

MARYLAND INFANTS & TODDLERS PROGRAM

CONSOLIDATED LOCAL IMPLEMENTATION GRANT (CLIG)

SFY 2020 Annual Grants Meeting

Wednesday, March 13, 2019

APPLICATION SUBMISSION DUE DATE:

MAY 10, 2019

All Required Documents Are Available for Download at:

[http://marylandpublicschools.org/programs/Pages/Special-
Education/rmmb/Grants/IT/index.aspx](http://marylandpublicschools.org/programs/Pages/Special-Education/rmmb/Grants/IT/index.aspx)

THREE-PART APPLICATION PROCESS

SFY 2020 CLIG Application	SFY 2020 Budget Submissions Workbook	SFY 2020 Linking Funds to Program Improvement Chart
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ULTIMATE GOALS FOR EARLY INTERVENTION

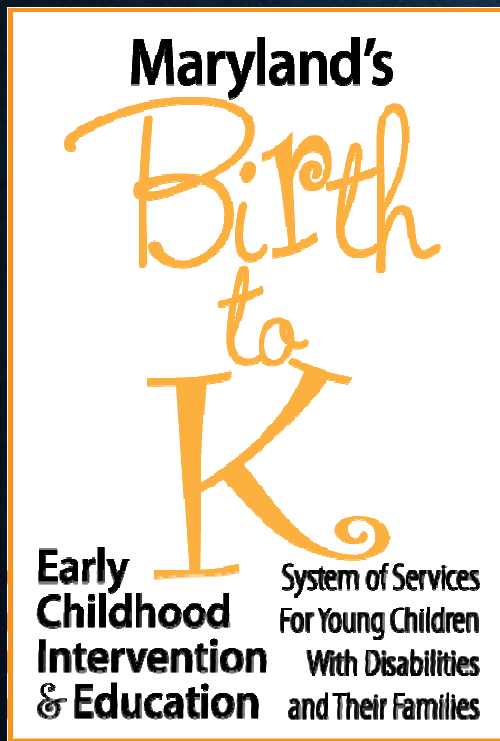


***For children...** to enable young children to be active and successful participants during the early childhood years and in the future in a variety of settings – in their homes with their families, in child care, preschool or school programs, and in the community.*



***For families ...** to enable families to provide care for their child and have the resources they need to participate in their own desired family and community activities.*

CONSOLIDATED LOCAL IMPLEMENTATION GRANT (CLIG)



The CLIG is designated as the primary grant mechanism through which local jurisdictions receive federal and State funds to implement local early intervention programs in compliance with federal and State regulations, policies, and procedures. As a result of participating in early intervention services, children show improved outcomes and programs achieve the ultimate goals for children and families.

ANNUAL PLAN REQUIREMENTS

- Documentation of Local Lead Agency Designation, if applicable
- Local Interagency Agreement
- Local Interagency Agreements Private Agency Attachment
- Signed Assurance of Continuous Service
- Local Interagency Coordinating Council Memberships and Meetings
- Directing the Use of Funds: Linking Federal Funds to Program Improvement
- Early Intervention Program Plan (Includes Family Support)**
- LITP Policies and Procedures

LINKING FEDERAL FUNDS TO PROGRAM IMPROVEMENT

Maryland State Department of Education
Division of Early Intervention/Special Education Services
Maryland Infants and Toddlers Program
Consolidated Local Implementation Grant (CLIG) Application
SFY 2020

Linking Federal Funds to Program Improvement Jurisdiction:

	Indicator	Target for FFY 2017	Jul 1, 2014 – Jun 30, 2015	Jul 1, 2015 – Jun 30, 2016	Jul 1, 2016 – Jun 30, 2017	Jul 1, 2017 – Jun 30, 2018	Amount of Federal Funds Designated For Indicator
Compliance Indicators	1 – Timely Services	100%					
	7 – 45 Day Timeline	100%					
	8a – Transition Outcomes	100%					
	8c – Timely TPM	100%					
Results Indicators	2 – Natural Environment	94.00%					
	3a – Child Outcomes – Social Emotional	SS#1	62.05%				
		SS#2	60.00%				
	3b – Child Outcomes – Knowledge & Skills	SS#1	66.11%				
		SS#2	54.65%				
	3c – Child Outcomes – Actions to Meet Needs	SS#1	72.80%				
		SS#2	49.94%				
	4a – Know Their Rights	89.00%					
	4b – Communicate Needs	87.80%					
	4c – Help Develop & Learn	91.00%					
5 – Child Find 0-1	1.54%						
6 – Child Find 0-3	3.20%						

Public Awareness Plan (PA)
Jurisdictions are required to complete a Public Awareness Plan as part of their CLIG application when an Improvement Plan was required for Child Find 0-1 or Child Find 0-3 for FFY 2017 / SFY 2018 (as noted by the more heavily bolded cells)

- Add Data To **ALL** Columns
- Identify Patterns of Performance and Compliance/ Noncompliance
- Complete Right Hand Column “Amount Of Funds Designated For This Indicator”
- Provide A Short Narrative Of How Funds Will Be Used

