



INTERLOCAL AGREEMENT
County Lead Agency (CLA) - Early Support Services
AMENDMENT #24-1107-02 TO CONTRACT #24-1107

THIS CONTRACT entered into by and between the State of Washington, acting by and through the Department of Children, Youth, and Families, a department of Washington State government (hereinafter referred to as "DCYF") and Snohomish County, a County, (hereinafter referred to as "Contractor"), located at Human Services Dept., 3000 Rockefeller, MS 305, Everett WA 98201-3527, is amended effective June 30, 2024 through July 31, 2025 as follows:

CONTRACTOR BUSINESS ADDRESS

Snohomish County
Human Services Dept.
3000 Rockefeller, MS 305
Everett WA 98201-3527
TIN: 91-6001368
UBI: 313-014-461

CONTRACTOR CONTRACT MANAGER

Trisa Harris
Snohomish County ESIT Supervisor
Trisa.Harris@snoco.org
Phone: (425) 388-7332

DCYF ADDRESS

Department of Children, Youth, and Families
PO Box 40970
Olympia WA 98504-0970

DCYF PROGRAM CONTRACT MANAGER

Jessica Baffoe
Quality Improvement Specialist (QIS)
jessica.baffoe@dcyf.wa.gov
Phone: (360) 522-2776

AMENDMENT PURPOSE

THE PURPOSE OF THIS CONTRACT AMENDMENT IS to extend the contract through July 31, 2025, to add FY24-25 allocations, and to adjust FY23-24 allocations.

SECTIONS CHANGED

Section 4 – Period of Performance, contract end date extended to July 31, 2025.

The funding period of this amendment is from June 30, 2024, through June 30, 2025, and all services must be provided by June 30, 2025. The end date of this contract is extended to July 31, 2025, to allow time for data to be received and final reports to be completed.

- Exhibit A – Statement of Work, modified for FY25
- Exhibit B – Budget; updated FY23-24 allocations and added FY24-25 allocations.
- Exhibit C – Deliverables, added FY25 deliverables
- Exhibit E – Fiscal Workbook Definitions and Instructions - modified for FY25.
- Exhibit F – Training and Certification Requirements – modified for FY25
- Exhibit I – Qualified Personnel Guidelines – modified for FY25
- Exhibit K- ESIT Provider Agency-ESIT Service Provider Subcontract Requirements, modified for FY25
- Exhibit M – ESIT PBC Logic Model, New
- Reference Document – Federal Certifications and Assurances, modified for FY25
- Reference Document – Financial Disclosure Certification, modified for FY25

Amendment Effective Date: June 30, 2024

Amended Contract Maximum: **\$35,239,022.27**

	Previous	Change	New Total
Federal Funds:	\$870,503.17	\$755,390.80	\$1,625,893.97
State Funds:	\$16,521,092.61	\$17,092,035.69	\$33,613,128.30
Totals:	\$17,391,595.78	\$17,847,426.49	\$35,239,022.27

Amended Contract Dates:

Contract Start Date: July 1, 2023
Previous End Date: July 31, 2024
Amended End Date: July 31, 2025

EXHIBITS AND ATTACHMENTS

Exhibit A – Statement of Work Amendment 1 is hereby revised and replaced with Amended Exhibit A – Statement of Work Amendment 2 attached and incorporated herein as though set forth in full.

Exhibit B – Budget Amendment 1 is hereby revised and replaced with Amended Exhibit B – Budget Amendment 2 attached and incorporated herein as though set forth in full.

Exhibit C – Deliverables Amendment 1 is hereby revised and replaced with Amended Exhibit C – Deliverables Amendment 2 attached and incorporated herein as though set forth in full.

Exhibit E – Budget Workbook Definitions and Instructions Amendment 1 is hereby revised and replaced with Amended Exhibit E – Fiscal Workbook Definitions and Instructions Amendment 2 attached and incorporated herein as though set forth in full.

Exhibit F – Required Training Programs Amendment 1 is hereby revised and replaced with Amended Exhibit F – Training and Credential Requirements Amendment 2 attached and incorporated herein as though set forth in full.

Exhibit I – Qualified Personnel Guidelines Amendment 1 is hereby revised and replaced with Amended Exhibit I – Qualified Personnel Guidelines Amendment 2 attached and incorporated herein as though set forth in full.

Exhibit K – ESIT Provider Agency-ESIT Service Provider Subcontract Requirements Amendment 1 is hereby revised and replaced with Amended Exhibit K – ESIT Provider Agency-ESIT Service Provider Subcontract Requirements Amendment 2 attached and incorporated herein as though set forth in full.

Exhibit M – ESIT PBC Logic Model is hereby attached and incorporated herein as though set forth in full.

ALL OTHER TERMS AND CONDITIONS OF THIS CONTRACT REMAIN IN FULL FORCE AND EFFECT.

SIGNATURES

The parties signing below represent that they have read and understand this Contract, and have the authority to execute this Contract Amendment. This Contract Amendment shall be binding on the parties only upon signature by both of them.

Snohomish County

Harper, Lacey

Digitally signed by Harper,
Lacey
Date: 2024.07.08 12:53:07
-07'00'

Signature

Name

Title

Date

**DEPARTMENT OF CHILDREN,
YOUTH, AND FAMILIES**

Robin Atwood

Robin Atwood
Name

Contract Specialist
Title

7/11/2024
Date



Exhibit A - Statement of Work

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1. DEFINITIONS

a. **"Administrative Indirect"** per WAC 110-400-0030 means indirect costs such as general management compensation, joint facility costs, contract administration, fiscal services, and general office supplies that are not allocated to direct services for infants, toddlers, and their families.

(1) Indirect Costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. Such indirect expenses could include administrative, facilities, general office supplies, or other costs.

(2) After direct costs have been determined and assigned to the contract, indirect costs are those remaining to be allocated benefiting Early Support Services. Typical examples of indirect cost for many organizations may include depreciation or use allowances on buildings and equipment, the costs of operating and maintaining facilities, general administration, and general expenses (i.e., salaries and expenses of executive officers, personnel administration, and accounting).

(3) The purpose of assigning indirect costs is to "facilitate equitable distribution of indirect expenses to the cost objective service (i.e., Early Support Services contract), when there are other departments within an agency also receiving benefits."

(a) For Example:

Direct Administrative Costs	Indirect Administrative Costs
% of administrator time directly focused on Early Support Services activities	Office supplies shared by multiple programs/cost centers
Program supplies (materials for the provision of Early Support Services)	% of program directors' time spent on agency-wide administrative functions such as board meetings, finance, etc.
Facilities – service provider space or playgroup space (if it is not shared with any other program)	Facilities – shared spaces such as conference rooms
Direct service providers completing documentation for billing	Staff time for personnel responsible for billing for multiple programs that cannot be tracked by program
Part C of IDEA required	

transition activities Staff time to complete billing for multiple programs that can be tracked by program	
Determining if staff time is a direct or indirect/admin cost: If staff are able to track the % of their time designated to Early Support Services allowable activities this is an allowable direct administrative cost.	

- b. **“CFR”** means Code of Federal Regulations.
- c. **“Clinical Supervision”** means a formal and discipline specific working alliance in which the supervisee’s clinical (direct service) work is reviewed and reflected upon, by a senior level practitioner to support the supervisee with their work and professional development.
- d. **“Conflict of Interest”** means a situation in which a person or organization is involved in multiple interests, financial or otherwise, and serving one interest could involve working against another. Typically, this relates to situations in which the personal interest of an individual or organization might adversely affect a duty owed to make decisions for the benefit of a third party. For example: Part C of IDEA Contractors cannot make a unilateral decision to serve children ages 0-3 in private therapy without documenting that a parent has met with a qualified ESIT Service Provider staff and made an informed decision about declining Early Support Services, including receiving their Parent Rights.
- e. **“Contractor”** means one not employed by the DCYF that is the individual or entity performing services pursuant to this contract and includes the contractor’s owners, members, officers, directors, partners, employees, and agents, unless otherwise stated in this contract. For purposes of any permitted subcontract, “Contractor” includes any Subcontractor and its owners, members, officers, director, partners, employees, and/or agents.
- f. **“Cost Principles”** are federal regulations that help determine eligible costs for specific activities identified in contracts and outline financial management requirements. They include a number of general factors that affect the allowability of all expenditures, including the necessity, reasonableness, and allocability of the expenditure as a direct charge to the IDEA Part C program. Necessary means expenditures that are driven by the purpose of the ESIT’s mission and vision, and ultimately the needs of infants and toddlers with disabilities and their families. Reasonable means expenditures for goods and services do not cost more than a typical person, with ordinary prudence, would pay under the same circumstances. Allocable means that in instances where there is shared benefit, the programs involved will need to establish a methodology for determining what portion of the costs should be ascribed to each of the programs. The proportionate share of the costs that should be attributed to the Part C of the Individuals with Disabilities Education Act (IDEA) program should correspond to the amount of benefit that the program is receiving and, if other programs are receiving benefit that they also contribute to the costs.
- g. **“County Lead Agency or “CLA”** means the four (4) designated county organizations, under contract with DCYF, to ensure through subcontracts with ESIT Provider Agencies and ESIT Service Providers, that Early Support Services are provided countywide (King, Pierce, Snohomish, and Spokane), in accordance with the CLA’s contract with DCYF, Part C of IDEA, and Washington’s Federally Approved State Plan. A CLA may be authorized by DCYF to provide low incidence services based on identified need.
- h. **“DCYF” or the “Department of Children Youth and Families”**, of the State of Washington; means any division, section, office, unit, or other entity of DCYF; or any of the officers or other officials lawfully representing DCYF. DCYF is the State Lead Agency designated by the Governor to administer Part C of IDEA in Washington State.
- i. **“Decision Tree”** means a tool the IFSP team uses to help select a Child Outcome Summary (COS) descriptor statement in three areas: a) positive social relationships, b) acquiring and using new skills, and c) taking action to meet their needs.
- j. **“DMS” or “Data Management System”** means the ESIT data management system and the database used by ESIT Provider Agencies, ESIT Service Providers, and Subcontractors to enter required State and Federal data.

- k. **“ESIT” or “Early Support for Infants and Toddlers”** means the Part C of IDEA Statewide program.
- l. **“ESIT Credential”** means that all Initial training requirements have been met and the ESIT service provider is fully qualified to provide Part C services in their discipline. The Credential is valid for 3 years.
- m. **“ESIT Provider Agency”** means any DCYF approved organization including but not limited to a public, private, tribal, or non-profit entity including a School District, that provides all Early Support Services including Family Resources Coordination in accordance with the CLA or ESIT Provider Agency contract with the DCYF, Part C of IDEA, and Washington’s Federally Approved State Plan regardless of whether or not the entity receives federal funds under Part C of IDEA. (Listed as EISPA in WAC 110-140).
- n. **“Early Support Services” or “ESIT Services” or “Services”** means direct “early
- o. **“Intervention services”**, as defined in Part C of IDEA, and the Washington State Policies and Procedures, Policy 2 Definitions. (Sec. 303.13 Early intervention services - Individuals with Disabilities Education Act)
- p. **“ESIT Service Provider”** means an individual, that is either an employee or Subcontractor, who provides Early Support Services in accordance with the CLA or ESIT Provider Agency contract with the DCYF, Part C of IDEA, and Washington’s Federally Approved State Plan regardless of whether or not the entity or individual receives federal funds under Part C of IDEA.
- q. **“FRC” or the “Family Resources Coordinator”** is the individual who assists an eligible child and his/her family in gaining access to the Early Support Services and other resources, as identified in the IFSP, and in receiving their rights and procedural safeguards of the ESIT program, and as further defined in the DCYF State Plan Part II, Policy 2 Definitions and under Service Coordination (case management) in 34 CFR §303.34.
- r. **“FERPA”** means the “Family Education Rights and Privacy Act” of 1974, as amended, codified as 20 U.S.C. 1232g; 34 CFR part 99 and is the federal law that protects the privacy of student [child] records.
- s. **“IFSP” or the “Individualized Family Service Plan”** means the written plan required for providing Early Support Services to an eligible child and the child’s family, per Washington’s Federally Approved State Plan.
- t. **“Interagency Agreement”** is the means by which two governmental entities contract with each other per RCW 39.34.
- u. **“Local Early Support Services Collaboration Plan”** means a local plan that is facilitated and monitored by the CLA or developed and implemented by ESIT Provider Agencies in the CLA service area, with advice and assistance from the Early Childhood Interagency Coordinating Council. Participant’s signatures document their contribution to the plan. This Plan ensures collaboration and coordination of Early Support Services in the designated service area.
- v. **“MOA” or “Memorandum of Agreement” and “MOU” or “Memorandum of Understanding”** means a written document between parties to support cooperative work on an agreed upon project or meet an agreed upon objective by clarifying the relationship between organizations and clearly outlining which services in the community each party is responsible for.
- w. **“Part C of IDEA”** means the Infants and Toddlers with Disabilities program under the federal Individuals with Disabilities Education Improvement Act of 2004, as amended, codified as 20 USC §§1400.631 – 1400.644 and regulated under 34 CFR §303.
- x. **“Referral”** means any infant and toddler, under the age of three years, potentially eligible for Early Support Services under Part C of IDEA that has been identified and referred for evaluation to an ESIT Provider Agency or ESIT Service Provider.
- y. **“Regional/County/Local Early Childhood Interagency Coordinating Council” or “CICC”** means a geographic entity comprised of membership from various early childhood

programs/initiatives, parents and other service providers to coordinate and enhance existing Early Support Services and assist each community to meet the needs of infants and toddlers with disabilities and their families as outlined in RCW 43.216.574. The SICC shall identify and work with Regional/County/Local Early Childhood Interagency Coordinating Councils.

- z. **“Resident School District Catchment Area”** means the geographic boundaries delineating residency of students of students as defined by the Office of Superintendent of Public Instruction.
- aa. **“State Plan” or “Washington’s Federally Approved State Plan”** means the application for a state administered grant that meets the requirements in 34 CFR §7.1 and 34 CFR §303 Sub-parts B and C.
- bb. **“State Performance Plan/Annual Performance Report” (SPP/APR)** means a state performance plan/annual performance report that evaluates the state’s efforts to implement the requirements and purposes of Part C of IDEA and describes how the state will improve its implementation. The SPP/APR includes indicators that measure child and family outcomes and other indicators that measure compliance with the requirements of Part C of IDEA
- cc. **“Statement of Work”** – The detailed description of services to be performed by the Contractor and set forth in the contract.
- dd. **“Subcontractor”** means a person, partnership, company, or other entity that is not in the employment of or owned by Contractor and that is performing services under this contract under a separate contract with or on behalf of the Contractor. The terms "Subcontractor" and "Subcontractors" mean Subcontractor(s) in any tier.
- ee. **“Three Prong Approach”** means a protocol for addressing vision and hearing at initial IFSP and annual reviews which identify risk factors and follow up plan to address if needed. The three components include parent interview and review of medical records, a developmental checklist, and observation of eyes, ears, and behaviors.
- ff. **“Under Public Supervision”** means services provided through a program funded by federal, State, or local public monies, and services provided through a private provider, but whose services are supervised or paid for by a public agency.
- gg. **“WAC” or “Washington Administrative Code”** means rules that codify the regulations of the executive branch agencies and are issued by authority of statutes.

2. **AUTHORITIES AND STANDARDS FOR EARLY SUPPORT SERVICES UNDER THIS CONTRACT**

- a. The full text for each of the authorities and standards that must be followed for implementation of the ESIT program, under this Contract, as listed below.
- b. Individuals with Disabilities Education Act (IDEA), Part C (20 USC Code Subchapter III): <https://sites.ed.gov/idea/statute-chapter-33/subchapter-III>
- c. Individuals with Disabilities Education Act (IDEA) Part C Regulations (Part 303)—Early Intervention Program for Infants and Toddlers with Disabilities: <https://sites.ed.gov/idea/regs/c>
- d. Family Educational Rights and Privacy Act (FERPA) Regulations (34 CFR Part 99): <https://www.ecfr.gov/current/title-34/part-99>
- e. OMB Uniform Guidance Subpart E (2 CFR § 200):**Error! Hyperlink reference not valid.** <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>
- f. Revised Code of Washington (RCW), Chapter 43.216 RCW Department of Children, Youth and Families – Early Childhood Education and Assistance. <https://app.leg.wa.gov/RCW/default.aspx?cite=43.216>
- g. Washington Administrative Code (WAC) (Chapter 110-400 WAC): <https://apps.leg.wa.gov/wac/default.aspx?cite=110-400>
- h. Washington’s Federally Approved State Plan, including:

- (1) Part I Washington State's IDEA, Part C Grant Application for current Federal Fiscal Year <https://www.dcyf.wa.gov/sites/default/files/pdf/reports/ESIT-StatePlan2018.pdf>
- (2) Part II Washington's State Policies, Procedures, Methods, Descriptions, and Assurances: <https://www.dcyf.wa.gov/services/child-dev-support-providers/esit/policies-procedures>.

3. SCOPE OF WORK

- a. The Contractor must implement all County Lead Agency (CLA) Administrative and Oversight provisions in this scope of work and implement and/or Subcontract the ESIT Service Provisions in the Exhibit titled *ESIT Provider Agency-ESIT Service Provider Subcontract Requirements*.
- b. The Contractor must ensure the provision of staff and Early Support Services, in accordance with Sec. 303.13 Early Intervention Services - Individuals with Disabilities Education Act, within the constraints of the approved Budget, FTE(s), and as defined in the Exhibit titled *Fiscal Workbook Definitions and Instructions*; and otherwise all things reasonably necessary for, or incidental to, the performance of the work, as set forth in this Contract.
- c. County Lead Agency (CLA) Administrative Functions and Oversight: The Contractor must provide oversight and support to ESIT Provider Agencies in King, Snohomish County as well as carry out all administrative functions associated with operating the CLA including but not limited to the following:
 - (1) Internal Agency Policies and Procedures: The Contractor must:
 - (a) Establish and implement written internal agency policies and procedures that comply with Federal and State requirements, including WACs and the DCYF policies and procedures. These internal policies and procedures must include but not be limited to the administration and fiscal management of the CLA, subcontracting and providing oversight of ESIT Provider Agencies, carrying out monitoring and quality assurance activities and providing training and technical assistance to ESIT Provider Agencies.
 - (2) Administration and Management: The Contractor must:
 - (a) Ensure there are sufficient administrative personnel with necessary expertise to manage and operate the CLA and provide oversight of any Subcontractors to ensure compliance with State and federal requirements.
 - (b) Meet regularly with ESIT Provider Agencies to assess program's strengths and needs and ensure there is sufficient capacity to manage and operate the ESIT Provider Agencies.
- d. Early Support Service Area: The Contractor must:
 - (1) Provide administrative support to ESIT Provider Agencies to ensure they have the capacity to serve all children referred and found eligible for Early Support Services within their designated service area boundaries as outlined in the service area agreement.
 - (2) The Contractor must ensure a response to all Referrals and provide all Early Support Services for those children found eligible within the following Resident School District Catchment Area (s), by OSPI Assigned County:
 - Snohomish Arlington School District
 - Snohomish Darrington School District
 - Snohomish Edmonds School District
 - Snohomish Everett School District
 - Snohomish Granite Falls School District
 - Snohomish Index School District
 - Snohomish Lake Stevens School District
 - Snohomish Lakewood School District
 - Snohomish Marysville School District
 - Snohomish Monroe School District
 - Snohomish Mukilteo School District
 - Snohomish Snohomish School District
 - Snohomish Stanwood-Camano School District (Snohomish Co)
 - Snohomish Sultan School District
 - King Northshore School District (Snohomish Co)

- (3) Ensure that for each Resident School District Catchment Area located within two counties, a Service Area Agreement, MOU, or MOA that defines service area boundaries when more than one CLA ESIT Provider Agency is serving a Resident School District Catchment Area is developed, reviewed annually, approved, and submitted to DCYF by December 31st of the contract period, if applicable.
- e. Child Find and Public Awareness: The Contractor must:
- (1) Ensure ESIT Provider Agencies document completed child find/public awareness activities with a focus on unserved and underserved populations for King, Snohomish County and submit to the DCYF upon request to ESIT.Reports@dcyf.wa.gov.
 - (2) Facilitate the annual review of ESIT Provider Agency, County and Statewide child find data and public awareness activities and make amendments to the Local Early Support Services Collaboration Plan Child Find/Public Awareness activities as appropriate to ensure targeted identification of underserved populations.
 - (3) Facilitate development of local public awareness materials, submit materials to ESIT.reports@dcyf.wa.gov, for approval by the DCYF at least 30-days prior to use or as soon as possible for urgent/emergent activities.
- f. Referral: The Contractor must:
- (1) Coordinate the Referral process within the designated county of the CLA and establish and implement protocols to ensure all Referrals are responded to by ESIT Provider Agencies with whom the CLA subcontracts. These protocols may include a central CLA service area Referral entity, an agreement among ESIT Provider Agencies on how Referrals will be managed, reviewing data on Referrals from ESIT Provider Agencies, etc.
 - (2) Ensure that all Referrals are entered into the DMS within three (3) business days of receipt. The referral date is the date the referral was received by the ESIT Provider Agency or Central Intake for the service area, whichever is earlier.
 - (3) Ensure that a designated qualified ESIT Provider Agency staff (FRC or Intake Coordinator) contacts the family within three (3) business days of receiving the Referral and documents the family's informed consent to accept or decline Part C of IDEA for all Referrals.
 - (4) Ensure ESIT Provider Agency assigns an FRC to the family within five (5) business days of family's consent to participate in Early Support Services.
 - (5) Ensure ESIT Provider Agency assigns an FRC in the DMS at least one (1) day prior to the FRCs first visit.
 - (6) Submit upon request, to the DCYF, documentation that a qualified ESIT Provider Agency Service Provider (FRC or Intake Coordinator):
 - (a) Provided and reviewed Parent Rights with the parent(s)/guardian(s), and
 - (b) Obtained written documentation of the family's informed decision to accept or decline participation in Part C of IDEA for all Referrals.
- g. Teaming: The Contractor must:
- (1) Facilitate ESIT Provider Agency's use of multidisciplinary teaming practices as outlined in written guidance regarding conducting evaluations and assessments, completing child outcome measurement ratings, developing IFSPs and conducting IFSP reviews, and in providing coordinated IFSP services in accordance with the DCYF recommended practices.
- h. Screening, Evaluation, and Assessment: The Contractor must:
- (1) Support ESIT Provider Agencies in establishing internal processes to ensure screenings, evaluations, and assessments are carried out and conducted in accordance with the following:
 - (a) 34 CFR 303.321 Part C of IDEA

- (b) DCYF Policies and Procedures
<https://www.dcyf.wa.gov/services/child-dev-support-providers/esit/policies-procedures>
- (c) DCYF Practice Guides:
<https://www.dcyf.wa.gov/services/child-dev-support-providers/esit/practice-guidance>
- (d) Exhibit titled Qualified Personnel Guidelines:
https://www.dcyf.wa.gov/sites/default/files/pdf/esit/Qualified_Personnel_Guidelines.pdf
- (e) Exhibit Titles Developmental Screening-Appropriate Use:
<https://www.dcyf.wa.gov/services/child-dev-support-providers/esit/contract-materials>

- (2) Ensure ESIT Provider Agencies use the Three Prong Approach protocol to document vision and hearing screenings for every child's initial evaluation and annual assessment.
- (3) Ensure ESIT Provider Agencies enter eligibility information into the DMS within ten (10) business days of the event.
- (4) Ensure ESIT Provider Agencies enter COS information into the DMS within ten (10) business days

i. Timely IFSP Meetings and Service Provision in Accordance with the IFSP:

The Contractor must:

- (1) Support ESIT Provider Agencies in establishing internal processes to ensure the following IFSP meetings are held in accordance with Part C of IDEA timelines and that IFSP services are provided in a timely manner:
 - (a) An initial IFSP meeting to develop an initial IFSP for children who are determined eligible for Part C of IDEA, within forty-five (45) calendar days of Referral.
 - (b) An IFSP review at least every six (6) months or more frequently if warranted.
 - (c) An annual IFSP meeting to evaluate the IFSP within 365 calendar days of the initial IFSP.
 - (d) An IFSP meeting to develop a transition plan for every child. This meeting can be combined with any IFSP meeting A transition conference for children potentially eligible for Part B, unless declined by the family, at least ninety (90) days prior to the child's third (3rd) birthday.
- (5) Review and verify data to account for the reasons for delays, including exceptional family circumstances, impacting the timeliness of IFSP meetings as outlined in the ESIT program policies and procedures and the Late Services – Provision and Documentation Practice Guide:
<https://www.dcyf.wa.gov/services/child-dev-support-providers/esit/practice-guidance>
- (6) Ensure ESIT Provider Agencies engage all families in the Entry and Exit COS process utilizing the Decision Tree as described in the DCYF Child Outcome Summary Process: Engaging Families in a Meaningful Way Practice Guidance:
<https://www.dcyf.wa.gov/services/child-dev-support-providers/esit/practice-guidance>

j. Family Resources Coordination: The Contractor must:

- (1) Ensure ESIT provider agencies hire sufficient personnel to respond to Referrals and provide FRC services within a maximum caseload ranging from forty-five (45) to fifty-five (55) active IFSPs per 1.0 full-time equivalent (FTE) performing core service coordination activities and functions in accordance with ESIT Policy and Procedures. Caseload must be adjusted proportionately when assigned other duties. In no case, can an FRC

caseload exceed fifty-five (55) for more than sixty (60) days without an exception to policy waiver submitted to the DCYF for approval. Ensure ESIT Provider Agencies assign an FRC in the DMS at least one (1) business day prior to the FRCs first scheduled visit.

