

## ITC Scope of Work: Professional Development Activities

2023-2024 **FINAL UPDATES October 2024**

### Research & Planning Functions

Target Group	Professional Development Topic/Priority	ITC Grant Deliverable 2023-2024	Research & Planning Activities & Timeframes	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, Technical Assistance, and Monitoring Teams.</p> <p>1.4 Collaborate and contribute to the ITCVA Update monthly to include professional development resources, training opportunities, etc.</p> <p>1.5 Work with Part C staff to collect, analyze, and report personnel data...</p>	<p>Coordinate quarterly ITC meetings, maintain current membership, and add members as needed.</p> <p><b>COMPLETED</b> ITC met 1/22/24, 4/22/24, and 10/28/24. The July quarterly meeting was canceled and a written update was provided to ITC members. Meeting minutes available <a href="#">here</a>.</p> <p>Provide updates at VICC meetings on a quarterly basis with focus on new products/elements and data on use of PD resources.</p> <p><b>COMPLETED</b> Updates and <a href="#">infographics</a> provided for VICC 12/13/23, 3/13/24, and 09/11/24. The June 2024 VICC meeting was canceled.</p> <p>Collaborate with Partnership projects involved in PD with early intervention providers and those reaching families of young children</p> <p><b>COMPLETED</b> Collaborated with PPD Early Childhood Core Group on monthly calls and grant writing initiatives</p>	Cori, Lisa, & Lorelei

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		<p>1.6. Gather information about the PD needs of EI providers in Virginia on an ongoing basis.</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>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>Collaborated with Deafblind Project and Technical Assistance Center for Children who are Deaf and Hard of Hearing for Sensory Disabilities Learning Path.</p> <p>Collaborated with EC Content Team Leader/VA-LEND Leader with IECMH Coordinator (DBHDS) on monthly meetings.</p> <p>Submit quarterly progress reports to Part C administrator <b>COMPLETED</b> Submitted via VICC infographics as noted above.</p> <p>Submit updates for the ITCVA Newsletter <b>COMPLETED</b> Submitted monthly</p> <p>Participate in SSIP leadership teams, workgroups and their activities <b>COMPLETED</b> SSIP PMF Workgroup</p> <ul style="list-style-type: none"> <li>• 3/20/24 Launch webinar</li> <li>• Worked with ITCVA for PMF <a href="#">webpage</a> development including 3 new resources</li> <li>• Designed PMF Key Principles logos</li> <li>• Launched six Constant Contacts linking PMF key principles and VEIPD resources</li> <li>• Planning continues for winter 2025 PMF Workshop with local provider on 01/23/24</li> </ul>	
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			<ul style="list-style-type: none"> <li>Updated IRB to reflect changes in method for IMH Expansion study</li> </ul> <p>SSIP Related Factors Workgroup</p> <ul style="list-style-type: none"> <li>Submitted recommendations to Part C including Chart and Guidance Questions document</li> </ul> <p>Adaptation of NYC SE Booklet</p> <ul style="list-style-type: none"> <li>Workgroup began meeting and will continue over the next work plan as final recommendations are being considered.</li> </ul> <p>Staff facilitated workgroup to develop campaign awareness toolkit for addressing suspension and expulsion. Content underdevelopment and will continue into the next work plan.</p> <p>Staff continues to participate in SSIP leadership team and SSIP Assessment and Screening workgroup</p>	
	Coordinate VA's CSPD with those in other states and national initiatives	<p>1.1 Oversee the design, integration, and implementation of the CSPD, as it relates to Part C personnel standards.</p> <p>2.1. Work with the VICC and others at the state, regional and local levels to identify and coordinate PD activities across state agencies.</p>	<p>Participate in state and national EI/EC PD initiatives, including the aRPy Ambassador Initiative, ECMH Advisory Board, PD Essentials team, VAIMH Board, EIV/PDAT, AT Network Advisory Council, DEC CoPs, and ECTA on national training initiatives to bring current information about EBP to EI practitioners in VA.</p> <p><b>COMPLETED</b></p> <p>Staff continue to participate in state and national initiatives. Staff co-leads DEC's IMH CoP and DEC</p>	All