EARLY INTERVENTION PROGRAM PLAN

- ☞ **Infrastructure**
 - Data-informed decision making
 - Consistent messaging
 - Allocation of resources & supports
 - Ability to manage change

- ☞ **Personnel**
 - Staff selection
 - Training
 - Coaching
 - Performance assessment/fidelity

- ☞ **Plan Sections:**
 - ☞ Improvement/Corrective Action Plan
 - ☞ Public Awareness Plan
 - ☞ Child Outcomes Summary Process
 - ☞ Effective IFSP Development
 - ☞ Comprehensive System of Personnel Development (CSPD) Plan
 - ☞ Family Support Plan

EARLY INTERVENTION PROGRAM PLAN

▣ Please use the questions in the **System Considerations Table** in each section of the program plan to address both the facilitators and barriers to full implementation in the primary areas of infrastructure and personnel development to guide the team's root cause analysis and planning. The Early Intervention Program Plan Template (required), including data analysis tables, is included in the Attachments section.

Focus Area	Infrastructure Development Considerations	*Personnel Development Considerations

***Items in the “Personnel Development Strategies” column in each section of the EI PROGRAM PLAN must be included in your CSPD Plan.**

Helps ensure alignment between areas of the CLIG

SECTION I: LOCAL IMPROVEMENT/CORRECTIVE ACTION PLAN

Local Improvement Plan/ CAP/ Indicators	
<p align="center">Data Analysis</p> <p>Directions: Review the indicator data not meeting State targets. Utilizing the System Considerations Table-Local Improvement/Corrective Action Plan (included in directions) and a data analysis strategy (i.e. Fishbone, 5 Why's) determine possible root causes.</p> <p>Root Causes:</p>	
<p align="center">Plan</p> <p>Directions: Identify strategies for improvement based on your root cause analyses in the areas of infrastructure and personnel development.</p>	
Infrastructure Development Strategies	*Personnel Development Strategies

*Items in the "Personnel Development Strategies" column must be included in your CSPD Plan.

- **For FFY 2017/SFY 2018 data, IPs/CAPs assigned in March 2019 are due within 30 days.**
- **Use the System Consideration questions to think about infrastructure shifts and personnel development needs.**
- **It may be helpful to work on this section as you work on your IPs/CAPs as there is overlap.**
- **Specifically need to consider Personnel Development Strategies that may need to be included in your CSPD Plan.**

SECTION II: PUBLIC AWARENESS PLAN

Public Awareness			
Data Analysis			
Directions: Complete the data table below with data points relevant to indicator(s) 5 and/or 6. Utilizing the System Considerations Table–Public Awareness Plan (included in directions) and a data analysis strategy (i.e. Fishbone, 5 Why's) determine possible root causes.			
Describe how the local early intervention system will inform the public about the local infants and toddlers program and the overarching goal and include links to websites or local infants and toddlers program information.			
Data Points			
Child Find Birth to One (Indicator #5) The percentage of children birth to one identified as eligible: _____ (State Target 1.54%)			
Child Find Birth to Three (Indicator #6) The percentage of children birth to three identified as eligible: _____ (State Target 3.20%)			
Number of Referrals/Evaluations/New IFSPs			
<u>Current Year</u>			
Number of Referrals: _____	Number of Evaluations: _____	Number of Initial IFSPs: _____	
<u>Previous Year(s)</u>			
Number of Referrals: _____	Number of Evaluations: _____	Number of Initial IFSPs: _____	
Number of Referrals: _____	Number of Evaluations: _____	Number of Initial IFSPs: _____	
Underserved Populations			
The percentage of children from underserved populations who are identified as eligible compared to the overall population of infants and toddlers disaggregated by underserved population			
Underserved Population	% ITP-Eligible	% of Total B-1, B-3 population	
Minority/underserved populations served in local I&T program as compared to the minority/underserved population in the local jurisdiction; minority/underserved populations school readiness data as compared to other populations or other county data sources.			
Minority/Underserved Population	% ITP Eligible	% in Local Jurisdiction	Other Data Sources (i.e. School Readiness Data)

Plan		
Directions: Identify strategies for improvement based on your root cause analyses in the areas of infrastructure and personnel development.		
Focus Area	Infrastructure Development Strategies	*Personnel Development Strategies
Public Awareness Materials		
Indicator 5: Children birth-1 with IFSPs		
Indicator 6: Children birth-3 with IFSPs		
Number of referrals, evaluations, IFSPs		
Underserved Populations		
Other		

*Items in the "Personnel Development Strategies" column must be included in your CSPD Plan.