- (2) Ensure all FRCs hold a current ESIT Credential in accordance with the following document located on the DCYF website titled FRC Credential Guidance: <https://www.dcyf.wa.gov/services/early-learning-providers/qualifications/esit/training>
- (3) Ensure ESIT Provider agencies support the FRC as an integral team member and facilitator of the IFSP process, in the provision of Early Support Services along with other ESIT service providers.
- (4) Ensure that ESIT Provider Agencies have a plan in place to assure there is no break in FRC services.
- (5) Ensure ESIT Provider agencies carry out all FRC activities as outlined in the ESIT program policies and procedures, and 34 CFR 303.34, including but not limited to providing parent rights and procedural safeguards, facilitating IFSP meetings, coordinating Early Support Services, assisting families in accessing community resources, etc.

k. Early Support Service Provision: The Contractor must:

- (1) Ensure ESIT Provider Agencies provide timely services in accordance with the IFSP and Part C of IDEA.
- (2) Ensure a monthly service (which includes family resource coordination) was provided in order to access funding for Early Support Services.
- (3) Ensure Early Support Services are initiated within thirty (30) days of the parent's signature or on or before the planned start date on the IFSP.
- (4) Ensure the documentation of late other and exceptional family circumstances, impacting the timeliness of initiating IFSP services are in accordance with the DCYF program policies and procedures and the Late Services – Provision and Documentation Practice Guidance:
<https://www.dcyf.wa.gov/services/child-dev-support-providers/esit/practice-guidance>
Ensure

l. Natural Environments: The Contractor must:

- (1) Ensure ESIT Provider Agencies provide all services in the child's natural learning environment(s) unless:
 - (a) A justification is provided as to why the child's outcome(s) cannot be met in a natural environment, and
 - (b) A plan addressing a limited time period for providing Early Support Services in a setting other than a natural learning environment is included as outlined in the DCYF policies and procedures and Natural Environments Practice Guide: <https://www.dcyf.wa.gov/services/child-dev-support-providers/esit/practice-guidance>

m. Evidence-based/Promising Practices: The Contractor must:

- (1) Ensure ESIT Provider Agencies use evidence-based and/or promising practices from practitioner's professions that meet the needs of children and families and promote and strengthen the capacity of parents and other caregivers to provide everyday learning opportunities for their child and increase child participation in daily activities and family routines.
- (2) Ensure ESIT Provider Agencies use Family Centered, Coaching and Teaming practices to meet the needs of children and families and promote and strengthen the capacity of parents and other caregivers to provide everyday learning opportunities for their child and increase child participation in daily activities and family routines as described in the ESIT Guiding Concepts:
<https://www.dcyf.wa.gov/services/child-dev-support-providers/esit/practice-guidance>

n. Transition: The Contractor must:

- (1) Support ESIT Provider Agencies in establishing internal processes, in accordance with Part C of IDEA and DCYF policies and procedures, to ensure the identification, notification, and transition process occurs.
- (2) Ensure a transition plan is developed for every child with an active IFSP at least ninety (90) days, and at the discretion of all parties, not more than nine (9) months, prior to the child's third (3rd) birthday.
- (3) Ensure a transition conference is held for every child determined to be potentially eligible for Part B services, unless declined by the child's family:
 - (a) No later than ninety (90) days prior to the child's third (3rd) birthday, and at the discretion of all parties, not more than 9 months before the child's third birthday.
 - (b) If timely notification is provided and Part B does not respond or fails to attend the transition conference, the ESIT provider agency must still hold the transition conference and use the conference meeting to develop or revise the transition plan in the child's IFSP.
 - (c) For those children determined not potentially eligible or those who have opted-out of the notification to Part B, reasonable efforts must be made to convene a transition conference among the ESIT Provider Agency, the family, and providers of other appropriate services for the child.
- (4) Ensure the identification of children who are potentially eligible for Part B services or who have opted-out of the Part B notification are entered into the DMS.
- (5) Ensure no information has been sent to the resident school district when a family has opted-out of the Part B notification.
- (6) Ensure late referrals are processed in accordance with the "Late Services – Provision and Documentation – Practice Guide" <https://www.dcyf.wa.gov/services/child-dev-support-providers/esit/practice-guidance>

o. Procedural Safeguards: The Contractor must:

- (1) Ensure ESIT Provider Agencies Implement all procedural safeguards requirements in accordance with the DCYF policies and procedures.
<https://www.dcyf.wa.gov/services/child-dev-support-providers/esit/policies-procedures>

p. Confidentiality: The Contractor must

- (1) Ensure ESIT Provider Agencies protect the confidentiality of any personally identifiable data, information and records collected, maintained, or used in accordance with Part C of IDEA, HIPPA standards, and DCYF requirements and maintain a written record of parties obtaining access to records collected, obtained, or used under Part C of IDEA

q. Dispute Resolution: The Contractor must:

- (1) Support ESIT Provider Agencies in resolving any disputes at the lowest possible level.
- (2) Facilitate the resolution of local interagency disputes in accordance with dispute process outlined in the Local Early Support Services Collaboration Plan.
- (3) Ensure the CLA and ESIT Provider Agencies maintain records of information related to both informal and formal disputes and complaints, how they were resolved, and submit to DCYF upon request.

r. Staffing: The Contractor must:

- (1) Support recruitment and retention efforts of ESIT Provider Agencies to ensure sufficient personnel to respond to Referrals.
- (2) Facilitate efforts to access personnel across counties or regions to ensure that ESIT Provider Agencies in the designated county of the CLA have adequate staffing to ensure timelines are met and to ensure that no child and family goes unserved and planning for future personnel needs based on Referral trend data.
- (3) Ensure Early Support Services are provided Under Public Supervision.

- (4) Ensure that all ESIT Service Providers are properly licensed and/or certified, including the ESIT Credential, when made available by the DCYF, within the State of Washington per the Exhibit titled *Qualified Personnel Guidelines*, unless an exemption has been approved by the DCYF, as related to their employing agency's requirements, and such documentation of the assurance method used is on file.

<https://www.dcyf.wa.gov/services/child-dev-support-providers/esit/training>

s. Personnel Development/Training and Technical Assistance: The Contractor must:

- (1) Ensure any new CLA Coordinator requests and completes orientation, from the DCYF before the end of the Contract period.
- (2) Ensure ESIT Provider Agencies have a comprehensive plan for recruitment and retention of ESIT Service Providers.
- (3) Ensure all ESIT Service Providers create an account within the DCYF training portal:
<https://dcyftraining.com>
- (4) Ensure ESIT Provider Agency staff, ESIT Service Providers, and subcontractors complete required training through the DCYF training portal as outlined in Exhibit titled "Training and Credential Requirements":
<https://www.dcyf.wa.gov/services/child-dev-support-providers/esit/training>.
- (5) Ensure all ESIT Provider Agency staff, ESIT Service Providers, and subcontractors create an account within the DCYF Learning Management System to complete required training.
- (6) Ensure ESIT Provider Agencies maintain at least one training contact with an account in the DCYF Learning Management System to track training completion for staff.
 - (a) Complete the following form to request access for a new training contact:
<https://app.smartsheet.com/b/form/fc026826ba22476cb03a1e5e259196f>
- (7) Disseminate information about ongoing professional development opportunities offered by the DCYF as advertised on the DCYF website, ESIT Weekly, Training Tidbit Tuesday Newsletter, and other communications.
- (8) Assist ESIT Provider Agencies in accessing and providing training and TA support using the DCYF developed resources (e.g. practice guides, clarification memos) and the DCYF developed training materials to support understanding and implementation of Part C of IDEA requirements and the use of evidence-based and/or promising practices as appropriate.
- (9) Assist ESIT Provider Agencies in accessing and providing training and TA support from external resources to support understanding and implementation of Part C of IDEA requirements and the use of evidence-based and/or promising practices including but not limited to Promoting First Relationships (PFR), Home Visiting Rating Scale (HOVRS), and Parent Coaching methodologies.
- (10) Ensure ESIT Provider Agencies provide employee orientation training on current DCYF policies, procedures, and other guidance documents.
- (11) Ensure ESIT Provider Agencies disseminate the DCYF resource materials to ESIT Service Providers and Subcontractors and invite participation in other training and technical assistance opportunities.
- (12) Ensure ESIT Provider Agencies and Subcontractors seek DCYF approval prior to adapting any DCYF provided forms/publications.
- (13) Ensure ESIT Provider Agencies and Subcontractors submit new and revised training and guidance materials developed using sources outside of the DCYF provided materials to <mailto:ESIT.Reports@dcyf.wa.gov> for DCYF review and final approval at least 30-days prior to use, or as soon as possible for urgent or emergent events
- (14) Upon request, participate in the development and review of statewide guidance materials.

t. Conflict of Interest: The Contractor must

- (1) Monitor ESIT Provider Agencies status related to Conflict of Interest in collaboration with the DCYF.
 - (2) Ensure that ESIT Provider Agencies avoid a Conflict of Interest or the appearance of a Conflict of Interest, including but not limited to the abstention from soliciting families enrolled in Early Support Services for private business or personal economic gain. For Example:
 - (a) Part C of IDEA Contractors cannot make a unilateral decision to serve children ages 0-3 in private therapy without documenting that a parent has met with a qualified ESIT Provider Agency staff (FRC or Intake Coordinator) and made an informed decision about declining participation in Early Support Services, including receiving their Parent Rights.
 - (b) ESIT Provider Agencies and Subcontractors cannot make a unilateral decision to serve children ages 0-3 residing outside of their service area without first referring the child to the ESIT Provider Agency serving the child's Resident School District Catchment Area. If a parent chooses to enroll with an ESIT Provider Agency outside their service area, documentation must be provided, upon request, that:
 - i. The parent met with a qualified ESIT Provider Agency staff from the child's Resident School District Catchment Area (FRC or Intake Coordinator), and
 - ii. Made an informed decision about declining participation in Early Support Services, including receiving their Parent Rights, and/or
 - iii. Obtain approval from DCYF of an exception based on a family's unique needs or circumstances or the Child's Resident School District ESIT Provider Agency capacity. This exception allows the ESIT Provider Agency in the out of service area to bill for applicable DCYF funding.
- u. Background Checks: The Contractor must
- (1) Monitor that background checks are completed once every three years for all employees and in accordance with the following State legal requirements for background checks:
 - (a) RCW 43.43.830 <https://app.leg.wa.gov/RCW/default.aspx?cite=43.43>,
 - (b) Chapter 110-06 WAC <https://app.leg.wa.gov/wac/default.aspx?cite=110-06&full=true> and
- v. Local Early Support Services Collaboration Plan: The Contractor must
- (1) Facilitate or review and approve the development of Local Early Support Services Collaboration Plan(s) or Local Strategic Plan(s), as outlined in the Exhibit titled "Local Early Support Services Collaboration Plan, with all ESIT Provider Agencies in the designated county of the CLA, to ensure high quality, equitable Early Support Services that addresses:
 - (a) Early Support Services Accountability
 - (b) Child Find, Outreach, and Referral Activities
 - (c) Evaluation and Assessment
 - (d) Family Resources Coordination
 - (e) Transition responsibilities with school districts and other early childhood partners (e.g. Head Start, ECEAP, etc.),
 - (f) Dispute resolution procedures for grievances and formal complaints among local agencies.
 - (g) Signatures of participants
 - (2) The plan(s) must include Service Area Agreements, as necessary to ensure that no child and family goes unserved or to delineate service area coverage when there is more than one ESIT Provider Agency serving an identified Resident School District Catchment Area as outlined in Exhibit titled Service Area Agreement Guidance.

- (3) The plan(s) must be reviewed annually, and changes submitted to DCYF in accordance with the Exhibit titled *Local Early Support Services Collaboration Plan*.
 - (a) Signatures for reviews are not required
 - (b) Maintain documentation that collaborators were involved in the review and provide to the DCYF upon request.
- w. Regional/County/Local Early Childhood Interagency Coordinating Council: The Contractor must:
 - (1) Participate in and support a Regional/County/Local Early Childhood Interagency Coordinating Council (CICC) or Early Learning Coalition (ELC), within the geographic Early Support Services area, to advise and assist the Contractor in the implementation of local Early Support Services in accordance with RCW 43.216.574 and in collaboration with other applicable advisory committees and early learning coalitions.
 - (2) Actively support recruitment, as applicable, of parents of children with disabilities and developmental delays and other community partners as members in accordance with the Exhibit titled *Regional-County-Local Early Childhood Interagency Coordinating Council*: <https://www.dcyf.wa.gov/services/child-dev-support-providers/ESIT/contract-materials>
 - (3) Participate in meetings as outlined in the Exhibit titled *Regional-County-Local Early Childhood Interagency Coordinating Council*.
 - (4) Maintain documentation (e.g., minutes, sign-in sheet) of participation in CICC/ELC meetings.
- x. Agency Administration and Management: The Contractor must ensure ESIT Provider Agencies have sufficient administrative personnel with necessary expertise to manage and operate the agency and provide oversight of any Subcontractors to ensure compliance with state and federal requirements.
- y. Contract Monitoring and Quality Assurance: The Contractor must:
 - (1) Use contract management oversight procedures and carry out monitoring and quality assurance activities to ensure contract compliance of ESIT Provider Agencies under contract with the CLA.
 - (2) Assist the DCYF with ensuring data collected for Washington State's State Performance Plan/Annual Performance Report is accurate and conduct verification of correction of findings as issued by DCYF for SPP/APR compliance indicators for ESIT Provider Agencies under contract with the CLA.
 - (3) Support ESIT Provider Agencies under contract with the CLA to meet performance indicator targets that are part of the Washington State's State Performance Plan/Annual Performance Report and included in a Local System Improvement Plan.
 - (4) Consistent with WAC 110-400, State Policies and Procedures, and written Guidance Memos issued by the DCYF and published on the DCYF website, ensure ESIT Provider Agencies under contract with the CLA are supported in making overall program improvement.
 - (5) Verify accuracy of the Single Monthly Count (SMC) report for each ESIT Provider Agency under contract with the CLA and submit an aggregated SMC report to the DCYF.
 - (6) Provide training and TA to support ESIT Provider Agencies in implementing the DCYF Determination Levels Actions and Supports Rubric, approved improvement plans and corrective action, correcting non-compliance found in contract compliance monitoring, and/or to address known performance concerns.
 - (7) In collaboration with the DCYF, participate in the development and implementation of the ESIT Statewide Integrated Monitoring System framework, including monitoring ESIT Provider Agencies, under contract with the CLA, according to the State's monitoring cycle, using E-SIMS tools, identifying non-compliance and performance issues on quality indicators, issuing findings, and verifying correction of non-compliance. E-SIMS components include:
 - (a) Evidence-based Practices
 - (b) Data

- (c) Fiscal Accountability
 - (d) Dispute Resolution
 - (e) Child and Family Record Reviews
- (8) Consult with the designated Accountability and Quality Improvement Specialist to verify identified non-compliance prior to issuing findings of non-compliance as part of the Part C of IDEA final monitoring report.
- (9) Participate in planned Inter-Rater Reliability activities annually to ensure valid and reliable implementation of required monitoring instrument(s).
- (10) Courtesy copies the Accountability and Quality Improvement Manager on all formal Part C of IDEA monitoring report communications, associated with the ESIT Statewide Integrated Monitoring System for all ESIT Provider Agencies and ESIT Service Providers under contract with the CLA.
- (11) Submit to ESIT.Reports@dcyf.wa.gov documentation, bi-annually, for the tracking, timely correction, and reporting of all identified Part C of IDEA findings of non-compliance for inclusion in the federal State Performance Plan/Annual Performance Report under Indicator C12.
- (12) Develop, implement, and monitor a Local System Improvement Plan with all ESIT Provider Agencies in the CLA service area that address the following:
- (a) Performance Based Contracting Quality and Outcome Measures
 - (b) Determinations
 - (c) ESIT Provider Agency identified training and technical assistance needs.
 - (d) Non-compliance
 - i. Use data to assist ESIT Provider Agencies progress toward improvement and/or compliance.
 - ii. Provide a right of access to its facilities to DCYF, personnel authorized by DCYF, or to any other authorized agent or official of the State of Washington or the federal government at all reasonable times in order to monitor and evaluate performance, compliance, and/or quality assurance under this Contract. DCYF will work with Contractor to determine a mutually acceptable date
 - iii. If DCYF (a) encounters non-compliance with the terms outlined in this Contract on the part of the Contractor, or (b) is not satisfied with the quality of the Contractor's work, DCYF will make a reasonable attempt to assist Contractor with technical assistance to resolve issues that impede quality and compliance. In the event that compliance and/or quality issues are not resolved through standard technical assistance, Contractor will be engaged in corrective action.
- z.** Technical Assistance and Training for Continuous Quality Improvement and Compliance: In collaboration with the DCYF, the Contractor must identify and monitor technical assistance and training needs of ESIT Provider Agencies and access to these supports to enhance program improvement and ensure compliance. This should occur following both internal quality assurance activities as well as participation in the DCYF and CLA monitoring and continuous quality assurance activities.
- aa. Data, Documentation and Records**
- (1) Data Management System: The Contractor must:
- (a) Verify the accuracy, validity, and reliability of data entry.
 - (b) Use data for monitoring compliance and quality indicators.
 - (c) Use data for program improvement.
 - (d) Support provider agencies in adding new users.

- (e) Ensure eligibility and IFSP events, including the COS, are entered in the DMS within ten (10) business days of the completed activity and no later than the tenth (10th) of the following month.
 - (2) Ensure ESIT Service Providers initiate Early Support Services within thirty (30) days of the parent's signature, or on or before the planned start date including documenting programmatic reasons and exceptional family circumstances resulting in reasons for delay.
 - (3) Enter ESIT Provider Agencies enter data in the DMS to maintain a current list of all ESIT Service Providers and subcontractors providing Early Support Services
 - (4) Ensure all ESIT service providers and subcontractors using the DMS receive the required training before assuming these duties and that they are subscribed to the DMS GovDelivery.
 - (5) Ensure that all early support service(s) provided to each child monthly are entered into the DMS or an Electronic Medical Record with direct connection to the DMS no later than the tenth (10th) of the following month, when made available by DCYF, in accordance with Chapter 43.216 RCW (HB 1661).
- bb. Use of Data: The Contractor must ensure ESIT Provider Agencies use DMS data reports and functions for:
- (1) Monitoring timelines and compliance.
 - (2) Internal quality assurance purposes including program improvement.
 - (3) Managing caseloads and staffing.
 - (4) Informing financial planning and fiscal management.
- cc. Other Documentation and Reporting:
- (1) Annually submit to the DCYF Statewide Directory information for all ESIT Provider Agencies operating within the CLA service area
 - (2) Ensure ESIT Provider Agencies and ESIT Service Providers exit children from the DMS according to the following and submit to the CLA or DCYF, upon request:
 - (a) For children who are referred but do not yet have an IFSP, a child's record can be closed after three (3) failed attempts using at least two (2) different means of communication over a period of at least ten (10) business days.
 - (b) Exit all children who have a current IFSP and are lost to Early Support Services after a maximum of ninety (90) days from the DMS after three (3) failed attempts on multiple days using at least two (2) different means of communication made over at least ten (10) business days.
- dd. Service Provision: The Contractor must ensure all Subcontractors:
- (1) Register for and participate in scheduled DMS training and technical assistance sessions to learn how to document the provision of Early Support Services provided as indicated on an active IFSP monthly for or on behalf of a child/family. Training and technical assistance sessions will require inputting a representative sampling of child/family service delivery information to practice and demonstrate efficiency with the new service delivery tracking and reporting features.
 - (2) Maintain documentation of the provision of Early Support Services provided as indicated on an active IFSP monthly for or on behalf of a child/family within its existing child/family recordkeeping system. Documentation of the Early Support Services provided as indicated on an active IFSP in an existing child/family recordkeeping system must be made available upon request to DCYF.
- ee. System of Payment and Fees (SOPAF): The Contractor must:
- (1) Ensure ESIT Provider Agencies under contract with the CLA maintain documentation supporting the implementation of the SOPAF policy and procedures for each child receiving Early Support Services related to but not limited to:
 - (a) Receipt of Procedural Safeguards, including parent rights

- (b) Permission or declination to bill public and/or private insurance
- (c) Determination of Ability and Inability to Pay
- (d) Billing families' co-pays, co-insurance, deductibles, and monthly participation fees
- (e) Approval of hardship exemptions
- (f) Updating the SOPAF form annually or as required to document changes in:
 - i. Insurance Coverage
 - ii. Income
 - iii. Expenditures
 - iv. Increased Frequency/Intensity/Duration of Services

ff. Record Retention: The Contractor must ensure all Subcontractors:

- (1) Retain child records, electronic, digital, and/or paper, for six (6) years from when it was last in effect or the termination of the DCYF contract, whichever is later. Records must meet Secretary of State Standards.
<https://www.sos.wa.gov/archives/recordsmanagement/managing-state-agency-records.aspx>
- (2) Records, electronic, digital, and/or paper, must be destroyed at the request of the parent. Destruction means to "physically destroy the record or ensure that personal identifiers are removed from a record so that the record is no longer personally identifiable.
- (3) A permanent record, electronic and/or paper, of a child's name, date of birth, parent contact information (including address and phone number), names of FRC and ESIT Service Provider(s), and exit data (including year and age upon exit, and any programs entered into upon exiting) may be maintained without time limitation.
- (4) Submit to ESIT.Reports@dcyf.wa.gov, the Certification of Data Disposition form, two (2) weeks prior to the destruction of electronic or paper records:

gg. Inventory: The Contractor must:

- (1) Submit a written request for pre-approval to ESIT.Reports@dcyf.wa.gov for the purchase of all assets with a unit cost (including ancillary costs) of at least \$5,000 or greater.
- (2) Maintain a list of all inventory purchased in whole or in part with the DCYF funds with unit costs of at least \$500 or greater, including;
 - (a) Computer systems, software, laptop and notebook computers, and other approved office equipment.
 - (b) Communications and audio-visual equipment.
 - (c) Cameras and photographic projection equipment.
 - (d) Therapy appliances.
 - (e) Other assets identified by the Contractor as vulnerable to loss.
- (3) Include the following in the inventory list and supporting records, if applicable:
 - (a) Description of the asset;
 - (b) Manufacturer or trade name;
 - (c) Quantity;
 - (d) Serial number;
 - (e) Inventory control number;
 - (f) Contractor's acquisition date;
 - (g) Order number from purchasing document;
 - (h) Total cost or value at time of acquisition;
 - (i) Ownership status, for example if shared by multiple funding sources;

- (j) Depreciation for capital assets;
- (k) Location of item;
- (l) Useful life, in years; and
- (m) Disposal date, method, and salvage value.

hh. Treatment of Assets

- (1) The Contractor holds title to equipment purchased in whole or in part with the DCYF funds.
- (2) The Contractor must request approval from the DCYF prior to selling or disposing of equipment from the Contractor's Inventory List, and the DCYF must have the option of recapturing the equipment.
 - (a) If the DCYF gives approval for the Contractor to sell the DCYF equipment, the Contractor shall use the income for Early Support Services.
 - (b) If a Contractor ceases provision of Early Support Services, the Contractor must transfer title and return to the DCYF any equipment purchased all or in part with the DCYF funds or the proceeds from current market-value sale of such equipment, at the DCYF 's discretion.
 - (c) If a Contractor ceases provision of Early Support Services at a site or Subcontractor, the Contractor must transfer equipment purchased all or in part with the DCYF funds, or the proceeds from current market value sale of such equipment to another the DCYF site or return it to DCYF.
- (3) Any property funded by the DCFY, Part C of IDEA funds must, unless otherwise provided herein or approved by DCYF, be used only for the performance of this Contract.

ii. Other Requirements

- (1) Contractor Communication with the DCYF: The Contractor must:
 - (a) Participate in the DCYF web-based meetings, as requested.
 - (b) Attend mandatory Statewide and Regional Provider Meetings, as designated by the DCYF.
 - (c) Participate in CLA-ESIT Partnership Session meetings with the DCYF, as requested.
 - (d) Participate in technical assistance and quality improvement activities with the DCYF Staff, as requested.
 - (e) Inform the Accountability and Quality Improvement Manager immediately of:
 - i. Any serious issue that impacts Early Support Services for the DCYF.
 - ii. Any serious issue that has potential for media coverage.
 - iii. A charge or conviction against an ESIT Provider Agency staff, ESIT Service Provider, and Subcontractor for a disqualifying crime under WAC 110-06-0070 <https://apps.leg.wa.gov/wac/default.aspx?cite=110-06-0070>.

jj. Outcome measure activities: The Contractor must participate in outcome measure activities, as requested by the DCYF to help achieve the following long-term child and family outcomes, with a focus on building partnerships, using data to learn and improve, and advancing racial equity and social justice.

- (1) Expected child outcomes of the DCYF are:
 - (a) Positive social-emotional skills (including positive social relationships),
 - (b) Acquisition and use of knowledge and skills (including early language/communication), and
 - (c) Use of appropriate behaviors to meet their needs
- (2) Expected Family outcomes are:
 - (a) Know their rights,

- (b) Effectively Communicate their child's needs, and
- (c) Help their child develop and learn

kk. Performance-Based Contracting (PBC): The Contractor must ensure all Subcontractors do the following:

- (1) Certify monthly that Early Support Services were provided to all children with an active IFSP, as submitted for billing.
- (2) Participate in universal training as well as targeted and tailored technical assistance as may be needed, when provided by the DCYF
- (3) Ensure that all ESIT service(s) provided to each child monthly are entered into the DMS or an Electronic Medical Record with direct connection to the DMS no later than the tenth (10th) of the following month, when made available by DCYF, in accordance with Chapter 43.216 RCW (HB 1661).
- (4) Develop a Local System Improvement Plan to address any unmet statewide targets for the performance Indicators as identified in the State Performance Plan/Annual Performance Report and reported on the annual Provider Agency Data Profile.
- (5) Ensure ESIT Provider Agencies under contract with the CLA comply with the Exhibit titled ESIT PBC Logic Model.

ll. In-person Services: The Contractor must ensure Subcontractors:

- (1) Offer and provide in-person early support services in accordance with the following:
 - (a) ESIT Multi-Stage Framework for Reentry to In-person Services outlined on the [DCYF COVID ESIT webpage](#).
 - (b) Local health jurisdictions, Washington State Department of Health (DOH) and Centers for Disease Control and Prevention (CDC) guidance.

mm. Mandatory Reporters: The Contractor, ESIT Provider Agencies, ESIT Service Providers and Subcontractors are mandatory reporters of abuse and neglect involving children and vulnerable adults, , in accordance with Chapter 26.44 RCW, and vulnerable adults, in accordance with Chapter 74.34 RCW, and [Mandatory Reporting of Child Abuse and Neglect | Washington State Department of Children Youth and Families](#) and participate in training, as needed.

nn. Subcontracting: The Contractor must:

- (1) Subcontract with ESIT Provider Agencies and, upon approval by the DCYF, ESIT Service Providers to ensure comprehensive Early Support Services are available to all eligible infants and toddlers and their families in the CLA designated area.
- (2) Ensure Subcontractor adheres to requirements outlined in the Exhibit titled *ESIT Provider Agency-ESIT Service Provider Subcontract Requirements*.
- (3) Ensure Subcontractors providing more than one (1) type of direct Early Support Service, complete an Annual Fiscal Workbook - Budget Projection and ESIT Revenue and Expenditure Year-End Report, approved by the CLA, and submitted to DCYF by September 30.
- (4) Ensure Subcontractors have a written payor of last resort policy and consistent protocols and procedures to address the collection of delinquent payments that are implemented equitably for all families.
- (5) Notify the DCYF of any subcontract changes.
- (6) Ensure Subcontractor services are delivered according to Part C of IDEA and this Statement of Work.
- (7) Ensure audit and monitoring results are submitted to ESIT.Reports@dcyf.wa.gov.
- (8) Demonstrate Subcontractors are meeting all requirements as outlined in this Statement of Work.
- (9) Ensure Subcontracts include:
 - (a) All language from the Exhibit titled *ESIT Provider Agency-ESIT Service Provider Subcontract Requirements*.

