2019-2020

Research & Planning Functions

Target Group	Professional Development Topic/Priority	ITC Grant Deliverable *2019-2020*	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: Ongoing Provide updates at VICC meetings on a quarterly basis with focus on new products/elements and data on use of PD resources. Target: Quarterly Collaborate with Partnership projects involved in PD with early intervention providers and those reaching families of young children Target: Ongoing Submit quarterly progress reports to Part C administrator Target: Quarterly Prepare and submit CSPD update with thematic information tied to ToT topics Target: 5-6x this year	Cori & Deana

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.

		2.1. Work with the VICC and others at the state, regional and local levels to identify and coordinate PD activities across state agencies. 5.3. Identify and collaborate with EI providers who will expand PD initiatives. 7.1. Provide a quarterly progress report to the ITCVA Administrator on CSPD activities. 7.2. Provide a quarterly update to the VICC on new products/elements and data related to CSPD activities. 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).	
	Coordinate VA's CSPD with those in other states and national initiatives	1.1 Oversee the design, integration, and implementation of the CSPD, as it relates to Part C personnel standards. 2.1. Work with the VICC and others at the state, regional and local levels to identify and coordinate PD activities across state agencies. 2.2. Represent early intervention in the VCPD initiatives.	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. 　Target: Ongoing Continue collaboration ECMH Advisory Board 　Target: Ongoing	All

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		2.3 Collaborate with the ECMH Coordinator for PD related to S-E development.
		
		2.4 Coordinate PD activities/efforts with VA Act Early Team, ECN, EHDIAC, VCPD, Inclusive Practices Task Force, etc.
		
		2.5 Coordinate PD by participating in national and regional TA projects, training initiatives, and conferences…to bring EBPs to VA.
			Participate/collaborate with other national and state initiatives related to EI and EC, including Early Childhood Network, Early Hearing Detection & Intervention Advisory Committee, Inclusive Practices Task Force, etc.
			   Target: Ongoing
			
			Participate in VCPD team, including statewide governance and regional consortiums
			   Target: Ongoing	

	Program Evaluation and Data Collection	7.3. Provide an evaluation of Kaleidoscope trainings within 60 days following each training.
		
		7.4. Provide an evaluation of the CCSS Conference within 60 days following the conference.
		
		7.5. Provide an evaluation of regional or statewide EI PD activities, within 60 days following the completion of the activities.
		
		7.6. Conduct evaluations of web-based PD
			Conduct evaluations of Kaleidoscope
			   Target: After each training
			
			Conduct evaluations of PD opportunities (e.g., ToTs, online modules/courses, trainings)
			   Target: Ongoing
			
			Post copies of all evaluations on Google drive using ITC templates and share with state Part C staff by email
			   Target: Ongoing
				Deana, Cori, & Seb

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		opportunities such as Talks on Tuesday, online 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	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.
		
		3.1 Represent ITC through participation in SSIP activities…
		
		3.2. Participate on Part C workgroups and staff meetings, including SSIP leadership teams and workgroups.
		
		5.2. Collaborate on webinars with Part C staff on regulatory/compliance/program topics.
		
		7.8 On an annual basis, collaborate with ITCVA to determine regional PD activities to support practitioners'…use of EBPs.
		
		7.11 Develop, disseminate, and deliver resources to support SSIP activities related to functional
			Participate on Part C workgroups and staff meetings and use information to inform PD work
			    Target: Ongoing
			
			Collaborate on webinars and other trainings with Part C staff on regulatory/compliance topics (not to exceed 3 activities)
			    Target: Oct 2021
			
			Meet with EI Team Leader and Part C Administrator to identify and collaborate on PD to meet needs
			    Target: Every other month
			
			Provide local and/or state training/resources/supports in conjunction with TA and Monitoring in follow-up to monitoring and identified needs
			    Target: Ongoing
				All

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All				
		assessment and coaching and NLE practices. 7.12 Develop, facilitate, and evaluation regional quarterly SC discussions.		
All	Conference – *Creating Connections to Shining Stars 2021*	4.1. Coordinate and collaborate on planning and presenting the biannual CCSS Conference. 4.2. Coordinate the preconference sessions on topics of interest.	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. Target: 2021	Cori & Deana
	Local/Regional Training and Support	2.2 Collaborate with Part C staff to incorporate input from localities in planning, developing, and implementing Part C PD to meet system needs 5.3. Identify and collaborate with EI providers who will expand PD initiatives. 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.	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 2020	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 implementing Part C PD to meet system needs	Schedule *(tentative topics pending finding presenters)* **Nov** – Temperament (Part 2 of Foundations of Social-Emotional Development – CH) **Dec** – Grief (Michele T - LT) **Jan** – *(skip due to winter holiday)*	All