- **Public awareness materials should reflect the overarching goals and routines-based nature of E.I.**
- **Data points include indicator data, child find (referral, evaluation, new IFSPs), and underserved populations.**
- **General public awareness activities are “a given”. Think about additional infrastructure and personnel development factors impacting public awareness and access to the local early intervention program.**
- **Include public awareness strategies for the MITP Online Referral System**

SECTION III: CHILD OUTCOME SUMMARY PROCESS

Child Outcome Summary Process						
Data Analysis						
Directions: Complete the data table below with data points relevant to indicators 3A, 3B, 3C (COS Data). Utilizing the System Considerations Table-COS (included in directions) and a data analysis strategy (i.e. Fishbone, 5 Why's) determine possible root causes.						
Ind.	Outcome	Summary Statement	State Target	Local Results		
				FFY 2017	FFY 2016	FFY 2015
3A	Birth - 4 Outcomes: Use of social – emotional skills	1. Exits with substantial growth	62.05%			
		2. Exits within age expectations	60.0%			
3B	Birth - 4 Outcomes: Use of knowledge and skills	1. Exits with substantial growth	66.11%			
		2. Exits within age expectations	54.65%			
3C	Birth - 4 Outcomes: Use of appropriate behaviors	1. Exits with substantial growth	72.80%			
		2. Exits within age expectations	49.94%			
Root Causes:						
Plan						
Directions: Identify strategies for improvement based on your root cause analyses in the areas of infrastructure and personnel development.						
Infrastructure Development Strategies			*Personnel Development Strategies			

- **Complete data table taken directly from your Annual Report Card.**
- **Use the System Consideration questions to think about infrastructure shifts and personnel development needs.**
- **Implementing the COS process with fidelity requires good authentic assessment, different than evaluation and then requires additional time for the information gathered to be age-anchored.**
- **Therefore, one of the biggest shifts to consider is separating the evaluation and authentic assessment activities during the referral process and allowing time for the age-anchoring before developing the IFSP.**

*Items in the "Personnel Development" column must be included in your CSPD Plan.

SECTION IV: EFFECTIVE IFSP DEVELOPMENT

Effective IFSP Development					
Data Analysis					
Directions: Review at least 5 IFSPs for functional, routines-based outcomes using the IFSP Review for Evidence of Standards tool. Utilizing the System Considerations Table-IFSP (included in directions) and a data analysis strategy (i.e. Fishbone, 5 Why's) determine possible root causes.					
Evidence of Standard	All	Most	Some	None	Comments
1. Outcomes are stated in clear, observable, positive, non-technical terms that describe what the child and/or family will be able to do and when, where, and with whom they will do it.					
2. Child outcomes are functional and necessary behaviors that support the child's interactions, engagement, and/or independence in family, home, and/or community settings. Outcomes are not discipline-specific targets or isolated skills.					
3. Child outcomes reflect priorities for the child's participation in home and community routines and activities as described in the family concerns section of the IFSP.					
4. Child outcomes are aligned to the Maryland Early Learning Standards, Birth - 8 years*, as appropriate.					
5. Family outcomes reflect family priorities as identified in family assessment activities.					
6. Outcomes include measurable criteria. These criteria are observable and understandable in the context of home and community routines and activities.					
7. Progress monitoring of outcomes is continuous and ongoing, as evident in progress notes, and is documented on the IFSP at least every 6 months.					
Extended IFSP, in addition to the above standards					
8. For children three and over, all three educational areas of language, pre-literacy, and numeracy are addressed within functional, routines-based outcomes aligned to Maryland Early Learning Standards. <input type="checkbox"/> Language skills <input type="checkbox"/> Pre-literacy skills <input type="checkbox"/> Numeracy skills					
Root Causes:					
Plan					
Directions: Identify strategies for improvement based on your root cause analyses in the areas of infrastructure and personnel development.					
Infrastructure Development Strategies			*Personnel Development Strategies		

*Items in the "Personnel Development" column must be included in your CSPD Plan.

- **New IFSP document, process, and online tool – effective October 1, 2018.**
- **Analyze 5 IFSPs for functional, routines-based outcomes.**
- **Use the System Consideration questions to think about infrastructure shifts and personnel development needs.**
- **The new IFSP process and document requires an evaluation for eligibility AND an authentic assessment. It must be either the Routines-Based Interview (RBI), the Scale for Assessment of Family Enjoyment within Routines (SAFER), or the natural routines and activities section of the IFSP.**
- **Consider significant shifts in process, staffing patterns, and resources that can be supported by leadership and/or implementation teams.**

SECTION V: COMPREHENSIVE SYSTEM OF PERSONNEL DEVELOPMENT

COMPREHENSIVE SYSTEM OF PERSONNEL DEVELOPMENT PLAN					
Data Analysis					
Directions: Complete the data table below with data points relevant to Suitable Qualifications. In addition, review the Personnel Development Strategies column in all sections of the plan and summarize needs.					
Suitable Qualifications (Required)					
Data:					
Total number of staff who have MET Suitable Qualifications requirements: _____					
Total number of staff who will need to meet EI Personnel Standards requirements: _____					
Suitable Qualifications/Personnel Standards Liaison: _____					
Program Plan		Personnel Development Strategies (Identified in Sections I-IV)			
Program Improvement/ Corrective Action (if applicable)					
Public Awareness (if applicable)					
COS Process (Required)					
IFSP Process (Required)					
Plan					
Directions: Identify strategies (Professional Learning Opportunities) to address Personnel Development Strategies. (Required)					
Professional Learning Opportunities must be relevant to the following:					
<ul style="list-style-type: none"> • New Early Intervention Personnel Standards requirements, • Items in the "Personnel Development Strategies" column of each section of the Program Plan, and • Any other additional needs assessment data 					
For each and every proposed Professional Learning Opportunity, please address each of the following required components:					
Focus Area Identified as Needing Professional Learning Opportunities	Professional Learning Topic & Presenter(s) (if identified)	Audience	Evaluation Level(s) & Instrument(s), Fidelity Checks	Coaching Internal/External Support	Coaching Frequency, Duration, and Context (Individual, Team)