- (b) A detailed division of responsibilities between the Subcontractor and Contractor.
- (c) A list of deliverables the Subcontractor must submit to the Contractor, with due dates.
- (d) A plan to remedy noncompliance with the terms and conditions of the Subcontract, found during a monitoring process.

pp. Fiscal

- (1) Part C of IDEA Funds: The Contractor must maintain a financial management system that ensures federal Part C of IDEA funds are used in accordance with Part C of IDEA requirements including but not limited to:
 - (a) Prohibition Against Supplanting:
 - i. The Contractor must not commingle Federal Part C of IDEA funds with other funds.
 - ii. The Contractor must use Federal Part C of IDEA funds to supplement the level of State and local funds expended for eligible infants and toddlers with disabilities and their families, and in no case to supplant those State and local funds.
 - (b) Payor of Last Resort:
 - i. Use Federal Part C of IDEA funds as Payor of Last Resort for direct Early Support Services.
 - ii. Funds must not be used to satisfy a financial commitment for Early Support Services that otherwise would have been paid for in-full or in-part from another public or private funding.
 - iii. Federal funds may be used to cover the remainder of a partially covered cost.
 - iv. Federal funds may be used for county infrastructure costs necessary for the provision of pass-through for direct Early Support Services, such as family/parent advocate positions or positions that do not provide direct ESIT Services.
- (2) Use of Funds:
 - (a) Ensure that all expenditures meet the federal cost principles as a direct charge, per [2 CFR 200.400 – 200.475](#).
 - (b) Ensure compliance with use of funds guidance and requirements as set forth in state and federal law, and in accordance with [WAC 110-400-0140](#), including the limit to Administrative Indirect costs.
 - (c) Use fiscal and programmatic data to develop, manage and maintain a final contract operating budget, delineated by fund source(s), to provide Early Support Services to eligible infants and toddlers and their families.
 - (d) Must identify funds for direct ESIT Services, subcontracting, and indirect costs.
 - (e) Must track all public fund sources separately.
 - (f) Submit to ESIT.Reports@dcyf.wa.gov an Annual Budget Projection on the document titled Fiscal Workbook for approval 30-days from contract execution.
- (3) Fiscal Workbook:
 - (a) Submit for prior approval a Fiscal Workbook - Budget Projection Revision request to the ESIT.Reports@dcyf.wa.gov when:
 - i. Adding a subcontract.
 - ii. Terminating a subcontract.
 - iii. Redistributing 10% or more of the total allocation between Fiscal Workbook – Budget Projection categories.

- iv. There is more than a 10% variance of total allocation as a result of a contract amendment.
 - (b) Any changes must be according to the Exhibit titled *Fiscal Workbook Definitions and Instructions*.
 - (c) Written requests must be received at least one (1) month prior to the effective date for any revision.
 - (d) Final Fiscal Workbook - Budget Projection Revision requests must be received by the DCYF no later than May 1 of the Contract period.
- (4) Request for Additional Part C of IDEA Funds:
- (a) The Contractor must notify the DCYF in writing when funding will be expended before the end of the Contract funding period and any final request for additional funds must be received by DCYF **no later than April 1** of the Contract period.
 - (b) Requests to increase the Contract Budget must be received at least two (2) months prior to the date the funds are needed.
 - (c) Any additional funds must be budgeted according to the Exhibit titled *Fiscal Workbook Definitions and Instructions*.
- (5) Fiscal Management: The Contractor must:
- (a) Disburse, make payments and/or reimburse funds for allowable expenses.
 - (b) Certify information on the CLA invoice, sign and submit to ESIT.Reports@dcyf.wa.gov for payment.
 - (c) Ensure ESIT Provider Agencies refer Developmental Disabilities Administration (DDA) eligible children to DDA, or document family's informed decision to decline.
 - (d) Ensure ESIT Provider Agencies bill and collect third party sources (e.g. Medicaid, Tri-Care, and other public and private insurance) and parent fees (including co-pays, co-insurance, deductibles, or a monthly participation fee) in accordance with ESIT System of Payments and Fees Policy and Procedures.
 - (e) Use funds efficiently and effectively to contain costs and provide high quality Early Support Services that meet the needs of children and families and complies with Part C of IDEA requirements.
 - (f) Monitor internal use of funds and resources on an ongoing basis, including participating in the DCYF audits and fiscal integrity reviews as well as monitoring funding of subcontracts to ensure compliance with all federal, state, and local mandates.
 - (g) In accordance with WAC 110-400-0140, limit Administrative Indirect costs to:
 - i. No more than ten (10) percent of the total public moneys received when providing Part C of IDEA required components or direct Early Support Services, or
 - ii. No more than five (5) percent of the total public moneys received when acting as a pass through for state birth to three special education, ELTA, or federal Part C of IDEA funding.
 - (h) Pass through ninety-five percent (95%) of the state birth to three special education fund allocation to ESIT Provider Agencies.

4. **COMPENSATION AND VOUCHER PAYMENT**

- a. Compensation for services will be paid upon the timely completion of services and is contingent upon acceptance of relevant work products and approval of vouchers by DCYF as described in this contract.
- b. Ensure ESIT Provider Agencies and ESIT Service Providers facilitate the coordination of payment for Early Support Services from Federal, State, Local and Private Sources (including public, TRICARE, and private insurance coverage).

- c. DCYF will reimburse the CLA for Early Support Services as follows:
- (1) State Birth to Three Special Education Funding
 - (a) The State Special Ed 0-3 Funds is a Per-Child Allocation Methodology. Per-Child Allocation Methodology is a fee for services payment method. Contractors are reimbursed the County EIS Rate, assigned to each Resident School District Catchment Area, for each child counted on the Contractor's single monthly count report each month. County EIS rates will be adjusted to reflect the updated BEA rates made available by OSPI in October, January, and April of each contract year. County EIS Rates not to exceed OFM's annual allocation to DCYF.
 - (b) State Birth to Three Special Education funds may be used to support Medicaid Administrative Claiming activities. These funds are not from a federal source, and DCYF is not currently using them as required match for other federal funds.
 - (2) Education Legacy Trust Account (ELTA)
 - (a) The Contractor's annual allocations are based on the ELTA's per child rate multiplied by the DCYF annual average/actual enrollment caseload
 - (b) Compensation is based on actual cost reimbursement not to exceed the maximum CLA's ELTA Annual Allocation, as shown in Exhibit B, Budget.
 - (c) Funds must be used for the provision of direct Early Support Services and may include administrative costs directly associated with the delivery of services.
 - (d) Any ELTA funding that has not been utilized by the end of the contract period will revert to DCYF and will not roll forward to the next fiscal year.
 - (3) Part C of IDEA
 - (a) The Contractor's annual allocations are based on the Part C of IDEAs per child rate multiplied by the DCYF annual average/actual enrollment caseload
 - (b) Compensation is based on actual cost reimbursement not to exceed the maximum CLA Part C of IDEA Annual Allocation, as shown in Exhibit B, Budget.
 - (c) Part C of IDEA funds used for direct Early Support Services are payer of last resort. In accordance with the requirements of 34 CFR, all other federal, state, local and/or third-party funding must be accessed and applied first.
 - (d) Part C of IDEA will supplement, not replace, existing resources including program income.
 - (e) Any Part C of IDEA funding that has not been utilized by the end of the contract period will revert to DCYF and will not roll forward to the next fiscal year.
 - (f) All expenditures must meet the federal cost principles including a number of general factors that affect the allowability of all expenditures, linking the necessity, reasonableness, and allocability of the expenditures as a direct charge to the contract.
 - (g) Equity in Access Federal Part C Funds will be used by contractor to remove barriers to equitable access to services which may impede participation, access to services and outcomes, in accordance with the Department of Education's General Education Provisions Act (GEPA), section 427(b), and as required by Washington State Policy 1.B.1(a) – (d). Each contractor must submit an Equity in Access Plan for approval that outlines how the funds will address barriers and support equitable access to ESIT services. Compensation is based on actual cost reimbursement and not to exceed the maximum ESIT Provider Agency's Part C of IDEA Annual Allocation, as shown in Exhibit B, Budget.
 - (4) Travel
 - (a) The Contractor must comply with the Washington State Office of Financial Management travel policy for travel expenses directly related to services under this contract. <http://www.ofm.wa.gov/policy/10.htm>.
 - (b) For reimbursement of Contractor and contractor staff travel expenses for ELTA, and Part C of IDEA funding, attach itemized receipts to the A-19-1A invoice voucher. The optional Non-Employee Travel Reimbursement form provided by

DCYF may be used and attached.

(c) Upon DCYF request, provide receipts and other supporting fiscal documentation.

(d) All payment documentation must be submitted to: ESIT.Reports@dcyf.wa.gov.

(5) Voucher Verification

(a) Prior to payment under this contract, the DCYF must review and approve all data regarding Early Support Services rendered; receipt of Deliverables, due according to Exhibit C, Deliverables; completion of activities, as detailed in this contract; and receipt of a properly completed Form A-19-1A Invoice Voucher as described below:

i. Submit a properly completed State Form A-19-1A Invoice Voucher, provided by the DCYF, with payment point.

A. Completed Form A-19-1A Invoice Voucher must include:

1) The actual number of children being billed for State Birth to Three SpEd funding, who:

a) Are enrolled in an EIST Provider Agency and

b) Are between the ages of birth through 2 years of age and not yet three on the day(s) of service delivery and

c) Have an active IFSP:

i) based on eligibility criteria established in ESIT State Policies and

ii) which meets federal and state procedural requirements and

d) Are eligible for and receiving early intervention services.

i) Per RCW 43.216.580 - <https://app.leg.wa.gov/RCW/default.aspx?cite=43.216.580> (SHB 1916): "For the purposes of this subsection (2) a child is receiving early intervention services if the child has received services within the same month as the monthly count day, which is the last business day of the month."

- 2) The actual expenditures incurred for the month being billed for Part C of IDEA, ELTA, and ARPA.
 - 3) All properly completed invoices will be processed for payment within 30 days of receipt.
 - 4) In addition, included must be an expenditure detail report, showing detailed information that supports monthly expenditures for Part C of IDEA, and ELTA funding. This could include:
 - a) Monthly or Quarterly Expense Summary as produced by an accounting system and clearly detailing expenses incurred for each Payment Point in that period's A-19-1A Voucher;
 - b) Monthly or Quarterly Payroll Summary for each staff person paid under the contract for that period; and/or
 - c) Invoice documentation supporting payment for contracted services, as appropriate.
- (b) If the DCYF is not satisfied with the performance of work, the DCYF reserves the right to refuse to pay full compensation to the Contractor. Whenever possible, the DCYF must identify any deficiencies in Deliverables and recommend changes within thirty (30) days of receiving Deliverables. The Contractor must respond in writing within ten (10) days to indicate what steps are being taken to address identified deficiencies. Upon correction of the deficiencies to the satisfaction of the DCYF, the Contractor must receive payment.

5. DELIVERABLES

- a. Reporting Requirements: The Contractor must submit Deliverables, as described in *Exhibit C, Deliverables*.
 - (1) Unless otherwise instructed, return deliverable forms in their original format, as sent to Contractors by the DCYF to: ESIT.Reports@dcyf.wa.gov.
- b. Required Deliverables as outlined in the *Exhibit C, Deliverables*, the Deliverables for this Contract are:
 - (1) ESIT Statewide Directory - Contract Contact Form - annually, 30 days from contract execution and as changes occur for the CLA and ESIT Provider Agencies under contract with the CLA.
 - (2) FY24-25 Annual Fiscal Workbook - Budget Projection- Contractor - annually, 30 days from contract execution and as changes occur.
 - (3) FY24-25 Annual Fiscal Workbook - Budget Projection – Subcontractors, by September 30th and as changes occur.
 - (4) FY24-25 Fiscal Workbook – ESIT Revenue and Expenditure Report Year End for FY23-24 for the CLA and ESIT Provider Agencies under contract with the CLA - annually, by September 30th after the end of the contract year.
 - (5) Local Interagency Agreements/MOAs/MOUs, if needed, annually, by December 31st and as agreements expire or changes occur for the CLA and ESIT Provider Agencies under contract with the CLA.
 - (6) Subcontracts, if needed, prior approval from DCYF required, for the CLA and ESIT Provider Agencies under contract with the CLA - annually, by December 31st and immediately upon development or expiration thereafter.
 - (7) Local Early Support Services Collaboration Plan, including Service Area Agreements, for the CLA and/or ESIT Provider Agencies under contract with the CLA - annually, if needed, by December 31st

- (8) FY24-25 Federal Certification and Assurance annually, for the CLA and ESIT Provider Agencies under contract with the CLA - annually, by July 10, after the end of the contract year.
 - (9) FY24-25 Financial Disclosure Certification, for the CLA and ESIT Provider Agencies under contract with the CLA - annually, by July 10, after the end of the contract year
 - (10) Audits or Other Monitoring Reports for the CLA and ESIT Provider Agencies under contract with the CLA - within two-weeks of receipt
- c. Other Reporting Requirements
- (1) Single Monthly Count Reports, monthly, on or before the 20th of the month
 - (2) A-19-1A Invoices, all invoices must be received by July 31st.
 - (3) Certificate of Insurance two-weeks after renewal for the CLA
 - (4) Certification of Data Disposition, two weeks prior to the destruction of information for the CLA and ESIT Provider Agencies under contract with the CLA.
 - (5) Confidentiality and Non-Disclosure Agreement initially and ongoing as staff changes occur for the CLA and ESIT Provider Agencies under contract with the CLA.
 - (6) DCYF Intake Form initially, annually, and ongoing as staff changes occur for the CLA



Exhibit B - Budget Report

Any variances to the Payment Points allocated within this Budget must be pre-approved by the DCYF Contract Manager in writing. Failure to obtain pre-approval may result in non-payment of the unapproved expense.

Budget for State Fiscal Year 2024 (July 1 2023 - June 30 2024):

Payment Point	Qty Unit	Unit Cost	Budget Limit	Note
1. State Special Education 0-3 Funding	1 Sum	\$16,540,183.23	\$16,540,183.23	
1.1. July-Sept 23 County EIS Rate - Snohomish	Each	\$998.72	\$0.00	
1.11. July-Sept 23 County EIS Rate - King	Each	\$998.73	\$0.00	
1.2. Oct-Dec 23 County EIS Rate - Snohomish	Each	\$1,029.78	\$0.00	
1.21. Oct-Dec 23 County EIS Rate - King	Each	\$1,025.25	\$0.00	
1.3. Jan-Mar 24 County EIS Rate - Snohomish	Each	\$1,029.30	\$0.00	
1.31. Jan-Mar 24 County EIS Rate - King	Each	\$1,025.36	\$0.00	
1.4. Apr-June 24 County EIS Rate - Snohomish	Each	\$1,026.61	\$0.00	
1.41. Apr-June 24 County EIS Rate - King	Each	\$1,023.66	\$0.00	
1.5. ESIT One-time Rate Enhancement	1 Cost	\$268,105.06	\$268,105.06	
2. ELTA Annual Allocation	1 Cost	\$225,804.80	\$225,804.80	
3. Part C of IDEA Annual Allocation	1 Cost	\$707,542.18	\$707,542.18	
3.1. ARPA Funding	1 Cost	\$59,203.13	\$59,203.13	
3.2. ARPA Extension Funding	1 Cost	\$76,757.86	\$76,757.86	
3.3. ARPA DMS Training Funding	27 Each	\$1,000.00	\$27,000.00	
4. E-SIMS Planning & Implementation	1 Cost	\$30,000.00	\$30,000.00	
4.1. Enhanced Training and Support	1 Cost	\$33,304.65	\$33,304.65	
Total:			\$17,967,900.91	

Budget for State Fiscal Year 2025 (July 1 2024 - June 30 2025):

Payment Point	Qty Unit	Unit Cost	Budget Limit	Note
1. State Special Education 0-3 Funding	1 Sum	\$16,230,251.40	\$16,230,251.40	
1.1. July-Sept 24 County EIS Rate - Snohomish	Each	\$1,026.86	\$0.00	
1.11. July-Sept 24 County EIS Rate - King	Each	\$1,023.72	\$0.00	
1.2. Oct-Dec 24 County EIS Rate - Snohomish	Each		\$0.00	
1.21. Oct-Dec 24 County EIS Rate - King	Each		\$0.00	
1.3. Jan-Mar 25 County EIS Rate - Snohomish	Each		\$0.00	
1.31. Jan-Mar 25 County EIS Rate - King	Each		\$0.00	
1.4. Apr-June 25 County EIS Rate - Snohomish	Each		\$0.00	
1.41. Apr-June 25 County EIS Rate - King	Each		\$0.00	
2. ELTA Annual Allocation	1 Cost	\$223,263.56	\$223,263.56	
3. Part C of IDEA Annual Allocation	1 Cost	\$699,574.94	\$699,574.94	
3.1. Equity in Access	1 Cost	\$55,815.86	\$55,815.86	
4. E-SIMS Planning & Implementation	1 Cost	\$30,000.00	\$30,000.00	
4.1. Enhanced Training and Support	1 Cost	\$32,215.60	\$32,215.60	
Total:			\$17,271,121.36	

Contract Maximum: \$35,239,022.27

Contract Funding Source(s)

Federal Funds	\$1,625,893.97
State Funds	\$33,613,128.30

FEDERAL FUNDING

A portion or all of the funds for this project are provided through the federal funding source(s) listed below. For the purposes of this Contract, DCYF is the pass through entity and Contractor is the Subrecipient. These federal funds are considered sub-awards.

Contractor SAM Unique Entity Identify (UEI) #: LG8NG8JNJD83
 DCYF federal award contact: dcyf.costallocandgrantsmgmt@dcyf.wa.gov
 Federal Funding Source(s):

Federal Agency: Department of Education
Assistance Listing Number (ALN) #: 84.181X
Federal Award Identification Number: H181X210128
Federal Award Date: 07/01/2021
Federal Award Project Description: Infants and Toddlers (Part C) ARPA
Amount passed through to contract 24-1107-02: \$162,960.99
Contractor Indirect Cost Rate: 10.00% of de minimus base: MTDC, as defined by 2 CFR 200.414 (f)
This funding is not for Research and Development

Federal Agency: Department of Education
Assistance Listing Number (ALN) #: 84.181
Federal Award Identification Number: H181A220128
Federal Award Date: 07/01/2022
Federal Award Project Description: Infants and Toddlers (Part C)
Amount passed through to contract 24-1107-02: \$199,751.28
Contractor Indirect Cost Rate: 10.00% of de minimus base: MTDC, as defined by 2 CFR 200.414 (f)
This funding is not for Research and Development

Federal Agency: Department of Education
Assistance Listing Number (ALN) #: 84.181
Federal Award Identification Number: H181A230128
Federal Award Date: 07/01/2023
Federal Award Project Description: Infants and Toddlers (Part C)
Amount passed through to contract 24-1107-02: \$1,263,181.70
Contractor Indirect Cost Rate: 10.00% of de minimus base: MTDC, as defined by 2 CFR 200.414 (f)
This funding is not for Research and Development

FEDERAL FUNDING REQUIREMENTS

1. This Contract is funded, in whole or in part, with federal funds, the Contractor makes the assurances and Certifications, and agrees to the terms and conditions contained in Federal Certifications and Assurances.
2. **Covenant Against Contingent Fees.** This Contract is funded, in whole or in part, with federal funds, the Contractor warrants that no person or selling agent has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees or bona fide established agents maintained by the Contractor for securing business. DCYF shall have the right, in the event of breach of this clause by the Contractor, to annul this Contract without liability or, in its discretion, to deduct from the Contract price or consideration or recover by other means the full amount of such commission, percentage, brokerage or contingent fee.
3. **Single Audit Requirements.** The Contractor is a subrecipient of federal awards as defined by Office of Management and Budget (OMB) 2 code of Federal Regulations C.F.R. 200, the Contractor shall maintain records that identify all federal funds received and expended. Such funds shall be identified by the appropriate OMB Assistance Listing Number (ALN) Numbers. The Contractor shall make the Contractor's records available for review or audit by officials of the federal awarding agency, the General Accounting Office, DCYF, and the Washington State Auditor's Office. The Contractor shall incorporate OMB 2 C.F.R. 200 audit requirements into all contracts between the Contractor and its Subcontractors who are subrecipients. The Contractor shall comply with any future amendments to OMB 2 C.F.R. 200 and any successor or replacement Circular or regulation.
4. If the Contractor expends \$750,000 or more in federal awards from any and/or all sources in any fiscal year ending after December 26, 2014, the Contractor shall procure and pay for a single or program- specific audit for that year. The contractor must provide a copy of the final audit report to the Federal Audit Clearinghouse within nine months of the end of the contractor's fiscal year, unless a longer period is agreed to in advance by the federal agency identified in this section. The Contractor must permit DCYF and auditors access to Contractor's records and financial statements as necessary for DCYF to meet federal requirements.
5. DCYF may suspend all reimbursements if the contractor fails to timely provide a single federal audit; further

DCYF reserves the right to suspend any DCYF agreements with the contractor if such noncompliance is not promptly cured.

6. Certification of cost allocation plan or indirect (facilities & administrative (F&A)) cost rate proposal. Each cost allocation plan or indirect (F&A) cost rate proposal must comply with the following:
 - a. A proposal to establish a cost allocation plan or an indirect (F&A) cost rate, whether submitted to a Federal cognizant agency for indirect costs or maintained on file by the non-Federal entity, must be certified by the non-Federal entity using the Certificate of Cost Allocation Plan or Certificate of Indirect Costs as set forth in Appendices III through VII, and Appendix IX. The certificate must be signed on behalf of the non-Federal entity by an individual at a level no lower than vice president or chief financial officer of the non-Federal entity that submits the proposal.
 - b. Unless the non-Federal entity has elected the option under OMB 2 C.F.R. §200.414 Indirect (F&A) costs, paragraph (f), the Federal Government may either disallow all indirect (F&A) costs or unilaterally establish such a plan or rate when the non-Federal entity fails to submit a certified proposal for establishing such a plan or rate in accordance with the requirements. Such a plan or rate may be based upon audited historical data or such other data that have been furnished to the cognizant agency for indirect costs and for which it can be demonstrated that all unallowable costs have been excluded. When a cost allocation plan or indirect cost rate is unilaterally established by the Federal Government because the non-Federal entity failed to submit a certified proposal, the plan or rate established will be set to ensure that potentially unallowable costs will not be reimbursed.
7. Certifications by non-profit organizations as appropriate that they did not meet the definition of a major nonprofit organization as defined in OMB 2 C.F.R. §200.414 Indirect (F&A) costs, paragraph (a).
8. See also OMB 2 C.F.R. §200.450 Lobbying for another required certification.



