

Exhibit C – Program Narrative & Budget Summary Instructions

The SFY 2019 Early Intervention grant agreement will fund service coordination services, evaluations and authentic assessments. DODD will support recipients of this funding by providing training and technical assistance.

Complete and submit a program narrative and budget justification that does not exceed a total of eight pages and includes the elements below. If answering for multiple counties, grant recipients can combine information across counties or break out separately depending on what makes most sense for the local structure and circumstances.

Program Narrative

Leadership/Oversight

Complete the accompanying Excel spreadsheet for the following personnel associated with this grant agreement:

- Fiscal Agency head: name, title, agency, email address, phone
- Fiscal Contact: name, title, agency, email address, phone
- Fiscal Contact overseeing this agreement: name, title, agency, email address, phone
- Family and Children First Coordinator: name, agency, email address, phone
- Contract Manager: name, agency, email address, phone
- Service Coordinator Supervisor: name, agency, email address, phone, credential number and expiration date.
- Service Coordinators: name, agency, email address, phone, credential number and expiration date.
- Other Service Coordinator agency personnel carrying out the activities of this grant: name, role, agency, email address, phone

The grantee will provide the county's program consultant an updated spreadsheet within 14 days of any changes.

Supervision of Service Coordinators:

Describe in detail procedures for delivering service coordination supervision to each service coordinator.

Implementation of Service Coordination Supervision

- How does the supervisor ensure that each SC implements and documents the 10 federally mandated responsibilities of the SC (34 CFR 303.34)? How often does the supervisor observe the SC? Conduct record reviews?
- Identify a contingency plan for unexpected circumstances to ensure that families have access to service coordination services.
- Identify methods and duration of supervision provided to each service coordinator.
- How does the SC supervisor monitor SC credentials and professional development requirements for renewing credentials?

- Describe how the supervisor provides reflective supervision to each service coordinator to promote ongoing opportunities for learning, and professional growth to ensure delivering high quality service coordination services. How does the supervisor ensure that each service coordinator has the opportunity to broaden and deepen their skills and knowledge by ongoing reflection, critical thinking and practice?
- Identify how SCs are informed of changes and updates related to early intervention.
- Identify how new SCs are oriented and supported during their first year working in early intervention.

Program Procedures

Describe in detail your local procedures to ensure that the 45-day timeline activities are met.

- Include a timeline for assigning service coordinators following the program referral, initial contact with families, scheduling and coordinating the evaluation and assessment process, funding, and IFSP development.
- Describe in detail your local documentation and data entry procedures for these activities.

Ongoing Program Reports

DODD will communicate no later than December 2018 and June 2019 the requirements for ongoing program reports that will be due in January 2019 and July 2019.

Budget Justification: Provide a detailed plan of how you will allocate the EI grant agreement funds to ensure high quality service coordination, evaluations, and authentic assessments to families and supervision for service coordinators in accordance with all applicable federal and state regulations. Include the dollar amounts planned to be spent on personnel and other activities to support service coordination, evaluation, and authentic assessment and supervision of service coordination.

Please include a brief justification for each budgeted item. If you receive in-kind contributions (e.g., free or reduced rent, evaluations, etc.) from other sources, please attempt to quantify this and provide the source of the in-kind contribution.

Example:

Personnel Budget: \$100,000.00

Justification: Currently there are 3 FTE service coordinators who serve 100 families. It is our intention to maintain this level of staffing to ensure adherence to 45-day timeline, TRS, and transition services. This line item will also support 1 FTE SC supervisor who is responsible for supervising the three service coordinators and 0.5 FTEs of one service coordinator. The Educational Service Center will provide the funding for the other 2.5 SC FTEs as part of a local in-kind contribution. The supervisor will ensure adherence to timelines, and provides reflective supervision.