

Integrated Training Collaborative
Scope of Work
7/1/08-6/30/09

Grant #	Activity	End Date
2.2	Oversee and integrate the Comprehensive System of Personnel Development (CSPF) responsibilities, as it relates to personnel standards, for the DMHMRSAS through the ITC, as specified in Components VIII and IX of the Commonwealth of Virginia 2000 Policies and Procedures for the Implementation of Part C of the Individuals with Disabilities Education Act (IDEA). Specific responsibilities may include:	6/30/09
2.2.1	Coordinate Virginia's CSPD functions with those in other states, via participation in national and regional technical assistance and training initiatives and conferences. -Network with the Association of University Centers on Disabilities (AUCD)	6/30/09
2.2.2	Assist with the collection and analysis of personnel data pertaining to those providing early intervention services in the Commonwealth	6/30/09
2.2.3	Work with Part C staff to submit personnel data to the US Department of Education in a timely manner.	6/30/09
2.2.4	Coordinate the Early Intervention Assistant (EIA) credentialing with support from DMHMRSAS staff.	6/30/09
2.2.5	Coordinate the credentialing process for early intervention with support from DMHMRSAS staff.	6/30/09
2.3	Continue to work with the ITC to develop additional web-based modules addressing key areas of need including but not limited to:	6/30/09
2.3.1	Explore existing modules and web-based content for use by early intervention personnel (includes other state part C systems, other resources identities by the Home Visiting Consortium, T/TACs, NECTAC, Regional Resource Cents, UCEDDs, etc.).	6/30/09
2.3.2	Revise the Knowledge of Developmental Delays and Disabilities in Early Intervention module.	3/31/09
2.3.3	Collect data related to personnel utilizing web-based curricula.	6/30/09
2.3.4	Develop and pilot web-based training on Virginia's Supports and Services Approach	Coordinate w/Part C Training Work Group
2.5	Provide training to specific populations: service coordinators, IFSP teams, direct service staff, local system managers (LSMs) and direct service supervisors/agency administrators.	6/30/09
2.5.1	Provide two (2) Level I Kaleidoscope training sessions, each targeted for service coordinators who have been providing	Sept/Oct 08

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	service coordination for three months or less.	Jan/Feb 09
2.5.2	Provide one Level II Kaleidoscope training session, targeted for service coordinators who have completed Level I Kaleidoscope training and who have been providing service coordination for less than one year.	Spring 09
2.5.3	In coordination with Part C staff, establish training and technical assistance sequence for new local system managers, including initial orientation visit, identification of training priorities and the provision of monthly technical assistance contacts during the first year of employment. In addition, specific training sessions may be offered for LSMs on a regional basis.	Coordinate w/Part C Training Work Group
2.5.4	Work with the Part C Coordinator to identify priority training needs related to Early Intervention system transformation including Medicaid EI initiative, personnel qualifications, service pathway/service delivery and Family Cost Participation.	Coordinate w/Part C Training Work Group
2.6	In collaboration with the ITC, other advisory groups, state agencies, and other Part C staff as required, plan and coordinate (or subcontract for portions of the coordination of regional or statewide early intervention conference (maximum of 250 participants) for early intervention personnel to include:	Spring, 2009
2.6.1	Developing parameters for the conference.	Spring, 2009
2.6.2	Designing the scope and specifications for the conference.	Spring, 2009
2.6.3	Negotiating and entering into an agreement to conduct the conference.	Spring, 2009
2.6.4	Seeking out partners or corporate support for the conference.	Spring, 2009
2.6.5	Conducting/hosting the conference.	Spring, 2009
2.6.6	Evaluating conference proceedings	Spring, 2009
2.6.7	Reporting conference evaluation results to Part C staff, Virginia Interagency Coordinating Council (VICC) members, and other pertinent audiences	Spring, 2009
2.7	Continue to provide support for the Early Intervention Communities of Practice in Autism (CoPA) regional leaders through ongoing technical assistance and consultation to include:	6/30/09
2.7.1	Evaluate aspects of the implementation of the CoPA process	ongoing
2.7.2	Provide fiscal and administrative support for CoPA leaders	ongoing
2.8	In collaboration with the Part C office, maintain information regarding training events for inclusion on the Part C website. Postings shall include but are not limited to offerings from state agencies, training grants, and universities across the Commonwealth of Virginia. Information related to the ITC shall also be posted on the Part C website.	ongoing

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2.9	Work with the VICC and others at state, regional, and local levels to identify and coordinate training activities across state agencies to maximize learning opportunities. Particular attention shall be placed on coordinating training opportunities that are designed for early childhood professionals.	ongoing
2.10	Expand the offerings of training content to include web-based options for learning, including distance-learning opportunities.	ongoing
2.11	Revise Kaleidoscope, Level I and Level II to reflect system transformation initiatives.	6/30/09