- **Suitable Qualifications/EI Personnel Standards data**
- **Beginning July 1, 2019 the NEW Early Intervention Personnel Standards requirements will take the place of the Suitable Qualifications process. Compare the EI Personnel Standards Requirements with the current “onboarding” or initial orientation process for new staff to identify potential CSPD activities.**
- **Professional Learning Opportunities must also Personnel Development needs that may have been identify across each section of the EI Program Plan, as well as any other relevant areas of need based on data.**
- **Professional Learning Opportunities required components**

SECTION VI: FAMILY SUPPORT PLAN



Family Support Birth - Age 3 (Family Support Network) and Family Support Age 3 - Kindergarten (Preschool Partners) Plan					
Data Analysis					
Directions: Complete the data table below with data points relevant to indicators 4A, 4B, 4C (Family Outcomes) and Early Intervention Family Survey Response Rates.					
Indicator	Family Outcome	FFY 2017 State Target	Local Results		
			FFY 2017	FFY 2016	FFY 2015
4A	% of families participating in Part C who report that early intervention services have helped the family to know their rights	89.0%			
4B	% of families participating in Part C who report that early intervention services have helped the family effectively communicate their child's needs	87.6%			
4C	% of families participating in Part C who report that early intervention services have helped the family to help their child develop and learn	91.0%			
N/A	Early Intervention Family Survey Response Rate	FFY 2017 State Average 86%			

- **Family Support is now Section VI of the Early Intervention Program Plan (template)**
- **Moving from Family Support Network and Preschool Partners to *Family Support Birth – Age 3 and Family Support Age 3 – Kindergarten***
- **Review EI Family Survey Data and Family Support Data**
- **Describe how Family Support looks in your program**
- **Document Specific Activities, Timelines, and Person or Position Implementing the Activity**

<p>As a team, complete root cause analysis, Survey Response Rate and Representations to determine improvement strategies</p>	<p>Family Support Birth - Age 3 (Family Support Network) Plan</p> <p>Directions: Describe how the Family Support Birth - Age 3 (Family Support Network) operates in the local jurisdiction. Provide specific activities with appropriate timelines which are being proposed for SFY 2020. Include specific strategies for the Family Support Birth - Age 3 Coordinator to implement in coordination with other program staff to improve the response rate and representativeness of responses to the Early Intervention Family Survey (i.e., reminder phone calls to families, direct assistance completing the survey).</p> <p>Description of Family Support Birth – Age 3:</p> <table border="1"> <thead> <tr> <th>Specific Activities</th> <th>Timelines (Tentative Dates)</th> <th>Person/Position Implementing Activity</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Specific Activities	Timelines (Tentative Dates)	Person/Position Implementing Activity												
Specific Activities	Timelines (Tentative Dates)	Person/Position Implementing Activity														
<p>As a team, complete root cause analysis, Survey Response Rate and Representations to determine strategies for</p>	<p>Family Support Age 3 - Kindergarten (Preschool Partners) Plan</p> <p>Directions: Describe how Family Support Age 3 - Kindergarten (Preschool Partners) operates in the local jurisdiction. Provide specific activities, including transition activities with appropriate timelines which are being proposed for SFY 2020.</p> <p>Description of Family Support Age 3 – Kindergarten:</p> <table border="1"> <thead> <tr> <th>Specific Activities</th> <th>Timelines (Tentative Dates)</th> <th>Person/Position Implementing Activity</th> </tr> </thead> <tbody> <tr> <td>Be sure to Include Transition Activities</td> <td> </td> <td> </td> </tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Specific Activities	Timelines (Tentative Dates)	Person/Position Implementing Activity	Be sure to Include Transition Activities											
Specific Activities	Timelines (Tentative Dates)	Person/Position Implementing Activity														
Be sure to Include Transition Activities																

POLICES AND PROCEDURES

- The MITP requires that a current version of your Policies and Procedures is on file.
- If you have made changes since your original submission, please submit an updated version with your CLIG Submission.

