Hawaii CSPD Orientation and Overview

Welcome

This intent of this document is to provide an overview of the Hawaii Comprehensive System of Personnel Development (CSPD) and its components. This overview is made up of a series of resources (including videos, supporting documents and links to additional web-based resources) that can be reviewed in a self-paced format.

Additionally, a live virtual follow-up orientation session will be offered to individuals who have been identified as new CSPD workgroup members by the CSPD Leadership Team. This orientation will be with the CSPD workgroup chairpersons and the CSPD technical assistance consultant. The live virtual session will be able to answer follow-up question and provide more specific guidance related to the workgroup the individual will participate in. The session will be approximately 1 hour in length and take place via Zoom.

This orientation is divided into the following sections:
- **CSPD Introduction & Overview**
- **CSPD Components:**
    - **Leadership Component**
    - **Professional Standards Component**
    - **Recruitment & Retention Component**
    - **Preservice Component**
    - **Inservice Component**
    - **Evaluation Component**
- **Resources for Family Members**

Please Begin by reviewing the resources in the **"CSPD Introduction & Overview"** section. After completing the **"CSPD Introduction & Overview"** section please take the time to explore the additional resources available specific to the component workgroups you are participating in.

CSPD Introduction & Overview

The resources in this section will answer the question: *What is a Comprehensive System of Personnel Development (CSPD)?*

Please begin this section by viewing the following two videos:

- [CSPD New Member Onboarding Video](#) (34 minutes) – This video provides new members an orientation and overview to the components, quality indicators and four phases of a CSPD. You may want to download the following resources referenced during this video:
  - [CSPD New Member Powerpoint Presentation](#)
  - [CSPD Overview Flyer](#)
  - [CSPD Readiness Tool](#)
  - [Phases to Develop a CSPD](#)
  - [CSPD Strategic Planning Guide](#)
  - [ECPC Guide to Intensive Technical Assistance](#)
  - [Developing a CSPD Action Plan](#)
  - [Acronym List](#)

- [Systems Thinking to Build an Effective and Competent Early Childhood Workforce Video](#) (7 minutes) - This short video by Charlene Robles, Hawaii's Part C Coordinator, shares the story of how the team was brought together to create a CSPD in Hawaii. The following resources specific to Hawaii's CSPD are available for download:
  - [Hawaii CSPD Infographic](#)
  - [Hawaii CSPD Mission & Vision Flowchart](#)
  - [Hawaii CSPD Goals and Objectives](#)
  - [Hawaii Self-Assessment 2020](#)

CSPD Components

The follow components of the CSPD represent the workgroups that member work on to develop action goals, objectives and activities that are implemented to create a CSPD in Hawaii. Please take the time to explore the additional resources available specific to the component workgroups you are participating in.

Leadership

The Leadership Workgroup develops a state team that is diverse in representation from all aspects of the system; advocates for resources, makes decisions and sets priorities for PD, solicits feedback; monitors efficiency and effectiveness of the CSPD. The following resources specific to Hawaii's CSPD Leadership Workgroup are available for download:

- CSPD Leadership Overview Flyer
- ECPC Leadership Brief
- ECPC Leadership Practices Checklist
- CSPD Implementation Brief
- CSPD Sustainability Brief
- Integrated TA Tracker
- Workgroup Facilitator's Checklist and Forms
- Memorandum of Understanding for TA
- Leadership Action Plan

Professional Standards

The Professional Standards Workgroup establishes and maintains high standards for the knowledge, skills, and competencies of the early childhood intervention workforce. The following resources specific to Hawaii's CSPD Professional Standards Workgroup are available for download:

- Building a CSPD: Standards, Competencies and Recommended Practices Video (61 minutes): This is a video of a presentation by Dr. Mary Beth Bruder and Dr. Peggy Kemp from June 2020 talking about the importance of addressing professional standards, competencies and recommended practices in the creation of Hawaii's CSPD.
- CSPD Professional Standards Overview Flyer

- [ECPC Cross Disciplinary Competency Areas and Indicators Table](#)
- [Crosswalk of EIECSE and ECE Standards](#)
- [Crosswalk of EIECSE Standards and DEC Recommended Practices](#)
- [DEC Recommended Practices Overview Flyer](#)
- [Talking Points: Standards, Competencies & Practices](#)
- [Professional Standards Action Plan](#)

Recruitment & Retention

The Recruitment and Retention Workgroup addresses the need to ensure that positions are filled by individuals who meet state and national qualifications to provide early childhood intervention (EI/ECSE). The following resources specific to Hawaii's CSPD Retention and Recruitment Workgroup are available for download:

- [CSPD Recruitment and Retention Overview Flyer](#)
- [Recruitment & Retention Action Plan](#)

Preservice

The Preservice Workgroup ensures Institutes of Higher Education (IHE) prepare individuals to meet state and national personnel standards in a specific discipline. The following resources specific to Hawaii's CSPD Preservice Workgroup are available for download:

- [CSPD Preservice Overview Flyer](#)
- [Research on Preservice Personnel Preparation](#)
- [Alignment of Preservice and Inservice Training](#)
- [Preservice Action Plan](#)

Inservice

The Inservice Workgroup ensures on-going training to maintain/extend existing skills and knowledge, with a focus on evidence-based practice (EBP) and adult learning principles. The following resources specific to Hawaii's CSPD Inservice Workgroup are available for download:

- [CSPD Inservice Overview](#)
- [Metasynthesis of Inservice Professional Development Research](#)
- [Key Features of the Evidence-Informed Inservice](#)

- [Implementing Evidence-Informed Professional Development Practices](#)
- [Evidence-Informed Professional Development Rubric](#)
- [Inservice Action Plan](#)

Evaluation

The Evaluation Workgroup evaluates the CSPD system, including evaluation of each subcomponent and building a foundation for innovation in the CSPD system. The following resources specific to Hawaii's CSPD Evaluation Workgroup are available for download:

- [CSPD Evaluation Overview Flyer](#)
- [CSPD Logic Model](#)
- [DaSY Personnel Data Questions](#)
- [ECPC Rubric for Evaluating Action Plans](#)
- [Evaluation Action Plan](#)

Resources for Family Members

The resources in this section will answer the question support new CSPD member family representatives. Included in the resources is a video overview, tip sheets, stipend information and other resources to support family representatives.

Please begin this section by viewing the following video:

[CSPD Orientation for Families](#) (32 minutes)- This video provides an overview of the CSPD for families and outlines their important role as family representative members on the CSPD workgroups.

These additional resources specific to Hawaii's CSPD family representatives are available for download:

- [Family Involvement Self-Assessment](#)
- [Family Reimbursement Form](#)
- [Involving Families in CSPD- The Basics](#)
- [Involving Families in CSPD Powerpoint Presentation](#)
- [Self-Assessment for Family Engagement](#)
- [The Role of Meaningful Family Involvement in Planning, Implementation & Evaluation](#)