



Behavioral Health Division

Early Intervention and Education Program

BIENNIAL APPLICATION for FUNDING
Early Intervention and Special Education Services
State Fiscal Years 2023 and 2024

General Information

The Behavioral Health Division (BHD), Early Intervention and Education Program (EIEP) administers Part C and Part B/619 of the Individuals with Disabilities Education Act (IDEA). Part C provides early intervention services to children birth through age two (2) who are eligible for IDEA services and their families. Part B/619 provides preschool, special education and related services to children age three (3) through five (5) who are eligible for IDEA services. Every two (2) years the EIEP sends out an application for Wyoming developmental preschool service providers to provide services under Part C and/or Part B/619. All applicants shall ensure following the Code of Federal Regulations (CFR) for Part C, 34.303 and for Part B/619, 34.300, as well as Wyoming State Statute §21-2-701-706, Wyoming Part C rules, Chapter 8 and Wyoming Department of Education, Chapter 7 rules. The BHD shall provide funding to approved applicants through annual contracts with developmental preschool service providers in accordance with Wyoming State Statute §21-2-701-706. For any questions regarding this application, please contact Kathy Escobedo by email at kathy.escobedo@wyo.gov or by phone at 307-777-6972.

Guidance and information about this application

Please read all instructions thoroughly before completing the application. Section I has fillable boxes which may be filled out directly on the application. All applicants must provide both Part C and Part B/619 of IDEA services for the entire region of the state in which they are applying for. Part C services are provided all twelve (12) months. Attach **and** label all items required in the order they appear on the list(s).

APPLICATIONS MUST BE SUBMITTED VIA EMAIL NO LATER THAN 5 P.M. October 29, 2021. All documents and copies must be scanned and included in the email. For documents that are too large, a link may be provided. Return the application and all documents to:

Kathy Escobedo at: kathy.escobedo@wyo.gov

Final notice of approved applications will be sent on Tuesday, November 30, 2021.

SECTION I: General Organization Information (All items must be completed)

- A. Name of Organization: _____
Director/Main Contact: _____
Assistant Director: _____
Principle Mailing Address: _____
Principle Physical Address: _____
Email: _____
- B. Board President/Chairperson: _____
Signature: _____
Address: _____
Daytime Telephone: _____
- C. Fiscal Contact: _____
Daytime Telephone: _____

SECTION II: Assurances (Please place an “X” in each box)

- A. _____ The organization will comply with all reporting requirements of the Division including the provision of Individualized Family Service Plans (IFSP) and Individual Education Programs (IEP).
- B. _____ The organization will participate in all general supervision activities, including but not limited to, on-site evaluations conducted by the EIEP as specified by the EIEP.
- C. _____ The organization will provide timely and accurate data to the EIEP for all required state and federal reporting requirements. Timely and accurate is defined as no more than three (3) business days of *any* change in a child’s record. In order to meet this requirement, the organization shall ensure that they have appointed at least one individual that shall assure data conformance and that the individual has been sufficiently trained on the current software system.
- D. _____ The organization will agree to follow EIEP’s Child Outcome reporting process, and all other required reporting.

- E. _____ The agency will comply with all required training as prescribed by the EIEP.
- F. _____ The agency is in compliance with Wyoming Statute §21-2-706 (a)(iii) which requires providers adopt evidence-based practices as defined by the Division.
- G. _____ The organization ensures that all staff are appropriately trained, certified, and hold current licenses, if applicable, for the services they provide. The organization ensures that all staff information is kept current in the Welligent electronic database. This includes all staff who hold Wyoming licenses for services they provide.
- H. _____ The organization will comply with all requirements of the Individuals with Disabilities Education Improvement Act (IDEA) of 2004, and all Federal Regulations and State Rules relating to Early Intervention and/or Preschool Special Education;
- I. _____ The organization will comply with all Wyoming Department of Health Privacy Policies and Practices, Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA);
- J. _____ The organization shall assure and provide evidence of a 3% local match annually is provided as required by Wyoming Statute §21-2-706 (a)(iv). Evidence may be provided with the region’s contract deliverables submission.
- K. _____ The organization shall assure that all children eligible for Part B/619 services are being offered preschool options with nondisabled peers to the maximum extent possible.
- L. _____ The organization shall assure that the EIEP unit manager will be notified immediately upon a change in the Region Director, Assistant Director or in region managerial staff.
- M. _____ The organization shall assure that appropriate number of staff are available to provide Part C and Part B/619 services, that staff providing services meet the required credential for the services they provide, and that Department of Family Services (DFS) childcare licensing capacity/supervision requirements, as applicable, are met at all times.
- N. _____ For organizations which are licensed through DFS, the organization shall assure that it is in compliance with all current DFS staff requirements including that the director and all staff have a clear Central Registry and Criminal History background check which will be kept in the staff’s file.