Exhibit C - Deliverables Report

State Fiscal Year 2024 (July 1 2023 - June 30 2024):

#	Deliverable Title, Due Note, Description	Due Date
1.00	ESIT Statewide Directory Contract Contact Information <i>Due by July 31st and immediately when changes occur</i> <i>On the form provided by the DCYF, electronically submit to ESIT.reports@dcyf.wa.gov</i>	No Date
2.00	FY23-24 Budget CLA <i>Due July 31st and immediately upon approved Budget amendments.</i> <i>On the form provided by the DCYF, electronically submit to ESIT.reports@dcyf.wa.gov</i>	No Date
3.00	FY23-24 Budget for subcontractors <i>Due by Sept. 30th and immediately upon approved Budget amendments</i> <i>On the form provided by the DCYF, electronically submit to ESIT.reports@dcyf.wa.gov</i>	No Date
4.00	Confidentiality and Non-Disclosure Agreement <i>30-days from initial contract execution and ongoing when staff changes occur</i> <i>On the form provided by the DCYF, electronically submit to ESIT.reports@dcyf.wa.gov</i>	No Date
5.00	State and Local Revenue and Expenditure Report - FY22-23 Year-End <i>Due annually by September 30th</i> <i>On the budget form provided by the DCYF, electronically submit to ESIT.reports@dcyf.wa.gov revenue received and actual expenditure for all funding sources for ESS, from the Contractor and all Subcontractors, during the period of July 1, 2022 through June 30, 2023. Sources must include funds received from ESIT, Medicaid, Private Insurance, County DDA, DOH/CSHCN, County Millage, etc.</i>	Sep 30, 2023
6.00	Local Interagency Agreements, if needed <i>Due annually by December 31st and as Interagency Agreements expire or changes occur.</i> <i>Electronically submit to ESIT.reports@dcyf.wa.gov. For all Contractors, the Interagency Agreements must include the components in the Statement of Work, Section 3, Scope of Work.</i>	Dec 31, 2023
7.00	Subcontracts, if needed <i>Due annually by December 31st and immediately upon development or expiration thereafter.</i> <i>Electronically submit to ESIT.reports@dcyf.wa.gov for pre-approval. Subcontracts must include the components in the Statement of Work, Section 3, Scope of Work.</i>	Dec 31, 2023
8.00	Local ESS Collaboration Plan, including Service Area Agreements (if needed) <i>Due annually by December 31st</i> <i>Electronically submit to ESIT.reports@dcyf.wa.gov. Review annually and submit changes</i>	Dec 31, 2023
9.00	Single Monthly Count Reports <i>Due on the 25th of each month - final report due by 6/25/24</i> <i>On the form provided by the DCYF, electronically submit to ESIT.reports@dcyf.wa.gov</i>	Jun 25, 2024

for Contractor and Subcontractors

10.00	Financial Disclosure Certification	Jul 10, 2024
	<i>Due annually, on July 10th, after the end of the contract year</i>	
	<i>On the form provided by the DCYF, electronically submit to esit.reports@dcyf.wa.gov.</i>	
11.00	Federal Certification and Assurance 2022-2023 Report	Jul 10, 2024
	<i>Due annually, on July 10th, after the end of the contract year</i>	
	<i>On the form provided by the DCYF, electronically submit to esit.reports@dcyf.wa.gov.</i>	
12.00	Audits or Other Monitoring Reports, if required	No Date
	<i>Within two weeks of receipt</i>	
	<i>The Contractor must submit copies of any federal, state, county, local, and independent monitoring or audit reports, regarding the part C of IDEA EIS, regardless of funding source; and any audits or monitoring reports pertaining to the requirements in the Exhibit D, General Terms and Conditions, including Federal Funding Requirements and Records Maintenance.</i>	
13.00	Certificate of Insurance	No Date
	<i>Within two-weeks of renewal</i>	
	<i>Electronically submit to ESIT.reports@dcyf.wa.gov</i>	

State Fiscal Year 2025 (July 1 2024 - June 30 2025):

#	Deliverable Title, Due Note, Description	Due Date
1.00	ESIT Statewide Directory Contract Contact Information	No Date
	<i>Due 30-days from contract execution and immediately when changes occur</i>	
	<i>On the form provided by the DCYF, electronically submit to ESIT.reports@dcyf.wa.gov</i>	
2.00	FY24-25 Fiscal Workbook - Budget Projection - Contractor	No Date
	<i>Due July 31st Due 30-days from contract execution and immediately upon approved Budget amendments.immediately upon approved Budget amendments.</i>	
	<i>On the form provided by the DCYF, electronically submit to ESIT.reports@dcyf.wa.gov</i>	
3.00	FY24-25 Fiscal Workbook - Budget Projection - Subcontractors	Sep 30, 2024
	<i>Due 90-days from contract execution and immediately upon approved Budget amendments</i>	
	<i>On the form provided by the DCYF, electronically submit to ESIT.reports@dcyf.wa.gov</i>	
4.00	FY24-25 Fiscal Workbook - ESIT Revenue and Expenditure Report Year-End FY23-24 - Contractor	Sep 30, 2024
	<i>Due annually by September 30th</i>	
	<i>In the Fiscal Workbook provided by the DCYF, electronically submit to ESIT.Reports@dcyf.wa.gov, public and private revenue received and actual expenditure data for all funding sources for ESS, during the period of July 1, 2023 through June 30, 2024. Sources must include funds received from ESIT, Medicaid, Private Insurance, County DDA, DOH/CSHCN, County Millage, etc.</i>	
5.00	FY24-25 Fiscal Workbook - ESIT Revenue and Expenditure Report Year-End for FY23-24 - Subcontractors	Sep 30, 2024
	<i>Due annually by September 30th</i>	
	<i>In the Fiscal Workbook provided by the DCYF, electronically submit to ESIT.Reports@dcyf.wa.gov, public and private revenue received and actual expenditure</i>	

data for all funding sources for ESS, during the period of July 1, 2023 through June 30, 2024 for ESIT Provider Agencies under subcontract with the CLA. Sources must include funds received from ESIT, Medicaid, Private Insurance, County DDA, DOH/CSHCN, County Millage, etc.

- | | | |
|-------|--|--------------|
| 6.00 | <p>Local Interagency Agreements/MOAs/MOUs, if needed</p> <p><i>Due annually by December 31st and as Interagency Agreements expire or changes occur.</i></p> <p><i>Electronically submit to ESIT.reports@dcyf.wa.gov. For all Contractors, the Interagency Agreements must include the components in the Statement of Work, Section 3, Scope of Work.</i></p> | Dec 31, 2024 |
| 7.00 | <p>Subcontracts</p> <p><i>Due annually by December 31st and immediately upon development or expiration thereafter.</i></p> <p><i>If needed and immediately upon development thereafter. Must include the components in the Statement of Work, Section 3, Scope of Work.</i></p> | Dec 31, 2024 |
| 8.00 | <p>Local ESS Collaboration Plan(2), including Service Area Agreements (if needed)</p> <p><i>Due annually by December 31st or as changes occur.</i></p> <p><i>Must be reviewed annually and changes submitted electronically to ESIT.Reports@dcyf.wa.gov.</i></p> | Dec 31, 2024 |
| 9.00 | <p>Financial Disclosure Certification - FY24-25</p> <p><i>After the end of the contract year</i></p> <p><i>On the form provided by the DCYF, electronically submit to esit.reports@dcyf.wa.gov.</i></p> | Jul 10, 2025 |
| 10.00 | <p>Federal Certification and Assurance - FY24-25</p> <p><i>After the end of the contract year</i></p> <p><i>On the form provided by the DCYF, electronically submit to esit.reports@dcyf.wa.gov.</i></p> | Jul 10, 2025 |
| 11.00 | <p>DCYF Intake Form</p> <p><i>Annually, and ongoing as staff changes occur</i></p> <p><i>On the form provided by the DCYF, electronically submit to ESIT.reports@dcyf.wa.gov</i></p> | No Date |
| 12.00 | <p>Audits or Other Monitoring Reports, if required</p> <p><i>If required, within two weeks of receipt</i></p> <p><i>The Contractor must submit copies of any federal, state, county, local, and independent monitoring or audit reports, regarding the part C of IDEA EIS, regardless of funding source; and any audits or monitoring reports pertaining to the requirements in the Exhibit D, General Terms and Conditions, including Federal Funding Requirements and Records Maintenance.</i></p> | No Date |
| 13.00 | <p>Single Monthly Count Reports (for enrollment and billing)</p> <p><i>Due on the 20th of each month - final report due by 7/20/25</i></p> <p><i>Review, correct if needed following instructions, sign, and return by the 20th of the month</i></p> | Jul 20, 2025 |



Exhibit E - Fiscal Workbook Definitions and Instructions

1. Fiscal Workbook - Budget Projection Purpose

- a. The purpose of the Budget Projection is to demonstrate the planned use of all ESIT funds disseminated by DCYF for the provision of early support services and verify alignment of expenditures (A-19 invoices) to budget.

2. Fiscal Workbook - Budget Projection Instructions

- a. Detail anticipated ESIT Program Revenue & Budget for July 1 - June 30 utilizing the Estimated Revenue & Budget Projection tabs. Contractor Annual Budget Projection is due by July 31, 2024. If a subcontractor provides more than one (1) type of direct ES service, they must also complete an Annual Budget Projection (approved by Contractor) and submitted to DCYF by Sept 30, 2024.

3. ESIT Funds

- a. State and federal funds for the ESIT program may only be expended for ESIT required activities as described in state and federal law.
- b. In accordance with the requirements of WAC 110-400-0140(6), EIS provider agencies must bill all applicable funding sources including public and private insurance and families, prior to using state and federal funds for early intervention services. This can be documented at a systems level.
- c. All fund sources should be tracked separately.
- d. Request for additional Part C funds: Contractor must notify the DCYF in writing when funding will be expended before the end of the Contract funding period and any final request for additional funds must be received by DCYF **no later than April 1** of the Contract period. (see *contract: Section 3.hh.(3)(a)*)

State Special Ed 0-3	The State Special Ed 0-3 Funds is a Per-Child Allocation Methodology. Per-Child Allocation Methodology is a fee for services payment method. Contractors are reimbursed the County EIS Rate, assigned to each Resident School District Catchment Area, for each child counted on the Contractor's single monthly count report each month. County EIS rates will be adjusted to reflect the updated BEA rates made available by OSPI in October, January and April of each contract year.
State ELTA (Education Legacy Trust Account)	Funds must be used for the provision of direct early support services and may include administrative costs directly associated with the delivery of services. Any ELTA funding that has not been utilized by the end of contract period will revert to DCYF and will not roll forward to the next fiscal year. ELTA compensation is based on actual cost reimbursement and cannot exceed the maximum allocation outlined in the Contract Budget (<i>Exhibit B</i>).
Federal IDEA Part C	Funds used for the provision of direct ESIT Services in state Statute Subchapter III (Part C) - 1432.4.E., are payor of last resort. Funds must not commingle with other funds and used to supplement the level of State and local funds expended for eligible infants and toddlers with disabilities and their families, and in no case to supplant those State and local funds. Any Part C of IDEA funding that has not been utilized by end of the contract period will revert to DCYF and will not roll forward to the next fiscal year. Part C compensation is based on actual cost reimbursement and cannot exceed the maximum allocation outlined in Contract Budget, <i>Exhibit B</i> . If, at the end of the contract year, there is a positive balance of State funds, Part C Funds used for direct services must be paid back to DCYF.

4. WAC110-400-0140

a. Use of Funds:

- (1) Early Intervention Services (EIS) provider agencies must comply with the use of funds guidance and requirements as set forth in state and federal law.

- (2) State and federal funds for the ESIT program may only be expended for ESIT required activities as described in state and federal law.
- (3) Administrative indirect expenses must be limited to no more than ten percent of the total public moneys received by an EIS provider agency providing Part C required components or direct services.
- (4) Administrative indirect expenses must be limited to no more than five percent of the total public moneys received by an EIS provider agency acting as a pass through for state or federal funding.
- (5) Under the department's authority, local ESIT budgets will be monitored and subject to audit for allowable expenditures.
- (6) EIS provider agencies must bill all applicable funding sources including public and private insurance and families, prior to using state and federal funds for early intervention services.
- (7) Public funds for the ESIT program may not be used for transition activities required under Part B of the Individuals with Disabilities Education Act.
- (8) Under Part C, allowable transition activities may be paid for with early intervention funds. EIS provider agency participation in allowable transition activities may include the following:
 - (a) The determination of potential eligibility for Part B prior to referral to Part B.
 - (b) Transition planning and activities in the IFSP, including:
 - i. Discussions with parents and training, as appropriate, regarding future placements and other matters related to the child's transition; and
 - ii. Procedures to prepare the child for changes in service delivery, including steps to help the child adjust to, and function in, a new setting.
 - (c) Facilitation and participation in the transition conference.
 - (d) Sharing of information, with parental consent.
 - (e) Attending the eligibility and IEP meeting, upon parental request.

5. WAC 110-400-0030

a. Early Intervention Services:

- 1) Assistive technology devices and services;
- 2) Audiology services;
- 3) Family training, counseling, and home visits;
- 4) Health services; (necessary to enable the infant or toddler to benefit from the other early intervention services)
- 5) Medical services; (only for diagnostic or evaluation purposes)
- 6) Nursing services;
- 7) Nutrition services;
- 8) Occupational therapy;
- 9) Physical therapy;
- 10) Psychological services;
- 11) Service coordination services;
- 12) Sign language and cued language services;
- 13) Social work services;
- 14) Special instruction;
- 15) Speech-language pathology;
- 16) Transportation and related costs (that are necessary to enable an infant or toddler and the infant's or toddler's family to receive another service described in this paragraph); and
- 17) Vision services.

6. Budget Categories:

- a. Personnel:** Employee salaries and wages (Regular, Sick, Holiday Salaries, Overtime) AND Benefits (Federal Withholdings (SSI, Medicaid, etc.), State Withholdings (L&I, ESD, etc.), Employee Health Insurance, Employee Pension/401K Contributions, Other Employee Benefits) under the direct supervision and control of the Contractor. If staff have dual position titles, separate them by position title. An employee who works 40 hours a week is considered full-time. At 52 weeks a year, one full-time employee puts in 2,080 work hours a year. One way to calculate FTE is to add total hours for position types then divide by 2,080. Suppose you have 17 occupational therapists working a total of 20,800 hours in a year. That translates into 10 FTEs.] Employee Fringe/Benefits which includes federal (SSI, Medicaid, etc.) and state (L&I, etc.) withholdings, employee health insurance, employee pension/401K contributions, etc. If using any federal Part C funding, specify if they provide direct ES services.
- b. Goods & Services:** Services or activities provided in support of early support service delivery including professional development and training, developmental materials and supplies, program

equipment, postage, printing, and direct rent/facilities/utilities. This category includes Child/Family specific costs aligned with individual needs described in the Individualized Family Service Plans (IFSPs) and subcontractors who provide non-direct ES services. Sign language or cued language costs should go in Personnel or Subcontracts. Facilities costs related to the provision of direct services – based on % of benefit. Equipment exceeding \$5,000 – need prior approval from ESIT (see Prior-Approval guidelines below).

- c. **Travel:** Travel costs associated with regional and/or state level meetings, service delivery travel related to program service provision (e.g. home visits, coordination), and staff training/professional development. (Mileage, Motor Pool, Rental Car, Parking, Flight, Lodging).
- d. **Subcontractors:** Subcontractors who are providing direct ES services as defined by WAC 110-400-0030. DCYF must collect detailed budget information from all ES Provider Agencies in order to distinguish between costs associated with the provision of direct ES services vs. infrastructure costs. If a subcontractor provides more than one type of direct ES service, they must also complete an annual budget projection, approved by Contractor, and submitted to DCYF.
- e. **Indirect Administrative Costs:** Shared costs of an organization necessary to the operation and the performance of its programs. This requires the use of a cost allocation formula that confirms shared benefit commiserate with shared costs. WAC 110-400-0300 limits indirect expenses to no more than 10% of the funds received by a contractor providing direct services and no more than 5% of the funds received for contractors acting as a pass through for state and federal funds. If you are able to associate a percentage of the cost designated in support of early support services, this is a direct administrative cost and should be reflected in the appropriate budget categories.

7. Pre-Approval & Budget Revision Requirements:

- a. Budget Changes (Moving more than 10% of total allocation between budget categories OR when DCYF adjusts total allocation exceeding 10%).
- b. Equipment with a per unit cost of \$5,000 or more (tangible personal property, including information technology systems, that have a useful life of more than 1 year & a per-unit cost = > the lesser of the capitalization level established by non-federal entity for financial statement purposes, or \$5,000) 2 CFR 200.407.

[IDEA Pre-Approval Guidance 2 CFR 200.407](#)

8. Fiscal Workbook - ESIT Revenue & Expenditure Year-End Report Purpose:

- a. The purpose of the Revenue & Expenditure Year-End Report is to ensure DCYF can accurately report and meet the Part C obligation to coordinate ALL Early Support funds available across WA state (34 CFR 303.120(b)). It is a snapshot of a full, comprehensive, Financial Profile for each Provider Agency. It can also be used in support of equity-based requests for funding distribution.

9. Fiscal Workbook - ESIT Revenue & Expenditure Year-End Report Instructions:

- a. The Report is due September 30th of the current contract year and must include revenue & expenditure data from the PREVIOUS contract period (7/1 - 6/30). Use the tab labeled 'RevExp Year End Report' to enter all fiscal data. If you subcontract with an agency that provides more than one type of direct ESIT service, you will need to collect a RevExp Year End Report from each subcontractor. You can use the tab labeled 'OptionalRevExp Report Combined' to combine your agency Year-End Report figures and any subcontractor(s) Year-End Report figures.

10. Report Timeframe:

- a. All work completed during the contract period of July 1st - June 30th should be included. Although it is a reimbursement-based cost structure - the report should reflect the actual revenue and costs incurred during the contract period, even though revenue/income is received after the fact.

11. Revenue & Expenditure Categories:

- a. The expense categories of the report align with the projected budget submitted at the beginning of the contract. Indicate the EXACT amount expensed in each of the 5 categories (Personnel, Goods & Services, Travel, Subcontractors & Indirect) for all revenue/income sources. If you subcontract with an agency that provides more than one type of direct ESIT service, they will also need to complete a separate Year-End report. You can use the 'Optional RevExp Report Combined' tab to combine your agency Year-End Report figures and any subcontractor(s) Year-End Report figures.

12. DCYF Disseminated Funds:

- a. Part C of IDEA, ARPA & ELTA funds are all cost reimbursement based. Therefore, your expenditure amounts should match the total of all A19 invoices submitted during the contract period and Revenue amounts should be the figures shown in *Exhibit B* of your contract.
- b. State Special Ed 0-3 revenue should match the total of all A19 invoices submitted during the contract period and expenditures are based on your internal accounting of contract period expenses. If you have any carryover of State Special Ed 0-3 funds from a previous year(s) - please indicate if you used those funds during this contract period for ESIT-related expenses. Any amount expensed over the total revenue received should be shown in another expenditure category.
- c. One-time Rate Enhancement - All providers received one-time Rate Enhancement Funding authorized by the WA State Legislature during the 2023 Legislative Session. Revenue and expenditure should match the one-time amount received during the contract period.
- d. Concrete Goods - Nongovernmental, non-profit ESIT provider agencies were eligible to receive state funds towards concrete goods. Funds are cost reimbursement based, therefore your A19 expenditure amounts should match the total of all A19 invoices submitted during the contract period and Revenue amounts should be the figures shown in *Exhibit B* of your contract.

13. Other Revenue/Income Sources:

- a. Medicaid/Apple Health - All ESIT providers must bill public insurance per SOPAF Policy & Procedures.
- b. Private Insurance - All ESIT providers must bill private insurance per SOPAF Policy & Procedures.
- c. Tri-Care - Government-managed Health care program for uniformed service members, retirees, and their families.
- d. Co-pays & Deductibles - All ESIT providers must charge co-pays & deductibles in accordance with the SOPAF Policy & Procedures.
- e. Family Fees - All ESIT providers must bill families in accordance with SOPAF Policy & Procedures.
- f. County Tax Levy's - This could include County Millage funds and any funds received from county tax levy (short-term, local property tax passed by voters of a school district that generates revenue for the district to fund programs and services that the state does not fully fund).
- g. DDA (Developmental Disabilities Administration) - Discretionary funding administered by local county government.
- h. NDC (Neuro-Developmental Centers of Excellence) from DOH - Neurodevelopmental Centers of Excellence in WA receive funding from Department of Health in support of the ESIT program.
- i. Private Contributions, Fundraising, In-Kind Donations, etc. - Collection of private donations, fundraising, or receiving in-kind donations in support of the ESIT program.
- j. United Way/Easter Seals - Receipt of funds from United Way/Easter Seals.
- k. Reserve Funds - If your organization's ESIT program utilized funds held in reserve that were needed during the contract period to support the ESIT program, indicate the amount expensed from these funds.
- l. Other State or Local Funds (Rename) - If your organization receives funding from another state or local fund source not listed above - rename this field and indicate the amount of revenue received & costs expensed. Examples: MAC - Medicaid Administrative Claiming, Children & Youth with Special Healthcare Needs, TANF - Temporary Assistance for Needy Families, Local County Funds, School District/ESD Funds, Grant Funds, etc. If your organization has taken out a small business loan OR if your organization's ESIT program ran at a net loss during this period, indicate the amounts & provide details in the Notes/Comment box. This includes Indirect costs in excess of the 5% or 10% allowable max per WAC 110-400.
- m. Notes/Comment box (Optional Use) - provide any information or context needed for DCYF's report review.

14. For Questions contact:

Lauren Thompson, Resource Allocations Manager
lauren.thompson@dcyf.wa.gov
(360) 701 – 6352



Exhibit F - Training and Credential Requirements

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1. Initial Training Requirements and Checklists

Purpose

The purpose of this document is to provide information about the Initial Training Requirement component of the ESIT in-service training framework. The framework is designed to provide all ESIT Professionals, including service providers, supervisors, intake and referral coordinators, and program administrators, with a common understanding of the fundamentals of ESIT services. This document details how to fulfill the Initial Training Requirements of the ESIT In-Service Training Framework.

Timelines

The Initial Training Requirements are a series of foundational trainings comprised of **two steps** which must be taken sequentially. Some trainings may be particular to the role and responsibilities of the ESIT professional. Use the [Individual Provider Checklist](#) section of this document to track particular requirements for each category of ESIT Professional.

The Initial Training Requirements courses are accessed through the [DCYF Training Portal](#). The requirements are met when both steps 1 and 2 are completed sequentially and successfully within the first 6 months of hire.

FRC Credential

Family Resources Coordinators (FRC) in Washington State will receive an ESIT Credential once they complete the Initial Training Requirements and [credential application](#).

To be considered fully trained and maintain their ESIT Credential, FRCs are required to complete 36 hours of continuing education over their three-year credential period. These hours can be tracked using the [FRC Training Documentation Form](#) and maintained in the FRCs personnel records. Documentation of continuing education must be submitted with the credential renewal application. Additional information is included in the [Initial ESIT FRC Credential Guidance](#).

Required for Whom?

The Initial Training Requirements apply to any newly hired or contracted ESIT Professional.

Newly hired or contracted ESIT Professionals are those who:

- work for or contract with an ESIT Provider Agency (PA), including those directly contracted to DCYF ESIT or through a County Lead Agency (CLA); and
- were hired or began their contract on July 1, 2021, or later; or
- worked as an ESIT Professional, left the field, then returned after July 1, 2021.

All ESIT Professionals are required to create an account in the [DCYF Training Portal](#).

ESIT Professionals are:

- those who are employed or contracted by an ESIT PA to provide direct or consultative ESIT Services
- defined by CFR 303.13(b), and include Family Resources Coordinators (FRCs), educators, social workers, and therapists, such as occupational therapists, physical therapists, speech and language pathologists, etc.
- intake Coordinators and those processing referrals
- ESIT PA and CLA administrators

ESIT Professionals hired or contracted prior to July 1, 2021, are highly encouraged to complete the Initial Training Requirements.

Consult the ESIT Qualified Personnel Guidelines for specific information about ESIT Part C services and qualifications of each ESIT Professional and Provider type. [ESIT Qualified Provider Guidelines](#)

When Would an ESIT Professional be Required to Repeat Initial Training Requirements?

There are two scenarios when an ESIT Professional would need to repeat Steps 1 and 2 of the Initial Training Requirements.

1. If there was a lapse in service delivery for one year or more. This does not apply to FRCs who hold a current credential.
2. FRCs who did not maintain their ESIT Credential by completing 36 hours of annual continuing education over their 3-year credential period, and let their credential lapse, will be considered un-credentialed. They will not be able to provide service coordination until they repeat Steps 1 and 2 of the training requirements and re-establish their ESIT FRC Credential.

All previously completed training will follow individual ESIT Professionals, regardless of role, who choose to become employed by a different ESIT Provider Agency (PA). If an ESIT Professional has a new role within their current agency or at a new ESIT PA, additional training may be required. Any ESIT Professional who becomes employed by another ESIT PA must update their organization in their DCYF Learning Portal account.

There may be other specific requirements, depending on individual circumstances. Contact dcyf.esittraining@dcyf.wa.gov to obtain requirements.

Step 1: Self-Paced Recorded Modules (Asynchronous)

The asynchronous portion is a series of self-paced recorded modules available within the DCYF Training Portal and total approximately 14 to 17 hours, depending on the individual ESIT Professional's requirements.

- All new ESIT Professionals must complete Step 1 within 30 days of hire.
- FRCs must complete Step 1 **prior** to the assignment of a caseload.
- Step 1 must be completed prior to Step 2 of the Initial Training Requirement.

The recorded modules include:

1. ESIT Introductory Training Modules (5.5 hours)

These modules introduce all ESIT Professionals to Part C of the Individuals with Disabilities Education Act (IDEA). The six modules detail how ESIT services are provided in Washington State and must be viewed in order. All six modules are required.

2. Child Outcome Summary (COS) Introductory Training Modules (2.75-5.25 hours)

These modules provide an overview of the COS process, including why and how COS data are collected, the Summary of Functional Performance, and how to analyze COS data for program improvement. A passing quiz score tracks the completion of each of the six modules. There are six modules in total, however not all ESIT Professionals are required to view modules 5 and 6. See below for more information.

COS Modules 1-4 (2.75 hours)

Modules 1-4 are required for the following types of ESIT Professionals:

- Service Providers: FRCs
- Service Providers: Other (developmental specialists, therapists, social workers, etc.)
- Intake and Referral Staff (including data entry and intake coordination)
- Administrators (ESIT PA and CLA Program Directors, Executive Directors, other Administrators).

COS Modules 5-6 (2.5 hours)

Modules 5-6 are required for:

- Administrators with both ESIT PAs and CLAs
- Program Directors, Executive Directors
- Lead FRCs

3. ACORN Modules (~2 hours)

These modules covers topics including an overview of the ACORN system, navigating the referral and intake tabs, assigning providers, and entering information into the IFSP. The videos and accompanying materials are designed to be used by new FRCs, program administrators, intake coordinators and anyone else needing training prior to using ACORN.

4. Three-Pronged Approach (TPA) Protocol for Screening Vision and Hearing Modules (2.5 hours)

These modules provide training on how to conduct the TPA. All ESIT Professionals are required to take the TPA modules to (1) build awareness of risk factors associated with vision and hearing concerns and (2) prepare to fully participate in the development of plans to address any vision and/or hearing concerns identified.

Introductory Module: Background, Why's and When's (27min)

Participants will learn the background of the Three-Pronged Approach (TPA), why and when we focus on a child's hearing and vision, and how the TPA Module is organized.

Module 1: Risk Factors for Hearing and Vision and Prong I- Parent Interview (55min)

Participants will learn to identify risk factors associated with hearing and vision; identify parent interview responses that point to potential concerns regarding vision and hearing; and how to transfer results from Prong I to the TPA Summary Form.

