****

**Department of Community and Human Services**

**Developmental Disabilities Division**

**Birth to Three Services Deliverables Schedule**

**July 1, 2017 – June 30, 2018**

**Unless otherwise specified, please send all deliverables to** [magan.cromar@kingcounty.gov](mailto:magan.cromar@kingcounty.gov) and [wendy.harris@kingcounty.gov](mailto:wendy.harris@kingcounty.gov)

| **Required Deliverable** | **Submission Date** | **In Reference to the Statement of Work, the Contractor will** |
| --- | --- | --- |
| School District Contracts | **September 15, 2017** **or upon execution of 2017-18 school contract** | The Contractor shall submit copies of all School District Contracts to the County program staff.  *New contracts must be submitted as contracts expire or changes occur.* |
| State and Local Public Revenue Report | **September 15, 2017** | The Contractor shall provide the total income received for Early Intervention Services from state or local public funding sources, including funds from Developmental Disabilities Administration, state special education, and Medicaid; and private funded family fees. The report shall include Contractor and subcontractor Early Intervention Services revenues information for the delivery of Early Intervention Services provided from July 1, 2016 –June 30, 2017. The report is due no later than September 15, 2017. |
| Criminal Background Check Reports | **December 31, 2017** | The Contractor shall submit a criminal background check report to the County program staff at the end of each calendar year. 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 this contract. The report shall include the date their criminal background check, as defined in RCW 43.43.830-845 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. |
| Revenue and Expenditure Reports | **February 14, 2018** | The Contractor shall submit a revenue and expenditure report to the County program staff, which identifies Birth-to-Three program income by source and expenditures by category. This report shall be submitted on an annual basis. Revenue and Expenditure Reports are due no later than 45 days following the close of the reporting period. These reports shall be in a format approved by the County. |
| DEL Statement of Confidentiality and Non-Disclosure Agreement | As staff changes are made | The contractor shall electronically submit the 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 were provided EIS. |
| 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 Birth-to-Three program, or to respond to legislative or external requests. |