SEMI-ANNUAL PROGRAM REPORT

MARYLAND STATE DEPARTMENT OF EDUCATION
 Division of Special Education/Early Intervention Services
 Maryland Infants & Toddlers Program
 Semi-Annual Program Report

Recipient Agency Name: _____ Agency Finance Officer: _____
 Phone #: _____
 Email Address: _____
 Reporting State Fiscal Year: _____ Agency Program Director: _____
 Reporting Period: _____ through _____
(July 1) (December 31) Phone #: _____
 Email Address: _____

Semi-Annual Program Report

For the time period of July 1 to December 31, provide data to substantiate the number of children:

- Evaluated
- Determined to be infants and toddlers with disabilities, and
- Receiving IFSP services after age 3

Describe progress on the improvement plans for each performance indicator assigned in February 2018. How is progress on performance indicators being self-monitored?

Describe progress on the correction of noncompliance for each incidence of noncompliance the LITP was notified about in February 2018

Describe any challenges that impeded progress in the delivery of services to infants and toddlers with developmental delays and disabilities.

Describe any challenges that impeded progress in the delivery of services to preschool age children receiving services on an Extended IFSP.

Please list technical assistance requests related to program challenges listed above.

Discretionary Grant (if awarded) Semi-Annual Program Report

Strategies to Achieve Outcome(s)	Progress/Evaluation	Pace of Progress
List each outcome of the grant and strategies used to achieve the outcome.	For each strategy provide data and information to demonstrate progress and describe challenges affecting progress.	Was the strategy completed according to the timeline? Why or why not? Are changes to the grant expected?

Certification - (In accordance with 2 CFR §200.415, the following certification must be signed by an official who is authorized to legally bind the non-Federal entity.) By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Local Director of Special Education/Agency Program Director *(Print & Sign)* _____ Date _____

MSDE, Grant Liaison *(Print & Sign)* _____ Date _____



MSDE, Infants & Toddler Program Director *(Print & Sign)* _____ Date _____

MSDE, Resource Management & Monitoring Branch Chief *(Print & Sign)* _____ Date _____

➤ Fiscal and programmatic reporting have been separated again for SFY 2020.

➤ The Semi-Annual Program Report will be due on **January 31, 2020** for all grants.

FINAL PROGRAM REPORT

 MARYLAND STATE DEPARTMENT OF EDUCATION Division of Special Education/Early Intervention Services Maryland Infants & Toddlers Program Final Program Report		
Recipient Agency Name: _____ Reporting State Fiscal Year: _____ Reporting Period: _____ through _____ <small>(July 1) (June 30)</small>	Agency Finance Officer: _____ Phone #: _____ Email Address: _____ Agency Program Director: _____ Phone #: _____ Email Address: _____	
Final Program Report		
Describe progress on the Improvement Plans and Corrective Action Plans for each indicator, including the status of infrastructure and personnel development strategies and activities that were identified in the plan. How is progress being self-monitored?		
A summary of how the PA activities (whether a PA plan was required or not), including infrastructure and personnel development strategies, were implemented to support effective messaging, identification, and outreach to all population groups, geographic areas and potential referral sources in the local jurisdiction. An analysis of data that demonstrates the effect of public awareness and access efforts on the local early intervention system must be included. If an Improvement Plan for Public Awareness (Indicators 5 and 6) was assigned, please include progress on strategies and activities.		
A summary of how the infrastructure development and personnel development strategies relevant to the Child Outcomes Summary (COS) process were implemented to support the fidelity of the process. An analysis of data that demonstrates the implementation of the COS process to fidelity, including the four Core Components (authentic assessment, age-anchoring, COS Rating Prep Tool, Decision Tree), must be included.		
A summary of how infrastructure development and personnel development strategies were implemented to support effective, functional routines-based IFSPs. An analysis of data, including the using the IFSP Review Evidence of Standard tool to demonstrate the development and implementation of effective IFSPs must be included.		
A summary of how the CSPD Plan was implemented during the grant period to support an effective local early intervention system as well as how the CSPD Plan supported Improvement Plan/Corrective Action Plan activities. An analysis of data that demonstrates the effect of training efforts on the local early intervention system must be incorporated. For each training activity conducted, identify the topic, date, and number of participants from each category (parents, service providers, service coordinators, primary referral sources, and paraprofessionals) and the coaching supports provided. Also include a summary of the evaluations completed by attendees. The CSPD Plan may be updated to include the required reporting information and submitted in lieu of developing a separate reporting format.		

➤ For SFY 2020, this report will be due on **November 1, 2020**.

➤ Programmatic reporting requirements will include all components of the Early Intervention Program Plan.

**APPLICATION SUBMISSION
DUE DATE:**

MAY 10, 2019

Use your MSDE Birth – K Liaison for technical assistance in developing and implementing your plan. Consider sharing a draft of the plan prior to getting signatures to share ideas and feedback.

