

INDEPENDENT REVIEW OF MAINE'S EARLY CHILDHOOD SPECIAL EDUCATION PROGRAMS

Project Status Report: July 03, 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				
	None			
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.	<ul style="list-style-type: none"> 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 MECDSCostStudy@pcgus.com PCG has received 3 cost studies to date. 	PCG Team

#	Accomplishment	Responsible
2.	<ul style="list-style-type: none"> MaineCare has processed an internal data request as a result of meetings with PCG to determine the report parameters. MaineCare staff informed us recently that they are still working on the report. 	PCG Team
3.	<ul style="list-style-type: none"> 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) 	PCG Team
4.	<ul style="list-style-type: none"> Held meeting with the DOE Pre-K staff to understand the funding and approval process for Pre-K and the move towards universal Pre-K that will likely include expansion of community partners. 	PCG Team
5.	<ul style="list-style-type: none"> Working on scheduling an 'Independent Advisory Review Committee' meeting the week of 07/20 	PCG Team / ME Leadership

Project Schedule

#	Task Name	Start Date	Finish Date	Responsible
Task/s Finished Last month				
1	Obtain feedback from client contact and make necessary revisions	6/2/2020	6/8/2020	ME 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
Overdue Tasks				
	N/A			
Tasks Starting Next Week / Continuations				
1	Provide technical assistance to CDS providers throughout survey period	6/9/2020	7/7/2020	PCG
Major Ongoing Tasks				
1	Review of data and research	1/21/2020	Ongoing	PCG
Tasks Four Week Horizon				
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

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