

INDEPENDENT REVIEW OF MAINE'S EARLY CHILDHOOD SPECIAL EDUCATION PROGRAMS

Project Status Report: May 08, 2020

Project Status

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

RAIDAC Under Review

#	Name	Status	Due Date	Responsible
Issues				
Risks				
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.	Development of CDS Cost Study forms and submission for State of Maine Leadership Committee review and input	PCG Team
2.	Internal weekly review meetings of project data and documentation to prepare CDS Cost Study Data Request	PCG Team
3.	Scheduled and conducted initial planning meeting with CDS Fiscal Team (Nancy Brown-Mooney, John Hachey, and Roy Fowler). Provided data request and established weekly meeting schedule.	PCG Team
4.	Scheduled and conducted review and planning meeting for CDS Cost Study Methodology and Tools with State of Maine Project Leadership and key representative providers.	PCG Team
5.	Scheduled and conducted meeting with MaineCare staff to provide data request and determine data availability.	PCG Team

Project Schedule

#	Task Name	Start Date	Finish Date	Responsible
Task/s Finished Last Week				
1	Conduct focus group with selected providers to vet data collection tools, schedule, and description of methodology	4/16/2020	5/7/2020	PCG
2	Prepare final draft of market analysis approach, cost report, and training/data collection schedule	4/27/2020	4/28/2020	PCG
3	Submit final draft of market analysis approach, cost report, and training/data collection schedule	4/30/2020	4/30/2020	PCG
4	Draft additional written communication notifying providers of upcoming cost report and training dates	5/1/2020	5/7/2020	PCG
5	Submit draft communication to client contact for review & approval	5/8/2020	5/8/2020	PCG
Overdue Tasks				
	N/A			
Tasks Starting Next Week / Continuations				
1	Obtain feedback on documentation submitted from client and make necessary revisions	5/11/2020	5/13/2020	Maine Leadership
2	Send notification to providers	5/14/2020	5/14/2020	PCG
3	Conduct follow up calls with providers to confirm training attendance and answer questions	5/15/2020	5/22/2020	PCG
4	Draft provider training materials	5/15/2020	5/22/2020	PCG
Major Ongoing Tasks				
1	Review of data and research	1/21/2020	Ongoing	PCG

#	Task Name	Start Date	Finish Date	Responsible
2	Draft provider training materials	4/30/2020	5/22/2020	PCG
Tasks Four Week Horizon				
1	Submit draft training materials to client contact for review & approval	5/26/2020	6/1/2020	PCG
2	Obtain feedback from client contact and make necessary revisions	6/2/2020	6/8/2020	Maine Leadership
3	Conduct live webinars to train providers regarding cost report and personnel roster	6/2/2020	6/8/2020	PCG
4	Record one webinar to be available to providers throughout process	6/4/2020	6/4/2020	PCG
5	Distribute cost report data collection tools to providers	6/9/2020	6/9/2020	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	Submitted for review
4.	Submit draft communication to client contact	Submitted for review
5.	Draft training materials	On track
6.	Notify Providers of Cost Study	On track