

**Connecticut Office of Early Childhood
Birth to Three System
Comprehensive Early Intervention Service Program Request for Proposals Number
OEC-B23-2019**

Required Minimum Qualifications for a Comprehensive Early Intervention Service (EIS) Program To qualify for a contract award, a proposer must document the following minimum qualifications: Please select one option below.

- The person with direct supervision of the program and staff must have at least three years of experience administering a program for children and families under Part C of the IDEA.
- The organization has a history of providing supports to families and children with developmental delays for at least five years.

Upload a complete listing of all personnel who will be working as part of the Birth to Three Program including interventionists and support staff. This list must include: Name, Discipline / Role, FTE, whether the person is an employee or sub-contractor, number of years of experience in Part C, special training or certifications, fluent use of non-English languages.

Family Centered

EIS-2.14 Describe your agency's internal strategies available when parents have questions, concerns or complaints.

EIS-2.15 Describe how your program provides culturally effective supports to families.

EIS-2.16 Upload examples of any handouts created by your agency that you do or would share with families about your program's Birth to Three supports. Name the file "ProgramName-Handouts.pdf" where ProgramName is the name of the program being proposed.

Leadership

EIS-2.18 Describe the leadership practices demonstrated by the person or persons who will be in the primary contact role as the EIS program director or supervisor.

EIS-2.19 Describe the Quality Assurance systems that your program has in place to assure compliance as well as respectful, quality, positive results for families in Early Intervention.

EIS-2.20 Upload your current or proposed agency's training and supervision plan for the Birth to Three program.

Evidence-based

EIS-2.22 Describe the early intervention evidence-based practices in use in Connecticut and how your program is poised to scale up implementation of these practices. (Maximum 4000 characters with spaces.)

EIS-2.23 Upload a 3-5 minute video of an early intervention visit (not an IFSP meeting, Assessment or Evaluation). It does not have to be an actual visit but the video should represent what a typical early intervention visit looks like for the proposed program.

Transition

EIS-2.27 Is this proposal on behalf of a Local School District?

EIS-2.28 Upload one PDF that demonstrates evidence of past or current collaboration with the Local Education Agencies (LEAs) where you would like to support families in Connecticut's Birth to Three System.

EIS-2.29 Describe activities/practices that help prepare families and their children for transitioning from Birth to Three to Early Childhood Special Education.

Fiscal and IT

EIS-2.31 Upload one PDF of audited financial statements for each of the last two fiscal years.

EIS-2.32 Describe how your program collects and enters accurate and timely data.

EIS-2.33 Download this file, [ProgramName-Towns.xlsx](#), enter the number of families (assuming 1 child per family) you would like to support on any given day in each town where you would like to receive referrals.