ADDITIONAL IDEA PART C FUNDING

- CLIG Funding Allocated to LITPs Based Upon Child Count and Referrals (Except Preschool Partners)
- Additional Part C Funding to Support:
 - Ongoing Program Activities
 - Limiting Decreased Funding to 2%
 - Team attendance at the Fall 2019 PLO Conference in Ocean City, Maryland
 - SSIP Activities

ADDITIONAL IDEA PART C FUNDING

- **Programmatic Reporting – Included in Semi-annual and Final Program Reports**
- **SSIP Programmatic Reporting Incorporated on the Program Reporting Forms**
- **Fiscal Reporting - Interim Cumulative Variance Report, Final Cumulative Variance Report, and Final Financial Report for Each Grant Line**

ADDITIONAL IDEA PART C FUNDING

IDEA PART C (P.L.108 - 446)					Revenue Source	Fund Number	Grant Period
					84-181	5260	07/01/19 - 09/30/20
					7/1/2019	10/1/2019	Sub-Total
TOTAL CLIG IDEA Part C Program Funding					\$829,184		\$829,184
	Part C PLO Conference	\$2,000					
TOTAL CLIG IDEA Part C Dedicated Funding					\$2,000		\$2,000
TOTALS:					\$831,184		\$831,184

CLIG STATE FUNDS & FEDERAL MEDICAID

- Allocation Delivered via Grant and Intergovernmental Transfer Payment from the MDH
- NOGA Shows Initial Grant Amount and Estimated IGT Funds
- Reconciliation of Estimated IGT and Actual IGT Can Result in a Revision of the Grant Amount and/or Repayment for Expenditure of Funds Above Allocation
- Accounting Setup Facilitates Management of the State Funds and Federal Medicaid

NEW CLIG STATE GENERAL FUNDS PREPAYMENT PROCEDURES & TIMELINE

The Basics:

- **Federal Medicaid (MA) Program Matches State Payments for Approved Claims**
- **State of MD allocates \$10.4M annually for LITPs**
- **MSDE Deposits a Portion of the \$10.4M With the MDH To Be Presented as State Match to Receive Federal MA funds**
- **Payments for LITP Claims Are Comprised of Federal MA and CLIG State General Funds**

NEW CLIG STATE GENERAL FUNDS PREPAYMENT PROCEDURES & TIMELINE

- Possible for LITP to Receive CLIG State General Funds In Excess of Its Allocation
- Excess CLIG State General Funds Must Be Returned Prior to End of Fiscal Year For Delivery to Other LITPs
- But Amount of Excess Cannot be Known until After the Fiscal Year
- Impacts 4 to 7 Jurisdictions Annually
- Can Lead to Forfeiture of Federal MA Funds

NEW CLIG STATE GENERAL FUNDS PREPAYMENT PROCEDURES & TIMELINE

The New Procedure Ensures That:

- **LITPs Are Not In Possession of Excess State General Funds By the End of the Fiscal Year**
- **Full Current Fiscal Year Allocations Can Be Received By All LITPs**
- **LITPs Can Continue to Leverage State General Funds to Maximize Federal MA Funding**
- **LITPs Do Not Forfeit Federal MA Claims Reimbursements**

NEW CLIG STATE GENERAL FUNDS PREPAYMENT PROCEDURES & TIMELINE

**New CLIG State General Funds Prepayment
Procedures Are Effective Beginning With
SFY 2019 CLIG State General Funds**

NEW CLIG STATE GENERAL FUNDS PREPAYMENT PROCEDURES & TIMELINE

- May 15, 2019 - LITPs receive MSDE Estimate of Prepayment
- June 15, 2019 - Due Date for Receipt of Each LITP's:
 - Completed *CLIG State General Funds Prepayment Certification and Agreement Form*; and
 - Check for the Certified Prepayment Amount, As Applicable

CLIG STATE GENERAL FUNDS TIMELINE

- **May 15** – MSDE Delivers Estimate of Prepayment Required To Offset Receipt of Excess State General Funds
- **June 15** - SFY 2019 CLIG State General Funds Prepayment Certification and Agreement Form and check for prepayment amount, as applicable
- **June 30** - Obligate Entire State Infants & Toddlers Allocation
- **July 10** – Type 1 Report (Non-LSS Must Submit An Invoice) to **COMPLETELY** Expend The State Grant
- **August 31** - Based Upon The Reconciliation, The MSDE Issues NOGAs To Revise State Grant Approved Budgets And Invoices, as applicable
- **September 10** –Type 1 Report (Non-LSS Must Submit An Invoice) to **COMPLETELY** Expend The State Grant (if the Grant Amount was Revised)
- **September 30** – Final Financial Report To Account For The Final State Grant Approved Budget And Must Pay Invoice, if applicable
- **September 30** – Final Cumulative Variance Report Of The ENTIRE State Allocation

A WORD ABOUT BUDGETING

- LLA, in Collaboration With Partner Agencies,:
 - Identifies Program Needs for Upcoming Year
 - Produces a Listing of Expenditures to Meet Identified Needs
 - Assigns Expenditures to the Appropriate Partner Agency
 - Assigns the Expenditures to a Funding Source – Local, CLIG, or Federal Medicaid

THE CLIG BUDGET SUBMISSIONS WORKBOOK

- ONLY Microsoft Excel - **Windows** Version - Compatible
- The Entry of Information from Partner Agencies MUST Be Entered into a Single Copy of the Budget Submissions Workbook
- Step-by-step Instructions in Section 4 of the CLIG Application

