

SFY 2011 Local Contract Deliverables for Participation in Part C

7/1/10-6/30/11

#	CONTRACT DELIVERABLE	2010 Due Dates					2011 Due Dates						
		July	Aug	Sept	October	November	Dec	January	February	March	April	May	June
3.1.1	Signed contract, Identification Sheet, Part C Local Budget, ARRA Planning Form & System Component Narrative Submit to: Karen Durst												Date TBD for 2012
3.1.2	Child Specific Data that meet ICDF elements (entered in ITOTS) Submit to: No submission (data entry)	Child-specific data, in collaboration with the LICC and in accordance with the Infant and Toddler Online Tracking System (ITOTS) data elements as children enter (within 10 business days of the IFSP date) and exit the local Part C system (within 10 business days of discharge).											
3.1.3	QUARTERLY Data Verification of Child Specific Data including Children Active, Children Discharged and Children Evaluated Eligible reports through ITOTS. Submit to: NA (File @ local system)	10 th <i>10 day grace period</i>			10 th <i>10 day grace period</i>			10 th No Grace Period			10 th <i>10 day grace period</i>		
	ANNUAL Data Verification of Child Specific Data including Children Active, Children Discharged and Children Evaluated Eligible Confirmation of Data Accuracy Form Signed by Local Part C System Manager. Submit to: Keisha White							10 th					
	a. Annual Local Record Review Verification Submit to: Mary Anne White (Timely Services) Bonnie Grifa (Transition)										1 st		
	b. Annual ITOTS/ December 1 Child Count Verification Submit to: Keisha White							10 th					
	c. Primary Service Setting Data Verification of all children receiving services in Part C as of 12/1/10. Submit to: Keisha White							10 th					
d. Active User Accounts Verification Form Submit to: David Mills	10 th			10 th			10 th			10 th			
3.1.4 & 3.1.8	Part C Expenditure Reports (includes data mandated by General Assembly per 3.1.8) If a report is submitted later than 15 days following due date, DBHDS suspends payment to LLA until report is received. Submit to: Sharon Becker (Fiscal)						1 st QTR 15 th 7/1/10-9/30/10			2 nd QTR 15 th 10/1/10-12/31/10			3 rd QTR 16 th 1/01/11-3/31/11
3.1.5	ARRA Expenditure Reports Submit to: Sharon Becker (Fiscal)				1 st Report 5 th 7/1/10-9/30/10			2 nd Report 5 th 10/1/10-12/31/10			3 rd Report 5 th 1/01/11-3/31/11		
3.1.6	Revised Local Part C Budgets, as necessary Submit to: Mary Ann Discenza	In accordance with DBHDS requirements and procedures											
3.1.7	Unspent Federal Part C funds (due at the end of the fiscal year according to timelines established by the Fiscal Office of DBHDS) Submit to: Sharon Becker (Fiscal)			30 th									

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3.1.9	Data necessary to meet OSEP reporting requirements including, but not limited to: a. Annual Local Record Review Submit to: Mary Anne White (Timely Services) Bonnie Grifa (Transition)									1 st			
	b. Updated Primary Service Setting Data reflecting IFSP in effect for each eligible child on 12/1/10. Submit to: No submission (data entry instead)							10 th					
	c. Data requested by DBHDS re: correction of local noncompliance for each child in which noncompliance was identified. Submit to: As directed in email request	Due as applicable to a local system and as requested											
3.1.10	Any revisions to local procedures and practices. Submit to: System's TA Consultant	Due any time substantive changes are made to the local policies and procedures and prior to implementation of those changes.											
3.1.11	Corrective Action Plans &/or Service Enhancement Plans Submit to: System's Monitoring Consultant	Due as applicable to a local system and as requested											
3.1.12	Written notification of budget shortfalls to Part C Coordinator. Submit to: Mary Ann Discenza	Due as soon as identified											
3.1.13	List of names and addresses of participating Part C families according to given specifications for the Annual Family Survey Submit to: David Mills	8 th (for active cases in May 2010)								8 th (for active cases in January 2011)			
2.1.2.h.1	Service Coordinator Survey Submit to: https://www.surveymonkey.com/s/WF9V8MD					9 th							