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| **Exhibit C Program Narrative & Budget Justification** |
| The July 2020-June 2021 (SFY21) Early Intervention Service Coordination agreement funds service coordination services, evaluation, assessment, local child find outreach, as well as oversight and supervision of these activities. DODD will support recipients of this funding by providing training and technical assistance (TA) through the county’s TA and training plan.  All sub recipients are required to submit a program narrative and budget justification with their budget request in EIGS. The document shall not exceed fifteen pages and must include ALL of the elements below. If answering for multiple counties, sub recipients may combine information across counties or break out separately depending on what makes the most sense for the local structure and circumstance. DODD is providing a template below for the Budget Justification and Program Narrative that must be utilized when responding to the Budget Justification and Program Narrative questions. Submissions that do not use the template will be rejected and required to be entered using the template. |
| **BUDGET JUSTIFICATION** |
| By expense category (e.g., personnel, contracts, other direct costs), identify the amount budgeted and provide a brief narrative that breaks down the estimated costs. The categories identified in this document should align with the budget categories in EIGS. Include the budgeted amount and how those funds will be used to support high quality EI service coordination, evaluations, assessments, local outreach, and supervision and oversight of these activities, to families in accordance with all applicable federal and state regulations.  Any costs directly incurred with the administrative agency should be included in the Personnel, Equipment or Other Direct Cost categories. Any contracted costs should be reported in the Contract category.  The Ohio Office of Budget & Management (OBM) issued Budgetary Control Memo #3 to state agencies on May 6, 2020. To comply with this memo, DODD will review requests for equipment with greater scrutiny due to the economic conditions created by the COVID-19 pandemic. Requests for equipment should support emergency response related to COVID-19, teleworking or the provision of essential direct services. All other requests for equipment are subject to additional review from DODD. |
| BUDGET: |
| **OVERSIGHT AND SUPERVISION OF SERVICE COORDINATION** |
| Identify the local monitoring/oversight activities conducted by the EI contract manager, FCFC, and other partnering agencies. |
| Identify the local monitoring/oversight activities conducted by the EI contract manager: |
| Identify the local monitoring/oversight activities conducted by FCFC: |
| Identify the local monitoring/oversight activities conducted by other partnering agencies: |
| Describe a *viable* contingency plan for unexpected circumstances that ensures families have access to a credentialed EI service coordinator (EISC) and EI service coordinators have access to a credentialed EI service coordination supervisor at all times. The plan must include steps that will be taken when an EISC or EISC Supervisor is on extended leave or leaves their position. |
| Describe your contingency plan and steps that will be taken to ensure families have access to credentialed EISC at all times: |
| Describe your contingency plan and steps that will be taken to ensure EISC have access to a credentialed EISC Supervisor at all times: |
| Describe how the supervisor ensures that each EISC implements and documents the mandated responsibilities of the EISC (34 CRF 303.34). Include the specific supervision methods (record review, reflective supervision, observation) and the planned frequency of each supervision activity. |
| Describe how the supervisor ensures that each EISC implements and documents the mandated responsibilities of the EISC: |
| Supervision methods and planned frequency of each method: |
| Describe how the EISC Supervisor provides reflective supervision to each service coordinator, consistent with the requirements of OAC 5123-10-04, to promote ongoing opportunities for learning, professional growth, and appropriate delivery of EISC services.  How does the EISC Supervisor ensure that each EISC has the opportunity to broaden and deepen skills and knowledge by ongoing reflection, critical thinking, and practice? How are these activities documented and tracked? |
| Describe how the EISC Supervisor provides reflective supervision to each service coordinator to promote learning, professional growth, and appropriate delivery of EISC services: |
| How does the EISC Supervisor ensure that each EISC has the opportunity to broaden and deepen skills and knowledge by ongoing reflection, critical thinking and practice? |
| Describe how are these activities documented and tracked: |
| Describe how the EISC Supervisor monitors each EISC credential and professional development requirements to ensure that all credentials are current and each EISC is able to renew credentials timely. |
