**Addendum D – Contract Manager Training & Attestation**

**EI Contract Manager Training**

In order to ensure high quality service coordination and consistency with state and federal rules and best practices, a certain minimum knowledge is necessary for leaders of local EI programs. To this end, the state is requiring foundational training for EI contract managers. These trainings, in all or in part, are already requirements for EI service coordinators, EI service coordinator supervisors, and EI service providers under contract with the state. If an EI contract manager has documentation of having completed any of these trainings in the past, it is not necessary to complete the training again.

No later than December 31, 2024, every EI contract manager must complete the following trainings and submit documentation to their EI program consultant:

* Introduction to EI: (EI-064)
* Forms Overview (EI-065) or its successor
* Procedural Safeguards (EI-066)
* Mission and Key Principles (EI-068)
* Service Coordination Duties and Process (EI-070)
* The IFSP Process (EI-076)
* Principles of Service Coordination: Module One- Introduction to Early Intervention (EI-021)
* Principles of Service Coordination: Module Seven- Compliance (EI-046)
	+ Including the High-Quality Case Notes in Early Intervention Documentation Recorded Webinar (EI-029) prerequisite.

Any contract manager hired after July 1, 2024, must complete the above eight trainings within six months of the hire date.

No later than June 30, 2025, every EI contract manager must complete the following trainings and submit documentation to their EI program consultant:

* Mandated Reporting of Child Abuse and Neglect (EI-067)
* Primary Service Approach (EI-074)
* Natural Learning Environments (EI-075)
* EI Eligibility Basics Train the Trainer (EI-253 or EI-254)

Any contract manager hired after July 1, 2024 must complete the above five trainings within one year of their hire date.

The state will also require EI contract managers to participate in trainings related to revised EI rules and forms that are scheduled to be implemented on or after July 1, 2024. The state will communicate any required training related to the revised rules and forms at least 30 days prior to implementing the requirement.

Trainings are self-paced and accessible through DODD’s learning management system, MyLearning.

**EI Contract Manager Attestation**

The designated agency for early intervention designates\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as the EI contract manager. Both parties--the designated agency and the EI contract manager--mutually agree to ensure the execution of the activities outlined within this agreement and compliance with all applicable state and federal laws and regulations. These responsibilities encompass, but are not restricted to, the following activities:

* Serve as the primary point of contact with the state for activities related to this agreement and make timely responses to requests for information within five business days from the date the state requested the information.
* Provide regular and accurate reporting to the relevant FCFC council(s), including using the EI Service Coordination Oversight Report at intervals specified by the department.
* Collaborate with the state to develop and implement the required county technical assistance and training plan referenced in Section 3.3 of the grant agreement.
* Ensure expenditure reports are submitted to the state consistent with the requirements of this agreement, including as detailed in Section 1.3.
* Ensure robust monitoring and oversight of all relevant state and federal laws and regulations occurs, including, but not limited to, federal compliance indicators and their related requirements, credential/certification/licensure of personnel performing activities under this agreement, and parent rights and procedural safeguards.

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EI Contract Manager Signature

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Date

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Designated agency for EI representative

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Date