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		5.3. Identify and collaborate with EI providers who will expand PD initiatives.	**Feb** – Part 1: Feeding and Swallowing Assessment (Scott Rankins – DC)	
		5.4. Provide Talks on Tuesday webinars (up to 9 a year).	**Mar** – Part 2 Feeding cont. **Apr** – Part 1: Trauma-informed care and EI (Josetta? – CH)	
		7.9 Facilitate ToT webinars (up to 9 a year)	**May** – Part 2 Trauma cont. **June** – Fathers in EI? (DC) **Sept** – Part 1: TBD **Oct** – Part 2	
			Possible idea: "Staying in your Lane" with panel with reps from main disciplines	
	Maintain & Update Online Resources: EIPD sites, EI Strategies Blog & EIPD Facebook & Twitter accounts	5.1 Continue to update, refine and implement web-based modules and other content elements (resources, webinars, online tutorials) on the EIPD site addressing key areas of need.	<u>EIPD & eLearning sites</u> Review and update VEIPD site, adding new resources as relevant Target: Monthly	Dana, Cori, Lisa, Carrie, & Jeanne
		5.3 Identify and collaborate with EI providers who will expand PD initiatives.	Maintain training calendar for up-to-date PD opportunities and share via CSPD update Target: 5-6x this year	
		6. Maintain and update online resources such as EIPD website, EI Strategies blog, and the EIPD Facebook and Twitter accounts.	Maintain and analyze all websites, databases, and applications to keep content and security up-to-date Target: Ongoing	
			<u>Blog</u> Post new articles on EI topics of interest Target: 1x/month	

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			Social Media Provide information about new resources by posting to social media Target: 2x/month	

Local System Managers	Collaborate with LSMs on Supporting EI Workforce	5.6. Develop and provide PD for LSMs, including collaborative planning and facilitation of meetings 2x/year.
		
		7.10 Coordinate 2 collaborative meetings between LSMs and ITCVA staff.
			Coordinate two collaborative meetings between LSMs and I&TCVA staff
			   Target: Mar 2020 and Sept 2020
			
			Plan for and co-facilitate a "Dare to Lead" Leadership Book Study for LSMs and supervisors.
			   Target: Oct 2020
			
			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).
			   Target: Jan 2020
			
			Develop resource materials for LSMs and faculty to share practices and strategies for workforce development
			   Target: Oct 2020
			
			Inform LSMs of ways to collaborate with IHE faculty to address workforce development.
			   Target: Ongoing
				Deana, Lisa, Cori, and Dana

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2019-2020

| Service Coordinators & Service Providers | Revise & Update Online Modules and Content Elements | 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.

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: Apr 2020 and Oct 2020

Participate in National SC Leadership Institute and implement PD activities associated with state and national action plans
  Target: Oct 2020

Share content on early hearing for EI providers based on National Center on D-B
  Target: Oct 2020

Develop content element on early identification of hearing loss and EI based on content from the Center for Family Involvement
  Target: Nov 2019

Complete development, format and launch new Functional Assessment Learning Paths
  Target: May 2020

Add to Flickr photo collection to reflect more diverse settings/activities and series of same child over time
  Target: Ongoing

Review, update, and add 6 new Learning Bytes to EIPD site.
  Target: Oct 2020 | Dana, Cori, Deana, Lisa & Carrie |

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	Functional Assessment (SSIP Priority Area)	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.
		
		3.2. Participate on Part C workgroups and staff meetings, including SSIP leadership teams and workgroups.
		
		5.7 Develop and facilitate PD for SCs and service providers on specific topics of interest.
			Participate in state leadership team on this topic and coordinate PD activities
			  Target: Ongoing
			
			Post functional assessment podcast episodes and market them to the field (CC emails, blogs, learning bytes)
			  Target: May 2020
			
			Facilitate 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)
			  Target: Oct 2020
			
			Develop new functional assessment PD resources if needed based on local system landscapes and targeted activities for improvement identified by systems
			  Target: Oct 2020
			
			Explore options for possibly recording a video related to functional assessment
			  Target: Oct 2020
				Cori & Lisa

	Local System Capacity to Support Implementation of	3.1. Represent the ITC through participation in SSIP activities to include functional assessment; supporting implementation of evidence-based practices; and	Participate in state leadership team on this topic and coordinate PD activities Target: Ongoing	Deana & Lisa

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

	Evidence-based Practices (SSIP Priority Area)	coaching and natural learning environment practices. 3.2. Participate on Part C workgroups and staff meetings, including SSIP leadership teams and workgroups.	Host PD Team Office Hours for LSMs and supervisors to discuss staff development Target: at least 6x/year	

	Coaching & Natural Learning Environment Practices (SSIP Priority Area)	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.
		
