



VEIPD SCOPE OF WORK 2024-2025

Activity	Grant Deliverables	Tasks And Products	6-Month Update	End-of-year Update
1. Oversight and coordination of CSPD	<p>1a. Oversee the design, integration, and implementation of the CSPD, as it relates to Part C personnel standards.</p> <p>1b. Collaborate with Part C staff to incorporate locality input in planning, developing and implementing Part C PD.</p> <p>1c. Participate in national and regional TA events and conferences with the intent to bring evidence-based practices to VA.</p> <p>1d. Maintain comprehensive web presence and update/refine web-based modules and other digital products on VEIPD Center.</p> <p>1e. Provide quarterly progress reports on PD activities, including evaluation findings.</p> <p>1f. Provide written reports of data results.</p>	<p>Coordinate quarterly ITC meetings, maintain current membership, and add members as needed</p> <p>Provide quarterly updates at VICC meetings with focus on new products/elements and data on use of PD resources</p> <p>Participate in state and national EI/EC PD initiatives, including the aRPy Ambassador Initiative, IECMH Advisory Board, 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>Contribute to and represent VA at state and national events</p> <p>Contribute to EI evidence-informed practices through scholarly writings</p>		

		<p>Submit quarterly progress reports to EI Program Manager</p> <p>Submit updates for the ITCVA Newsletter</p> <p>Collaborate with Partnership projects involved in PD with early intervention providers and those reaching families of young children</p>		
2. Program evaluation and data collection	2a. Provide program evaluation and data collection by conducting evaluations, follow-up activities, and PD activities.	<p>Conduct evaluations of PD opportunities</p> <p>Use ongoing mechanisms to gather information about PD needs</p> <p>Post copies of all evaluations on Google drive and website using VEIPD templates for accessibility by ITCVA staff</p>		
3. Collaborate with ITCVA on SSIP priorities	<p>3a. Collaborate and meet with ITCVA staff to ensure collaboration across PD, TA, and Monitoring Teams.</p> <p>3b. Serve on SSIP leadership team, co-facilitate SSIP workgroups, and participate in SSIP Leads activities.</p> <p>3c. Collaborate on regulatory/compliance trainings.</p> <p>3d. Collaborate with IECMH Coordinator for PF related to SE development.</p> <p>3e. Develop SSIP activities related to SE learning, EC mental health, coaching, and natural learning environments.</p>	<p>Meet with EI Program Manager to identify and collaborate on PD to meet needs</p> <p>Participate on ITCVA workgroups and staff meetings and use information to inform PD work</p> <p>Collaborate with ITCVA staff to package, design and/or deliver training or other PD support to meet local/regional needs related to SSIP priorities, as identified through monitoring or technical assistance activities.</p> <p>Participate in and co-facilitate SSIP leadership teams, workgroups and activities:</p> <ul style="list-style-type: none"> • <i>Reflective Supervision</i> • <i>Pyramid Model Framework</i> 		