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		<p>2.2. Represent early intervention in the VCPD initiatives.</p> <p>2.3 Collaborate with the ECMH Coordinator for PD related to social-emotional development....</p> <p>2.4 Coordinate PD activities/efforts with VA EC initiatives</p> <p>2.5 Coordinate PD by participating in national and regional TA projects, training initiatives, and conferences...to bring EBPs to VA.</p>	<p>El CoP. Staff is a member of DEC Personnel Preparation Committee. Staff continues to participate as an aRPy Ambassador and includes collaboration with state PEATC and ACT Early Ambassador initiatives. Staff serve as members of the IECMH Advisory Board, VAIMH board, the PD Essentials team, EIV/PDAT, AT Network, DEC CoPs and ECTA national initiative. Staff served as a reviewer for ECTA's A Process Guide for Community-Based Implementation.</p> <p>Collaborate with CFI &amp; New Path to streamline information and strategize increased coordination.</p> <p><b>COMPLETED</b> Solicited and accepted shared CCSS concurrent session proposal</p>	
	Program Evaluation and Data Collection	<p>7.3. Provide an evaluation of Kaleidoscope training within 60 days following each training.</p> <p>7.4. Provide an evaluation of the CCSS Conference within 60 days following the conference.</p> <p>7.5. Provide an evaluation of regional or statewide EI PD</p>	<p>Conduct evaluations of PD opportunities (e.g., Kaleidoscope, ToTs, online modules/courses, trainings)</p> <p><b>COMPLETED</b> Evaluations have been conducted after PD activities on an ongoing basis.</p> <p>Post copies of all evaluations on Google drive and website using ITC templates for accessibility by Part C staff</p> <p><b>COMPLETED</b></p>	Cori, Seth, & Seb

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		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 modules, coaching implementation projects, etc.	All training evaluation summaries can be found <a href="#">here</a> .	
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### Implementation Functions

Target Group	Professional Development Topic/Priority	ITC Grant Deliverable 2021-2022	Research & Planning Activities & Timeframes	Staff Responsible
<b>ITCVA Staff &amp; PD Team Collaboration</b>	Collaborate with TA and Monitoring Staff on ITCVA office SSIP Priorities	<p>1.2 Collaborate with Part C staff to incorporate input from localities in planning, developing, and implementing Part C PD to meet system needs.</p> <p>1.3 Collaborate and meet with designated DBHDS staff to ensure collaboration across Professional Dev Team, Technical Assistance, and Monitoring Teams.</p> <p>3.1 Represent ITC through participation in SSIP activities...</p>	<p>Participate on Part C workgroups and staff meetings and use information to inform PD work</p> <p><b>COMPLETED</b></p> <p><b>VEIPD team members each co-facilitate an SSIP Workgroup. Staff continue to participate in Part C staff meetings to share ITC updates.</b></p> <p>Collaborate on webinars and other trainings with Part C staff</p>	All

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		<p>3.2. Participate on Part C workgroups and staff meetings, including SSIP leadership team and workgroups.</p> <p>5.2. Collaborate on webinars with Part C staff on regulatory/compliance/program topics.</p> <p>7.8 On an annual basis, collaborate with ITCVA to determine regional PD activities to support practitioners'...use of EBPs.</p> <p>7.11 Develop, disseminate, and deliver resources to support SSIP activities related to social-emotional/early childhood mental health, EBPs, coaching, and natural learning environments.</p> <p>7.12 Develop, facilitate, and evaluate statewide SC web discussions.</p>	<p><b>COMPLETED</b>  <b>COS webinar completed 3/8/24</b>  <b>PMF webinar completed 3/20/24</b>  <b>Staff continues to collaborate with Part C staff to offer Growing Brain short course focused on supporting the social emotional well-being of all families two times a year with a total of 60 participants.</b></p> <p>Meet with Part C Administrator to identify and collaborate on PD to meet needs  <b>COMPLETED</b></p> <p>Co-facilitate SSIP workgroups with Part C staff  <b>COMPLETED</b>  <b>See notes above</b></p>	
<b>All</b>	Conference: <i>Creating Connections to Shining Stars</i>	<p>4.1. Coordinate, collaborate, and co-facilitate with Part B staff member on planning and presenting the biannual CCSS Conference.</p> <p>4.2. Coordinate the pre-conference sessions on topics of interest.</p>	<p>Coordinate and collaborate as co-chair and committee members to plan for <i>Creating Connections to Shining Stars: VA's Collaborative Early Childhood Birth through Five Conference 2024</i> in close collaboration with the Part C office staff.</p> <p><b>COMPLETED</b>  <b>CCSS2024 was successfully held 7/16/24-7/18/24 in Roanoke. See evaluation summary for details. Video recap found <a href="#">here</a>.</b></p>	Cori, Lisa, and Lorelei