Module 2: Prong II- Developmental Skills Checklist (36min)

Participants will understand why certain developmental skills were selected for Prong II, and how to assess their agency's evaluation/ assessment tools to see if TPA developmental skills are aligned with

theirs. They also will learn to identify red flags associated with hearing and vision, and how to transfer results of Prong II to the TPA Summary Form.

Module 3: Prong II- Developmental Skills Checklist and Summary Form (36min)

Participants will learn to observe and identify signs and behaviors that might signal a vision or hearing concern. They will learn to complete Prong III and transfer results to the TPA Summary Form. Finally, they will learn to document hearing and vision screening results and create a Follow-Up Plan to ensure that appropriate next steps take place.

Step 2: Live Seminars (Synchronous)

The synchronous portion includes **three live virtual sessions** and offers an opportunity for all ESIT Professionals to explore the implementation of ESIT services. Registration is completed through the DCYF Training Portal. The descriptions and learning objectives for the Live Seminars are as follows:

Live Seminar 1 of 3: Concepts and Practice that Guide ESIT Services (3 hours)

Learners will leave this three-hour session with an understanding of how the ESIT Guiding Principles guide services, the difference between domain based and functional child development, and how global child outcomes support the development of functional child and family outcomes.

Learning objectives:

- Explain how the seven ESIT Principles guide services
- Understand how the COS Process guides service delivery

Live Seminar 2 of 3: Culturally Responsive Assessment Practices (3 hours)

Learners will leave this three-hour session able to summarize four considerations for culturally responsive assessment, with an understanding of the difference between the Summary of Functional Development and the Present Levels of Development (PLOD), and how a family's culture is taken into consideration when selecting the Child Outcome Summary (COS) descriptor statement.

Learning objectives:

- Summarize four considerations for culturally responsive assessment
- Explain the difference between the Summary of Functional Performance (SFP) and the Present Level of Development (PLOD).
- Explain ways to consider culture when selecting descriptor statements for COS

Live Seminar 3 of 3: Writing Functional IFSP Outcomes to Support Family-Centered Practice (3 hours)

During this three-hour session, learners will have the opportunity to review and develop high quality IFSP outcomes using the 7 quality components and gain an understanding of how coaching strategies support families in meeting outcomes.

Learning objectives:

- Create high quality IFSP outcomes using seven quality components
- Explain how quality outcomes support the ability to effectively coach families

Prior to the registration for the first Live Seminar, all required self-paced modules in Step 1 for the ESIT Professional's role must be completed.

Each live session is offered once per month. All three virtual sessions must be taken in sequential order, but not necessarily within the same month. ESIT Professionals can complete the live seminars in a variety of ways. For example, all three can be completed within one month by taking one session per week for three weeks, or within three months by taking one session per month.

Consult the [Live Seminar Training Calendar](#) for the annual schedule.

Find detailed instructions for [registering for Live Seminars](#) in the DCYF Training Portal at the end of this document.

2. Initial Training Checklists by Type of ESIT Professional

The following checklists can be used to track the Initial Training Requirements for each of these categories of ESIT Professionals:

- [FRCs and Lead FRCs](#) includes anyone designated as an FRC, even if you have additional roles.
- [Direct or Consultative ESIT Service Providers](#), and Team Lead/Supervisor, are, but not limited to, the following professionals,
 - Developmental Specialist (including Developmental Specialist Associate or Special Educator who provides Special Instruction)

- Physical Therapist (including Physical Therapist Assistant)
- Occupational Therapist (including Occupational Therapist Assistant)
- Speech Language Pathologist (including Speech and Language Pathology Assistant)
- Social Worker
- Family Counselor
- other ESIT Providers outlined in the ESIT “Qualified Provider Guidelines”
- Intake or Referral Coordinator whose primary role is to process referrals and conduct or coordinate intake visits.
- ESIT Program Administrator including program directors, executive directors, or other administrators with an ESIT Provider Agency or County Lead Agency Provider Agency.

Family Resources Coordinator (FRC)

Select the following role in the training portal: ESIT Service Provider - FRC

Step 1: Asynchronous (Self-Paced Recorded Modules)

- ESIT Introductory Training Modules 1- 6
- Child Outcome Summary (COS) Introductory Training Modules 1-4
- ACORN Training Modules *Required for system users only*
- Three-Pronged Approach (TPA) *Required if hired after July 1, 2023*

After completion of Step 1, you may receive your assigned caseload.

Step 2: Synchronous (Live Seminars)

- Live Seminar - #1 of 3
- Live Seminar - #2 of 3
- Live Seminar - #3 of 3

Congratulations! You have completed your ESIT Initial Training Requirements. You are ready to [apply for the FRC ESIT Credential!](#)

Step 3: Continuing Professional Development

To maintain their ESIT Credential and be considered fully trained, FRCs must complete 36 hours of continuing education over their 3-year credential period and re-apply for the ESIT Credential before expiration.

Lead FRC or FRC Supervisor

Select the following role in the training portal: ESIT Service Provider - FRC

Step 1: Asynchronous (Self-Paced Recorded Modules)

- ESIT Introductory Training Modules 1-6
- Child Outcome Summary (COS) Introductory Training Modules 1-6
- ACORN Training Modules *Required for system users only*
- Three-Pronged Approach (TPA) *Required if hired after July 1, 2023*

After completion of Step 1, you may receive your assigned caseload.

Step 2: Synchronous (Live Seminars)

- Live Seminar - #1 of 3
- Live Seminar - #2 of 3
- Live Seminar - #3 of 3

Congratulations! You have completed your ESIT Initial Training Requirements. You are ready to [apply for the FRC ESIT Credential!](#)

Step 3: Continuing Professional Development

To maintain their ESIT Credential and be considered fully trained, FRCs must complete 36 hours of continuing education over their 3-year credential period and re-apply for the ESIT Credential before expiration.

Direct or Consult ESIT Service Provider (Not an FRC)

Select the following role in the training portal: ESIT Provider – Other

Step 1: Asynchronous (Self-Paced Recorded Modules)

- ESIT Introductory Training Modules 1-6

- Child Outcome Summary Introductory Training Modules 1-4
- ACORN Training Modules *Required for system users only*
- Three-Pronged Approach (TPA) *Required if hired after July 1, 2023*

Step 2: Synchronous (Live Seminars)

- Live Seminar - #1 of 3
- Live Seminar - #2 of 3
- Live Seminar - #3 of 3

Congratulations! You have completed your ESIT Initial Training Requirements.

Step 3: Continuing Professional Development

Ongoing continuing education requirements are determined by the ESIT Qualified Provider Guidelines and/or your professional license.

ESIT Team Lead or Supervisor

Select the following role in the training portal: ESIT Provider - Other

Step 1: Asynchronous (Self-Paced Recorded Modules)

- ESIT Introductory Training Modules 1-6
- Child Outcome Summary Introductory Training Modules 1-6
- ACORN Training Modules *Required for system users only*
- Three-Pronged Approach (TPA) *Required if hired after July 1, 2023*

Step 2: Synchronous (Live Seminars)

- Live Seminar - #1 of 3
- Live Seminar - #2 of 3
- Live Seminar - #3 of 3

Congratulations! You have completed your ESIT Initial Training Requirements.

Step 3: Continuing Professional Development

Ongoing continuing education requirements are determined by the ESIT Qualified Provider Guidelines and/or your professional license.

Referral and Intake Coordinator

Select the following role in the training portal: ESIT Intake and Referral

Step 1: Asynchronous (Self-Paced Recorded Modules)

- ESIT Introductory Training Modules 1-6
- Child Outcome Summary Introductory Training Modules 1-4
- ACORN Training Modules *Required for system users only*
- Three-Pronged Approach (TPA) *Required if hired after July 1, 2023*

Step 2: Synchronous (Live Seminars)

- Live Seminar - #1 of 3
- Live Seminar - #2 of 3
- Live Seminar - #3 of 3

Congratulations! You have completed your ESIT Initial Training Requirements.

Step 3: Ongoing Professional Development

Ongoing continuing education requirement are determined by the ESIT Qualified Provider Guidelines and/or your professional license.

Agency or Program Administrator

Select the following role in the training portal: ESIT Agency Admin

Step 1: Asynchronous (Self-Paced Recorded Modules)

- ESIT Introductory Training Modules 1-6
- Child Outcome Summary Introductory Training Modules 1-6
- ACORN Training Modules *Required for system users only*

- Three-Pronged Approach (TPA) *Required if hired after July 1, 2023*

Step 2: Synchronous (Live Seminars)

- Live Seminar - #1 of 3
- Live Seminar - #2 of 3
- Live Seminar - #3 of 3

Congratulations! You have completed your ESIT Initial Training Requirements.

Step 3: Ongoing Professional Development

Ongoing continuing education requirements are determined by the ESIT Qualified Provider Guidelines and/or your professional license.



1. How to Register for an ESIT Live Seminar

1. Login to your DCYF Training Site account at www.dcyftraining.com.

Note: Instructions for creating an account can be found on the [DCYF ESIT webpage](#), under the heading “How to Complete Online Training”.

Washington State Department of
CHILDREN, YOUTH & FAMILIES

Help

STUDENT LOGIN

Need an account? [SIGN UP](#)

User Name

Password

Login

[Forgot your username or password?](#)

2. Make sure your ESIT role is selected. If not, **click** the box for your role(s).

Example ONLINE TRAINING

The DCYF Training Site has been updated! You can use the training catalog to search for trainings based on your program type, role or preferred language. You are also able to track your training based on the following statuses:

- In progress
- Annual renewal dates
- Completed

New support instructions have been added to the DCYF Training Site portion of the MERIT Support website. If additional support is needed, please reach out to our MERIT Support Team at merit@dcyf.wa.gov

Please visit the 'My Account' page (top right corner) to tell us your role. This will allow you see the trainings based on this role on your homepage. You will still be able to see other trainings.

ESIT Required Training

CATALOG

Courses | Cohorts

Search...

Role | Language

ECEAP Licensed | English

ECEAP Only | Spanish

ESIT Agency Admin | Somali

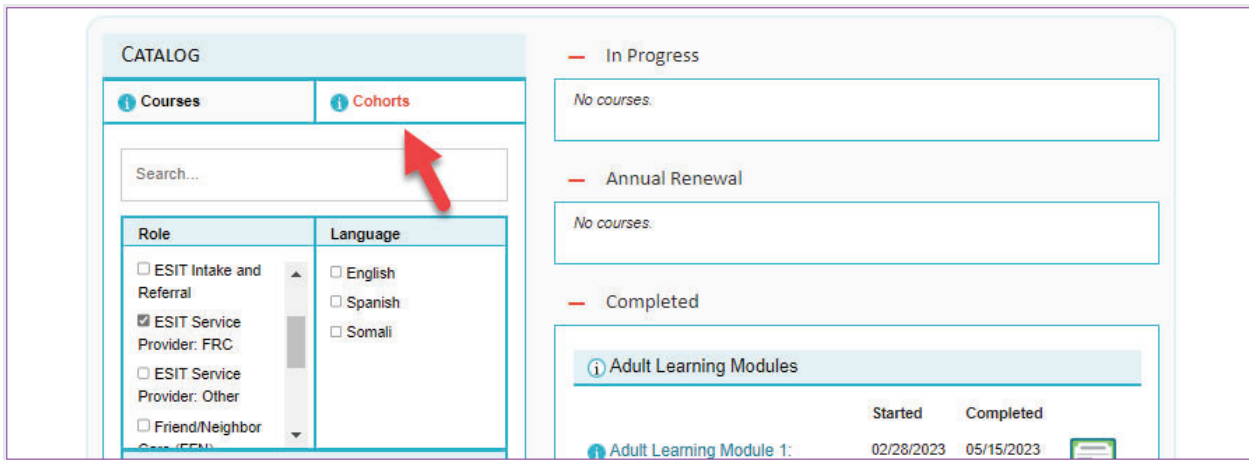
— In Progress

No courses:

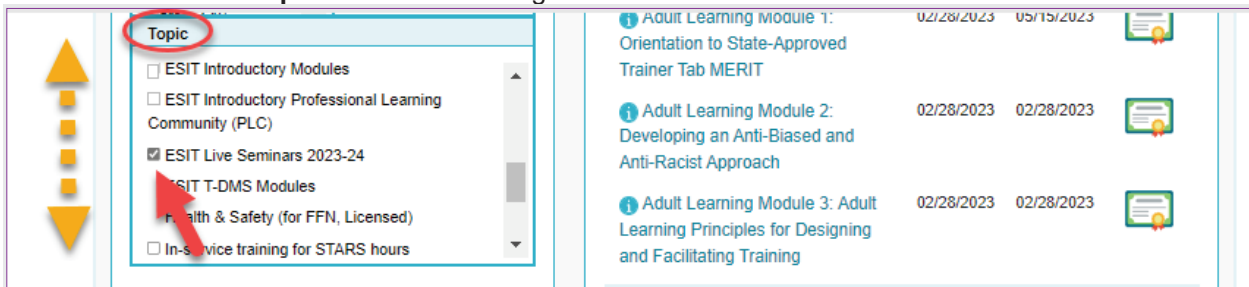
— Annual Renewal

No courses:

3. **Click Cohorts** to see the catalog listing(s) for ESIT Live Seminars.

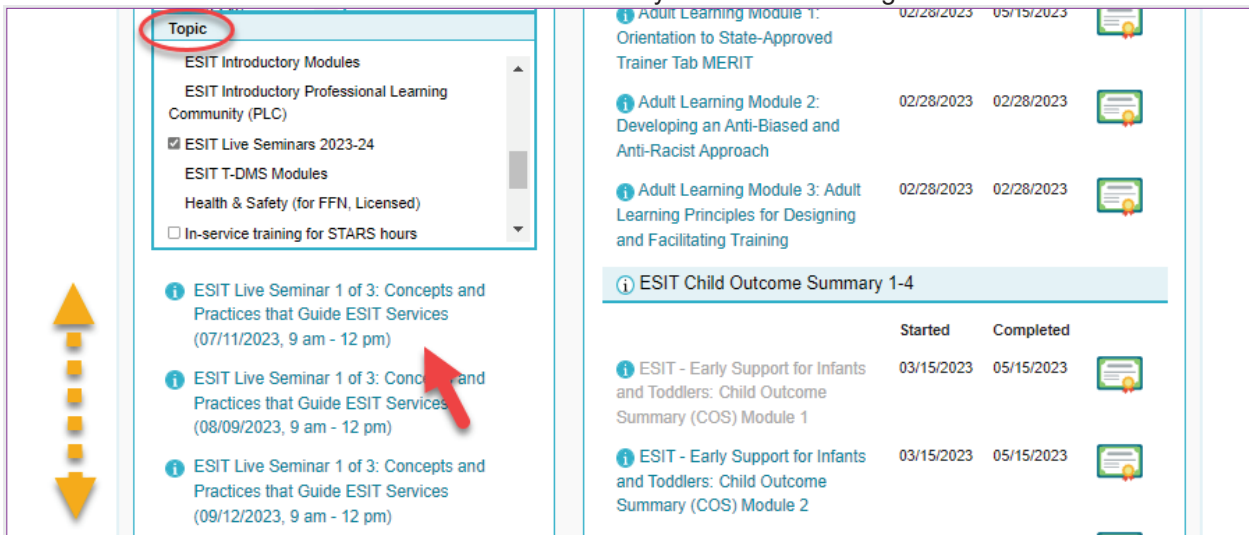


4. Scroll to the **Topic** area of the catalog and **select ESIT Live Seminars 2023-24.**



Available options for all three sessions in the series should now appear under the **Topic** box.

5. **Click on the ESIT Live Seminar 1 of 3 session you would like to register for.**



6. Session details will appear. Your status will show you are not in this cohort yet. **Click Register** to enroll. If this isn't the session you want, click Return to your courses to go back without registering. Do not register for more than one of the same session.

Note: You will need to register for each of the three sessions in the ESIT Live Seminars series separately. Sessions must be completed in order, but not necessarily in the same month. Prior to attending, please complete all required self-paced new provider training modules.

[Return to your courses](#)

Name	ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services (07/11/2023, 9 am - 12 pm)
Description	ESIT Live Seminars are a series of three (3) "live" seminars held over Zoom. Each session is three (3) hours, from 9 am - 12 pm. ESIT Live Seminars must be completed sequentially, not necessarily within the same calendar month. Please complete all required self-paced new ESIT provider training modules, based on your role, prior to attending the first ESIT Live Seminar. In this first of three seminars, Concepts and Practices that Guide ESIT Services, learners will leave this three-hour session with an understanding of how the ESIT Guiding Principles guide services, the difference between domain based and functional child development, and how global child outcomes support the development of functional child and family outcomes. Seminar registrants will receive an email with the Zoom registration link approximately one (1) week prior to the seminar start date.
Starts	7/6/2023
Ends	7/11/2023
Seats Available	10
Requires Approval	No
Your Status	You are not in this cohort yet.

[Register](#)

7. Once you register, you will see confirmation. Your status now shows you in the cohort. **Click Return to your courses** to go back. **Note:** Approximately one week prior, you will receive an email with the Zoom registration link for the session you registered for.

[Return to your courses](#)

Registration was successful. You may now return to your courses. x

Name	ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services (07/11/2023, 9 am - 12 pm)
Description	ESIT Live Seminars are a series of three (3) "live" seminars held over Zoom. Each session is three (3) hours, from 9 am - 12 pm. ESIT Live Seminars must be completed sequentially, not necessarily within the same calendar month. Please complete all required self-paced new ESIT provider training modules, based on your role, prior to attending the first ESIT Live Seminar. In this first of three seminars, Concepts and Practices that Guide ESIT Services, learners will leave this three-hour session with an understanding of how the ESIT Guiding Principles guide services, the difference between domain based and functional child development, and how global child outcomes support the development of functional child and family outcomes. Seminar registrants will receive an email with the Zoom registration link approximately one (1) week prior to the seminar start date.
Starts	7/6/2023
Ends	7/11/2023
Seats Available	10
Requires Approval	No
Your Status	You are already in this cohort.

The session will now show under the **In Progress** section of your DCYF Training Site account.

Example ONLINE TRAINING

The DCYF Training Site has been updated! You can use the training catalog to search for trainings based on your program type, role or preferred language. You are also able to track your training based on the following statuses:

- In progress
- Annual renewal dates
- Completed

New support instructions have been added to the DCYF Training Site portion of the MERIT Support website. If additional support is needed, please reach out to our MERIT Support Team at merit@dcyf.wa.gov.

Please visit the 'My Account' page (top right corner) to tell us your role. This will allow you see the trainings based on this role on your homepage. You will still be able to see other trainings.

ESIT Required Training

CATALOG

Courses

Cohorts

Search...

Role	Language

— In Progress

ESIT Live Seminars 2023-24 - ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services (07/11/2023)

ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services

8. Register for the remaining sessions in the three-part ESIT Live Seminar series from your DCYF Training Site account. Make sure your ESIT role is selected. If not, **click** the box for your role(s).

9. Click **Cohorts** to see the catalog listing(s) for ESIT Live Seminars 2 of 3.

CATALOG

Courses

Cohorts

Search...

Role	Language
<input type="checkbox"/> ECEAP Licensed <input type="checkbox"/> ECEAP Only <input type="checkbox"/> ESIT Agency Admin	<input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Somali

— In Progress

ESIT Live Seminars 2023-24 - ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services (07/11/2023)

ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services

10. Available session options should now appear under the **Topic** box. **Click** on the next ESIT Live Seminar session you would like to register for.

ESIT Live Seminar 2 of 3: Culturally Responsive Assessment Practices (07/18/2023, 9 am - 12 pm)

ESIT Live Seminar 2 of 3: Culturally Responsive Assessment Practices (08/16/2023, Each session is three (3) hours, from 9 am - 12 pm)

ESIT Live Seminar 2 of 3: Culturally Responsive Assessment Practices (09/19/2023, 9 am - 12 pm)

ESIT Live Seminar 2 of 3: Culturally Responsive Assessment Practices (10/18/2023, 9 am - 12 pm)

ESIT Live Seminar 2 of 3: Culturally Responsive Assessment Practices (11/14/2023, 9 am - 12 pm)

ESIT Live Seminar 3 of 3: Functional IFSP

ESIT Child Outcome Summary 5-6		
	Started	Completed
ESIT - Early Support for Infants and Toddlers: Child Outcome Summary (COS) Module 5	03/15/2023	05/15/2023
ESIT - Early Support for Infants and Toddlers: Child Outcome Summary (COS) Module 6, part 1 and 2	03/15/2023	05/15/2023

ESIT Introductory Modules		
	Started	Completed
ESIT Introductory Training Module 1: Part C of IDEA	03/29/2023	05/15/2023

11. Details about the session will appear. Your status will show you are not in this cohort yet. **Click Register** to enroll. If this isn't the session you want, click Return to your courses to go back without registering. **Note: Do not register for more than one session.**

COHORT DETAILS AND REGISTRATION

[Return to your courses](#)

Name	ESIT Live Seminar 2 of 3: Culturally Responsive Assessment Practices (08/16/2023, Each session is three (3) hours, from 9 am - 12 pm)
Description	ESIT Live Seminars are a series of three (3) "live" seminars held over Zoom. Each session is three (3) hours, from 9 am - 12 pm. ESIT Live Seminars must be completed sequentially, not necessarily within the same calendar month. Please complete all required self-paced new ESIT provider training modules, based on your role, prior to attending the first ESIT Live Seminar. In this second of three seminars, Concepts and Practices that Guide ESIT Services, learners will leave this three-hour session with an understanding of how the ESIT Guiding Principles guide services, the difference between domain based and functional child development, and how global child outcomes support the development of functional child and family outcomes. Seminar registrants will receive an email with the Zoom registration link approximately one (1) week prior to the seminar start date.
Starts	8/11/2023
Ends	8/16/2023
Seats Available	21
Requires Approval	No
Your Status	You are not in this cohort yet.

Register

12. After you register, you will see confirmation. Your status now shows you are in the cohort. **Click on Return to your courses** to go back. **Note: Approximately one week prior, you will receive an email with the Zoom registration link for the session you registered for.**

COHORT DETAILS AND REGISTRATION

[Return to your courses](#)

Registration was successful. You may now return to your courses. ✕

Name	ESIT Live Seminar 2 of 3: Culturally Responsive Assessment Practices (08/16/2023, Each session is three (3) hours, from 9 am - 12 pm)
Description	ESIT Live Seminars are a series of three (3) "live" seminars held over Zoom. Each session is three (3) hours, from 9 am - 12 pm. ESIT Live Seminars must be completed sequentially, not necessarily within the same calendar month. Please complete all required self-paced new ESIT provider training modules, based on your role, prior to attending the first ESIT Live Seminar. In this second of three seminars, Concepts and Practices that Guide ESIT Services, learners will leave this three-hour session with an understanding of how the ESIT Guiding Principles guide services, the difference between domain based and functional child development, and how global child outcomes support the development of functional child and family outcomes. Seminar registrants will receive an email with the Zoom registration link approximately one (1) week prior to the seminar start date.
Starts	8/11/2023
Ends	8/16/2023
Seats Available	21
Requires Approval	No
Your Status	You are already in this cohort.

The session will now show under the **In Progress** section of your DCYF Training Site account.

Note: The heading for ESIT Live Seminar 2 of 3 is greyed out. This indicates that ESIT Live Seminar 1 of 3 must be completed first.

CATALOG

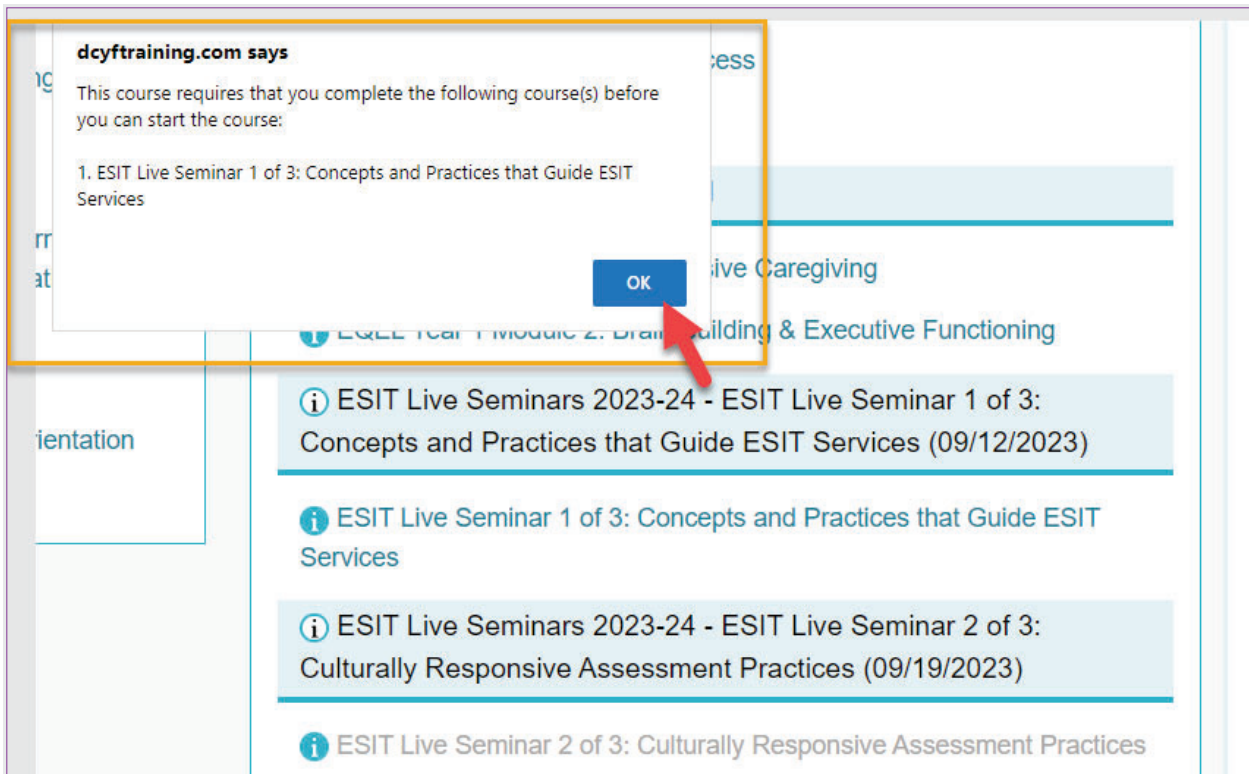
Courses
Cohorts

Role	Language
<input type="checkbox"/> ECEAP Licensed	<input type="checkbox"/> English
<input type="checkbox"/> ECEAP Only	<input type="checkbox"/> Spanish
<input type="checkbox"/> ESIT Agency Admin	<input type="checkbox"/> Somali
<input type="checkbox"/> ESIT Intake and Referral	

In Progress

- ESIT Live Seminars 2023-24 - ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services (07/11/2023)
- ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services
- ESIT Live Seminars 2023-24 - ESIT Live Seminar 2 of 3: Culturally Responsive Assessment Practices (08/16/2023)
- ESIT Live Seminar 2 of 3: Culturally Responsive Assessment Practices

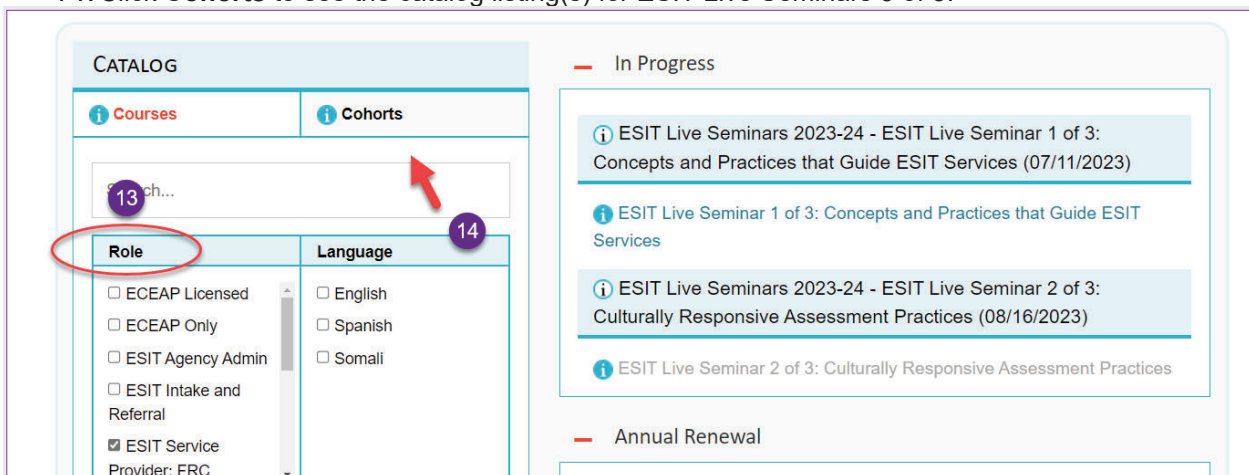
Note: If you click on a session before the one prior has been completed, a notification will appear, reminding you that ESIT Live Seminars must be completed in order.



