

### State CSPD System Building Action Plan

In addition to reviewing the progress notes, please see the meeting summaries with the workgroup discussions and recommendations that start on page 5.

State: Vermont

Date Initiated: June 7, 2016

Date of Current Version: February 2, 2017

<b>Goal # 1</b>	<b>Quality Indicators PN3 &amp; PN4: State standards, criteria and requirements are based on knowledge, skills and competencies; specified and accessible for personnel across disciplines; demonstrated by personnel; used by admin and staff; reviewed and updated.</b>			<b>CSPD Sub-Component</b>	State Personnel Standards
<b>Obj #1</b>	Complete implementation of EI Certification.			<b>Evaluation Measurement</b>	Sheri's Deliverables
	<b>Actions/Strategies</b>	<b>Who's responsible</b>	<b>Target initiation date</b>	<b>Target completion date</b>	<b>Progress Notes</b>
A#3	Discuss sustainability of process each year (PN3d; PN4b, c, e)	Lynne, Sheri, Melissa, Danielle	Sept 2016	October 2016	Find a time when Danielle is available to discuss funding and work specifications for the processing of EI Certification applications.
A#4	Discuss possible requirements for possible renewal of EI certification. (PN3d; PN4b, c, e).	Sheri, Natalie		June 2017	This certificate may be one step towards another credential. Jen Hurley recommends renewal be based on ECSE Specialty Set. Supervisors would like renewal expectations asap. Need to set up a face-to-face mtg with Mary Coogan, Jen Hurley and Sandra Cameron to discuss before the end of the year.

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A#4.5	Gather small group to discuss renewal expectations	Sheri	October 2016	Jan 2017	<ul style="list-style-type: none"> <li>• Sheri will invite Jen Hurley, Mary Coogan and Sandra Cameron (and others) to work on renewal standards and expectations.</li> <li>• 1.5.17 update: Sheri had a brief discussion with Jen Hurley. We got one volunteer among EI supervisors to help with this and added them to this workgroup meeting time. Natalie also talked to Danielle,</li> </ul>
A#5	PMs, Sheri, CIS Coordinators, Supervisors, EI Cert Committee will convene to discuss next steps and learned lessons for sustaining this process.	Sheri, Natalie, Danielle	Sept 2016	Sept 28, 2016	Sept 14 <sup>th</sup> meeting set. See meeting notes for next steps. Next meeting is Wednesday Sept 28 <sup>th</sup> , 12:30 – 2:30pm with Danielle. See meeting notes for decisions from 9/28 meeting.
A#6	Add Parent-related FAQs onto the CSPD website – SPS Workgroup – EI Cert page.	Natalie, Amanda	Sept 2016	Dec 2016	<ul style="list-style-type: none"> <li>• Update 1.5.17: Both the family engagement and SPS workgroup pages have been loaded and reviewed.</li> </ul>

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<b>Obj #1</b>	Complete implementation of EI Certification.	<b>Evaluation Measurement</b>	Sheri's Deliverables
			<ul style="list-style-type: none"> <li>Sheri will work on the EI Certification page and ask CIS Program managers where it lives (CIS or state professional development system via NL</li> </ul>

<b>Obj #2</b>	Update ECFMH standards and name with Nancy Sugarman (PN3a, d; PN4b, c, e)			<b>Evaluation Measrmt</b>	Full dissemination of updated standards and name change.
	<b>Actions/Strategies</b>	<b>Who's responsible</b>	<b>Target initiation date</b>	<b>Target completion date</b>	<b>Progress Notes</b>
A#1	Invite Terri and Nancy to SPS Workgroup	Natalie	Aug 11, 2016	Done	Invite Lynne Robbins and Melissa. Met with PMs, Sheri and Nancy. Next steps delineated.
A#2	Contact ECTA and ECPC for facilitator and support for update.	Natalie	8/11/16	9/12/16	Anne Marie from ECPC will provide assistance. Sheri will develop next steps with Anne Marie on 9/12/16.
A#2.5	Develop timeline and process.	Sheri	Oct 6, 2016	Nov 2016	Sheri will send out a doodle poll to Nancy Sugarman, PMs and

