

## INDEPENDENT REVIEW OF MAINE'S EARLY CHILDHOOD SPECIAL EDUCATION PROGRAMS

### Project Status Report: June 5, 2020

#### Project Status

Overall Status this Period:	<b>Green</b>
Overall Status last Period:	<b>Green</b>
Schedule Status Notes:	<ul style="list-style-type: none"> <li>Project schedule and timeline amended to reflect contract amendment changes</li> </ul>
Change Request Status Notes:	<ul style="list-style-type: none"> <li>Contract amendment approved to adjust schedule, delivery, and scope</li> </ul>
Budget Status Notes (if project not fixed price):	<ul style="list-style-type: none"> <li>Deliverable based/ Fixed Price. Project scope and budget amended to address identified risks</li> </ul>

#### RAIDAC Under Review

#	Name	Status	Due Date	Responsible
<b>Issues</b>				
	None			
<b>Risks</b>				
1.	Potential resistance from provider community fully complete cost study.	Mitigation: Include key provider representatives in the review of cost tools and other input. Communicate regularly with larger provider group. Include Maine Leadership to assist in messaging to provider community.	Ongoing	PCG/Maine Leadership
2.	Potential availability of cost data on Part C and Part B-619.	Mitigation: Determine if any data is not available or partially available and determine workarounds.	Ongoing	PCG/Maine CDS/MaineCare

## Key Accomplishments

#	Accomplishment	Responsible
1.	PCG conducted trainings with providers on cost study tools. <ul style="list-style-type: none"> <li>• 19 of 35 Special Purpose Preschools (SPPs) have either attended or RSVP'd for upcoming trainings on the cost study.               <ul style="list-style-type: none"> <li>○ These SPP providers represents 994 of 1,572 CDS children (birth to five) being served by SPPs. This equates to a confidence interval of +/- 1.89% at a confidence level of 95%</li> </ul> </li> <li>• Of the providers who have not responded of the 35 programs total, 13 have not responded who serve less than 50 CDS children. This indicates smaller programs may not be currently in operation due to the COVID-19 public health emergency.</li> <li>• CDS leadership is helping promote participation by SPPs and SPP executives have been encouraged to reach out to their colleagues to encourage their participation in the cost study as a way to capture and report the full cost of providing services.</li> </ul>	PCG Team
2.	PCG finalized and prepared the cost tools for distribution; recorded the training that will be posted online; and established support options for cost study period. PCG will be providing "office hours" on Tuesdays and Thursdays throughout collection period, as well as an email inbox for technical assistance.	PCG Team
3.	PCG continues to meet weekly with the leadership at CDS, and separately with representatives from MaineCare, to review and follow-up on data requested for the cost study. Staff at both agencies have been extremely helpful in generating and following-up on data requests and strategizing alternative ways to generate data reports needed. PCG has also met with the Department of Education regarding several data items.	PCG Team

## Project Schedule

#	Task Name	Start Date	Finish Date	Responsible
<b>Task/s Finished Last Two Weeks</b>				
1	Submit draft training materials to client contact for review & approval	5/26/2020	6/1/2020	PCG
<b>Overdue Tasks</b>				
	N/A			
<b>Tasks Starting Next Week / Continuations</b>				
1	Obtain feedback from client contact and make necessary revisions	6/2/2020	6/8/2020	Maine Leadership
2	Conduct live webinars to train providers regarding cost report and personnel roster	6/2/2020	6/8/2020	PCG
3	Record one webinar to be available to providers throughout process	6/4/2020	6/4/2020	PCG
4	Conduct follow up with providers to confirm training attendance and answer questions	5/15/2020	5/29/2020	PCG
<b>Major Ongoing Tasks</b>				
1	Review of data and research	1/21/2020	Ongoing	PCG

#	Task Name	Start Date	Finish Date	Responsible
<b>Tasks Four Week Horizon</b>				
2	Distribute cost report data collection tools to providers	6/9/2020	6/9/2020	PCG
3	Follow up via phone and/or email providers with tardy submissions	7/8/2020	7/21/2020	PCG

## Deliverables Status

#	Deliverable	Status
1.	Maine CDS Cost Study Report due 9/25/2020	On track
2.	Phase I report due date changed from 4/1/2020 to 10/1/2020	On track
3.	Final Draft of market analysis approach, cost report, and training/data collection schedule submitted	Complete
4.	Submit draft communication to client contact	Complete
5.	Draft training materials	Complete
6.	Notify Providers of Cost Study	Complete
7.	Distribute cost tools to providers	On track
8.	Conduct Provider trainings on cost tools	On track