		<ul style="list-style-type: none"> • <i>Screening and Assessment</i> <p>Collaborate with IECMH Coordinator on podcast, <i>Meaningful Moments</i></p> <p>Collaborate with IECMH Coordinator for SE-related PD (ToT, conference session, etc.)</p> <p>Collaborate with IECMH Coordinator for PD related to social-emotional development as needed</p> <p>Develop and launch 5 videos in Heartwired series related to social-emotional topics TARGET: 10/15/25</p> <p>Facilitate two 4-week Growing Brain short courses focused on social emotional development TARGET: Two sessions Spring 2025</p> <p>Develop and provide two ElevatED EI Workshops on Pyramid Model Framework and Tier-3 Challenging Behavior TARGET: January 2025 TARGET: Spring 2025</p> <p>Develop IMH Awareness materials:</p> <ul style="list-style-type: none"> • Adapt NYC SE Booklet to align with VA's SSIP TARGET: TBD • Develop and launch IMH Mental Health Awareness Materials TARGET: Spring 2025 • Quick Reference Guide-Family Outcomes on IFSP TARGET: Fall 2025 • Quick Reference Guide-Pyramid Model Framework 		
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		<p>TARGET: Spring 2025</p> <ul style="list-style-type: none"> • Suspension/Expulsion <p>TARGET: March 2025</p> <p>Develop short course on trauma-informed care for early interventionists</p> <p>TARGET: Fall 2025</p>		
4. Coordinate Creating Connections to Shining Stars (CCSS)	4a. Coordinate, collaborate, and co-facilitate CCSS including but not limited to pre-conference planning, event logistics, and registration needs.	<p>Coordinate and collaborate as co-chair and committee members to plan for CCSS2026 (Note: 2025 will be a planning year)</p> <p>Disseminate info about the conference via email, social media, etc.</p>		
5. Provide professional development activities and resources (webinars, mandatory SC training, short courses, LSM activities, etc)	<p>5a. Collaborate with ITCVA to determine PD activities to support practitioners' knowledge and skills re: use of EBPs.</p> <p>5b. Revise and facilitate Kaleidoscope curriculum to include online, F2F components, and SC CoPs.</p> <p>5c. Collaborate with LSMs and ITCVA staff during participation in virtual staff meetings.</p> <p>5d. Develop and facilitate PD for SCs and service providers on specific topics of interest, including short course offerings.</p> <p>5e. Work with VICC and others, including IHEs, at state, regional, and local levels to identify and coordinate PD activities across VA agencies.</p> <p>5f. Coordinate EI/Preservice Consortium activities to share</p>	<p>Develop form/survey to solicit potential presenters and topics for PD initiatives</p> <p>Provide Talks on Tuesdays (max 9x)</p> <p><u>Schedule:</u> Nov - Gestalt Language Processing: What's the Buzz? (CFH) Dec – skip as agreed by funder Feb - Teaming during Assessment (LT) March/April – Feeding (LP) May/June – Addressing Suspension/Expulsion and Collaboration with Child Care Providers (LP and Morgan) Sept/Oct – TBD</p> <p>Launch Path 4-Vision within the Sensory Disabilities Learning Path</p> <p>TARGET: Spring 2025</p> <p>Offer and evaluate two Kaleidoscope trainings (including training day and 3-month CoP)</p> <p>TARGET: Spring 2025 TARGET: Fall 2025</p>		

	practices and strategies for workforce development.	<p>Facilitate 3 SC Chats web discussions TARGET: Winter 2025 TARGET: Spring 2025 TARGET: Summer/early Fall 2025</p> <p>Revise, if needed, Kaleidoscope curriculum</p> <p>Revise, if needed, Dimensions curriculum</p> <p>Provide one Dimensions short course TARGET: Spring 2025</p> <p>Coordinate collaborative LSM/ITCVA virtual meetings TARGET: Per funder's schedule preference</p> <p>Coordinate one in-person LSM/ITCVA working meeting TARGET: Spring 2025</p> <p>Coordinate EI Preservice Consortium meetings and activities to share practices and strategies for workforce development</p> <p>Co-Principal Investigate OSEP-funded AA-Preservice grant with EI Preservice Consortium members</p> <p>Collaborate with faculty on resources and activities to support EI-related course content</p> <p>Develop enhanced interactive map to support practicum placements TARGET: Spring 2025</p>		
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<p>6. Maintain & Update Online Resources (VEIPD Center site, certification modules, blog, social media, etc)</p>	<p>6a. Update, refine, and implement web-based modules and other digital products on VEIPD Center, addressing key areas of need.</p> <p>6b. Maintain and update online resources (VEIPD Center, blog, social media)</p> <p>6c. Maintain and analyze websites, databases, Learning Experience Platforms, Moodle, Canvas, and application to keep content and security up-to-date.</p> <p>6d. Canvas Implementation: migrate Moodle courses to Canvas, build final course quizzes, perform multi-phase testing in Canvas, and execute Canvas launch.</p>	<p>VEIPD Center migration to VCU T4 TARGET: Summer 2025</p> <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>Migrate Moodle to Canvas and execute Canvas full implementation TARGET: Summer 2025</p> <p>Maintain social media presence sharing information and new resources</p> <p>Implement SMS communication plan to supplement social media and email communication</p> <p>Maintain processes for posting videos, including conventions for naming, description, tagging, captioning, title cards, playlists, using the video log, etc.</p> <p>Rebrand and relaunch blog site TARGET: Fall 2025</p> <p>Review EI certification modules following any Practice Manual revisions and edit as needed</p> <p>Revise components of <i>Responsibilities of Early Intervention Practitioners</i> certification module:</p> <ul style="list-style-type: none"> • Confidentiality and professional boundaries TARGET: Spring 2025 • Safety TARGET: Spring 2025 • Abuse and Neglect TARGET: Winter 2025 		
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