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					<p>AMD to get everyone together to discuss.</p> <p>Update 1.5.2017: We have had 3 internal meeting. At the last one, it was decided to check back with Terri and the CIS state team to define what the purpose is to revise the ECFMH. Other questions are: Is there a need for common early childhood specialized knowledge and competencies (that would build from the foundational early childhood knowledge and competencies)? What is the scope? What is the purpose of our work? Who it is going to be for? How will it be used? Why do we need to do this? What is the goal and who is this work for?</p>
A#3	Contact UVM for possible researcher to support update	Danielle	8/11/16		Update 1.5.2017: Pending or on hold.
A#4	Reach out to NH for advice on how they updated their ECFMH competencies	Nancy	TBD		Update 1.5.2017: Nancy has received this information but we have not reviewed it.
A#5	Develop a contract with Brenda Bean	Nancy	TBD		Update 1.5.2017: On hold.

<b>Goal # 2</b>	<b>Quality Indicator PN4a: A system for articulating and attaining a certification, licensure, credentialing and/or endorsement exists across disciplines.</b>			<b>CSPD Sub-Component</b>	State Personnel Standards
<b>Obj #1</b>	Coordinate and align certifications/credentials across CDD, child care and afterschool, and Part B systems.			<b>Evaluation Measurement</b>	Updated career ladder, coordinated alignment with I/T Credential; integration with BFIS.
	<b>Actions/Strategies</b>	<b>Who's responsible</b>	<b>Target initiation date</b>	<b>Target completion date</b>	<b>Progress Notes</b>
A#3	Confirm CIS staff credential accounts with BFIS (PN4a)	Sheri	Sept 2016	Dec 2016	Will update Danielle after first batch of EI Cert applications are processed. Names will be submitted by Sheri to Lynne around Oct/Nov 2016.
A#4	Natalie will explore BFIS as course calendar as a driver for PD for EIs/CIS.	Natalie	7/2016	Dec 2016	RFP won't be completed until Jan 2017. It'll be a three year contract. CIS will likely be a part of that contract and will need to determine funding and work specifications.

Please see meeting summary notes below.

## Meeting Summary 1.5.2017

Participants: Lynn Robbins, Kelly Morrison, Natalie Whitfield, Sheri Lynn

Absent: Amanda Cookson and Nancy Sugarman

- a. Discussion about the standards for Early Intervention Certification and renewal:
  - i. What are reasons to renew it? What is the experience either you or CIS staff in your region have with professional licenses and renewal?
    1. For the educator license the renewal shows the professional is current/updated on information, research, etc.
    2. This keeps them up to date to do their work.
    3. Adapting to new stuff, nothing is stagnant. More valuable in role, employee, and working.
    4. CSPD system – supports from pre-service to the end of the career (renewal is part of that). Accountability structure too, time for self-reflection, how I have grown.
    5. What do we value about the process? Design it to be useful. Supervisor make it meaningful and why they took a training. Bring it into their work and meaningful and bring it back to the team.
      - a. Upload certificate is used at AOE, supervisor signed off, certain numbers and related to the professional development (easier).
      - b. Child care licensers have seen the file with the PD information on all staff. Documentation of professional develop. Contractual has 10 clocks.
    6. Missed in the self-assessment specialized instruction and could include it in the renewal
  - ii. What resources should be reviewed in developing the criteria for a renewal?
    1. Comparable –
    2. teaching license,
    3. EPTA – Natalie will check;
    4. Sheri will ask about renewal for credentials via Northern Lights
  - iii. Parking lot questions:
    1. Do we need to have a renewal? Will be discussed after review of resources and what other states are doing.
    2. Are there circumstances to take away certificate? Who is accountable for this? For example an organization may identify a staff person with performance issues and he or she is relieved of their duties.
    3. What is the role of state, the organization that hires the Early Intervention, the supervisor and the individual that holds an EI Certificate? Access to trainings in the area so professionals grow and it is tied back to the Individual Professional Development Plan is the foundation.

