

## INDEPENDENT REVIEW OF MAINE'S EARLY CHILDHOOD SPECIAL EDUCATION PROGRAMS

### Project Status Report: June 19, 2020

#### Project Status

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

#### RAIDAC Under Review

#	Name	Status	Due Date	Responsible
<b>Issues</b>				
	None			
<b>Risks</b>				
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.	<ul style="list-style-type: none"> <li>PCG is providing twice weekly open 'office hours' via video conferencing for technical assistance on completing the cost study, in addition responding to questions submitted to our TA email box at <a href="mailto:MECDSCostStudy@pccus.com">MECDSCostStudy@pccus.com</a></li> </ul>	PCG Team

#	Accomplishment	Responsible
2.	<ul style="list-style-type: none"> <li>MaineCare has processed an internal data request as a result of meetings with PCG to determine the report parameters. The report should be completed by June 25.</li> </ul>	PCG Team
3.	<ul style="list-style-type: none"> <li>Ongoing meetings with CDS and Department of Education staff to obtain additional data and for DOE staff to provide information regarding allocations of grant funds and processing of MaineCare seed (state match)</li> </ul>	PCG

## Project Schedule

#	Task Name	Start Date	Finish Date	Responsible
<b>Task/s Finished Last Two Weeks</b>				
1	Obtain feedback from client contact and make necessary revisions	6/2/2020	6/8/2020	Maine Leadership
2	Conduct live webinars to train providers regarding cost report and personnel roster	6/2/2020	6/8/2020	PCG
3	Record one webinar to be available to providers throughout process	6/4/2020	6/4/2020	PCG
4	Conduct follow up with providers to confirm training attendance and answer questions	5/15/2020	5/29/2020	PCG
5	Distribute cost report data collection tools to providers	6/9/2020	6/9/2020	PCG
<b>Overdue Tasks</b>				
	N/A			
<b>Tasks Starting Next Week / Continuations</b>				
1	Provide technical assistance to CDS providers throughout survey period	6/9/2020	7/7/2020	PCG
<b>Major Ongoing Tasks</b>				
1	Review of data and research	1/21/2020	Ongoing	PCG
<b>Tasks Four Week Horizon</b>				
3	Follow up via phone and/or email providers with tardy submissions	7/8/2020	7/21/2020	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	Complete
4.	Submit draft communication to client contact	Complete
5.	Draft training materials	Complete
6.	Notify Providers of Cost Study	Complete
7.	Distribute cost tools to providers	Complete

#	Deliverable	Status
8.	Conduct Provider trainings on cost tools	Complete