Note: You will need to register for each of the ESIT Live Seminars in the 3-part series separately.


13. Register for the remaining ESIT Live Seminar session from your DCYF Training Site account. Make sure your ESIT role is selected. If not, **click** the box for your role(s).

14. Click **Cohorts** to see the catalog listing(s) for ESIT Live Seminars 3 of 3.



Available session options should now appear under the **Topic** box.

15. **Click** on the ESIT Live Seminar 3 of 3 session you would like to register for.

	<p>i ESIT Live Seminar 3 of 3: Functional IFSP Outcomes and Strategies that Support Family Centered Practices (08/23/2023, 9 am - 12 pm)</p>
	<p>i ESIT Live Seminar 3 of 3: Functional IFSP Outcomes and Strategies that Support Family Centered Practices (09/26/2023, 9 am - 12 pm)</p>
	<p>i ESIT Live Seminar 3 of 3: Functional IFSP Outcomes and Strategies that Support Family Centered Practices (10/25/2023, 9 am - 12 pm)</p>
	<p>i ESIT Live Seminar 3 of 3: Functional IFSP Outcomes and Strategies that Support Family Centered Practices (11/21/2023, 9 am - 12 pm)</p>

16. Details about the session will appear. Your status will show you are not in this cohort yet. **Click Register** to enroll. If this isn't the session you want, click Return to your courses to go back without registering. Do not register for more than one session.

COHORT DETAILS AND REGISTRATION

[Return to your courses](#)

Name	ESIT Live Seminar 3 of 3: Functional IFSP Outcomes and Strategies that Support Family Centered Practices (10/25/2023, 9 am - 12 pm)
Description	ESIT Live Seminars are a series of three (3) "live" seminars held over Zoom. Each session is three (3) hours, from 9 am - 12 pm. ESIT Live Seminars must be completed sequentially, not necessarily within the same calendar month. Please complete all required self-paced new ESIT provider training modules, based on your role, prior to attending the first ESIT Live Seminar. In this third of three seminars, Concepts and Practices that Guide ESIT Services, learners will leave this three-hour session with an understanding of how the ESIT Guiding Principles guide services, the difference between domain based and functional child development, and how global child outcomes support the development of functional child and family outcomes. Seminar registrants will receive an email with the Zoom registration link approximately one (1) week prior to the seminar start date.
Starts	10/20/2023
Ends	10/25/2023
Seats Available	28
Requires Approval	No
Your Status	You are not in this cohort yet.

[Register](#)

17. You will see a confirmation. Your status now shows you are in the cohort. **Click on Return to your courses** to go back. **Note:** Approximately one week prior, you will receive an email with the Zoom registration link for the session you registered for.

COHORT DETAILS AND REGISTRATION

[Return to your courses](#)

x
 Registration was successful. You may now return to your courses.

Name	ESIT Live Seminar 3 of 3: Functional IFSP Outcomes and Strategies that Support Family Centered Practices (10/25/2023, 9 am - 12 pm)
Description	ESIT Live Seminars are a series of three (3) "live" seminars held over Zoom. Each session is three (3) hours, from 9 am - 12 pm. ESIT Live Seminars must be completed sequentially, not necessarily within the same calendar month. Please complete all required self-paced new ESIT provider training modules, based on your role, prior to attending the first ESIT Live Seminar. In this third of three seminars, Concepts and Practices that Guide ESIT Services, learners will leave this three-hour session with an understanding of how the ESIT Guiding Principles guide services, the difference between domain based and functional child development, and how global child outcomes support the development of functional child and family outcomes. Seminar registrants will receive an email with the Zoom registration link approximately one (1) week prior to the seminar start date.
Starts	10/20/2023
Ends	10/25/2023
Seats Available	28
Requires Approval	No
Your Status	You are already in this cohort.

The session will now show under the **In Progress** section of your DCYF Training Site account.

CATALOG

Courses
Cohorts

Role	Language
<input type="checkbox"/> ECEAP Licensed	<input type="checkbox"/> English
<input type="checkbox"/> ECEAP Only	<input type="checkbox"/> Spanish
<input type="checkbox"/> ESIT Agency Admin	<input type="checkbox"/> Somali
<input type="checkbox"/> ESIT Intake and Referral	
<input checked="" type="checkbox"/> ESIT Service Provider: FRC	

Topic

 Administrative (for FFN, Licensed, ECEAP)

In Progress

- ESIT Live Seminars 2023-24 - ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services (07/11/2023)
- ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services
- ESIT Live Seminars 2023-24 - ESIT Live Seminar 2 of 3: Culturally Responsive Assessment Practices (08/16/2023)
- ESIT Live Seminar 2 of 3: Culturally Responsive Assessment Practices
- ESIT Live Seminars 2023-24 - ESIT Live Seminar 3 of 3: Functional IFSP Outcomes and Strategies (10/25/2023)
- ESIT Live Seminar 3 of 3: Functional IFSP Outcomes and Strategies

Note: The headings for ESIT Live Seminars 2 of 3 and 3 of 3 are greyed out. This is because ESIT Live Seminars 1 of 2 and 2 of 3 must be completed before ESIT Live Seminar 3 of 3 can be taken.

Need Help with Registration?

If you need help registering or making a change to an existing registration, please contact training@dcyf.wa.gov.

2. Frequently Asked Questions

Q: What if it takes me longer than the required time to complete the required trainings?

A: Newly hired or contracted ESIT Professionals must complete the Initial Training Requirements (Steps 1 and 2) within six months of hire. It is the responsibility of the ESIT PA administrator and/or supervisor to prioritize the completion of the required training within the given timeframe. DCYF ESIT Technical Assistance Specialists can support agencies in developing a plan to meet this contract requirement if compliance is a concern.

Q: I previously completed my ESIT Training Requirements but left my agency. I was working at a non-ESIT employer for over a year but am now working for another ESIT PA. What do I need to do?

A: When there is a lapse in service delivery for one year or more, Steps 1 and 2 of the Initial Training Requirements need to be completed again. This does not apply to FRCs, see guidance regarding the ESIT FRC Credential for more information.

Q: I supervise an ESIT service provider who began working in 2017. They were on leave from August 2020 to August 2021. Do they need to complete the Initial Training Requirements if they are not really a newly hired provider?

A: Yes, any provider in this situation would need to complete their Initial Training Requirements if they became employed (or re-employed) after July 1, 2021, when these new requirements were implemented.

Q: I have been working as an FRC for 3 years and completed my Initial Training Requirements within my first six months of hire. I have not completed and kept a record of 12 hours of continuing education. What do I need to do to be considered fully trained?

A: To be considered fully trained, FRCs must maintain a record of 36 hours of ongoing training during their ESIT Credential three-year period. When this does not happen, the FRC must complete Steps 1 and 2 of the Initial Training Requirements and re-apply for the ESIT Credential.

There may be other specific requirements, depending on individual circumstances. Contact dcyf.esittraining@dcyf.wa.gov to obtain requirements.

Q: Can the Live Seminars be recorded and accessed by those who are unable to attend them live?

A: No. The Live Seminars are interactive and include break out activities, therefore they are not designed to be watched later. An integral component of the live sessions is the ability to interact with and learn from other professionals. This includes professionals from the same discipline as well as those from other disciplines, backgrounds, and areas of experience and expertise. DCYF ESIT believes this type of active participation enhances the learning journey and cannot be duplicated with passive learning participation through a recorded session.

Q: Will there be a limit to the number of participants for each training offered?

A: Registration is limited to 50 participants per Live Seminar. However, ESIT will re-evaluate as the year progresses based on need.

Q: Will there be any additional financial support to Provider Agencies for the hours needed for contracted providers to take the trainings?

A: No. Per the ESIT contract, ESIT Provider Agencies are responsible for ensuring all employed and contracted ESIT providers complete the required training. DCYF ESIT recommends the cost of the initial required training be included in any subcontract agreements.

Accommodations

If you would like to request accommodations for a training, please email dcyf.esittraining@dcyf.wa.gov.

Questions?

For training related questions, please email dcyf.esittraining@dcyf.wa.gov.



Exhibit I - Qualified Personnel Guidelines

Background

Early intervention services, according to Part C of the Individuals with Disabilities Education Act (IDEA), are developmental services provided under public supervision and provided by qualified personnel (CFR303.13). Qualified personnel means personnel who have met state requirements in the areas in which they are conducting evaluations, assessments, or are providing services (CFR303.31). The services and personnel listed in this guidance are not exhaustive. Providers and employers should consult with their County Lead Agency (CLA) or their Early Supports for Infants and Toddlers (ESIT) Regional Technical Assistance Specialist with questions about including other types of services or personnel on the Individualized Family Service Plan (IFSP).

Personnel Requirements in Washington State for ESIT Professionals

The following table summarizes a review of all Washington statutes and the rules of all Washington agencies applicable to serving children eligible under Part C of IDEA and their families and was current as of the date of this guidance. Employers and applicants should consult the websites of the Washington State Department of Health (DOH) and Office of Superintendent of Public Instruction (OSPI) for the most current requirements. These sites also address appropriate credentials and procedures for applicants from out of state.

Early Intervention Service (CFR303.13(b))	Discipline (CFR303.13(c))	Education	Credential
Assistive Technology Assists in the selection, acquisition, or use of an assistive technology device used to increase, maintain, or improve functional capabilities of child	Teacher, Occupational Therapist, Physical Therapist, Speech Language Pathologist, Audiologist, etc.	Specialized knowledge of technologies in their field	DOH license in their field or OSPI Educational Staff Associate (ESA) Certificate
Audiology Identifies auditory impairments, provides auditory training, assists in selecting/fitting devices, etc.	Audiologist	Master's or Doctorate in Audiology	DOH licensure RCW 18.35 WAC 246-828
	School Audiologist	Master's in Audiology	OSPI ESA Certificate
Family Training Counseling and Home Visits Assists the family in understanding the child's special needs and enhancing the child's development	Social workers, psychologists, and other qualified personnel when training caregivers in their field of practice	All qualified personnel listed here except Family Resources Coordinators (FRCs)	Related DOH license

Early Intervention Service (CFR303.13(b))	Discipline (CFR303.13(c))	Education	Credential
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Health Services Provides services necessary for child to benefit from Early Intervention such as consultation physicians on special health care needs, etc.	See Nursing Services		
Medical Services Assists in determining developmental status and need for Part C services	Physician (e.g., Family Practitioner, Pediatrician, Ophthalmologist)	Doctor of Medicine Graduation from an accredited or approved medical school	DOH license RCW 18.71 WAC 246-918
Nursing Services Improves or restores functioning, promotes health and development, etc.	Registered Nurse (RN)	Graduation from approved nursing program	DOH license RCW 18.79 WAC 246-840
	Licensed Practical Nurse under supervision of RN	Completion of approved nursing program	DOH license
	School Nurse	Bachelor's in nursing from an accredited program	DOH license or OSPI ESA Certificate
Nutrition Services Provides nutrition and feeding assessments, addresses nutritional needs, provides referrals to carry out nutrition goals	Nutritionist	Bachelor's in nutrition, dietetics or related field	DOH license RCW 18.138 WAC 246-822
	Dietician	Bachelor's in nutrition, dietetics or related field	DOH license RCW 18.138 WAC 246-822
Occupational Therapy Addresses functional needs related to adaptive development, behavior, play, sensory, motor, and postural development	Occupational Therapist	Graduation from a nationally accredited, board-approved school	DOH license RCW 18.59 WAC 246-847
	Occupational Therapist Assistant under supervision of an OT	Graduation from a nationally accredited, board-approved school	DOH license RCW 18.59 WAC 246-847
	School Occupational Therapist	Bachelor's from an American OT Association approved institution	OSPI ESA Certificate



Early Intervention Service (CFR303.13(b))	Discipline (CFR303.13(c))	Education	Credential
Physical Therapy Addresses sensorimotor function through enhancement of musculoskeletal status, neurobehavioral organization, perceptual and motor development, cardiopulmonary status, and effective environmental adaptation	Physical Therapist	Graduation from an accredited school	DOH license RCW 18.74 WAC 246-915
	Physical Therapist Assistant under supervision of a PT	Graduation from an accredited school	DOH license RCW 18.74 WAC 246-915
	School Physical Therapist	Bachelor's from an American PT Association approved Institution	OSPI ESA Certificate
Psychological Services Administers assessments; interprets information about child behavior and conditions related to learning, mental health, and development; and provides psychological counseling for children, parents, and families; consults on child development, parent training, and education	Psychologist	Doctorate from a regionally accredited institution	DOH license RCW 18.83 WAC 246-924
	School Psychologist	Master's in School Psychology	OSPI ESA Certificate
Service Coordination (Family Resources Coordination) Assists and enables a child and family to receive services and understand rights, including procedural safeguards, required under part C of IDEA	Family Resources Coordinator	Complete introductory training provided by DCYF/ESIT	Family Resources Coordinator
Sign Language or Cued Language Teaches sign language, cued language, and auditory/oral language; provides oral transliteration services (such as amplification); provides interpretation	Speech-language Pathologist personnel	See Speech-Language Pathology	See Speech-Language Pathology
	Teacher of the Deaf	See Special Instruction	See Special Instruction



Early Intervention Service (CFR303.13(b))	Discipline (CFR303.13(c))	Education	Credential
<p>Social Work Services Addresses patterns of parent-child interaction; provides social or emotional developmental assessment, individual and family counseling, social skill building, and coordination with community resources</p>	<p>Licensed Independent Clinical Social Worker (LICSW) or Licensed Advanced Social Worker (LASW) or Associate-Advanced and Independent Clinical Social Worker (AACSW)</p>	<p>Master's from accredited program</p>	<p>DOH license RCW 18.225 WAC 246-809</p>
	<p>School Social Worker</p>	<p>Master's in social work or approved program</p>	<p>OSPI ESA Certificate</p>
	<p>Agency Affiliated Counselor</p>	<p>Master's from accredited program</p>	<p>DOH License RCW 18.19 WAC 246.810</p>
<p>Special Instruction Promotes acquisition of skills in a variety of areas, including cognitive and social interaction; addresses learning environments; provides families with information, skills, and support to enhance skill development of the child; plans curriculum to achieve IFSP outcomes</p>	<p>Special Education Teacher</p>	<p>Graduation from an approved program</p>	<p>OSPI Teacher Certificate</p> <p>Special Education endorsement required</p> <p>Early Childhood Special Education endorsement preferred (Exception: Endorsement is not required if a person applied for their certificate prior to July 1, 1987.)</p> <p>WAC and Federal Regulation Resources</p>
	<p>Teacher of the Deaf</p>	<p>Graduation from an approved program</p>	<p>OSPI Deaf Education endorsement</p>
	<p>Teacher of the Visually Impaired</p>	<p>Graduation from an approved program</p>	<p>OSPI Teacher of the Visually Impaired endorsement</p>
	<p>Paraeducator under supervision</p>	<p>TBD</p>	<p>TBD</p>



Early Intervention Service (CFR303.13(b))	Discipline (CFR303.13(c))	Education	Credential
Speech-Language Pathology Identifies children with communication or language disorders and delays; provides habilitation, rehabilitation, or prevention of communication or language disorders and delays; provides referrals	Speech-Language Pathologist	Master's degree in speech- pathology or communication disorders	DOH license RCW 18.35 WAC 246-828
	Speech-Language Pathology Assistant under supervision of a SLP	Board-approved associate degree certificate of proficiency, or bachelor's degree from a speech, language, and hearing program	DOH license RCW 18.35 WAC 246-828
	School Speech-Language Pathologist	Master's degree in speech- pathology or communication disorders	OSPI ESA Certificate
Vision Services Assesses visual functioning, including diagnosis and appraisal of visual disorders, delays, and abilities that affect development; refers for medical and other services necessary for habilitation or rehabilitation of visual functioning disorders; provides communication skills training, orientation and mobility training, and visual training to activate visual motor abilities	Teacher of the Visually Impaired	Graduation from an approved program	OSPI Teacher of the Visually Impaired endorsement
	Orientation and Mobility Specialist (for the blind and visually impaired)	Bachelor's and meets certification requirements for the Academy for the Certification of Vision Rehabilitation and Education Professionals (ACVREP)	OSPI Teacher of the Visually Impaired endorsement

Use of paraprofessionals and Assistants

TBD

Temporary Employment

When qualified professionals, paraprofessionals, or assistants cannot be found after documented good faith efforts, the state may allow the most qualified individuals who are making documented progress toward the requirements to work under supervision (303.119(d)). DOH and OSPI generally allow the individual up to one year to complete necessary requirements to work unsupervised.

Supervision Guidelines

Employers should refer to professional standards (i.e., OT, PT, ASHA links) governing particular disciplines as their guidance varies as to the nature, frequency, and length of supervision. In general, paraprofessionals, assistants, and emergency and temporary hires must have contact with the supervising therapist as often as needed for the provision of quality services. This means at least face to face contact at the beginning of services and at least once per month.

Documentation of supervisory activities should be recorded and available upon request of the Department of Children, Youth, and Families (DCYF) or the CLA. Supervisors may also need to sign off on records for billing purposes.

Emergency and Chronic Personnel Shortages

When there is no qualified professional, assistant, nor anyone working toward requirements available, activities needed to meet outcomes must still be listed on the IFSP and must still be delivered. Teams may discuss alternative professionals to implement activities if appropriate, may connect with surrounding communities to cooperatively plan, may use tele-therapies if appropriate, or consult with an ESIT Regional Technical Assistance Specialist or the CLA.



Exhibit K - ESIT Provider Agency-ESIT Service Provider Subcontract Requirements

1. EARLY SUPPORT SERVICES PROVISION

a. Scope of Work:

- (1) The Subcontractor must provide the Early Support Services, in accordance with [Sec. 303.13 Early Intervention Services - Individuals with Disabilities Education Act](#), and qualified personnel; and otherwise all things reasonably necessary for, or incidental to, the performance of the work, as set forth. The Subcontractor's responsibilities include, but are not limited to:

b. Internal Policies and Procedures:

- (1) The Subcontractor must establish and implement written internal policies and procedures, within ninety (90) calendar days of contract execution, that comply with Federal and State requirements, including WACs and DCYF program policies and procedures. These internal policies and procedures must be on hand and available upon request and must include but not be limited to the following:
 - (a) Enrollment process (e.g. child find and public awareness, referral, screening, evaluation and assessment, and Family Resource Coordination).
 - (b) ESIT service provision (e.g. timely service provision, natural environments, evidence-based and/or promising practices, twelve (12) month services, transition).
 - (c) Procedural safeguards (parent rights, prior written notice, consent, confidentiality) and dispute resolution requirements.
 - (d) Personnel (e.g. maintaining adequate staffing, providing Clinical Supervision, ensuring compliance with personnel standards, personnel development [training and technical assistance], Conflict of Interest, and background checks).
 - (e) Data Management
 - (f) Administrative and fiscal management of the agency including effective internal controls and accountability over funds and property. The internal written procedures must ensure all expenditures conform to the terms and conditions of the contract as well as generally accepted accounting principles.

2. ENROLLMENT PROCESS

a. Child Find and Public Awareness: The Subcontractor must:

- (1) Participate in child find and public awareness activities, including disseminating the DCYF approved public awareness materials and participating in child find events, as outlined in the Local Early Support Services Collaboration Plan with a focus on unserved and underserved areas.
- (2) Document completed child find/public awareness activities and submit to the Contractor and DCYF upon request.
- (3) Participate in the annual review of the Contractor's County and Statewide child find data and public awareness activities and contribute to the Local Early Support Services Collaboration Plan Child Find/Public Awareness activities as appropriate to ensure targeted identification of unserved and underserved populations.
- (4) Participate in the development of local public awareness materials

b. Referral: The Subcontractor must:

- (1) Respond to all referrals
 - (2) Within three (3) business days of receipt of the referral, a designated qualified ESIT Service Provider (FRC or Intake Coordinator) must contact the family.
 - (3) Within three (3) business days, enter all referrals received into the DMS, including the status of the Referral indicating the family's informed decision to accept or decline. The referral date is the date the referral was received by the ESIT Provider Agency or Central Intake for the service area, whichever is earlier.
 - (4) Within five (5) business days of the family's consent to participate in Early Support Services, assign an FRC to the family.
 - (5) At least one (1) day prior to the FRC's first visit, assign an FRC in the DMS
 - (6) Submit upon request, to the Contractor and DCYF, documentation that a qualified ESIT service provider (FRC or Intake Coordinator):
 - (a) Provided and reviewed Parent Rights with the parent(s)/guardian(s), and
 - (b) Obtained written documentation of the family's informed decision to accept or decline participation in Part C of IDEA for all Referrals.
- c. Teaming: The Subcontractor must:
- (1) Use multidisciplinary teaming practices regarding conducting evaluations and assessments, completing child outcome measurement ratings, developing IFSPs and conducting IFSP reviews, and in providing coordinated IFSP services in accordance with the DCYF ESIT program recommended practices.
- d. Screening, Evaluation, and Assessment: The Subcontractor must:
- (1) Conduct screenings, and evaluations and assessments in accordance with:
 - (a) 34 CFR 303.321 Part C of IDEA
 - (b) DCYF ESIT Program Policies and Procedures
 - i. <https://www.dcyf.wa.gov/services/child-dev-support-providers/esit/policies-procedures>
 - ii. Developmental Screening-Appropriate Use:
 - iii. <https://www.dcyf.wa.gov/services/child-dev-support-providers/esit/contract-materials>
 - iv. ESIT Practice Guidance:
 - v. <https://www.dcyf.wa.gov/services/child-dev-support-providers/esit/practice-guidance>
 - vi. Qualified Personnel Guidelines:
 - vii. https://www.dcyf.wa.gov/sites/default/files/pdf/esit/Qualified_Personnel_Guidelines.pdf
 - (2) Conduct an initial family directed assessment, with concurrence of the family, to identify the family's strengths, resources, priorities, and concerns, and supports necessary to enhance the family's capacity to meet the developmental needs of the child and update annually.
 - (3) Conduct an initial evaluation to determine eligibility and initial assessment of the child's unique strengths and needs to identify appropriate Early Support Services to meet the developmental needs of the child.
 - (a) Evaluation and assessment must be:
 - i. Multidisciplinary, defined as completed by qualified professionals representing at least two (2) disciplines, using two (2) tools/procedures.
 - ii. Comprehensive, covers all developmental domains, and includes the use of the Three Prong Approach protocol for vision and hearing for initial evaluation and ongoing annual assessments.
 - (4) Conduct ongoing assessments to identify progress/change in child and family's needs and to inform periodic IFSP reviews and annual IFSP meetings.