THE CLIG BUDGET SUBMISSIONS WORKBOOK

REMINDERS

- *Federal MA Reimbursement Availability Worksheet – Form 100*
- *Description of Other Federal, Other State, and Other/Private Funds – Forms 100A*
- **Program/Category 206 Unlocked on the C-1-25 Forms**

THE CLIG BUDGET SUBMISSIONS WORKBOOK

Appears on the LITP's Form 100

Identifies Federal MA Funds Available for SFY 2020 Budget

Accountability of Funds By Fiscal Year

Federal MA Reimbursement Availability Worksheet

State Fiscal Year	MDH Federal MA	Adjusted To Date			Available for SFY 2020 Budget
	Reimbursement	Expended in SFY 2017	Expended in SFY 2018	Budgeted in SFY 2019	
Unspent from Prior Years	\$25,000				\$25,000
Total 2017 (Actual)	\$345,000	\$200,000	\$110,000	\$35,000	\$0
Total 2018 (Actual)	\$400,000		\$375,000	\$18,000	\$7,000
Total 2019 (Adjusted ToDate Estimate)	\$500,000			\$350,000	\$150,000
Total 2020 (Estimate)	\$600,000				\$600,000
TOTAL					\$782,000

THE CLIG BUDGET SUBMISSIONS WORKBOOK

Description of Other Federal, Other State, and Other/Private Funds

<u>Title/Description of Funding</u>	<u>Other Federal Amount</u>	<u>Other State Amount</u>	<u>Other/Private Amount</u>
Part B 611 Passthrough funds	\$24,680		
State Funds for Health Dpartment Activities		\$63,000	
Local Civic Organization Contribution			\$750
TOTALS	\$24,680	\$63,000	\$750

Appears On Each Agency's Form 100A

Manually Completed for Non-CLIG, MA, Local Funding

THE CLIG BUDGET SUBMISSIONS WORKBOOK

Budget Form C-1-25, 206 Special Education Section is Unlocked

If Moving Any Portion of Automatically Populated Amounts,
Ensure That Totals Equal the Automatically Populated Figures

206 Special Education							
Prog. 04	Public Sch Instr. Prog.	154,986.00	6,171.00	10,662.00	6,658.00	0.00	178,477.00
Prog. 09	Instruction Staff Dev.						0.00
Prog. 15	Office of the Principal						0.00
Prog. 16	Inst. Admin & Superv.						0.00

THE CLIG BUDGET SUBMISSIONS WORKBOOK

MITP Form 100B - Detailed expenditure information
for Salaries & Wages and Fixed Charges



To add a
row, click on
the
YELLOW
cell of the
section and
press
CTRL+g

THE CLIG BUDGET SUBMISSIONS WORKBOOK

PROHIBITION AGAINST SUPPLANTING TEMPLATE

SFY 2020 Budget Amounts
Automatically Populate in the Grey
Shaded Areas

SFY 2018 Actual Figures Must Align
With the SFY 2018 Form 500 Figures

Choose from Drop-down Menu
Jurisdiction or State Agency

**SFY 2020 Consolidated Local Implementation Grant (CLIG)
LLA/PA Prohibition Against Supplanting Template**

This template will assist a Local Infants and Toddlers Program (LITP), through its Local Lead Agency (LLA)/Public Agency (PA) to demonstrate compliance with the Prohibition Against Supplanting requirement for eligibility to receive IDEA federal funding for the 2020 State fiscal year (SFY). To comply with federal regulation 34 CFR Sec. 303.225, the total amount of State and local funds budgeted for expenditures in SFY 2020 by a LITP for early intervention services for children eligible under Part C and their families must be at least equal to the total amount of State and local funds actually expended for early intervention services for these children and their families in SFY 2018. The sources of funds for this calculation are local funds and "Other State" funds from all LITP partner agencies. Expenditures paid with federal funds (*including federal MA reimbursement funds*) may not be included in this calculation. "Other State" funds *do not include general State funds allocated through the CLIG process (by grant or through the IGT)*, but do include State funds assigned for LITP purposes by local departments of health and social services.

Directions: Complete unshaded fields for the specified years. To support the amounts provided, complete the Budget/Actual Detail Chart below with amounts for local funds or other State & Local funds, accordingly. Shaded cells automatically populate with figures provided on the C-100A Forms.

Total Actual/Budgeted/Projected Expenditures to Infants and Toddlers with Disabilities

	LOCAL FUNDS	OTHER STATE FUNDS	Total
SFY 2018-Actual			
SFY 2019-Budgeted			
SFY 2020-Projected	\$0	\$0	\$0

ACTUAL/BUDGETED/PROJECTED DETAIL

OBJECT	SFY 2018 Actuals	SFY 2019 Budgeted	SFY 2020 Projected
SALARIES & WAGES			\$0
CONTRACTED SERVICES			\$0
SUPPLIES & MATERIALS			\$0
OTHER CHARGES			\$0
EQUIPMENT			\$0
TOTALS	\$0	\$0	\$0

By signing below, I certify to the best of my knowledge and belief that this report contains combined amounts from LITP partner agencies, is true, complete, and accurate, and that no amount of federal funds, including Federal Medicaid reimbursement funds or State Infants & Toddlers funds awarded as a grant or received through the IGT have been included. Documentation substantiating these figures, which may include figures from partner agencies, is maintained by the LLA/PA and is readily available for MSDE monitoring review.