| Describe how EISC Supervisors monitor each EISC credential: |
| Describe how EISC Supervisors monitor each EISC professional development requirements: |
| Identify how EISCs are informed of changes and updates related to early intervention, particularly new guidance and program updates from DODD. Describe how the contract manager and/or EISC Supervisor monitors that the changes are being implemented locally. |
| Identify how EISCs are informed of changes and updates related to early intervention, particularly new guidance and program updates from DODD: |
| Describe how the contract manager and/or EISC Supervisor monitors that the changes are being implemented locally: |
| Describe your county’s orientation process for new EISCs including how they are oriented and supported during their first year working in EI. Describe the specific activities that EISC Supervisors conduct to ensure newly hired EISCs receive ongoing support during their first year of employment. |
| Describe your county’s orientation process for new EISCs including how they are oriented and supported during their first year working in EI: |
| Describe the specific activities that EISC Supervisors conduct to ensure newly hired EISCs receive ongoing support during their first year of employment: |
| Identify who participates and is responsible for implementing the county’s TA and Training plan and your priorities for this fiscal year. |
| Identify who participates and is responsible for implementing the county’s TA and Training plan: |
| Identify your priorities for this fiscal year: |
| **PROGRAM PROCEDURES** |
| A timeline and plan for assigning the EISC following program referral, initial contact with families, scheduling and coordinating the eligibility/evaluation and assessment process, the child outcomes summary (COS) process, IFSP development (including how early intervention services are funded) and the coordination of needed EI services. |
| Describe a timeline and plan for assigning the EISC following program referral: |
| Describe a timeline and plan for initial contact with families: |
| Describe a timeline and plan for scheduling and coordinating the eligibility/evaluation and assessment process: |
| Describe a timeline and plan for the child outcomes process (COS): |
| Describe a timeline and plan for IFSP development (including how early intervention services are funded): |
| Describe a timeline and plan for the coordination of needed EI services: |
| Describe how the EISC monitors the implementation of each family’s IFSP (including the timely receipt of services and the provision of services consistent with the IFSP). |
| Describe how the EISC monitors timely receipt of services: |
| Describe how the EISC monitors that provision of services is consistent with the IFSP: |
| Describe in detail how the SC agency ensures timely notification of the appropriate LEA, creation of a transition plan, and the transition planning conference. |
| Describe in detail how the SC agency ensures timely notification of the appropriate LEA: |
| Describe in detail how the SC agency ensures timely creation of a transition plan: |
| Describe in detail how the SC agency ensures a timely transition planning conference (TPC): |
| Describe in detail your local documentation and data entry procedures for each of these activities. |
| Describe in detail your local documentation and data entry procedures for assigning the EISC following program referral: |
| Describe in detail your local documentation procedures for initial contact with families: |
| Describe in detail your local documentation procedures for scheduling and coordinating the eligibility/evaluation and assessment process: |
| Describe in detail your local documentation and data entry procedures for child outcomes process (COS): |
| Describe in detail your local documentation and data entry procedures for IFSP development: |
| Describe in detail your local documentation procedures for coordination of needed EI services: |
| Describe in detail your local documentation and data entry procedures for timely receipt of services: |
| Describe in detail your local documentation procedures for monitoring provision of services is consistent with the IFSP: |
| Describe in detail your local documentation procedures for timely notification of the appropriate LEA: |
| Describe in detail your local documentation and data entry procedures for creation of a transition plan: |
| Describe in detail your local documentation and data entry procedures for transition planning conference (TPC): |
| Describe in detail how your county will conduct local EI child find outreach activities during SFY21, with particular emphasis on outreach to physicians and child care providers. |
| Describe in detail how your county will conduct local EI child find outreach activities during SFY21: |
| Describe in detail how your county will conduct local EI child find outreach activities to physicians and child care providers: |