

**Integrated Training Collaborative
Meeting Minutes
5-12-04**

Participating Members: Nancy Bailey, Deana Buck, Scottie Burnette, Bev Crouse, Jaye Harvey, Mary Huff, Dianne Koontz Lowman, Katy McCullough, Susan Mitchell, Kym Pool, Beth Tolley, and Cori Hill

1.) Welcome and Celebrations: Members introduced themselves. Celebrations were a little slim this time around although Mary shared a BIG celebration that her son had straight As this grading period and is receiving an award through his school.

2.) Curriculum Review Subcommittee

Curricula

- a) **Child Development Module**-Cori passed the bound final version of the Child Development Module. Hats off to Dianne Koontz Lowman who wrote this module and Joann Shelton at the Partnership for the eye-catching graphic work. This module is ready for dissemination to prospective EIA candidates.

- b) **Developmental Delays and Disabilities Module**-Cori shared the final “draft” version of this module. Nancy Bailey, Cheri Beverly, and Dianne Koontz Lowman are the authors. Dianne and Cori shared some of the challenges in preparing this module. We needed a shared vision of what should be included in the end product. Dianne likened the process to development where the writers needed to move through the stages to get to the acquisition. We are all pleased with the result. This module should be ready for dissemination to prospective EIAs in a few weeks.

- c) **Orientation Module**-Cori also shared the final “draft” version of this module. There were more challenges than anticipated with this module as there was so much content and we could not assume any knowledge of Part C. Andrea Quigley from CDR is the author and she made significant changes to the first draft to incorporate more of the service delivery guidelines information and philosophy. Carol Burke and Cori worked from Andrea’s product to re-align the flow of the content to match the sequence of progression through early intervention. The module has been formatted and will be edited for any final revisions prior to being bound for dissemination.

2.) Early Intervention Assistant (EIA) Update/Credentialing-Cori and Bev explained the process by which EIAs will receive their credentialing. We reviewed the EIA application for credentialing (see attached.) EIAs will submit the form with the demographics completed and Cori will send modules as they are ready

for dissemination. The EIA will return their competency tests to Cori and Cori will send them their score (must pass with 80% accuracy or re-take test.) When the EIA has successfully passed each module, Cori will send a certificate of completion. When all requirements are met, the EIA submits the entire packet for credentialing to Cori. We currently have five providers who have applied for EIA status. Kym suggested possibly looking at a pre-posttest model. She will send Cori samples from the CFIT training.

3.) KII Training-Jaye, Katy, and Cori shared information about the KII training. The writers have completed the narratives and PowerPoint slides. They are currently working on completion of handouts. The training is scheduled for June 15th and 16th in Charlottesville. Each council may register one participant up until June 1st. After that date, it is first come, first served. There are 40 participant slots. Attendees must have completed KI training and be relatively new SCs.

3.) Web-based Subcommittee-Since several web-based members were not present, we agreed to schedule a meeting via e-mail. Kym Pool agreed to serve on this subcommittee.

4.) ITC Ongoing Contract

a) **Budget Decreases-**Cori shared information related to the 2004-2005 budget:

Current Contract

16 months
(2/1/03-6/30/04)

Total Budget:
\$270,625.00
(2/1/03-6/30/03=\$79,596.00)
(7/1/03-6/30/04=\$191,029.00)
Total: \$270,625.00

2004-2005 Contract

12 months
(7/1/04-6/30/05)

Total Budget:
\$90,010.00

b) **Potential Deliverables-**Based on the significant decrease in funding, ITC members considered potential deliverables and priorities for next year. It was suggested that members reflect on what we can do that will have the most impact. After much discussion, the following priorities were established:

1. **Web-Based Modules-**ITC members agreed that we should convert the three modules to web-based application using the Blackboard process through VCU. We could include a link from the Part C website to access the VCU account. Dianne Koontz Lowman and Kym Pool agreed to

help with this activity. We will schedule a meeting with the full web-based subcommittee in the near future.

2. **Kaleidoscope I and II Training**-ITC members agreed that we wanted to provide as many KI and KII trainings as possible since well trained providers would help move the system forward. Members also agreed that we would have to significantly alter the budget aspect of these trainings. Suggestions included:

- possibly providing coffee only in the morning with lunch “on your own.”
- utilizing public meeting space with no room rental fee

3. **EI Conference/Training**-ITC members expressed concerns that completely eliminating the conference would make it difficult to reinstate when/if the budget crisis lessons. There was also significant discussion about the networking, excellent evaluations, and positive feedback we’ve received from providers. Alternately, most councils will have very limited funding to send staff to trainings. Based on these discussions, the following suggestions/alternatives might be considered:

- move to a one day event
- consider several one day events in different regions to avoid need for overnight accommodations
- move to summer and hold event on a campus
- use public location such as a high school
- no honorariums for speakers
- speakers must provide own AV
- find corporate partnership/sponsor
- connect with other conferences to include an EI strand

Thanks to all of the ITC members for their support and dedication to our initiative. While this budget crisis has presented us with very strong challenges, it is rewarding and encouraging seeing the continued enthusiasm and creativity that has made this committee so successful.

Our next meeting is July 7, 2004 from 1:00-3:00 p.m. Location to be announced.