

INDEPENDENT REVIEW OF MAINE'S EARLY CHILDHOOD SPECIAL EDUCATION PROGRAMS

Project Status Report: May 22, 2020

Project Status

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|---|--|
| 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. | Cost study tools finalized | PCG Team |
| 2. | Engaging regularly with MaineCare contacts to collect additional data | PCG Team |
| 3. | Reached out to CDS provider community to conduct cost tool training first week of June | PCG Team |

Project Schedule

| # | Task Name | Start Date | Finish Date | Responsible |
|---|--|------------|-------------|------------------|
| Task/s Finished Last Week | | | | |
| 1 | Draft provider training materials | 5/15/2020 | 5/22/2020 | PCG |
| 2 | Send notification to providers | 5/14/2020 | 5/14/2020 | PCG |
| 3 | Obtain feedback on documentation submitted from client and make necessary revisions | 5/11/2020 | 5/13/2020 | Maine Leadership |
| Overdue Tasks | | | | |
| | N/A | | | |
| Tasks Starting Next Week / Continuations | | | | |
| 1 | Submit draft training materials to client contact for review & approval | 5/26/2020 | 6/1/2020 | PCG |
| Major Ongoing Tasks | | | | |
| 1 | Review of data and research | 1/21/2020 | Ongoing | PCG |
| 2 | Conduct follow up with providers to confirm training attendance and answer questions | 5/15/2020 | 5/29/2020 | PCG |
| Tasks Four Week Horizon | | | | |
| 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 | Complete |
| 4. | Submit draft communication to client contact | Complete |
| 5. | Draft training materials | On track |
| 6. | Notify Providers of Cost Study | Complete |
| 7. | Distribute cost tools to providers | On track |
| 8. | Conduct Provider trainings on cost tools | On track |