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			<p>Identify, invite, and support EI presenters <b>COMPLETED: 1/31/24</b></p> <p>Disseminate info about conference via email list, monthly update, social media <b>COMPLETED: 7/18/24</b> <b>PR disseminated through Constant Contacts, DEC Collaborate, DEC CoPs, social media</b></p>	
	Local/Regional Training and Support	<p>1.2 Collaborate with Part C staff to incorporate input from localities in planning, developing, and implementing Part C PD to meet system needs</p> <p>5.3. Identify and collaborate with EI providers who will expand PD initiatives.</p> <p>7.8. On an annual basis, collaborate with ITCVA to determine regional PD activities (i.e., trainings, webinars, online 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. <b>COMPLETED</b> <b>See SSIP notes above</b> <b>Collaborated with IECMH Coordinator on podcast series focused on infant mental health. <a href="#">Meaningful Moments Podcast</a> released 5 episodes this year.</b></p> <p><b>Staff collaborated with Part C staff to offer a Growing Brain short course focused on supporting the social emotional well-being of all families two times a year with a total of 60 participants.</b></p>	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	Develop form/survey to solicit potential presenters and topics.	All

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		<p>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><b>COMPLETED</b> Following each ToT, participants received a survey for topic suggestions.</p> <p><u>Schedule</u>  <b>Nov</b> – It's All Interconnected Part I: Sensory Processing and Social and Emotional Development for Infants and Toddlers Part 1  <b>COMPLETED 11/14/23</b>  <b>Dec</b> – Real Impacts of Sensory and Social-Emotional Regulation: Everyday Experiences that Shape Our Tomorrows Part 2  <b>COMPLETED 12/5/23</b>  <b>Feb</b> – Digital Distractions versus Communication Collaborations <b>COMPLETED 2/6/24</b>  <b>Mar</b> – Autism and Neurodiversity: Supporting Children and Families Through a Neurodiversity-Affirming Approach Part 1  <b>COMPLETED: 3/5/24</b>  <b>Apr</b> – Autism and Neurodiversity: Supporting Children and Families Through a Neurodiversity-Affirming Approach Part 2  <b>COMPLETED: 4/2/24</b>  <b>May</b> – Assistive Technology/ AAC in EI Part 1 <b>COMPLETED: 5/7/24</b>  <b>June</b> - Assistive Technology/ AAC in EI Part 2 <b>COMPLETED: 6/4/24</b></p>	
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			<p><b>Sept – “Atomic” Joint Plans COMPLETED: 9/3/24</b></p> <p><b>Oct – Fragile X in Early Intervention COMPLETED: 10/1/24</b></p> <p>All 2023 Talks on Tuesday webinars can be found <a href="#">here</a>.</p> <p>All 2024 Talks on Tuesday webinars can be found <a href="#">here</a>.</p>	
	<p><b>Maintain &amp; Update Online Resources: EIPD sites, EI Strategies Blog, Social Media Accounts, and LMS system implementation</b></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><b>EIPD &amp; eLearning sites</b></u></p> <p>Review and update VEIPD site, adding new resources as relevant. Update main menu tab layouts on the home page. Begin reviewing and updating the Topics and Trends categories.</p> <p><b>COMPLETED</b></p> <ul style="list-style-type: none"> <li>● <b>Main page updated</b> <ul style="list-style-type: none"> <li>○ <b>New logo developed to provide emphasis on “Virginia Early Intervention Professional Development Center”</b></li> </ul> </li> <li>● <b>Faculty/Future EIs page updated</b></li> </ul> <p>Maintain and analyze all websites, databases, learning experience platforms (LXP), Moodle and Canvas, and applications to keep content and security up-to-date</p> <p><b>COMPLETED</b></p>	All

