

**Integrated Training Collaborative
Meeting Minutes
August 11, 2008**

Members Present:

Nancy Bailey	Terry Erlichman	Cori Hill	Eva Thorp
Lynn Blythe	Heidi Faustini	Rebekah Hudgins	Mary Voorhees
Deana Buck	Adrienne Frank	Dianne Koontz Lowman	
Jackie Cahill	Peggy Henry	Karin Spencer	

1. **Welcome, Announcements, and Celebrations-**Members introduced themselves. Welcome to new members, Lynn, Jackie and Rebekah! We're glad you have joined us!
 - ❖ The Community of Practice in Autism (CoPA) conference is scheduled for 9/24/08 at the Holiday Inn in Charlottesville. Brochures have been mailed. We hope everyone will join us.
 - ❖ The Creating Connections conference is scheduled for April 29th and 30th at the Hotel Roanoke. The conference committee is meeting on August 20th for its first planning session.

2. **Interagency Updates-**
 - ◆ No reports

3. **End of Year Grant Summary-**Prior to the meeting Cori mailed all committee members the completed 2007-2008 Scope of Work (attached). Cori reviewed the work plan. The ITC had a successful year and met the majority of its goals. Several deliverables were not met as the Part C office modified the outcomes due to timelines and variables related to the system transformation work being conducted with Solutions.

4. **Review of New Grant (\$250,000.00)-**The ITC contract has been finalized with a budget of \$250,000.00 (an increase of \$50,000.00). Members reviewed the draft 2008-2009 Scope of Work and expressed some concern regarding the amount of work relative to the budget increase. The finalized 2008-2009 Scope of Work is attached and has been sent for posting to the I&TC of VA website.

5. **Other Business-**Carol Burke was not able to attend the meeting but sent questions to the committee as the liaison to CoCoA. ITC members discussed these questions and the responses from the ITC are italicized:
 1. Q: K1 and K2 – There was consensus today that the K1 and K2 trainings are excellent. However, in light of 1) almost every local system facing a significant financial shortfall this fiscal year, 2) widespread provider shortages, 3) the high cost of gas, and 4) the expected significant increase in required training on a number of topics that will be needed for the field, the CoCoA Steering Committee recommended today that the ITC consider creative alternatives to the current Kaleidoscope training – to reduce its length, perhaps to allow most to all of it to be done online, etc. so that local systems can ensure that their service coordinators receive this important training but in a cost-efficient, time-efficient manner. If there are no changes made to the current format of K1 and K2, System Managers are very concerned that they will not be able to send their new service coordinators to this training.

R: The Integrated Training Collaborative (ITC) appreciates the comments about the quality of the KI and KII trainings. Many of our members, past and present, helped write the curricula and currently serve as trainers for these trainings.

In response to the budgetary issues that CoCoA raises, ITC members are very well aware of these issues and share your concerns. The ITC values the opportunity to consider input and options. In response to questions specifically related to KI and KII training, we would like to share the following information:

- *As the System Transformation work is “in progress” there is a significant amount of change going on throughout the entire Virginia Part C system. This will have a dramatic impact on the curricula for KI and KII. It is too costly to revise these curricula in any way (shortening the content, making it web-based, etc) during this time of “transformation.” Every 8 hours of a writer’s time costs between \$350-\$500.*
- *Web-based worked costs MUCH, MUCH more! There will be a high cost to develop new written materials that are appropriate for web-based training. Expertise will be needed to make the materials user-friendly.*
- *KI rotates across the Local System Managers’ regions in an attempt to reduce the amount of travel for participants. This does not always help with travel but the idea is that KI does rotate close to your region fairly often. If you are interested in seeing where KI has been in the last 6 years, visit the ITC website and click on KI under FAQ.*
- *KI and KII were designed as face-to face trainings with numerous interactive activities and scaffolding sequences that build upon lessons from the sessions. **IF** the curricula are redesigned, these activities will need to be revamped and developed for web-based learning.*
- *The ITC discussed the benefits of face-to face training. Face-to face training can benefit the learner by responding to various types of learning experiences (interactive activities and scaffolding sequences). KI and KII also build networking among providers.*
- *The ITC 2008-2009 Scope of Work (available on the Integrated Training Collaborative website) includes activities that will focus on expanding web-based and distance learning opportunities in an effort to reach more providers.*

2. Q: Role of the ITC – There were questions today about the role of the ITC in terms of statewide training. Is the ITC the clearinghouse of all Part C training in VA?

R: The contract deliverables and Scope of Work (available on the Integrated Training Collaborative website) define the work of the ITC for each contract year.

Thanks to all of you for your valuable input and thoughts!!