## Meeting Summary 2.2.2017

Participants: Lynn Robbins, Kelly Morrison, Jessica Hathorn, Natalie Whitfield, Sheri Lynn

Absent: Amanda Cookson and Nancy Sugarman

- a. Discuss EI Certification – Jessica Hathorn from Hartford
  - i. Hartford's situation is that they have an SLP and PT on staff at The Family Place.
  - ii. They hold licenses in these care and a provisional EI certificate at this time. Through the SLP and PT license, they can bill for services for special evaluation
  - iii. Why if they can bill for the Medicaid for the specialty evaluation why can't they bill for the broader assessment? This would recognize that these two individuals have worked for 10 plus years and used the IDA.
  - iv. This would build capacity in Hartford to bill for Medicaid for the initial evaluation. All regions rely on these funds to operate.
  - v. There are other staff in the field that have proven they have the competencies required by the EI Certificate. There should be a different track or case by case process to attain the EI Certificate.
  - vi. The workgroup members thought it seemed reasonable to review unique situations like this and outline typical scenarios.
    1. How many years of experience would it take to learn and demonstrate the EI competencies? Check with the field.
    2. How are competencies demonstrated or documented? Through supervision, visit notes and other documents.
  - vii. How familiar were people with the standards and competencies when they first launched? Is there utility to look at the competencies to be self-awareness? VFN would want to look at aligning the competencies with the annual evaluation. Hartford would like it to be regular part of work it has its challenges.
  - viii. Possible criteria to consider on case by case include adhering to the purpose of the EI Certificate:
    1. Experience and other circumstances that recognize competencies.
    2. Ensure that the standards are met consistency and utilized (meaningful). Support on-going personnel development for new and seasoned practitioners.
    3. Build a bridge to billing Medicaid.
    4. Build capacity to have team members able to bill.
    5. Ensure families receive EI services by highly qualified personnel (resource December 2015 Memo)
  - ix. Summary: We should have a process to review special circumstances to fast track EI Certificates. However, decisions about who will fall into a simplified process like the individuals who are licensed by AOE with an endorsement in Early Childhood Special Educators) factor how the competencies are met by each case. We should also support supervisors to embed the competencies through IPDPs, annual evaluations or other strategies to sustain utility to refer to the competencies.
- b. Report out on renewal process: Report out on Comparable renewals –
  1. Teaching license, level 1 who are not in a school system renew every three years and show 45 hours professional development or 3 college credits for renewal. Level 2 renew every 7 years and show 135 hours
  2. CSPD –Natalie provided the reasons for standards (see table 1).
  3. Sheri talked to Nancy at Northern Lights. They require reapplication of instructors to maintain their status as instructors in the registry. She said if the certificate is required then a renewal makes sense.

- c. Decision making: Do we need to have a certification renewal for people that have been in the field for years? Yes and to keep it simple. People are already engaged in the learning.

Table 1: Strengths and Challenges with renewing the EI Certificate

+ Strengths	- Challenges/Opportunities
Comprehensive System of Personnel Development CSPD states that standards are part of a 2-way communication to keep the field up to date on changes ; information about best practices; research that develops interventions; and access to the changing field Competencies should be reviewed annually, updated, reflect personal need, address legal requirements, national professional standards, based on evaluation data, and evidenced.	
Renewal can provide an opportunity to be taught something, beneficial, and make it about learning to be receptive for staff	Current Process: Missed best practices and research in the online modules currently used.
First roll out of certificate was about foundational competencies if you were new to field	How do we make sure the specialized instruction is part of the skills EI professionals need to have to deliver services? Self-assessment does not include this and other things like coaching parents to support their child and advocate.
A renewal should not be more stringent than any other professional). Generally thought most professionals do 10 hours per year which is already asking for through the contract. The CIS conference and other state sponsored ongoing professional development in person or by webinars will make it easier and note one more thing to do.	Time – should be part of people are already doing not an additional thing to do, they are doing PD and webinars already happening

- d. Next Steps: before the next meeting March 2, 2016
1. Send sheri what your ideas are for a process, principals or criteria to renew the EI Certificate
  2. Jessica is tentative scheduled to present the Hartford case to the CIS state team on February 16. Information from this meeting will be shared with them.
  3. We will present on the EI supervisors call at the end of the March, recommendations this group comes up with for the renewal to get feedback from other regions.