

**FAMILY SUPPORT SERVICES (FSS) PLAN TEMPLATE**

**STATE PRIORITY GRANT**

Federal Fiscal Year (FFY) 2022

State Fiscal Year (SFY) 2023

**Local System / Public Agency:** Click or tap here to enter text.

**Maryland State Department of Education**200 West Baltimore Street

Baltimore, Maryland 21201

**Deadline**May 31, 2022

 No later than 5:00 pm EST

**Special Education Director Name:** Click or tap here to enter text.

**Email address**: Click or tap here to enter text.

**Local System FSS Coordinator/ Project Manager:** Click or tap here to enter text.

**Email address:** Click or tap here to enter text.

# **Family Support Services Plan**

Building Comprehensive *Family Support Systems* through

* Parent participation in the MSDE, DEI/SES Parent Survey to inform local decisions
* Meaningful strategic collaboration promoting access and meaningful outcomes for all children
* Capacity building of families to make active and informed decisions contributing to their child’s success

**Partner with your MSDE DEI/SES regional FSS liaison to develop your SFY 2023 Family Support Services LIR plan.**

## **TEAM**: Local Implementation Team Formation

**Identify the local implementation team including, names, titles, e-mail, and phone contact information. Consider inclusion of general education family support partners as well as internal and external stakeholders in the team.**

**Identify the local implementation team including, names, titles, e-mail, and phone contact information.**

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How often does the Local Implementation Team meet? Click or tap here to enter text.

**Note:***Highly Performing Teams meet at least quarterly to review data and modify the plan as appropriate to ensure effective progress monitoring.*

## **ANALYZE:** Review Trend Data and Identify Priority Need Area(s).

* Identify local needs as evidenced in LEA data submitted to MSDE, DEI/SES, Family Support Services [may include local climate surveys related to a comprehensive system of early intervention and special education services, analysis of the LEA website using the MSDE/DEI/SES rubric, or other local data sources].

Click or tap here to enter text.

* Utilize a data analysis strategy (e.g., 5 Whys, Fishbone) to determine and document the cause/effect relationship between potential root cause factors and identified priority needs.

**Summarize your analysis below**

| **Data Source and Trend** | **Impact on Systems of Family Support** **(Why is this important?)** |
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## **PLAN:** Identify Priority Goal and Strategy/Evidence-Based Practice(s) To Be Implemented

Identify one or more priority goals and the strategy or evidence-based practices to be implemented. Goals and activities should serve as a catalyst for the development of a sustainable, integrated family support system. Consider the necessary fiscal, material, and/or human resources required for the implementation of evidence-based practices. Identify the relative Federal Accountability Indicator(s) impacted by this goal.

**GOAL 1:**

| **Priority Area(s) addressed in Goal 1:**[ ]  Parent participation in the MSDE, DEI/SES Parent Survey to inform local decisions[ ]  Meaningful strategic collaboration promoting access and meaningful outcomes for all children[ ]  Capacity building of families to make active and informed decisions contributing to their child’s success | **Federal Accountability Indicator(s) Impact:**Click or tap here to enter text. |
| --- | --- |
| **Goal Statement 1.** [Goals must be stated in measurable/quantifiable changes in student outcomes and/or professional practices with projected timelines for completion.]Click or tap here to enter text. |
| **Strategy or Evidence-Based Practice(s) to implement to make progress towards the goal.** [Strategies/EBPs should address what specifically will be implemented with fidelity to achieve goals by addressing root causes.]Click or tap here to enter text. |
| **Resources Needed:**  |

**IMPLEMENT:** Identify Personnel Development and/or Infrastructure Implementation/Activities.

| **Activity** | **Who is involved?***(Selected school(s), programs, parents and/or groups of children/students)* | **When will it happen?***Month/Year* | **What is the projected cost?** |
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**GOAL 2:**

| **Priority Area(s) addressed in Goal 2:**[ ]  Parent participation in the MSDE, DEI/SES Parent Survey to inform local decisions[ ]  Meaningful strategic collaboration promoting access and meaningful outcomes for all children[ ]  Capacity building of families to make active and informed decisions contributing to their child’s success | **Federal Accountability Indicator(s) Impact:**Click or tap here to enter text. |
| --- | --- |
| **Goal Statement 2.** [Goals must be stated in measurable/quantifiable changes in student outcomes and/or professional practices with projected timelines for completion.]Click or tap here to enter text. |
| **Strategy or Evidence-Based Practice(s) to implement to make progress towards the goal.** [Strategies/EBPs should address what specifically will be implemented with fidelity to achieve goals by addressing root causes.]Click or tap here to enter text. |
| **Resources Needed:**  |

**IMPLEMENT:** Identify Personnel Development and/or Infrastructure Implementation/Activities.

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## **TRACK:** Identify Benchmarks to Measure Progress

| **How will progress measured?** *(Benchmark/Outcome)* | **What data will be used to measure progress?** | **How often will benchmark data be collected?** |
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## **Reporting Requirements**

**Interim and Final Progress Reports** must contain a detailed status of implementation, expenditures, and related benchmark data aligned to **each goal**. Please include information that highlights the **reinforcement and sustainability** of your AEP System.

Include date(s) and methods to communicate LIR Plan and progress within inclusive communities (across school/system/community partners).

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| **Date** | **How**  | **Who** |
| January 31, 2023 | Click or tap here to enter text. | Click or tap here to enter text. |
| November 30, 2024 | Click or tap here to enter text. | Click or tap here to enter text. |

# LEA Signatures Required for Submission

Enter Name Click or tap to enter a date.

Local Director of Special Education Signature Date

Enter Name Click or tap to enter a date.

Local Family Support Coordinator Signature Date

# MSDE, DEI/SES Approvals

MSDE, DEI/SES, Family Support Services Liaison Signature Date

MSDE, DEI/SES, Fiscal Grants Liaison Signature Date

MSDE, DEI/SES, Assistant State Superintendent Signature Date