLETED: Oct 2020</b>                      Two complete case studies are available for faculty use. Staff are considering how to make these or similar resources available to LSMs for staff development.</p>	
<b>State &amp; National EI Providers, Administrators &amp; Students</b>	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 &amp; National Conference Proposals to be submitted:</u>  <b>DEC</b>                      Conference in 2020 was cancelled due to the pandemic. Staff proposals have been accepted for the virtual DEC conference in 2021.</p> <p><b>CEC</b>                      Staff accepted to present at virtual CEC in March 2021</p>	All

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## ITC Scope of Work: Professional Development Activities

2019-2020 – FINAL 10-31-20

			<p><u>State &amp; National Conference Proposals accepted for:</u>                  Staff accepted for international conference, World Association of Infant Mental Health. Due to COVID, conference has been postponed until June 2021. Staff accepted to present at ECMH conference, but cancelled due to pandemic.</p> <p><u>State &amp; National Conference Presentations completed:</u></p> <p>Collaborate with national training centers and initiatives (ECPC, AUCD, Act Early, AMCHP, ECTA)  <b>COMPLETED: Oct 2020</b>                  See above. Staff continue to participate in aRPy Ambassador program and PD cohort with ECPC (but the latter has not met since 2019). Staff also co-facilitated an invited webinar for AUCD in Dec 2019. Staff served as reviewers for Young Exceptional Children and Journal of EI. Leadership group with ECPC and DEC only met in December 2019 this year.</p>	
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