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**Department of Community and Human Services**

**Developmental Disabilities and Early Childhood Supports Division**

**Early Support for Infants and Toddlers Services Deliverables Schedule**

**July 1, 2022 – June 30, 2023**

**Unless otherwise noted, submit Deliverables at** [**https://redcap.iths.org/surveys/?s=MK9LCPH7EF**](https://redcap.iths.org/surveys/?s=MK9LCPH7EF)

| **Required Deliverable** | **Submission Date** | **Deliverable Details** |
| --- | --- | --- |
| FY22 State & Local Revenue & Expenditure Report | **September 15, 2022** | On the budget form provided by the DCYF, electronically submit other public and private revenue and expenditure data for all anticipated funding sources for ESIT services, during the periods of: July 1, 2021 through June 30, 2022. Sources must include funds received from Medicaid, Private Insurance, County DDA, DOH/CSHCN, etc. |
| DCYF Statement of Confidentiality and Non-Disclosure Agreement | **September 30, 2022 and**  **as staff changes are made** | The Contractor shall submit the DCYF Statement of Confidentiality and Non-Disclosure Agreement, signed by the Contractor’s staff person(s) who will have access to any personally identifiable information (PII) or data regarding clients who are provided ESIT services |
| Criminal Background Check Report | **October 17, 2022** | The Contractor shall submit a criminal background check report to the County program staff. The format shall be provided or approved by the County. This report shall contain a list of all paid and volunteer staff with unsupervised access to children served by the Contract. The report shall include the date their criminal background check was completed, and the date results were received. This report shall be routinely updated to reflect new hires, terminated staff, and a status log of criminal background checks. |
| Best Starts for Kids Annual Narrative Report | **January 16, 2023**  *Submission will be via Survey Monkey* | The Contractor shall submit responses to Annual Narrative Report questions to County program staff once a year. The Annual Narrative Reports will cover the activities of the previous twelve months (January-December) for the January 15th report. The format and questions for the Annual Narrative Report will be provided by King County. |
| FY23 State & Local Revenue & Expenditure Report (1 of 2) | **February 13, 2023** | On the budget form provided by the DCYF, electronically submit other public and private revenue and expenditure data for all anticipated funding sources for ESIT services, during the periods of: July 1, 2022 through December 31, 2022. Sources must include funds received from Medicaid, Private Insurance, County DDA, DOH/CSHCN, etc. |
| ESIT Provider Agency Budget | **February 15, 2023** | The Contractor shall submit a program budget for the 2022-2023 program year, in a format to be determined by the contractor. The budget may be calendar or fiscal year.  Contractors may, but are not required to use the budget form on the second tab of the [DCYF ESIT Budget Workbook.](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.dcyf.wa.gov%2Fsites%2Fdefault%2Ffiles%2Fexcel%2FBudgetWorkbook-fy22-23.xlsx&wdOrigin=BROWSELINK) |
| ESIT Service Provider Verification Report | **Due March 15, 2023** | The Contractor shall complete and submit the form provided by the County. |
| ESIT Re-entry to In-Person Services – Stage 3 Plan | **June 1, 2023** | The Contractor shall develop and submit a Stage 3 Reentry plan, which includes the components of Stages 1, 2, and 3 and the criteria for moving between stages.  [Guidance on developing plan can be found on the DCYF website.](https://www.dcyf.wa.gov/coronavirus-covid-19/esit) |
| Federal Certification and Assurance 2022-2023 Report | **July 1, 2023** | Report can be found at <https://www.dcyf.wa.gov/services/child-dev-support-providers/esit/contract-materials> |
| Financial Disclosure Certification Form | **July 1, 2023** | Form can be found at <https://www.dcyf.wa.gov/services/child-dev-support-providers/esit/contract-materials> |
| FY23 State & Local Revenue & Expenditure Report (2 of 2) | **September 15, 2023** | On the budget form provided by the DCYF, electronically submit other public and private revenue and expenditure data for all anticipated funding sources for ESIT services, during the periods of: July 1, 2022 through June 30, 2023. Sources must include funds received from Medicaid, Private Insurance, County DDA, DOH/CSHCN, etc. |
| DCYF Certification of Data Disposition | Within **fifteen (15) calendar days after the completion** of the requirements for data disposal. | The Contractor shall complete and submit to the County a signed Certification of Data Disposition within fifteen calendar days after the completion of the requirements contained in Exhibit II, section I.B.4.d.ix. of the Contract |
| Certificate of Insurance and Additionally Insured Endorsement | At time of contract execution and **within two weeks of insurance policy renewal or changes** | Detailed King County DCHS insurance requirements can be found at <http://kingcounty.gov/DCHS/contracts> |
| Financial Audits | **Per requirements in the Boilerplate** in your King County Contract | ***See Boilerplate in your King County Contract*** |
| In-person ESIT Service Plan | **Within two weeks of moving between stages.**  *Submit to* [*ESIT.Reports@dcyf.wa.gov*](mailto:ESIT.Reports@dcyf.wa.gov) *and cc ESIT Co-Leads.* | The Contractor shall develop Plans that are approved by the agency governing body and in consultation with the local health jurisdiction. |
| Subcontracts and Interagency Agreements | **Prior to Implementation** | The Contractor shall submit subcontracts and interagency agreements with providers who do not hold a current King County ESIT contract. |
| Periodic Reporting Requirements | **Upon County request** | The Contractor shall provide other reports as requested by the County which are deemed reasonable and necessary to manage and administer the ESIT program, or to respond to legislative or external requests. |

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