



Readiness for Intensive TA from NCDB

NCDB's intensive TA involves ongoing, in-depth, individualized consultation and other activities to help state projects achieve their goals related to child-specific or systems TA. It involves a significant time commitment and effort that varies depending on each project's needs and desired outcomes. The lists below provide information about the background knowledge, preparation, and time commitment you should ideally have to get the most out of these NCDB activities related to:

- Intensive Child-Specific TA
- Intensive Systems TA

The list and consultation from NCDB can help you determine whether intensive TA is or is not a good fit for your project at a given point in time. Alternatively, you may decide you would like to participate in the future, but want to do some preparation first.

INTENSIVE CHILD-SPECIFIC TA

Background Knowledge

- Are familiar with the content of [Implementing Evidence-Based Practices for Children Who Are Deaf-Blind: A TA Reference Guide](#)
- Have used (but not necessarily completed) the child-specific TA self-assessment documents
 - [Exploration](#)
 - [Preparation](#)
 - [Initial Implementation](#)
 - [Full Implementation](#)
- Have started to develop plans to change child-specific TA processes and procedures
- Have engaged in targeted TA activities (consultation or a peer-learning community)

Beliefs

- Open to making changes in your project's processes and procedures
- All project staff are willing to work on exploring and implementing change
- Open to sharing materials and resources for the benefit of other state deaf-blind projects

Time Commitment

- Have considered other demands on your time and know that you can realistically make a 1 to 2 year commitment to this activity
- Are able to set aside the time required to prepare for and attend regular meetings with NCDB
- Are able to set aside time to develop or revise processes, procedures, and forms

Typical time commitments (depending on each state project's desired timelines):

1. **Consultation** – 3 to 4 hours per month for meetings with NCDB.
2. **Follow-up**, including work on processes and documents – 5 to 6 hours per month.

This TA typically takes about a year when comprehensively addressing all of a project's child-specific processes and a shorter length of time for more focused needs.

INTENSIVE SYSTEMS TA

Background Knowledge

- Have knowledge of systems TA as described in NCDB guides and resources
- Have knowledge of state and federal organizations and agencies (including other TA centers) relevant to the systemic needs you plan to address
- Understand the needs of stakeholder groups in your state and their willingness to work with your project
- Are aware of other efforts to improve the system in your state

Preparation

- Have identified willing state partners who display readiness for change
- Have evaluated your capacity to engage in intensive systems work, including your knowledge of the initiative area and TA practices in general, and are willing to increase your knowledge and skills as needed
- Have objectives, activities, and outcomes in grant documents (e.g., work plans, evaluation plans, APR) that align with conducting systems work for the targeted initiative area
- Have started filling out the planning form (provided by NCDB) for the system you are addressing

Beliefs

- Comfortable operating in situations with a high degree of ambiguity and uncertainty

- Open to making changes to your project's processes, procedures, activities, and outcomes
- Open to sharing materials and resources for the benefit of other state deaf-blind projects

Time Commitment

- Have considered other demands on your time and know you can realistically commit to multi-year work
- Have considered your project's resources and know you can commit staff time necessary to support the proposed scope of systems TA work
- Have set aside time for project staff to learn about high-quality practices and work together on systems-change activities

Time and Effort Commitment

The time and effort required for system-change projects varies depending on the complexity of the project and how it unfolds over time. The following numbers are mid-range estimates:

1. **Consultation** – 4 to 6 hours per month for meetings
2. **Follow-up** – varies greatly, but plan for at least 10 hours per month and more during times of intense work (e.g., preparation for an important statewide meeting)

The entire process typically takes 2 to 3 years, but the amount of monthly effort varies widely over that time period.

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