		3.2. Participate on Part C workgroups and staff meetings, including SSIP leadership teams and workgroups.
		
		5.7 Develop and facilitate PD for SCs and service providers on specific topics of interest.
			Participate in state leadership team on this topic and coordinate PD activities
			  Target: Ongoing
			
			Finalize orientation process for service coordinators related to using coaching and NLEPs.
			  Target: Apr 2020
			
			Facilitate 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)
			  Target: Oct 2020
			
			Coordinate online implementation support group for 5th cohort on the use of the Coaching Facilitation Guide
			  Target: June 2020
			
			Offer 6-week online training course, *Using Adult Learning Strategies to Support Caregiver Learning during EI Visits*
			  Target: May 2020
				Dana, Cori, & Lisa

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

			Develop and provide resource pop-up (30 min) webinars about new/relevant PD resources.
			  Target: at least 4x/year
			
			Record next podcast series in collaboration with Massachusetts EI Training Program
			  Target: July 2020
			
			Facilitate online implementation support group as needed for first cohort of leaders/supervisors using the *Guidance for Facilitating Reflection with Individuals and Groups* doc for reflective practice
			  Target: Oct 2020
			
			Coordinate quarterly Q&A sessions with qualified fidelity observers to build capacity.
			  Target: Oct 2020	

	Service Coordination	5.5 Revise and facilitate the Kaleidoscope curriculum to include online, face-to-face components and a service coordination community of practice.
		
		5.7 Develop and facilitate PD for SCs and service providers on specific topics of interest.
			Offer and evaluate two Kaleidoscope trainings (including training day and 3-month CoP)
			  Target: Spring 2020 and Fall 2020
			
			Review data from statewide SC Chats web discussion series to decide if we will continue this initiative
			  Target: Dec 2019
			
			Participate in activities related to service coordination including National Service
				All

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

			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. Target: Ongoing	
	Early Childhood Mental Health	2.3. Collaborate with the Early Childhood Mental Health Coordinator for professional development related to social-emotional development. 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. 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. 6. Maintain and update online resources such as the Early Intervention Professional Development website, EI Strategies Blog, and the EIPD Facebook and Twitter accounts.	<u>Early Childhood Mental Health</u> Post announcements of relevant ECMH training efforts through our listserv, in CSPD update, etc. Target: Ongoing Collaborate with ECMH Coordinator for PD related to social-emotional development Target: Ongoing Participate on ECMH Advisory Board and support regional endorsement activities Target: Ongoing Represent EI on the ECMH conference planning workgroup Target: Monthly Participate in planning for and presenting as part of the EI strand at the ECMH conference Target: May 2020 Develop resources to support the use of the SEAM in the context of functional	

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			assessment (learning byte, blog post, etc.) in response to LSM requests
			  Target: Mar 2020
			
			Develop 3 new social-emotional development resources (new learning path, crosswalk with VEIPD resources and endorsement process, learning byte)
			  Target: Aug 2020	

	Infant & Toddler Development & Disability Topics	1.2 Collaborate with Part C staff to incorporate input from localities in planning, developing, and implementing Part C PD to meet system needs.
		
		5.3. Identify and collaborate with EI providers who will expand PD initiatives.
		
		5.7 Develop and facilitate PD for SCs and service providers on specific topics of interest.
			<u>Autism</u>
			Coordinate PD activities/efforts with VA Act Early team and VCU's Project ECHO Autism.
			  Target: Ongoing
			
			<u>Child Development/Screening</u>
			Post announcements about information and resources from the LTSAE campaign through our listserv, in CSPD update, etc.
			  Target: Ongoing
				All

Higher Ed Faculty & Students	Collaborate with IHEs on Current EI Practices & Resources
	(to be included in preservice 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.
			Inform faculty of new resources for inclusion in preservice course content via Constant Contact emails
			  Target: Ongoing
			
			Participate as members of the VCPD Higher Ed Workgroup
			  Target: Ongoing
			
			Collaborate with VCPD on Faculty Institute
			  Target: Oct 2020
				Cori & Deana

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			Develop resource materials for LSMs and faculty to share practices and strategies for workforce development Target: Oct 2020	
State & National EI Providers, Administrators & Students	Share Work through State & National Conference Presentations & Writing	2.5 Coordinate PD by participating in national and regional TA projects, training initiatives, and conferences…to bring EBPs to VA. 2.6 Share work through state and national conference presentations and writings.	State & National Conference Proposals to be submitted: State & National Conference Proposals accepted for: State & National Conference Presentations completed: Collaborate with national training centers and initiatives (ECPC, AUCD, Act Early, AMCHP, ECTA) Target: Ongoing	All

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