

**New Hampshire Department of Health & Human Service
Bureau of Developmental Services,
Family-Centered Early Supports & Services
105 Pleasant Street,
Concord, NH 03301**

Request for applicants for the position of Family Cost Share Pilot Coordinator

Informational meeting/call on 3/5/2013 at 1:30

Request meeting location and call-in information from Carolyn Stiles at 271-5122 or cstiles@dhhs.state.nh.us

Deadline for Receipt of Applications: 4:00 P.M., on Friday, March 15, 2013

Complete applications must be sent electronically to: cstiles@dhhs.state.nh.us

Stipend: \$2,400.00

A portion of the stipend will be paid ahead of time for specific work. An activity report must be submitted with an invoice for incremental payments.

Purpose

The NH Interagency Coordination Council (ICC) is looking for a person 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).

Background

The FCESS program operates under the guidelines of Part C of the Individuals with Disabilities Education Improvement Act (IDEA). The program provides family-centered early supports and services to families with children ages birth to three who either have developmental delays of 33% in one or more areas of development, have atypical behavior, a diagnosed condition known to result in developmental disability, or who are at risk for substantial developmental delay due to a combination of personal or family conditions. The program has been level funded for the past five years and is dependent on Medicaid, Private Insurance, and the Part C Grant for the services provided. State funds are used as the Medicaid match. The current funding is not sufficient to maintain the current program level and it relies heavily on additional funds provided by the Bureau of Developmental Services (BDS) to sustain it.

The sustainability of the program is in jeopardy. NH does not currently ask families to contribute to the supports and services that they receive. The NH ICC has been exploring the possibility of using a Family Cost Share process to help fund the FCESS program as many states are now doing. The ICC has been encouraged by the agency responsible for administration of the program (BDS) to explore this funding option.

Applicants

Individuals and agencies are invited to apply. Applicants must submit a resume reflecting evidence of knowledge of the field, highlight skills regarding project management and a brief description of other projects. Agency applicants must include this same information for the person who will be completing the work.

(Project Management, next page)

Project Management

Description of work to be conducted and timetable:

April 5, 2013

Meet with the Family Cost Share work group to review work to date on forms and pilot process.

Based on this work:

April - June

Develop materials for use in the pilot

Collaborate with the FCS workgroup to develop the process for pilot programs to use in the pilot to collect comments and completed materials.

Conduct pilot July/August

Disseminate materials approved by the FCS workgroup to pilot programs. The presentation to the programs must make it clear that all programs must use the same materials and process.

Collect completed materials and comments from parents and pilot staff.

Complete pilot by August 30

October

Present report and aggregated feedback to the ICC via "Go to Meeting" virtual meeting on October 11, 2013.

Assistance from the Bureau of Developmental Services Part C personnel:

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.

Members of the ICC FCS GROUP will choose the successful applicant. Notification of the successful applicant will be made in the week following close of application period on 3/15/2013.