



VEIPD Scope of Work 2025-2026

NOTE: Target dates are provided as general guidelines and may be modified as priorities are identified

Activity	Grant Deliverables	Tasks & Priorities	Target	6-Month Update	EOY Update
1. Oversight and coordination of CSPD	1a. Oversee the design, integration, and implementation of the CSPD, as it relates to Part C personnel standards.	Coordinate quarterly ITC meetings, maintain current membership, and add members as needed	1/26/2026 4/27/2026 7/27/2026 10/26/2026		
	1b. Collaborate with Part C staff to incorporate locality input in planning, developing and implementing Part C PD.	Provide quarterly updates at VICC meetings with focus on new products/elements and data on use of PD resources	12/10/2025 3/11/2026 6/10/2026 9/9/2026		
	1c. Participate in national and regional TA events and conferences with the intent to bring evidence-based	Participate in state and national EI/EC PD initiatives, including the aRPy Ambassador Initiative, IECMH Advisory Board, EIV, AT Network Advisory Council, DEC CoPs, and ECTA on national training initiatives to bring	Ongoing		

	practices to VA. 1d. Maintain comprehensive web presence and update/refine web-based modules and other digital products on VEIPD Center. 1e. Provide quarterly progress reports on PD activities, including evaluation findings. 1f. Provide written reports of data results.	current information about EBP to EI practitioners in VA			
		Contribute to and represent VA at state and national events	Ongoing		
		Contribute to EI evidence-informed practices through scholarly writings	Ongoing		
		Submit quarterly progress reports to EI Program Manager	12/10/2025 3/11/2026 6/10/2026 9/9/2026		
		Submit updates for the ITCVA Newsletter	Monthly on the 25th		
		Collaborate with Partnership (PPD) projects involved in PD with early intervention providers and those reaching families of young children	Ongoing		
2. Program evaluation and data collection	2a. Provide program evaluation and data collection by conducting evaluations, follow-up activities, and PD activities.	Conduct evaluations of PD opportunities	Ongoing		
		Use ongoing mechanisms to gather information about PD needs	Ongoing		
		Post all evaluations on website using VEIPD templates	Ongoing		
3. Collaborate with ITCVA on SSIP priorities	3a. Collaborate and meet with ITCVA staff to ensure collaboration	Meet with EI Program Manager to identify and collaborate on PD to meet needs	Every other month		

	across PD, TA, and Monitoring Teams. 3b. Serve on SSIP leadership team, co-facilitate SSIP workgroups, and participate in SSIP Leads activities. 3c. Collaborate on regulatory/compliance trainings. 3d. Collaborate with IECMH Coordinator for PF related to SE development. 3e. Develop SSIP activities related to SE learning, EC mental health, coaching, and natural learning environments.	Participate on ITCVA workgroups and staff meetings and use information to inform PD work	Ongoing		
		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	Ongoing		
		Participate in and co-facilitate SSIP leadership teams, workgroups and activities as needed	Ongoing		
		Create 5 podcast episodes, Meaningful Moments	12/31/2025 2/28/2026 4/30/2026 6/30/2026 8/31/2026		
		Develop and launch 8 videos in HeartWired series related to social-emotional topics	12/31/2025 2/28/2026 3/31/2025 4/30/2026 5/29/2026 6/30/2026 9/30/2026 10/30/2026		

		Facilitate two 4-week Growing Brain short courses focused on social-emotional development	First Session: 11/6/2025, 11/20/2025, 12/4/2025, 12/18/2025 Second Session: TBD		
		Develop and provide 1 ElevatED EI Workshops.	PMF 3: 6/16/2026 Topic TBD		
		Adapt NYC SE Booklet to align with VA's SSIP	10/30/2026		
		Launch short course on trauma-informed care for early interventionists	2/12/2026 2/26/2026 3/12/2026 3/26/2026		
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.	Coordinate and collaborate as co-chair and committee members for CCSS2026	7/14/2026 through 7/16/2026		
		Disseminate info about the conference via email, social media, etc.	Ongoing		
		Successfully host CCSS2026 Conference	7/14/2026 through 7/16/2026		
		Evaluate CCSS2026	9/16/2026		