Signature, LA Finance Officer _____ Date _____

Signature, LA Director _____ Date _____

THE CLIG BUDGET SUBMISSIONS WORKBOOK

Useful LITP Funding Information:

The LITP Consolidated Budget Form 100 Includes Two Information Charts That Present The Percentage Of Fiscal Contribution By:

- CLIG, Federal Medicaid, and Other Federal, State, Local, and Private Funding; And
- Each of the Partner Agencies

THE CLIG BUDGET SUBMISSIONS WORKBOOK

Program Funding - By Source

CLIG Awarded Funds & IDEA Discretionary	13.76%
Federal MA	7.00%
Other Federal, Local, Other State, Private	<u>79.24%</u>
	100.00%






THE CLIG BUDGET SUBMISSIONS WORKBOOK

Program Funding Source - By Partner Agency

Lead Agency: **Sample County Health Department**

Sample County Public Schools

Sample County Department of Social Services

<u>CLIG Awarded Funds</u>	<u>Federal MA</u>	<u>Other Federal, Local, Other State, Private</u>
93.39%	100.00%	88.11%
6.61%	0.00%	11.85%
<u>0.00%</u>	<u>0.00%</u>	<u>0.03%</u>
100.00%	100.00%	100.00%
		

THE CLIG REPORTING & SUPPLEMENTAL FORMS WORKBOOK

- No Changes to Reporting Schedule
- All Grant Lines Require:
 - Interim Progress/Cumulative Variance Report
 - Final Progress/Cumulative Variance Report
 - Final Financial Report
- The *SFY 2020 CLIG Reporting & Supplemental Forms Workbook* contains the Required Amendment Request Forms

THE CLIG REPORTING & SUPPLEMENTAL FORMS WORKBOOK

REVISION OF BUDGET AND PROGRAM PLANS (CFR §200.308)

Approved Requests to Amend Grants are Required to:

- Revise Budget
- Revise Program Plans
- Change a Key Person Specified in the Proposal
- Extend the Grant Period (Federal Funds Only)

AMENDMENTS

**Amendment Request Due Date:
45 Days Prior to the End of the Grant Period**

SFY 2018 Extended Federal Funds &
SFY 2019 State General Funds:

May 15, 2019

SFY 2019 Federal Funds:

August 15, 2019

The **SFY 2020 CLIG Application** contains instructions for requesting to amend grants.

The **SFY 2020 CLIG Reporting & Supplemental Forms Workbook** contains the Required Amendment Request Forms

PART C SUBMISSIONS CALENDAR

<http://marylandpublicschools.org/programs/Pages/Special-Education/rmmb/Grants/IT/index.aspx>

- Latest Submission Due Date Information
- Correct Versions of Documents

MSDE SECURE WEB CLIENT

MSDE Secure Web Client Access and Submission Procedures

- Access
- Uploading Procedures
- Single Document Per File
- File Naming Convention
- Maintenance

FISCAL MONITORING

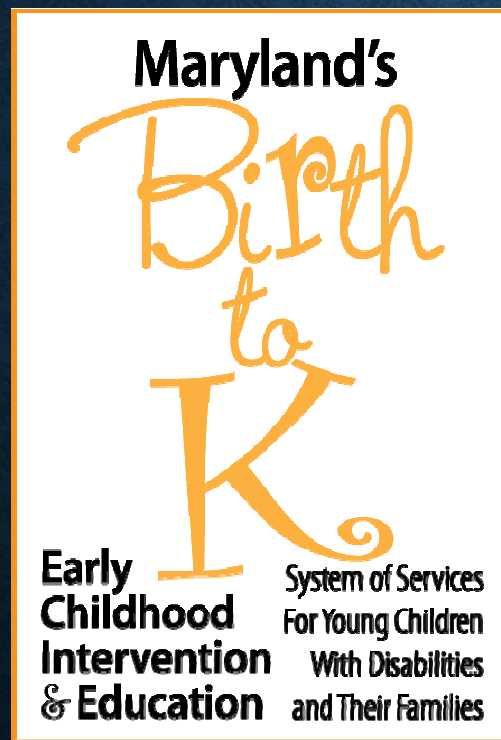
Federal Medicaid

- Must Be Used to Support the LITP
- No specified period for Expenditure

Monitoring Scope

- Federal MA Funding **Received** in the Monitored Fiscal Year Regardless of the Fiscal Year Expended
- Federal MA Funding **Expended** in the Monitored Fiscal Year Regardless of the Fiscal Year Received

QUESTIONS?



For assistance with any of the
GLIG fiscal requirements,
please contact:

Glenn Grayman

Lead Fiscal Grants Liaison

410-767-0243

Glenn.Grayman@maryland.gov