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			<p>All website / LXPs up to date with security features. Content reviewed and updated on an ongoing basis.</p> <p>Canvas LMS Implementation: migrate Moodle courses to Canvas, build final course quizzes in Canvas, perform multi-phase testing in Canvas, execute Canvas launch for VEIPD users.</p> <p>Ongoing</p> <p>Explore AI to develop images of diverse families and practitioners</p> <p>COMPLETED</p> <p>Used Adobe Firefly to generate images that fit our DEI standards! We've used several AI images throughout our webinars, mainly Talks on Tuesdays.</p> <p>Explore app development options</p> <p>COMPLETED</p> <p>Reviewed option to create app shortcut for website. Will continue to explore options as technology continues to evolve.</p> <p>Evaluate registration forms for accessibility</p> <p>COMPLETED</p> <p>The use of Google Forms has allowed for convenient participation and inclusive</p>	
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			<p>practices. A Google Form can be accessed by any browser with internet, and Forms allows the use of screen readers for those with sensory impairments.</p> <p><u>Social Media</u> Provide information about new resources by posting to social media <b>COMPLETED</b> Social media posts created 1-2x per week</p> <p>Total Posts = 200</p> <ul style="list-style-type: none"><li>● Facebook<ul style="list-style-type: none"><li>○ 1,818 Followers</li><li>○ 1,648 Likes</li></ul></li><li>● Instagram<ul style="list-style-type: none"><li>○ 296 Followers</li></ul></li><li>● Twitter<ul style="list-style-type: none"><li>○ 456 Followers</li></ul></li><li>● LinkedIn<ul style="list-style-type: none"><li>○ 149 Followers</li></ul></li><li>● YouTube<ul style="list-style-type: none"><li>○ 1,590 Subscribers</li></ul></li></ul> <p>(Data through September 2024)</p>	
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			<p>Explore and develop SMS communication plan to supplement social media and email communication plan  <b>COMPLETED</b>            SMS plan added and piloted during Dimensions short course. Will be offered as an option for subscribers over the next year.</p> <p><u>VEIPD Videos YouTube Channel</u>            Maintain processes for posting videos, including conventions for naming, description, tagging, captioning, title cards, playlists, using the video log, etc.  <b>COMPLETED</b></p> <p><u>Blog</u>            Rebrand and relaunch blog site.            Due to VCU web redesign, per funder agreement, this deliverable is on hold.</p>	
<b>Local System Managers</b>	Collaborate with and Provide Professional Development for LSMs as they Support the EI Workforce	<p>5.6. Develop and provide PD for LSMs, including collaborative planning and facilitation of meetings 2x/year and LSM Leadership ECHO.</p> <p>7.10 Coordinate 2 collaborative meetings between LSMs and ITCVA staff.</p>	<p>Coordinate collaborative meetings between LSMs and ITCVA staff  <b>COMPLETED</b>  <b>Meetings held: 12/4/23, 2/8/24, 4/11/24, 5/8/24, 6/6/24, 10/10/24</b></p> <p>In collaboration with IECMH Coordinator, develop and/or support LSM/ leadership-focused resources: topics may</p>	All