- (5) Conduct a re-evaluation to determine ongoing eligibility if at any point during the provision of Early Support Services, the IFSP team determines that the child may no longer be eligible for Part C of IDEA services, the IFSP team must decide whether additional evaluations are warranted to establish continued eligibility for the Part C of IDEA program.
- (6) Use current evaluation and assessment data to develop the child outcome summary of functional performance and select child outcome summary descriptor statements for the three (3) global outcome areas at entry and exit. Families must be included in this process using the Decision Tree.
- (7) Within ten (10) business days of the event, enter eligibility information into the DMS including children referred and found not eligible.
- (8) Within ten (10) business days, enter COS information into the DMS.

e. Timely IFSP Meetings and Service Provision: The Subcontractor must:

- (1) Invite IFSP team members, as outlined in Part C of IDEA and the DCYF ESIT program policies and procedures, to participate in the following IFSP meetings and conduct these meetings:
 - (a) An initial IFSP meeting to develop an initial IFSP for children who are determined eligible for Part C of IDEA, within forty-five (45) calendar days of Referral.
 - (b) An IFSP review at least every six (6) months or more frequently if warranted.
 - (c) An annual IFSP meeting to evaluate the IFSP within 365 calendar days of the initial IFSP.
 - (d) An IFSP meeting to develop a transition plan for every child. This meeting can be combined with any IFSP meeting
 - (e) A transition conference for children potentially eligible for Part B, unless declined by the family, at least ninety (90) days prior to the child's third (3rd) birthday. This meeting can be combined with any IFSP meeting.
- (2) For late referrals, refer to the "Late Services – Provision and Documentation – ESIT Practice Guide":

<https://www.dcyf.wa.gov/services/child-dev-support-providers/esit/practice-guidance>
- (3) Engage all families in the Entry and Exit COS process utilizing the Decision Tree as described in the DCYF Child Outcome Summary Process: Engaging Families in a Meaningful Way Practice Guide:

<https://www.dcyf.wa.gov/services/child-dev-support-providers/esit/practice-guidance>
- (4) Collect data to account for the reasons for delays, including exceptional family circumstances, impacting the timeliness of IFSP meetings as outlined in the ESIT program policies and procedures and the Late Services – Provision and Documentation Practice Guide.
- (5) Develop the initial and annual IFSP and revise the IFSP as needed based on decisions made at IFSP meetings, in accordance with ESIT program policies and procedures and all required components of the IFSP as outlined in the IFSP Reviews Practice Guide:

<https://www.dcyf.wa.gov/services/child-dev-support-providers/esit/practice-guidance>

f. Family Resources Coordination (FRC): The Subcontractor must:

- (1) Hire sufficient personnel to respond to Referrals and provide FRC services within a maximum caseload ranging from forty-five (45) to fifty-five (55) active IFSPs per 1.0 full-time equivalent (FTE) performing core service coordination activities and functions in accordance with ESIT Policy and Procedures. Caseload must be adjusted proportionately when FRC is assigned other duties. In no case, can an FRC caseload exceed fifty-five (55) for more than sixty (60) days without an exception to policy waiver submitted to the DCYF for approval.

- (2) Ensure all FRCs hold a current ESIT Credential in accordance with the following document titled FRC Credential Guidance:
<https://www.dcyf.wa.gov/services/early-learning-providers/qualifications/esit/training>
- (3) Ensure service coordination is listed on every child's IFSP
- (4) Ensure service coordination activities are documented in the child's file or DMS.
- (5) Support the FRC as an integral team member in the provision of Early Support Services along with other ESIT service providers.
- (6) Carry out all FRC activities as outlined in the DCYF ESIT policies and procedures, and 34 CFR 303.34 including but not limited to providing parent rights and procedural safeguards, facilitating IFSP meetings, coordinating Early Support Services, assisting families in accessing community resources, etc.

g. Early Support Service Provision:

(1) Timely Service Provision in Accordance with the IFSP: The Subcontractor must:

- (a) Provide all Early Support Services as outlined on each child's IFSP (e.g. frequency, intensity, length, and duration) and use effective teaming practices to meet the developmental needs of the child and the needs of the family related to enhancing their child's development.
- (b) Ensure each child's IFSP is complete and provide a monthly service (which includes family resources coordination) for funding to be available to cover the cost of Early Support Services.
- (c) Initiate Early Support Services within thirty (30) calendar days of the parent's signature or on or before the planned start date on the IFSP.
- (d) Document late other and exceptional family circumstances, impacting the timeliness of initiating IFSP services as outlined in the DCYF program policies and procedures and the Late Services – Provision and Documentation Practice Guide:

<https://www.dcyf.wa.gov/services/child-dev-support-providers/esit/practice-guidance>

(2) Natural Environments: The Subcontractor must:

- (a) Provide all Early Support Services in natural environments as documented on the IFSP unless a justification is provided as to why the child's outcome cannot be met in a natural environment, including a plan to return Early Support Services to a natural environment. The plan must address a limited time period for providing Early Support Services in a setting other than a natural environment as outlined in the DCYF policies and procedures and Natural Environments Practice Guide:

<https://www.dcyf.wa.gov/services/child-dev-support-providers/esit/practice-guidance>

(3) Evidence-based Practices: The Subcontractor must

- (a) Use evidence-based and/or promising practices from practitioner's professions that meet the needs of children and families and promote and strengthen the capacity of parents and other caregivers to provide everyday learning opportunities for their child and increase child participation in daily activities and family routines.
- (b) Use Family Centered, Coaching and Teaming practices to meet the needs of children and families and promote and strengthen the capacity of parents and other caregivers to provide everyday learning opportunities for their child and increase child participation in daily activities and family routines as described in the ESIT Guiding Concepts:

<https://www.dcyf.wa.gov/services/child-dev-support-providers/esit/practice-guidance>

(4) Transition: The Subcontractor must:

- (a) Hold an IFSP meeting to establish a transition plan not fewer than 90 days, and, at the discretion of all parties, not more than nine months, before a child's third birthday for every child with an IFSP.
- (b) Hold a transition conference for every child determined to be potentially eligible for Part B services, unless declined by the child's family:
 - i. No later than ninety (90) days prior to the child's third (3rd) birthday and, at the discretion of all parties, not more than 9 months before the child's third birthday.
 - ii. If timely notification is provided and Part B does not respond or fails to attend the transition conference, the provider agency must still hold the transition conference and develop or revise the transition plan.
 - iii. For those children determined not potentially eligible or those who have opted-out of the notification to Part B, reasonable efforts must be made to convene a transition conference among the ESIT Provider Agency, family, and providers of other appropriate services for the child.
 - iv. The IFSP meeting to develop a transition plan and the transition conference can be held together.
- (c) Identify children who are potentially eligible for Part B services or who have opted-out of the Part B notification in the DMS.
- (d) Notify the Resident School District of potentially eligible children at 32 months of age unless the family has opted-out. Notification must include:
 - i. Child's First, Last, and Middle Initial
 - ii. Date of Birth
 - iii. Resident School District
 - iv. Parent Contact Information
 - v. FRC Contact Information
- (e) Notify the Resident School District when a potentially eligible child's family declines the transition conference, after the notification has been sent, for Part B services.
- (f) Ensure that when a family has opted-out of the notification to Part B, no information is sent to the resident school district.

3. PROCEDURAL SAFEGUARDS AND DISPUTE RESOLUTION

- a. Procedural Safeguards: The Subcontractor must implement all procedural safeguards requirements in accordance with the DCYF ESIT policies and procedures:
<https://www.dcyf.wa.gov/services/child-dev-support-providers/esit/policies-procedures>
- b. Parent Rights: The Subcontractor must share and explain the Part C of IDEA Procedural Safeguards: Parent Rights with parents of each child referred to Early Support Services at all required junctures in the enrollment and service delivery process. Parent Rights must be provided in the parent's native language or mode of communication, unless clearly not feasible to do so.
<https://www.dcyf.wa.gov/services/child-dev-support-providers/esit/forms-publications>
- c. Prior Written Notice: The Subcontractor must provide Prior Written Notice (PWN) no less than seven (7) business days in advance, unless it is documented that a different timeframe best meets the family's needs, prior to proposing or refusing to initiate or change the identification, evaluation, service setting, or the provision of appropriate Early Support Services. The PWN must be in the parent's native language or mode of communication, unless clearly not feasible to do so.
<https://www.dcyf.wa.gov/services/child-dev-support-providers/esit/forms-publications>
- d. Parent Consent:
 - (1) The Subcontractor must obtain written parental consent prior to:
 - (a) Conducting screening.

- (b) Conducting evaluation and assessment.
- (c) Providing Early Support Services.
- (d) Releasing personally identifiable information.
- (e) Using TRICARE, or private insurance to pay for Early Support Services, including initially and each time there is an increase in frequency, intensity, length, or duration.

e. Confidentiality:

(1) The Subcontractor must:

- (a) Protect the confidentiality of any personally identifiable data, information and records collected, maintained, or used in accordance with IDEA requirements and HIPAA standards.
- (b) Maintain a written record of parties obtaining access to records collected, obtained, or used under Part C of IDEA (except access by parents and authorized employees of the Contractor or provider), including the name of the party, the date access was given, and the purpose for which the party is authorized to use the child's record.
- (c) Ensure Telehealth services meet HIPAA compliance standards.

f. Dispute Resolution:

(1) The Subcontractor must:

- (a) Attempt to resolve a dispute with any party at the lowest possible level and if the dispute is unable to be resolved support the grieved party in understanding and requesting a formal dispute resolution option.
- (b) Maintain records of all information received related to both informal and formal disputes and complaints, how they were resolved and submit to DCYF upon request.

4. PERSONNEL

a. Adequate Staffing: The Subcontractor must:

- (1) Ensure adequate levels of qualified ESIT Service Providers and Subcontractors from various disciplines as outlined in the DCYF Qualified Personnel Guidelines to be available as part of a multi-disciplinary team to evaluate and assess all children referred and provide all IFSP services for each eligible child.
- (2) Ensure that a plan is in place to assure there is no break in FRC services.
- (3) Provide supervision of practitioners through the following functions: direct observations of service delivery; review of child/family records; performance appraisals of practitioners; and training/technical assistance of practitioners and other applicable ESIT Service Providers and Subcontractors.

b. Personnel Standards: The subcontractor must maintain current copies of each ESIT Service Provider and subcontractor's license or certification and ESIT Credential, to ensure that those individuals conducting evaluation and assessment and/or providing Early Support Services to eligible children and families meet all applicable state licensure and certification standards and requirements in accordance with the *Qualified Personnel Guidelines*, unless an exemption has been approved by the DCYF.

<https://www.dcyf.wa.gov/services/child-dev-support-providers/esit/training>

c. Personnel Recruitment and Retention: The Subcontractor must:

- (1) Have a comprehensive plan for recruitment and retention of ESIT Service Providers.
- (2) Make positive efforts to employ and advance employment of qualified individuals with disabilities.
- (3) Inform DCYF of any personnel shortages or staffing changes.
- (4) Jointly develop recruitment and retention strategies with DCYF, when needed.

- (5) Implement innovative strategies and activities for the recruitment and retention of ESIT Service Providers;
 - (6) Promote and financially support the preparation of ESIT Service Providers who are fully and appropriately qualified to provide Early Support Services.
- d. Personnel Development/Training and Technical Assistance: The Subcontractor must:
- (1) Ensure new ESIT program Coordinators request and complete orientation, from the DCYF ESIT program before the end of the Contract period.
 - (2) Ensure ESIT Service Providers have a training plan that includes required trainings and ongoing mentorship of direct service staff who are fully and appropriately qualified to provide Early Support Services.
 - (3) Ensure all ESIT Service Providers create an account within the DCYF Training Portal: <https://dcyftraining.com>
 - (4) Ensure ESIT Provider Agency staff, ESIT Service Providers and Subcontractors complete required training through the DCYF training portal in accordance with Training and Credential Requirements:
<https://www.dcyf.wa.gov/services/child-dev-support-providers/esit/training>.
 - (5) Maintain at least one training contact with an account in the DCYF Learning Management System to track training completion for staff.
 - (a) Complete the following form to request access for a new training contact: <https://app.smartsheet.com/b/form/fc026826ba22476cb03a1e5e259196f5>
 - (b) Disseminate information about ongoing professional development opportunities offered by the DCYF ESIT as advertised on the DCYF website, ESIT Weekly, Training Tidbit Tuesday Newsletter, and other communications.
 - (6) Access and provide training and TA support using:
 - (a) DCYF developed resources (e.g. practice guides, clarification memos) and the DCYF developed training materials to support understanding and implementation of Part C of IDEA requirements and the use of evidence-based and/or promising practices as appropriate.
 - (b) External resources to support understanding and implementation of Part C of IDEA requirements and the use of evidence-based and/or promising practices including but not limited to Promoting First Relationships (PFR), Home Visiting Rating Scale (HOVRS), and Parent Coaching methodologies.
 - (7) Provide employee orientation training on current DCYF ESIT policies, procedures, and other guidance documents.
 - (8) Disseminate the DCYF resource materials to ESIT Service Providers and Subcontractors and invite participation in other training and technical assistance opportunities.
 - (9) Seek DCYF approval prior to adapting any DCYF provided forms/publications.
 - (10) Submit new and revised training and guidance materials developed using sources outside of the DCYF provided materials to the Contractor <mailto:>for DCYF review and final approval at least 30-days prior to use or as soon as possible for urgent or emergent events.
 - (11) Upon request, participate in the development and review of statewide guidance materials.
- e. Conflict of Interest: The Subcontractor must
- (1) Monitor ESIT Service Provider's and Subcontractor's status related to Conflict of Interest in collaboration with the DCYF.
 - (2) Ensure that ESIT Service Providers and Subcontractors avoid a Conflict of Interest or the appearance of a Conflict of Interest, including but not limited to the abstention from soliciting families enrolled in Early Support Services for private business or personal economic gain. For example:

- (a) ESIT Provider Agencies, Service Providers, and Subcontractors cannot make a unilateral decision to serve children ages 0-3 in private therapy without documenting that a parent has met with a qualified ESIT Service Provider (FRC or Intake Coordinator) and made an informed decision about declining participation in Early Support Services, including receiving their Parent Rights.
 - (b) ESIT Provider Agencies and Subcontractors cannot make a unilateral decision to serve children ages 0-3, without first referring the child to the ESIT Provider Agency serving the child's Resident School District Catchment Area. If a parent chooses to enroll with an ESIT Provider Agency outside their service area, documentation must be provided, upon request, that:
 - i. The parent met with a qualified ESIT Provider Agency staff from the child's Resident School District Catchment Area (FRC or Intake Coordinator), and
 - ii. Made an informed decision about declining participation in Early Support Services, including receiving their Parent Rights, and/or
 - iii. Obtained approval from DCYF of an exception based on a family's unique needs or circumstances or the Child's Resident School District ESIT Provider Agency capacity. This exception allows the ESIT Provider Agency in the out of service area to bill for applicable DCYF funding.
- f. Background Checks:
- (1) The Subcontractor must conduct and keep on file background criminal history clearance at least once every three years for all employees, Subcontractors and/or volunteers who may have unsupervised access to children in accordance with state legal requirements for background checks, as defined in:
 - (a) RCW 43.43.830 through 43.43.840
<https://app.leg.wa.gov/RCW/default.aspx?cite=43.43>
 - (b) Chapter 110-06 WAC: <https://app.leg.wa.gov/wac/default.aspx?cite=110-06&full=true>
- g. Local Early Support Services Collaboration Plan:
- (1) The Subcontractor must facilitate or participate in the develop and annual review of a Local Early Support Services Collaboration Plan or Local Strategic Plan to ensure high quality, equitable Early Support Services that addresses:
 - (a) Early Support Services Accountability
 - (b) Child Find, Outreach, and Referral Activities
 - (c) Evaluation and Assessment
 - (d) Family Resources Coordination
 - (e) Transition responsibilities with Resident School Districts and other early childhood partners (e.g. Head Start, ECEAP, etc.),
 - (f) Dispute resolution procedures for grievances and formal complaints among local agencies.
 - (g) Signatures of participants
 - (h) The plan must;
 - i. Include Service Area Agreements, as necessary to ensure that no child and family goes unserved or to delineate service area coverage when there is more than one ESIT Provider Agency serving an identified Resident School District Catchment Area as outlined in the document titled *Service Area Agreement Guidance*. Be reviewed annually, and changes submitted to the Contractor in accordance with the document titled *Local Early Support Services Collaboration Plan*.
- A. Signatures for reviews are not required

- B. Maintain documentation that collaborators were involved in the review and provide to the Contractor and DCYF upon request.

h. Regional/County/Local Early Childhood Interagency Coordinating Council: The Subcontractor must:

- (1) Participate in or support a Regional/County/Local Early Childhood Interagency Coordinating Council (CICC), or Early Learning Coalition (ELC) within the county/geographic Early Support Services area, to advise and assist the Contractor in the implementation of local Early Support Services in accordance with RCW 43.216.574 and in collaboration with other applicable advisory committees and early learning coalitions.
- (2) Participate in meetings as outlined in the document titled *Regional-County-Local Early Childhood Interagency Coordinating Council*:

<https://www.dcyf.wa.gov/services/child-dev-support-providers/ESIT/contract-materials>

- (3) Maintain documentation (e.g. minutes, sign-in sheet) of participation in CICC/ELC meetings.

i. Agency Administration and Management: The subcontractor must:

- (1) Ensure there are sufficient administrative personnel with necessary expertise to manage and operate the agency and provide oversight of any Subcontractors to ensure compliance with state and federal requirements.

j. Contract Monitoring and Quality Assurance: The subcontractor must:

- (1) Participate in the Contractor's and DCYF's quality assurance activities to be proactive with program improvement and compliance. This includes review of DMS data, internal record reviews, and other strategies as deemed appropriate to identify and to initiate steps to mitigate any potential performance and/or compliance issues.
- (2) Comply with results of state level monitoring activities as part of the general supervisory authority of the DCYF

- (a) Participate in data collection, compliance, fiscal, and quality reviews to ensure compliance with Part C of IDEA and Washington State's State Performance Plan/Annual Performance Report compliance and performance indicators, provision of quality Early Support Services, use of evidence-based and/or promising practices as appropriate and to support overall program improvement.

- (b) Participate in training and TA identified in the DCYF Determination Levels Actions and Supports Rubric, approved improvement plan, and corrective action plan related to the DCYF monitoring that address root causes impacting compliance and/or performance.

- (c) Participate in the ESIT Statewide Integrated Monitoring System (E-SIMS) and quality assurance activities conducted by the DCYF that include but are not limited to:

- i. Systems Analysis Program Reviews

- A. Fiscal Integrity Reviews

- B. Dispute Resolution

- C. Child and Family Record Reviews

- (d) In collaboration with the Contractor and DCYF, develop and implement a Local System Improvement Plan that address the following:

- i. Performance Based Contracting Quality and Outcome Measures

- ii. Determinations

- iii. ESIT Provider Agency identified training and technical assistance activities.

- iv. Non-compliance
- (e) In Collaboration with the Contractor and DCYF, use data to progress toward improvement and/or compliance.
- (f) Participate in monitoring activities that include but are not limited to:
 - i. Fiscal Indicator Verification
 - ii. Single Monthly Count Verification
 - iii. A-19-1A Invoice Verification
 - iv. Payor of Last Resort Verification
 - v. System of Payments and Fees Verification
 - vi. Contract Deliverables Verification
 - vii. Services Delivered Verification,
 - viii. Correction of non-compliance
- (g) Provide a right of access to its facilities to DCYF, personnel authorized by DCYF, or to any other authorized agent or official of the State of Washington or the federal government at all reasonable times in order to monitor and evaluate performance, compliance, and/or quality assurance under this Contract. DCYF will work with Contractor to determine a mutually acceptable date.
- (h) If DCYF (a) encounters non-compliance with the terms outlined in this Contract on the part of the Contractor, or (b) is not satisfied with the quality of the Contractor's work, DCYF will make a reasonable attempt to assist Contractor with technical assistance to resolve issues that impede quality and compliance. In the event that compliance and/or quality issues are not resolved through standard technical assistance, Contractor will be engaged in corrective action through the development of a Local System Improvement Plan.
- k. Technical Assistance and Training for Continuous Quality Improvement and Compliance: The Subcontractor must identify technical assistance and training needs and access these supports to enhance program improvement and ensure compliance. This should occur following both internal quality assurance activities as well as participation in DCYF monitoring and continuous quality assurance activities.

5. DATA/DOCUMENTS/RECORDS

a. DMS: The Subcontractor must:

- (1) Enter accurate, valid, and reliable data in the DMS no later than ten (10) business days following an event and in no case later than the tenth (10th) of the following month.
- (2) Enter the following required data in the DMS to maintain each child's Part C of IDEA electronic record:
 - (a) All Referrals;
 - (b) All evaluations/assessments;
 - (c) All eligibility criteria;
 - (d) IFSPs, including documenting late other and exceptional family circumstances, if required, in accordance with the "Late Services – Provision and Documentation" ESIT Practice Guide" resulting in delay in holding:
 - i. Timely IFSP meetings (e.g. Initial IFSP meeting within forty-five (45) calendar days from Referral;
 - ii. IFSP review at least once every six (6) months or more frequently as needed;
 - iii. Annual IFSP within 365 calendar days of initial IFSP),
 - iv. IFSP amendment when adding or changing Early Support Services, including frequency, intensity, or duration;

- v. An IFSP meeting to develop a transition plan, for every child with an ISFP, at least ninety (90) days prior to the child's third (3rd) birthday;
 - vi. A transition conference for every child determined potentially eligible for Part B services, unless declined by the family, at least ninety (90) days prior to the child's third (3rd) birthday;
- (e) Initiation of Early Support Services within thirty (30) calendar days of the parent's signature, or on or before the planned start date, including documenting programmatic reasons and exceptional family circumstances resulting in reasons for delay; and
- (f) Child Outcome Summary (COS) entry and exit data reporting.
- (g) Transition activities:
- i. Transition steps and services in the IFSP transition plan for all children receiving early support services;
 - ii. Potential eligibility for Part B services in the DMS, unless the parent has opted out.
 - A. Parents' informed decision to Opt-out of the transition notification to the State Education Agency and Resident School District.
 - B. Date transition conference was held or declined, for all children determined potentially eligible for Party B Special Education Preschool and/or Related Services.
- (3) Enter ESIT Service Provider data into the DMS to maintain a current list of all ESIT Service Providers and Subcontractors
- (4) Ensure all ESIT Service Providers and Subcontractors using the DMS receive the required training before assuming these duties and that they are subscribed to the DMS GovDelivery.
- (5) Enter all early support service(s) provided to each child monthly into the DMS or an Electronic Medical Record with direct connection to the DMS no later than the tenth (10th) of the following month, when made available by DCYF, in accordance with Chapter 43.216 RCW (HB 1661).
- b. Use of Data: The Subcontractor must use DMS data reports and functions for:
- (1) Monitoring timelines and compliance.
 - (2) Internal quality assurance purposes including program improvement.
 - (3) Managing caseloads and staffing.
 - (4) Informing financial planning and fiscal management.
- c. Other Documentation and Reporting: The Subcontractor must:
- (1) Annually submit to the Contractor <mailto:Statewide Directory- Contract Contact information>
 - (2) Exit children from the DMS by documenting and submitting to the DCYF, upon request, the following:
 - (a) For children who are referred but do not yet have an IFSP, a child's record can be closed after three (3) failed attempts using at least two (2) different means of communication over a period of at least ten (10) business days.
 - (b) Exit all children who have a current IFSP and are lost to Early Support Services after a maximum of ninety (90) days from the DMS after three (3) failed attempts on multiple days using at least two (2) different means of communication made over at least ten (10) business days.
- d. Service Provision: The Subcontractor must:
- (1) Register for and participate in scheduled DMS training and technical assistance sessions to learn how to document the provision of Early Support Services provided as

indicated on an active IFSP monthly for or on behalf of a child/family. Training and technical assistance sessions will require inputting a representative sampling of child/family service delivery information to practice and demonstrate efficiency with the new service delivery tracking and reporting features.

- (2) Maintain documentation of the provision of Early Support Services provided as indicated on an active IFSP monthly for or on behalf of a child/family within its existing child/family recordkeeping system. Documentation of the Early Support Services provided as indicated on an active IFSP in an existing child/family recordkeeping system must be made available upon request to DCYF.

e. System of Payment and Fees (SOPAF): The Subcontractor must:

- (1) Maintain documentation supporting the implementation of the SOPAF policy and procedures for each child receiving Early Support Services related to but not limited to:
 - (a) Receipt of Procedural Safeguards, including parent rights
 - (b) Permission to bill public and/or private insurance
 - (c) Determination of Ability and Inability to Pay
 - (d) Billing families' co-pays, co-insurance, deductibles, and monthly participation fees
 - (e) Approval of hardship exemptions
 - (f) Updating the SOPAF form annually or as required to document changes in:
 - i. Insurance Coverage
 - ii. Income
 - iii. Expenditures
 - iv. Increase in Frequency/Intensity/Duration of Services

f. Record Retention: The Subcontractor must:

- (1) Retain child records, electronic, digital, and/or paper, for six (6) years from when it was last in effect or the termination of the DCYF contract, whichever is later. Records must meet Secretary of State Standards

<https://www.sos.wa.gov/archives/recordsmanagement/managing-state-agency-records.aspx>

- (a) Records, electronic, digital, and/or paper, must be destroyed at the request of the parent. Destruction means to "physically destroy the record or ensure that personal identifiers are removed from a record so that the record is no longer personally identifiable.
- (b) A permanent record, electronic, digital, and/or paper, of a child's name, date of birth, parent contact information (including address and phone number), names of service coordinator(s) and ESIT service provider(s) and exit data (including year and age upon exit, and any programs entered into upon exiting) may be maintained without time limitation.
- (c) Submit to ESIT.Reports@dcyf.wa.gov, the Certification of Data Disposition form, within fifteen (15) calendar days of the destruction of records e.g. electronic, digital, or paper.

g. Inventory: The Subcontractor must:

- (1) Submit a written request for pre-approval to the Contractor <mailto:> for the purchase of all assets with a unit cost (including ancillary costs) of at least \$5,000 or greater.
- (2) Maintain a list of all inventory purchased in whole or in part with the DCYF funds with unit costs of at least \$500 or greater, including:
 - (a) Computer systems, software, laptop and notebook computers, and other approved office equipment.
 - (b) Communications and audio-visual equipment.

