

Accepted Proposal for FCS Pilot Coordinator

NH Family Voices (NHFV), a fiscal agency of the Parent Information Center is pleased to offer this proposal to work collaboratively with the Interagency Coordinating Council to coordinate a pilot exploring the use of a Family Cost Share process as a possible way to help sustain the Family-Centered Early Supports and Services Program (FCESS). NHFV has identified Erika Downie as the Family Cost Share Coordinator. Her resume and cover letter outline her knowledge of the field, her skills related to project management and the other projects that she has been involved in. She has the capacity to successfully implement this proposal and has the support of Terry Ohlson-Martin, Co-Director of NHFV and Michelle Lewis, Executive Director of the Parent Information Center. Terry and Michelle are also co-chairs of the Family Cost Share (FCS) work group.

Erika will work with the FCS work group to complete the following activities:

1. Meet with the Family Cost Share work group to review work to date on forms and pilot process based on this work. Timeline: By April 19, 2013.

The RFP indicates the first meeting would be on 4/5/13. However, because Erika is part of the University of NH LEND program, she is not available on Fridays through May 2013 we are asking that this timeline be extended so the first meeting would occur by 4/19/13.

2. Collaborate with the Family Cost Share work group to develop materials for use in the pilot and the process for pilot programs to use in the pilot to collect comments and completed materials. Timeline: 4/19/13-June 30, 2013
3. Implement Pilot
Disseminate materials approved by the FCS workgroup to the pilot programs statewide. Erika will ensure that all programs use the same materials and process, answer questions and provide information as necessary. She will work with the FCS work group as necessary to provide this support. Erika will collect all completed materials and comments from parents and pilot staff. Timeline: July 1, 2013-August 30, 2013
4. Aggregate Feedback
Summarize all materials and create a report summary that identifies strengths, challenges, trends, and recommendations. A draft of the report will be sent to the FCS work group by September 30, 2013 for review. Timeline: September 2013
5. Finalize Report and Present to ICC
Present report and aggregated feedback to the ICC via “Go to Meeting” virtual meeting on October 11, 2013. Timeline: October 11, 2013

Erika appreciates the assistance of the Bureau of Developmental Services Part C personnel with the following tasks:

1. Copying forms and information to disseminate during the pilot
2. Assistance in communicating with Pilot participants
3. Reproduction of report with aggregated feedback for presentation to the ICC.

However, this proposal recognizes that it is the FCS Pilot Coordinator's responsibility to implement the activities listed above.

Billing by Activity Completion

NHFV requests that the \$2400 stipend be paid after completion of activities. It is proposed that payment be made in the following manner provided an activity report and invoice by submitted to the satisfaction of the FCS work group and the Bureau:

- Completion of #1 and #2 (June 30, 2013) – Pilot Preparation: \$500
- Completion of #3 – Implement Pilot (August 30, 2013): \$1000
- Completion of #4 and #5 - Aggregate feedback, generate report, and present to ICC (October 11, 2013): \$900

Total: \$2400