

Statement of Work (SOW)  
Wyoming Department of Health, Behavioral Health Division (Agency)  
Services to be provided by Campbell County Children's Developmental Services  
Region 13 (Subrecipient)  
For services to be provided from July 1, 2021, or Effective Date, whichever is later, through  
June 30, 2022

**I. Background/Introduction**

Wyo. Stats §§ 21-2-701 through 706 authorize the Agency to provide eligible children ages birth through two (2) with early intervention. The Agency upholds these statutes by contracting with regional Child Development Centers (CDCs) to provide early intervention services. Funds are used for compensation of Early Intervention Service (EIS) Providers, Family Service Coordinators, Speech-language Pathologists, Occupational Therapists, and Physical Therapists. This also includes early intervention service provision of social/emotional development activities, implementation of evidence-based best practices, screening and evaluation of children ages birth through two (2) years, and other required activities to ensure each child is provided early intervention services as required by the Individuals with Disabilities Education Improvement Act of 2004 (IDEA).

**II. Purpose**

The purpose of this Contract is to set forth the terms and conditions by which the Subrecipient shall provide early intervention to children ages birth through two (2) years and their families including a comprehensive system of personnel development activities to ensure the services are in conformity with 34 CFR Part 303, Early Intervention Program for Infants and Toddlers with Disabilities Part C of Individuals with Disabilities Education Improvement Act of 2004 (IDEA) and subsequent revisions.

**III. Definitions**

- A. **Timely Data Submission**: As defined by the Agency, a complete electronic submission of any and all documents required that demonstrates a child is placed on an Individualized Family Service Plan (IFSP) to receive services under Part C of the IDEA on or before December 1.
- B. **Designated Security Officer**: The person responsible for ensuring privacy and security of protected information.
- C. **Individualized Family Service Plan (IFSP)**: A written plan for special services for young children with developmental delays.

**IV. Deliverables**

**TOTAL PAYMENT UNDER THE CONTRACT NOT TO EXCEED SIX HUNDRED SEVENTY-FOUR THOUSAND, FOUR HUNDRED NINETY-THREE DOLLARS AND NINETY-SIX CENTS (\$674,493.96).**

DELIVERABLE	TIMELINE	DOCUMENTATION
<b>A. Early Childhood Intervention Services. Subrecipient shall:</b>		
<p>1. Provide early childhood intervention services to eligible children ages birth through two (2) years in accordance with all applicable federal and state statutes, rules and regulations, and all subsequent revisions.</p> <p>a. Provide Agency with Summary Report submitted via email on template provided by the Agency; Includes social/emotional provider agreements or contracts, and the requirements to provide early intervention services to the child through IFSP outcomes. Include information on how social/emotional training is provided to community providers in accordance with W.S. 21-2-706(d)(ii).</p> <p>b. Follow requirements of the Child Outcomes Process as prescribed by Agency including the timely submission of outcomes data. Ensure staff administering the Battelle Developmental Inventory, Second Edition/Third Edition (BDI-II/III) have had the appropriate training, that administration of the BDI-II/III is according to publisher's specifications, and that all applicable Child Outcomes information is completed within the Agency prescribed software system and the electronic scoring platform.</p> <p>c. For children receiving Part C services who may be eligible for transition to the Part B/619 Program for children with disabilities ages three (3) through five (5), Subrecipient shall coordinate transition as applicable between Programs, ensure services are not interrupted to the extent possible, and encourage family participation and engagement throughout the transition process.</p>	Ongoing throughout Contract term	<p>Summary Report as prescribed by the Agency submitted via email to:  <a href="mailto:wdheiep.contractors-deliverables@wyo.gov">wdheiep.contractors-deliverables@wyo.gov</a>            Summary Report shall be submitted to Agency by October 31, 2021</p> <p>Child Outcomes data shall be submitted as directed by Agency</p>

DELIVERABLE	TIMELINE	DOCUMENTATION
<b>B. Timely Data Submission. Subrecipient shall:</b>		
<p>1. Ensure all data and documents are updated accordingly.</p>	Within three (3) business days of any updates to child information	Data and IFSP documents updated in Agency prescribed software system