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			<p>include reflective supervision, child find, and billing</p> <p><b>COMPLETED</b></p> <p>Staff collaborating with IECMH Coordinator on reflective supervision and addressing suspension/expulsion. Staff presented at DEC Conference.</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 digital products (resources, webinars, online tutorials) on the EIPD website addressing key areas of need.</p> <p>5.7 Develop and facilitate PD for SCs and service providers on specific topics of interest, including short course offerings.</p>	<p>Review EI certification modules following any Practice Manual revisions and edit as needed</p> <p><b>COMPLETED</b></p> <p>The Practice Manual is currently being revised by Part C staff. Module revisions will be determined once completed.</p> <p>Part C staff served as reviewers for the Teaming and Collaboration module revisions and development of the Sensory Disabilities Learning Path.</p> <p>Determine usability and complete update of Responsibilities of Early Intervention Practitioners Course including:</p> <ul style="list-style-type: none"> <li>● Teaming and Collaboration <ul style="list-style-type: none"> <li>○ <b>COMPLETED</b></li> </ul> </li> <li>● Confidentiality and professional boundaries <ul style="list-style-type: none"> <li>○ <b>Per funder approval, target completion revised to FY25</b></li> </ul> </li> </ul>	Cori, Lisa, Lorelei & Carrie

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			<ul style="list-style-type: none"><li>● Safety<ul style="list-style-type: none"><li>○ Per funder approval, target completion revised to FY25</li></ul></li><li>● Abuse and neglect<ul style="list-style-type: none"><li>○ Per funder approval, target completion revised to FY25</li></ul></li><li>● Contact note documentation<ul style="list-style-type: none"><li>○ Per funder approval, target completion revised to FY25</li></ul></li></ul> <p>(NOTE: Procedural Safeguard module was completed FY 22-23)</p> <p>Complete revisions and launch Overview: Mission and Key Principles of EI <b>COMPLETED</b></p> <ul style="list-style-type: none"><li>● Module is in final development draft phase with Subject Matter Review and sign-off targeted for early FY25,</li></ul> <p>Add photos to Flickr and Google Drive to represent diverse families and practitioners <b>COMPLETED</b> Staff took a variety of pictures and videos from the field.</p> <p>Write new <i>Learning Bytes</i> as needed</p>	
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			<p><b>COMPLETED</b> New PMF Learning Byte completed.</p>	
	<p>Social Emotional/Early Childhood Mental Health</p>	<p>2.3 Collaborate with the ECMH Coordinator for PD related to social-emotional development....</p> <p>2.5 Coordinate PD by participating in national and regional TA projects, training initiatives, and conferences...to bring EBPs to VA.</p> <p>3.1 Represent the ITC through participation in SSIP activities to include social emotional/early childhood mental health; supporting implementation of evidence-based practices; and coaching and natural learning environment practices.</p> <p>3.2. Participate in Part C workgroups and staff meetings, including SSIP leadership teams and workgroups.</p> <p>5.7 Develop and facilitate PD for SCs and service providers on specific topics of interest, including short course offerings.</p> <p>7.11 Develop, disseminate, and deliver resources to support SSIP activities related to social-emotional/early childhood mental health, EBPs, coaching, and natural learning environments.</p>	<p>Participate in SSIP leadership teams, workgroups and their activities <b>COMPLETED</b> See SSIP activities above</p> <p>Plan for specific training on social-emotional development based on Growing Brain curriculum <b>COMPLETED: 3/27/24</b></p> <p>Collaborate with IECMH Coordinator to facilitate ToT re: IECMH <b>COMPLETED: 2/6/24</b></p> <p>Collaborate with IECMH Coordinator on podcast, <i>Meaningful Moments</i> <b>COMPLETED</b> See above</p> <p>Plan and launch video series related to social-emotional topics. <b>COMPLETED</b> New videos and photos recorded in the field. Logo completed. Intro, outro, and first video series being drafted.</p>	<p>Lisa, Cori, &amp; Lorelei</p>

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			<p>Participate in DEC IMH CoP by co-facilitating and/or attending activities, sharing resources, etc. <b>COMPLETED</b> Resources and archived webinars can be found <a href="#">here</a>.</p> <p>Post announcements of relevant IECMH training efforts through our listserv, in CSPD update, etc. <b>COMPLETED</b></p> <p>Collaborate with IECMH Coordinator for PD related to social-emotional development as needed <b>COMPLETED</b> Presented collaborative session at DEC2024 Provided concurrent session at IECMH virtual conference May 2024 Staff collaborated with IECMH Coordinator on Suspension/Expulsion work group.</p> <p>Participate on IECMH Advisory Board and support regional endorsement activities <b>COMPLETED</b></p> <p>Develop and launch materials for alignment of DEC Recommended Practices and IMH competencies</p>	
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## ITC Scope of Work: Professional Development Activities