5. Provide professional development activities and resources (webinars, mandatory SC training, short courses, LSM activities, etc)	5a. Collaborate with ITCVA to determine PD activities to support practitioners' knowledge and skills re: use of EBPs.	Provide Talks on Tuesdays (max 9x)	11/5/2025 12/2/2025 2/3/2026		
	5b. Revise and facilitate Kaleidoscope curriculum to include online, F2F components, and SC CoPs.	Proposed Topics: Executive Functioning, Prematurity/NICU Discharge, Torticollis, Sensory Disabilities (CVI), Food/Housing Insecurities, Playful Interactions	3/3/2026 4/9/2026* (Thurs) 5/5/2026 6/2/2026 9/1/2026 10/6/2026		
	5c. Collaborate with LSMs and ITCVA staff during participation in virtual staff meetings.	Adapt and launch Checklist of Early Childhood Practices that Support Social Emotional Development and Trauma-Informed Care: A reflective guide for early interventionists	3/26/2026		
	5d. Develop and facilitate PD for SCs and service providers on specific topics of interest, including short course offerings.	Offer and evaluate two Kaleidoscope trainings (including training day and 3-month CoP)	3/24/2026 & 3/25/2026 Fall dates TBD		
	5e. Work with VICC and others, including IHEs, at state, regional, and local levels to identify and coordinate PD activities across VA agencies.	Facilitate 3 SC Chats web discussions	01/31/2026 - Grief for SCs 4/22/2026 - Connecting families with resources and strategies to reduce barriers		
	5f. Coordinate EI/Preservice Consortium activities to share practices and				

	strategies for workforce development.		(PEATC) 8/31/2026 - Wellness focus		
		Revise Kaleidoscope curriculum	TBD		
		Provide one Dimensions short course	3/30/2026		
		Coordinate collaborative LSM/ITCVA virtual meetings	Per funder's schedule preference		
		Coordinate one in-person LSM/ITCVA working meeting	March or April 2026		
		Coordinate EI Preservice Consortium meetings and activities to share practices and strategies for workforce development	Monthly Consortium meeting TBD based on faculty semester availability April & October 2026 collaborative meetings with LSMs		
		Collaborate with faculty on resources and activities to support EI-related course	Ongoing		

		content			
		Develop enhanced interactive map to support practicum placements	TBD		
		Develop and launch 1 Elevator Speech	1/31/2026		
		Co-Principal Investigate OSEP-funded AA-Preservice grant with EI Preservice Consortium members	9/30/2026		
6. Maintain & Update Online Resources (VEIPD Center site, certification modules, blog, social media, etc)	6a. Update, refine, and implement web-based modules and other digital products on VEIPD Center, addressing key areas of need. 6b. Maintain and update online resources (VEIPD Center, blog, social media) 6c. Maintain and analyze websites, databases, Learning Experience Platforms, Moodle, Canvas, and application to keep content and security up-to-date. 6d. Canvas Implementation: migrate Moodle courses to	Maintain and analyze all websites, databases, learning experience platforms (LXP), T4 and Canvas, and applications to keep content and security up-to-date	Ongoing		
		Maintain social media presence sharing information and new resources	11/5/2025 12/2/2025 2/3/2026 3/3/2026 4/9/2026* (Thurs) 5/5/2026 6/2/2026 9/1/2026 10/6/2026		
		Maintain processes for posting videos, including conventions for naming, description, tagging,	Ongoing		

	Canvas, build final course quizzes, perform multi-phase testing in Canvas, and execute Canvas launch.	captioning, title cards, playlists, using the video log, etc			
		Develop and launch 8 blog posts	12/31/2025 2/28/2026 3/31/2025 4/30/2026 5/29/2026 6/30/2026 9/30/2026 10/30/2026		
		Review EI certification modules following any Practice Manual revisions and edit as needed	Ongoing		
		Review and begin revisions of 1 EI certification module	TBD		
		Add new resources (Learning Bytes, Learning Paths, handouts, Resource Pop-Ups, etc.) as relevant Translate Developmental Services Handout into Spanish	Ongoing - Clinical Opinion		