DELIVERABLE	TIMELINE	DOCUMENTATION
<b>C. Professional Development and Licensure Requirements. Subrecipient shall:</b>		

1. Ensure all licensure documentation for EIS providers are current. Licensure and certification expiration dates must be kept current on all staff within the Agency prescribed software system.	Ongoing throughout Contract term	Certification and licensure documents updated in the Agency prescribed software system
2. Ensure all EIS providers are appropriately trained and provided availability of educational supports and professional development opportunities.  a. New EIS providers shall complete online modules within six (6) months of hire. All other EIS providers shall retake the online modules at least every three (3) years.	Ongoing throughout Contract term	Summary of activities included in Summary Report  Certificates of Completion maintained onsite  Attendance lists for training activities maintained onsite

DELIVERABLE	TIMELINE	DOCUMENTATION
<b>D. Child Find Activities. Subrecipient shall:</b>		
1. Implement an ongoing system to locate, identify, and evaluate all children ages birth through two (2) years residing within the Subrecipient’s regional service area who are in need of early intervention services in accordance with 34 CFR Part 303	Ongoing throughout Contract term	Summary of Child Find activities included in Summary Report

DELIVERABLE	TIMELINE	DOCUMENTATION
<b>E. Reports provided to Agency. Subrecipient shall:</b>		
1. Submit name of Designated Security Officer	Ongoing throughout Contract term	Included in Summary Report

DELIVERABLE	TIMELINE	DOCUMENTATION
<b>F. Grievances. Subrecipient shall:</b>		
1. Adhere to all complaint procedures as required in 34 CFR Part 303 Early Intervention Program for Infants and Toddlers with Disabilities and Wyoming Department of Health Administrative Rules, Chapter 8 Services for Infants and Toddlers With Developmental Delays.	Ongoing through Contract term	Included in Summary Report

DELIVERABLE	TIMELINE	DOCUMENTATION
<b>G. Financial Reports. Subrecipient shall:</b>		
1. Maintain financial accounting records and documents for seven (7) years in accordance with generally accepted accounting principles (GAAP) and provide financial reports which may be requested by the Agency.	Ongoing throughout Contract term	

<p>2. Submit a financial and compliance audit, if applicable, for the previous fiscal year. If any areas of deficiency are noted, explain how the deficiency has been resolved. Audits are to determine whether:</p> <p>a. Financial operations are conducted properly;</p> <p>b. Financial statements are presented fairly; and</p> <p>c. Subrecipient has complied with terms of the Contract</p>	<p>Audit report due upon completion of audit</p>	<p>Financial and Compliance Audit</p>
<p>3. Funds audited shall include but are not limited to:</p> <p>i. State general funds;</p> <p>ii. All federal funds;</p> <p>iii. All funds received from private sources; and</p> <p>iv. All county funds</p>		
<p>4. Submit a completed Consolidated Monthly Cash Reconciliation and Cash Request for state Part C funds form via e-mail to the Agency.</p>	<p>The fifteenth (15<sup>th</sup>) day of each month for the previous month's expenditures</p>	<p>Submitted via email to Agency</p>

DELIVERABLE	TIMELINE	DOCUMENTATION
<b>H. Proof of three percent (3%) match. Subrecipient shall:</b>		
<p>1. Demonstrate three percent (3%) match as required by Wyo. Stat. § 21-2-706.</p>	<p>Ongoing throughout Contract term</p>	<p>Included in Summary Report</p>

**V. Changes to Statement of Work**

The Subrecipient may submit a written request to the Agency if changes to the SOW are desired. The request shall include the changes being requested and the reason for the changes. The Agency shall review the request and any additional information the Agency may request regarding the changes and provide the Subrecipient with written notice of acceptance or denial of the request within thirty (30) days.

In the event it is determined by the Agency that a change to the SOW is required, a Contract amendment shall be made to this Contract in accordance with Section 8.A. of the Contract.

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