2023-2024 **FINAL UPDATES October 2024**

			<p><b>COMPLETED</b> DEC Recommended Practices: Assessment and IMH handout completed.</p> <p>Represent EI on the IECMH conference planning workgroup <b>COMPLETED</b> Provided concurrent session at IECMH virtual conference</p> <p>Collaborate with IECMH Coordinator and EC and Health Program Specialist to develop integrated training plan <b>COMPLETED</b></p>	
	Evidence-based Practices & Natural Learning Environment Practices	<p>3.1. Represent the ITC through participation in SSIP activities to include social emotional/early childhood mental health; supporting implementation of evidence-based practices; and coaching and natural learning environment practices.</p> <p>5.1. Continue to update, refine and implement web-based modules and other digital products (resources, webinars, online tutorials) on the EIPD website addressing key areas of need.</p> <p>5.7 Develop and facilitate PD for SCs and service providers on specific topics of interest, including short course offerings.</p>	<p>Revise and update <i>Coaching Facilitation Guide</i> and materials <b>Per funder approval, deliverable on hold to address other priorities</b></p> <p>Offer pilot Dimensions short course for new service providers and make any revisions as needed and offer one additional session. <b>COMPLETED</b></p> <p>Develop and provide <i>Resource Pop-up</i> (30 min) webinars about new/relevant PD resources as needed <b>COMPLETED</b></p>	Lisa & Lorelei

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## ITC Scope of Work: Professional Development Activities

2023-2024 **FINAL UPDATES October 2024**

			<p>Elevator Speeches: Utilizing for Professional Development held in December 2023</p> <p>Review and revise current Quick Reference Guides  <b>COMPLETED</b>  Reviewed and Updated 10 Quick Reference Guides completed and launched on the website.</p> <p>Develop and disseminate IMH/SE Quick Reference Guides  <b>COMPLETED</b>  Developed Guiding Questions Guide that is currently going through Part C's recommendations process.</p> <p>Plan and begin development of Professional Learning Community (PLC) for seasoned providers  Per funder approval, deliverable on hold due to other ITCVA priorities</p>	
	Service Coordination	<p>2.5 Coordinate PD by participating in national and regional TA projects, training initiatives, and conferences...to bring EBPs to VA.</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>Offer and evaluate two Kaleidoscope trainings (including training day and 3-month CoP)  <b>COMPLETED</b>  <b>SESSION #1 3/26/24-06/27/24</b>  <b>SESSION #2 9/12/24-12/20/24</b></p>	Lisa, Lorelei, and Cori

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## ITC Scope of Work: Professional Development Activities

2023-2024 **FINAL UPDATES October 2024**

		5.7 Develop and facilitate PD for SCs and service providers on specific topics of interest, including short course offerings.	<p>Facilitate quarterly SC Chats web discussions</p> <p><b>COMPLETED</b></p> <p><b>#1 12/12/24 Let's Talk TRAC-IT</b></p> <p><b>#2 3/18/24 Boundaries and Ethics in Service Coordination</b></p> <p><b>#3 7/11/24 Can I Coach as a Service Coordinator? Absolutely!</b></p> <p><b>#4 10/15/2024 Collaborating with Home Visiting Professionals</b></p> <p>Participate in activities related to service coordination including the DEC SC Committee, SC Community of Practice and SC Leader's Group including implementing national and state plans, co-facilitation and content development for national webinars, resource sharing, etc.</p> <p><b>COMPLETED</b></p> <p><b>Attended in-person pre-conference on Service Coordination at the DEC Conference</b></p>	
	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>Facilitate two 4-week Growing Brain short courses focused on social emotional development</p> <p><b>COMPLETED</b></p> <p><b>SESSION #1: 11/02/23</b></p> <p><b>SESSION #2: 3/27/24</b></p>	Lisa & Lorelei