(Items O through S require submission of documents)

- O. The organization will submit a current copy of their Department of Family Services (DFS) licensure which shows that all areas of non-compliance have been appropriately addressed for all locations in which the organization provides services to children. (See Section III below)
- P. The organization will submit a copy of parent manuals and organizational policies and procedures. If organization policies are too large, please provide a link in which to view

current organizational policies. Organizational policies shall include those applicable to DFS Childcare Licensing requirements, policies on seclusion, restraint, suspension and expulsion.

Q. The organization shall identify how social/emotional outcomes for children are provided as identified on IFSPs and IEPs and by whom. The organization shall also describe how training and technical assistance has and will be provided to other early childhood service providers located within the region's service areas as described in Wyoming Statute §21-2-706(d)(ii) specific to early childhood social/emotional development. Dates of all training that has occurred and who it was with shall be included.

R. **For Part C,** the organization shall provide a statement on all of the following:

1. How Family Service Coordination (FSC) is provided for all children enrolled in the Part C program. Services will be provided as specified in the IFSP. FSC services will occur on a regular and consistent basis, and at minimum on a monthly basis. FSC services may be delivered by phone and shall be documented on the FSC's case notes. Any staff who serves in the role of an FSC will attend the EIEP identified core knowledge trainings when indicated by the state.
2. How IFSP services are developed in consideration of parent's concerns and the child's identified areas of delay. How the organization ensures that early intervention services are monitored by the FSC on at least a quarterly basis and fully documented in the FSC's case notes.
3. How the organization ensures that all early intervention services are provided according to the IFSP, how and where the organization documents all early intervention services including progress on IFSP outcomes.
4. How the organization ensures that services are offered and provided all twelve (12) months of a calendar year. Exceptions may be made for holidays, family vacations, child or family illness or other extreme family circumstances in which the child is not available for services. How the organization ensures that families have been fully informed of the service expectations for the Part C program.

S. **For Part B/619:**

1. The organization shall identify the preschool general education curriculum.
2. The organization will submit a full preschool schedule for the current calendar year for each location of operation. This will include the date that preschool begins, dates of closure due to holidays and staff development days, and the last day of preschool. The schedule shall also include start and end times preschool is being provided each day. Please also include if the preschool schedule differs for different ages of children.
3. How the organization ensures that all preschool special education services are provided according to the IEP, and how and where the organization documents all early intervention services including progress on IEP goals.

Board President/Chairperson's Signature

Director's Signature

Board President/Chairperson's Name

Director's Name

SECTION III: Organizational Operations

A. Locations and Services

1. Submit a copy of the most recent fire safety and/or Occupational Safety and Health Administration Review or other evidence establishing the safety of buildings and operations. Inspections must show that all corrections have been addressed.
2. Submit a copy of the most recent license issued by the Wyoming Department of Family Services for all locations of operation. For any license which shows an area of non-compliance, please submit a copy of completed corrective action.

B. Fiscal

1. Submit a copy of the organization's fiscal management policies.

SECTION IV: Collaboration, Other (You may either fill the information out on this form or attach a separate sheet and submit.

- A.** Describe how the agency plans to, or currently collaborates with, other public or private preschools, childcare, Head Start, Early Head Start, school districts or other human service programs and what that collaboration consists of.

B. Additional Information

This section may be used for any additional information that pertains to the program beyond the scope of this application. For example, describe any program, policy, process or projects that are distinctive to your organization. Highlight things that bring pride to your board, staff and parents. Provide information about how the uniqueness has impacted outcomes for children and families you serve.