- (c) Cameras and photographic projection equipment.
- (d) Therapy appliances.
- (e) Other assets identified by the Contractor as vulnerable to loss.
- (f) Include the following in the inventory list and supporting records, if applicable:
 - i. Description of the asset; Manufacturer or trade name;
 - ii. Quantity;
 - iii. Serial number;
 - iv. Inventory control number;
 - v. Contractor's acquisition date;
 - vi. Order number from purchasing document;
 - vii. Total cost or value at time of acquisition;
 - viii. Ownership status, for example if shared by multiple funding sources;
 - ix. Depreciation for capital assets;
 - x. Location of item;
 - xi. Useful life, in years; and
 - xii. Disposal date, method, and salvage value.

h. Treatment of Assets

- (1) The Subcontractor holds title to equipment purchased in whole or in part with the DCYF funds.
- (2) The Subcontractor must request approval from the DCYF prior to selling or disposing of equipment from the Subcontractor's Inventory List, and the DCYF must have the option of recapturing the equipment.
- (3) If the DCYF gives approval for the Subcontractor to sell the DCYF equipment, the Subcontractor shall use the income for Early Support Services.
- (4) If a Subcontractor ceases provision of Early Support Services, the Subcontractor must transfer title and return to the DCYF any equipment purchased all or in part with the DCYF funds or the proceeds from current market-value sale of such equipment, at the DCYF's discretion.
- (5) If a Subcontractor ceases provision of Early Support Services at a site or Subcontractor, the Contractor must transfer equipment purchased all or in part with the DCYF funds, or the proceeds from current market value sale of such equipment to another the DCYF site or return it to DCYF.
- (6) Any property funded by the DCFY, Part C of IDEA funds must, unless otherwise provided herein or approved by the DCYF, be used only for the performance of this Contract.

6. OTHER REQUIREMENTS

a. Subcontractor Communication with the DCYF: The Subcontractor must:

- (1) Participate in the DCYF web-based meetings, as requested.
- (2) Attend mandatory Statewide and Regional Provider meetings, as designated by the DCYF.
- (3) Participate in technical assistance and continuous quality improvement activities with the DCYF Program Staff, as requested.
- (4) Sign up to receive ESIT communications e.g. ESIT Weekly, Training Tidbit Tuesday Newsletter, etc.
- (5) Inform the DCYF Accountability & Quality Improvement Manager immediately of:
 - (a) Any serious issue that impacts Early Support Services for the DCYF.
 - (b) Any serious issue that has potential for media coverage.

- (c) A charge or conviction against an ESIT Service Provider and subcontractor for a disqualifying crime under WAC 110-06-0070:

<https://apps.leg.wa.gov/WAC/default.aspx?cite=110-06-0070>

- a. Outcome measure activities: The Subcontractor must participate in outcome measure activities, as requested by the DCYF to help achieve the following long-term child and family outcomes, with a focus on building partnerships, using data to learn and improve, and advancing racial and social justice equity:
 - (1) Expected child outcomes of the DCYF are:
 - (a) Positive social-emotional skills (including positive social relationships),
 - (b) Acquisition and use of knowledge and skills (including early language/communication), and
 - (c) Use of appropriate behaviors to meet their needs
 - (2) Expected Family outcomes are:
 - (a) Know their rights,
 - (b) Effectively Communicate their child's needs, and
 - (c) Help their child develop and learn
- b. Performance-Based Contracting (PBC): The Subcontractor must do the following:
 - (1) Certify monthly that Early Support Services were provided to all children with an active IFSP, as submitted for billing.
 - (2) Participate in universal training as well as targeted and tailored technical assistance as may be needed, when provided by the DCYF
 - (3) Ensure that all ESIT service(s) provided to each child monthly are entered into the DMS or an Electronic Medical Record with direct connection to the DMS no later than the tenth (10th) of the following month, when made available by DCYF, in accordance with Chapter 43.216 RCW (HB 1661).
 - (4) Participate in the develop a Local System Improvement Plan to address any unmet statewide targets for the performance Indicators as identified in the State Performance Plan/Annual Performance Report and reported on the annual Provider Agency Data Profile.
 - (5) Comply with the document titled *ESIT PBC Logic Model*.
- c. In-person Services: The Subcontractor must offer and provide in-person early support services in accordance with the following:
 - (1) ESIT Multi-Stage Framework for Reentry to In-person Services outlined on the DCYF COVID ESIT webpage.
 - (2) Local health jurisdictions, Washington State Department of Health (DOH) and Centers for Disease Control and Prevention (CDC) guidance.
- d. Mandatory Reporters: The Subcontractor must ensure that ESIT Service Providers and Subcontractors understand they are mandatory reporters of abuse and neglect involving children and vulnerable adults, in accordance with Chapter 26.44 RCW, and vulnerable adults, in accordance with Chapter 74.34 RCW and participate in training, as needed.
[Mandatory Reporting of Child Abuse and Neglect | Washington State Department of Children, Youth, and Families](#)
- e. Subcontracting
 - (1) Upon approval by the Contractor and DCYF, the Subcontractor may subcontract with ESIT Service Providers to ensure comprehensive Early Support Services are available.
 - (2) The Subcontractor must adhere to requirements outlined in this contract when subcontracting and must notify the Contractor of any subcontract changes.
 - (3) In addition, the Subcontractor must:

- (a) Submit drafts of all subcontracts and agreements regarding the provision of Early Support Services regardless of source of funds to the Contractor for approval by DCYF prior to implementing the subcontract.
- (b) Ensure Subcontractor services are delivered according to Part C of IDEA and this Statement of Work.
- (c) Ensure subcontractors providing more than one (1) type of direct Early Support Service, completes an Annual Fiscal Workbook - Budget Projection and an ESIT Revenue and Expenditure Year-End Report, approved by the Contractor and submitted to DCYF by September 30.
- (d) Ensure audit and monitoring results are available upon request.
- (e) Demonstrate ESIT Service Providers are meeting all requirements as outlined in this Statement of Work.
- (f) Subcontracts must include all language from this Contract including:
 - i. A detailed division of responsibilities between the Subcontractor and Contractor.
 - ii. A list of deliverables the Subcontractor must submit to the Contractor, with due dates.
 - iii. Language that the Subcontractor must implement a plan to remedy noncompliance with the terms and conditions of the Subcontract, found during a monitoring process.

7. FISCAL

- a. Part C of IDEA Fiscal Requirements: The Subcontractor must maintain a financial management system that ensures federal Part C of IDEA funds are used in accordance with IDEA requirements including but not limited to:
- b. Prohibition Against Supplanting:
 - (1) The Subcontractor must not commingle Federal Part C of IDEA funds with other funds.
 - (2) The Subcontractor must use Federal Part C of IDEA funds to supplement the level of state and local funds expended for eligible infants and toddlers with disabilities and their families, and in no case to supplant those state and local funds.
- c. Payor of Last Resort:
 - (1) The Subcontractor must use Federal Part C of IDEA funds as Payor of Last Resort. These funds must not be used to satisfy a financial commitment for Early Support Services that otherwise would have been paid for in full or in-part from another public or private funding source.
 - (2) The Subcontractor may use federal funds to cover the remainder of a partially covered cost.
 - (3) The Subcontractor may use Federal Part C of IDEA funds for infrastructure costs necessary for the provision of direct Early Support Services, such as family/parent advocate positions or positions that do not provide direct ESIT Services.
 - (4) The Subcontractor must have a written payor of last resort policy and consistent protocols and procedures to address the collection of delinquent payments that are implemented equitably for all families.
- d. Use of Funds: The Subcontractor must:
 - (1) Ensure that all expenditures meet the federal cost principles as a direct charge, per 34 CFR 303.501.
 - (2) Ensure compliance with use of funds guidance and requirements as set forth in state and federal law, and in accordance with WAC 110-400-0140, including the limit to Administrative Indirect costs.
 - (3) Use fiscal and programmatic data to develop, manage, and maintain a final contract operating budget, delineated by fund source(s), to provide Early Support Services to eligible infants and toddlers and their families.

- (4) Identify funds for the provision of direct ESIT Services, subcontracting, and indirect costs.
 - (5) Track all fund sources separately.
 - (6) Submit to the Contractor <mailto:>an Annual Fiscal Workbook - Budget Projection, in the document titled *Fiscal Workbook* for approval 30-days from contract execution.
- e. Fiscal Workbook Revision: The Subcontractor must
- (1) Submit for prior approval a Fiscal Workbook – Budget Projection Revision request to the Contractor <mailto:>when:
 - (a) Adding a subcontractor.
 - (b) Terminating a subcontractor.
 - (c) Redistributing 10% or more of the total allocation between Fiscal Workbook – Budget Projection categories.
 - (d) There is more than a 10% variance of total allocation as a result of a contract amendment
 - (2) Make any changes according to the document titled *Fiscal Workbook Definitions and Instructions*.
 - (3) Written requests must be received at least one (1) month prior to the effective date for any revision.
 - (4) Final Fiscal Workbook - Budget Projection Revision requests must be received by the DCYF **no later than May 1**.
- f. Request for Additional Part C of IDEA Funds: The Subcontractor must:
- (1) Notify the Contractor in writing when current funding will be expended before the end of the Contract funding period and any final request for additional funds must be received by the DCYF **no later than April 1**.
 - (2) Requests to increase the funding allotment must be received at least two (2) months prior to the date the funds are needed.
 - (3) Additional funds must be budgeted according to the document titled *Fiscal Workbook Definitions and Instructions*.
- g. Fiscal Management: The Subcontractor must:
- (1) Disburse, make payments and/or reimburse funds for allowable expenses.
 - (2) Refer Developmental Disabilities Administration (DDA) eligible children to DDA or document the family's informed decision to decline.
 - (3) Bill and collect third party sources (e.g. Medicaid, TRICARE, and other public and private insurance) and parent fees (including co-pays, co-insurance, deductibles, or a monthly participation fee) in accordance with the ESIT System of Payments and Fees Policy and Procedures.
 - (4) Use funds efficiently and effectively to contain costs and provide high quality, equitable Early Support Services that meet the needs of children and families and complies with Part C of IDEA requirements.
 - (5) Monitor internal use of funds and resources on an ongoing basis, including participating in audits and fiscal monitoring as well as monitoring funding of subcontracts to ensure compliance with all federal, state, and local mandates.
 - (6) In accordance with WAC 110-400-0140 limit Administrative Indirect costs to:
 - (a) No more than ten (10) percent of the total public moneys received when providing Part C of IDEA required components or direct Early Support Services, or
 - (b) No more than five (5) percent of the total public moneys received when acting as a pass through for state birth to three special education, ELTA, or federal Part C of IDEA funding.

8. COMPENSATION

- a. ESIT Service Providers and Provider Agencies are expected to facilitate the coordination of payment for Early Support Services from Federal, State, Local and Private sources (including public, TRICARE, and private insurance coverage).
- b. Travel:
 - (1) The Subcontractor must comply with the Washington State Office of Financial Management travel policy for travel expenses directly related to services under this Contract. <http://www.ofm.wa.gov/policy/10.htm>.
 - a) For reimbursement of Subcontractor staff travel expenses, attach itemized receipts.
 - b) Upon request, provide receipts and other supporting fiscal documentation.

9. DELIVERABLES

- a. Reporting Requirements: The Subcontractor must submit Deliverables, as described:
 - (1) Unless otherwise instructed, return deliverable forms in their original format, to the Contractor.
- b. Required Deliverables for this Subcontract are:
 - (1) ESIT Statewide Directory - Contract Contact Form annually, 30-days from contract execution and as changes occur
 - (2) FY24-25 Fiscal Workbook - Budget Projection – Subcontractors,
 - (3) FY24-25 Fiscal Workbook ESIT Revenue and Expenditure Report – Year-End for FY23-24, annually.
 - (4) Local Interagency Agreements/MOAs/MOUs, if needed, annually,
 - (5) Subcontracts, if needed, prior approval from Contractor and DCYF required, immediately upon development or expiration thereafter.
 - (6) Local Early Support Services Collaboration Plan, including Service Area Agreements, if needed
 - (7) FY24-25 Federal Certification and Assurance - annually.
 - (8) FY24-25 Financial Disclosure Certification, annually.
 - (9) Audits or Other Monitoring Reports, within two-weeks of receipt
- c. Other Reporting Requirements:
 - (1) Certificate of Insurance two-weeks after renewal
 - (2) Certification of Data Disposition, two-weeks prior to the destruction of information
 - (3) Confidentiality and Non-Disclosure Agreement initially and ongoing as staff changes occur



Exhibit M - ESIT PBC Logic Model

Contract Group: ESIT

Date: 3.2024

Service Population: Infants & toddlers up to 3 with a developmental delay or diagnosed condition, and their families


Logic Model Statement: ESIT helps infants and toddlers up to 3 years old with a developmental delay or diagnosed condition, and their families by providing information and skills including but not limited to: specialized instruction, speech therapy, occupation therapy, and physical therapy and assessing quality via the ESIT Family Survey and Child Outcome Summary in order to achieve increased family involvement and improved early childhood outcomes and Kindergarten Readiness in support of the following DCYF goals:

Help 80 percent of Washington children to be ready for kindergarten.

Have high quality early learning available and affordable to all in Washington.

The PBC process is to select causal quality, proximal, and distal outcome metrics as a “metric line” to be monitored by DCYF. **Quality measures and proximal outcomes will have individual targets, but a single performance management tool (PMT)** will be applied based on provider performance on both metrics to promote accountability and support continuous improvement.

SERVICES <i>(Activities and Outputs)</i>	QUALITY <i>(Process Measures)</i>	PROXIMAL OUTCOME <i>(Immediate Results)</i>	PERFORMANCE MANAGEMENT TOOL (PMT)	DISTAL OUTCOME <i>(Overall Results)</i>	DCYF Strategic Support Contract
<p>Services delivered:</p> <p>Verified services were provided on a monthly basis*</p> <p>(5) Child Find (Birth to One): % of infants and toddlers birth to 1 with IFSPs compared to national data</p> <p>(6) Child Find (Birth to Three): % of infants and toddlers birth to 3 with IFSPs compared to national data</p> <p># Served</p>	<p>Capacity of EIS Provider to increase the parent’s confidence in their ability to support their child’s development in all areas: measured by a revised ESIT Family Survey</p> <p>(2) Services in natural environment: % of infants and toddlers with IFSPs who primarily receive early intervention services in the home or community based settings</p>	<p>(4) Family Involvement: % of families reporting that early intervention services have helped their family</p> <p>A. Know their rights; B. Effectively communicate their children's needs; and C. Help their children develop and learn</p>	<p>Local System Improvement Plan</p>	<p>Kindergarten Readiness: Average number of domains ready in WA kids</p>	<p><input checked="" type="checkbox"/> Help 80 percent of Washington children be ready for kindergarten</p> <p><input checked="" type="checkbox"/> Have high quality early learning available and affordable to all in Washington</p>

<ul style="list-style-type: none"> - Eligible - Enrolled - Completed 	<p>Capacity of EIS Provider to complete the Child Outcome Summary (COS) Report: COS ratings are determined using the Decision Tree Tool</p> <p>1) Timely provision of services: % of infants and toddlers with IFSPs who received early intervention services in a timely manner</p> <p>(7) 45-day timeline: % of eligible infants and toddlers with IFSPs for whom an initial evaluation, assessment, and IFSP meeting were conducted within 45 days</p> <p>(8) Early childhood transition: % of toddlers with disabilities exiting Part C with timely transition planning (90 days prior to 3rd birthday)</p>	<p>(3) Early childhood outcomes: % of infants and toddlers demonstrating improved :</p> <p>A. Positive social-emotional skills (including social relationships);</p> <p>B. Acquisition and use of knowledge and skills (including early language/communication); and</p> <p>C. Use of appropriate behaviors to meet their needs.</p>	<p>Local System Improvement Plan</p> <p style="text-align: center;"></p>	<p><i>Kindergarten readiness:</i> Percentage Kindergarten ready in Social-Emotional domain in WA Kids</p>
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Working Assumptions:

The SSIP, OSEP reporting, and PBC framework are all in pursuit of the same outcomes for children and families, and that PBC is not a separate initiative requiring completely new reporting. The SSIP Logic Model may be a useful companion piece to any conversations about how all of these efforts align.

**Services verified on a monthly basis will commence once Phase 2 of ESIT's new DMS, ACORN, is launched.*

Contract Number	Contractor	CCDDD	County	School District	AAFTE Apr-22 - Mar-23	Total AAFTE Jul-Sept 23	County Rate effective July-23	Total Allocation Jul-Sept 23	Total AAFTE Oct -Dec 23	County Rate effective Oct-23	Total Allocation Oct-Dec 23	Total AAFTE Jan 24 - Mar 24	County Rate effective Jan-24	Total Allocation Jan-Mar 24	Mar 24 AAFTE
24-1107	Snohomish County (CLA)	31016	Snohomish	Arlington School District	38.8	155.0	998.72	154,801.60	158.0	1,029.78	162,705.24	164.0	1,029.30	168,804.66	58.30
	Snohomish County (CLA)	31330	Snohomish	Darrington School District	1.6	13.0	998.72	12,983.36	14.0	1,029.78	14,416.92	15.0	1,029.30	15,439.45	5.17
	Snohomish County (CLA)	31015	Snohomish	Edmonds School District	258.4	840.0	998.72	838,924.80	840.0	1,029.78	865,015.20	857.0	1,029.30	882,107.26	309.98
	Snohomish County (CLA)	31002	Snohomish	Everett School District	211.7	665.0	998.72	664,148.80	651.0	1,029.78	670,386.78	674.0	1,029.30	693,745.97	243.21
	Snohomish County (CLA)	31332	Snohomish	Granite Falls School District	22.6	80.0	998.72	79,897.60	90.0	1,029.78	92,680.20	88.0	1,029.30	90,578.11	31.57
	Snohomish County (CLA)	31063	Snohomish	Index School District	0.0	0.0	998.72	0.00	0.0	1,029.78	0.00	0.0	1,029.30	0.00	0.00
	Snohomish County (CLA)	31004	Snohomish	Lake Stevens School District	107.3	353.0	998.72	352,548.16	382.0	1,029.78	393,375.96	376.0	1,029.30	387,015.55	135.74
	Snohomish County (CLA)	31306	Snohomish	Lakewood School District	21.0	74.0	998.72	73,905.28	90.0	1,029.78	92,680.20	124.0	1,029.30	127,632.79	35.20
	Snohomish County (CLA)	31025	Snohomish	Marysville School District	121.4	397.0	998.72	396,491.84	349.0	1,029.78	359,393.22	358.0	1,029.30	368,488.21	134.97
	Snohomish County (CLA)	31103	Snohomish	Monroe School District	50.3	167.0	998.72	166,786.24	162.0	1,029.78	166,824.36	149.0	1,029.30	153,365.21	58.41
	Snohomish County (CLA)	31006	Snohomish	Mukilteo School District	154.2	447.0	998.72	446,427.84	419.0	1,029.78	431,477.82	470.0	1,029.30	483,769.44	163.46
	Snohomish County (CLA)	31201	Snohomish	Snohomish School District	75.0	207.0	998.72	206,735.04	237.0	1,029.78	244,057.86	254.0	1,029.30	261,441.36	85.47
	Snohomish County (CLA)	31401	Snohomish	Stanwood-Camano School District (Snohomish Co)	31.0	79.0	998.72	78,898.88	65.0	1,029.78	66,935.70	77.0	1,029.30	79,255.84	27.06
	Snohomish County (CLA)	31311	Snohomish	Sultan School District	22.1	90.0	998.72	89,884.80	83.0	1,029.78	85,471.74	84.0	1,029.30	86,460.92	31.46
	Snohomish County (CLA)		Sub-total		1,115.4	3,567.0		3,562,434.2	3,540.0		3,645,421.2	3,690.0		3,798,104.8	1,320.0
	Snohomish County (CLA)	17417	King	Northshore School District (Snohomish Co)	111.8	369.0	998.73	368,531.37	339.0	1,025.25	347,559.75	348.0	1,025.36	356,825.42	128.92
	Snohomish County (CLA)		Sub-total		111.8	369.0		368,531.4	339.0		347,559.8	348.0		356,825.4	128.9
				Total Estimated Annual Allocations	1,227.2	3,936.0		3,930,965.6	3,879.0		3,992,981.0	4,038.0		4,154,930.2	1,448.9

County Rate effective Apr-24	Total Allocation Projection Apr - Jun 24	Total Estimated State Special Education Funding	Estimated ELTA Allocation FY24	Estimated Part C Allocation FY24	Part C - NRF Training FY24	ARPA Rollover Allocation FY24	ARPA DMS Training FY24	ARPA Extension Allocation FY24	CLA Enhanced Training & Support	CLA E-SIMS Planning & Implementation	ESIT Rate Enhancement (one-time)	Concrete Goods	Total FY24 Estimated Allocation	Total State Funding FY23	Total Federal Funding FY23	Total State Funding FY22	Total Federal Funding FY22	Total State Funding FY21	Total Federal Funding FY21	Total State Funding	Total Federal Funding	
1,026.61	179,554.92	665,866.42	7,139.20	22,370.14									695,375.76									
1,026.61	15,922.80	58,762.53	294.40	922.48									59,979.41									
1,026.61	954,690.12	3,540,737.38	47,545.60	148,980.52									3,737,263.50									
1,026.61	749,048.91	2,777,330.46	38,952.80	122,055.64									2,938,338.90									
1,026.61	97,230.69	360,386.60	4,158.40	13,030.03									377,575.03									
1,026.61	0.00	0.00	0.00	0.00									0.00									
1,026.61	418,058.07	1,550,997.74	19,743.20	61,863.82									1,632,604.76									
1,026.61	108,410.52	402,628.79	3,864.00	12,107.55									418,600.34									
1,026.61	415,686.57	1,540,059.84	22,337.60	69,993.17									1,632,390.61									
1,026.61	179,893.71	666,869.52	9,255.20	29,000.47									705,125.19									
1,026.61	503,431.35	1,865,106.45	28,372.80	88,904.01									1,982,383.26									
1,026.61	263,234.28	975,468.54	13,800.00	43,241.25									1,032,509.79									
1,026.61	83,340.60	308,431.02	5,704.00	17,873.05									332,008.07									
1,026.61	96,891.90	358,709.36	4,066.40	12,741.76									375,517.52									
	4,065,394.4	15,071,354.65	205,233.60	643,083.89									15,919,672.14									
1,023.66	395,912.04	1,468,828.58	20,571.20	64,458.29									1,553,858.07									
	395,912.0	1,468,828.58	20,571.20	64,458.29									1,553,858.07									
	4,461,306.5	16,540,183.23	225,804.80	707,542.18	0.00	59,203.13	27,000.00	76,757.86	33,304.65	30,000.00	268,105.06	0.00	17,967,900.91							17,097,397.74	870,503.17	

Contract Number	Contractor	CCDDD	County	School District	AAFE Apr-23 - Mar-24	County Rate effective July - 24	Total Estimated State Special Education Funding FY25	Estimated ELTA Allocation FY25	Estimated Part C Allocation FY25	Part C Equity in Access Funds FY25	CLA Enhanced Training & Support	CLA E-SIMS Planning & Implementation
24-1107	Snohomish County (CLA)	31016	Snohomish	Arlington School District	52.4	1,026.86	645,691.20	8,879.70	27,823.70	2,219.93		
	Snohomish County (CLA)	31330	Snohomish	Darrington School District	4.3	1,026.86	52,986.12	728.68	2,283.24	182.17		
	Snohomish County (CLA)	31015	Snohomish	Edmonds School District	282.3	1,026.86	3,478,599.84	47,838.56	149,897.54	11,959.63		
	Snohomish County (CLA)	31002	Snohomish	Everett School District	225.8	1,026.86	2,782,386.96	38,264.07	119,896.79	9,566.01		
	Snohomish County (CLA)	31332	Snohomish	Granite Falls School District	28.3	1,026.86	348,722.52	4,795.72	15,026.92	1,198.93		
	Snohomish County (CLA)	31063	Snohomish	Index School District	0.0	1,026.86	0.00	0.00	0.00	0.00		
	Snohomish County (CLA)	31004	Snohomish	Lake Stevens School District	121.6	1,026.86	1,498,398.00	20,606.34	64,567.98	5,151.58		
	Snohomish County (CLA)	31306	Snohomish	Lakewood School District	29.4	1,026.86	362,277.12	4,982.12	15,611.01	1,245.53		
	Snohomish County (CLA)	31025	Snohomish	Marysville School District	123.5	1,026.86	1,521,810.48	20,928.31	65,576.86	5,232.08		
	Snohomish County (CLA)	31103	Snohomish	Monroe School District	53.1	1,026.86	654,316.92	8,998.33	28,195.39	2,249.58		
	Snohomish County (CLA)	31006	Snohomish	Mukilteo School District	148.3	1,026.86	1,827,404.76	25,130.92	78,745.32	6,282.73		
	Snohomish County (CLA)	31201	Snohomish	Snohomish School District	76.7	1,026.86	945,124.32	12,997.58	40,726.68	3,249.39		
	Snohomish County (CLA)	31401	Snohomish	Stanwood-Camano School District (Snohomish Co)	24.6	1,026.86	303,129.84	4,168.72	13,062.27	1,042.18		
	Snohomish County (CLA)	31311	Snohomish	Sultan School District	29.3	1,026.86	361,044.96	4,965.18	15,557.91	1,241.29		
	Snohomish County (CLA)		Sub-total		1,199.6		14,781,893.04	203,284.23	636,971.61	50,821.03		
	Snohomish County (CLA)	17417	King	Northshore School District (Snohomish Co)	117.9	1,023.72	1,448,358.36	19,979.33	62,603.33	4,994.83		
	Snohomish County (CLA)		Sub-total		117.9		1,448,358.36	19,979.33	62,603.33	4,994.83		
				Total Estimated Annual Allocations	1,317.5		16,230,251.40	223,263.56	699,574.94	55,815.86	32,215.60	30,000.00

Total FY25 Estimated Allocation	Total State Funding FY24	Total Federal Funding FY24	Total State Funding FY23	Total Federal Funding FY23	Total State Funding FY22	Total Federal Funding FY22	Total State Funding FY21	Total Federal Funding FY21	Total State Funding	Total Federal Funding
682,394.60										
55,998.04										
3,676,335.94										
2,940,547.82										
368,545.16										
0.00										
1,583,572.32										
382,870.25										
1,608,315.65										
691,510.64										
1,931,281.00										
998,848.58										
320,360.83										
381,568.05										
15,622,148.88										
1,530,941.02										
1,530,941.02										
17,271,121.36	17,097,397.74	870,503.17							33,613,128.30	1,625,893.97