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## ITC Scope of Work: Professional Development Activities

2023-2024 **FINAL UPDATES October 2024**

		5.7 Develop and facilitate PD for SCs and service providers on specific topics of interest, including short course offerings.	Develop and provide new 3-hour workshop on substance use and EI <b>COMPLETED</b> Developed and launched new logo for all workshops <b>ELEVATED EI: Navigating Substance Use in Homes (in collaboration with Early Impact Virginia) on 10/8/2024</b>	
<b>Higher Ed Faculty &amp; Students</b>	Collaborate with IHEs on Current EI Practices & Resources (to be included in pre service 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.  6. Maintain and update online resources such as EIPD website, EI Strategies blog, and the EIPD Facebook and Twitter accounts.	Coordinate EI Preservice Consortium meetings and activities to share practices and strategies for workforce development <b>COMPLETED</b> <ul style="list-style-type: none"> <li>• Monthly meetings held</li> <li>• DEC Leadership Monograph article submitted and accepted: <i>Early Intervention Leadership: Strategies and Collaboration</i></li> <li>• Consortium joined ITCVA/LSM meeting 6/6/24</li> <li>• Consortium/LSM luncheon held at CCSS2024</li> <li>• Faculty and future early interventionists webpage redesigned</li> </ul> Co-Lead OSEP-funded AA-Preservice grant with EI Preservice Consortium members <b>COMPLETED</b> <b>Five year OSEP grant through 10/31/28</b>	Cori

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## ITC Scope of Work: Professional Development Activities

2023-2024 **FINAL UPDATES** October 2024

			<ul style="list-style-type: none"> <li>• Community College site visits held Mar/April</li> <li>• IHE Faculty Institute held 6/11/24-6/12/24</li> <li>• Communication <a href="#">newsletter</a> distributed as needed</li> </ul> <p>Inform faculty of new resources for inclusion in pre-service course content via Constant Contact emails <b>COMPLETED</b></p> <p>Enhance VEIPD Faculty and Future EI page to expand information about EI/Preservice Consortium <b>COMPLETED</b></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> DEC 2024 <b>COMPLETED</b></p> <p>Arc of Virginia Conference <b>COMPLETED</b></p> <p>Virginia Association of Community Services Boards' Training &amp; Development Conference <b>COMPLETED</b></p> <p><u>State &amp; National Conference Proposals accepted for:</u></p>	All

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## ITC Scope of Work: Professional Development Activities

2023-2024 **FINAL UPDATES October 2024**

			<p>DEC Nov 2023 <b>COMPLETED</b></p> <p>DEC Sept 2024</p> <ul style="list-style-type: none"> <li>• Three session proposals accepted for DEC2024</li> <li>• 2 VEIPD-related proposals accepted for DEC conference</li> </ul> <p>Arc of Virginia Conference <b>COMPLETED</b></p> <p><u>State &amp; National Conference Presentations completed:</u> <b>COMPLETED</b></p> <ul style="list-style-type: none"> <li>• Include NY Presentation - 12/04/2023</li> <li>• IECMH Annual Conference - 5/15/2024</li> <li>• Arc of Virginia Conference -08/20/24</li> <li>• VACSB Conference 10/2024</li> <li>• DEC 2024 - 09/2024</li> </ul>	
<b>Research &amp; Professional Writing</b>			<p>Write, submit, and publish evidence informed early intervention practices as opportunities arise or need emerges (ex: manuscript, white paper, research articles) <b>COMPLETED</b></p> <ul style="list-style-type: none"> <li>• DEC Leadership Monograph article published: <i>Early Intervention</i></li> </ul>	All

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## ITC Scope of Work: Professional Development Activities

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2023-2024 **FINAL UPDATES** October 2024

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			<i>Leadership: Strategies and Collaboration</i> <ul style="list-style-type: none"><li>• Chapter Manuscript on Infant Mental Health accepted for <i>Understanding Families</i> book</li></ul>	
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