The Up to 3 program director and leadership team will seek to develop and maintain a high-quality early intervention program by increasing implementation of evidence-based practices with fidelity. The Up to 3 program will meet the mission of the Center for Persons with Disabilities by striving to create inclusive and innovative services and supports and enhancing outcomes for children and families.

Up to 3 Program / Assistant Division Director

Responsible for day-to-day operation of the Up to 3 program seeking guidance and support from Division Director as needed.

Role Responsibilities:

* Provide day-to-day supervision to Up to 3 staff including annual performance reviews.
* Provide day-to-day guidance to Up to 3 staff to ensure compliance with Up to 3 and BWEIP policies and procedures.
* Coordination of Up to 3 Leadership team meetings.
	+ Leadership team includes Leads from CoP groups: SC, DS, SLP, ABC, SPARK, OT, PT, and DEC RP groups (Family, Interaction, Instruction, Environment) and Division of Services Director.
	+ Purpose: Use leadership team to inform, provide feedback, determine usefulness to individual CoP teams on new and changing policies, procedures and practices.
		- Family Interview/ CPR process: training April (baseline April, monitor May-July)
		- PLD: State Audit timelines: training April (baseline April, monitor May-July)
		- Functional Outcomes: State Audit timelines: training April (baseline April, monitor May-July)
			* Webinar: April 23rd - review 30th
		- Intervention: strategies, documentation on visit notes
	+ Leadership team addressing topics at each meeting.
		- Monthly CoP leads Leadership meeting
			* 1st Leadership meeting May 14th?- discuss flow and process and value of every team members information 1) IFSP cycle poster (did we do it right?), make changes
			* Mini cycle: CPR—PLD--- functional outcomes and repeats
		- Every other month- invite DEC RP spokesperson; 2019 Family- Jamie Bitner, interaction- ? instruction- ? Environment- Cathy Crump
			* Identify related DEC RP monographs that apply
		- ??? July 9th- Aug. 13th – 20th Up to 3 retreat:
			* visits address IFSP outcomes,
			* visit notes….
			* DEC RP monographs presentations
			* Motivational interviewing
* Coordinate Up to 3 weekly staff meetings and related activities and events (e.g., annual USU trainings, review of policy and procedures, etc.)
	+ Coordinate DEC RP CoP discussion groups and reporting
	+ Office staff coordinator: coordinate/schedule USU trainings
	+ Taking & posting of minutes
* Monitor caseloads and make changes to service area assignments or other solutions to keep caseloads across provider type (SC, SLP, PT, OT, DS, ABC, beh.) as equitable as possible.
	+ In coordination with SC Lead
* Implement activities to ensure compliance with the BWEIP Quality Assurance Plan and other BW assignments/policy & procedure changes.
	+ Delegate shared or primary responsibility to CoP Leads and division Quality Improvement (QI) to gather baseline data, develop model for improvement (Aim- specific outcomes for change/ fishbone, Measures- to track change, Changes- what change will result in an improvement/ PDSA), and utilize a formative evaluation model.
* Coordinate student placements (social work, sped, psychology) and observations (IDASL, URLEND)
	+ Office staff coordinator: schedule/coordinate observations (IDASL, URLEND), student observation background checks for OT/PT/SLP, code of ethics page signed, notification to Up to 3 staff of observer, sharing of cell phone #, address etc.
* Monthly monitoring of BTOTS reports and other data to ensure compliance and formulation of information to make program decisions.
	+ Run associated BTOTS reports, identify areas of concern (individual/systemic), train, document results of report in shared drive, Summary of monitoring would be provided to Program Director.
	+ Timely/complete/accurate response to referrals, E-notifications – Quarterly- assigned to Office staff coordinator
	+ Timely IFSP (APR 7) development, progress reviews, annual eligibility and IFSP development -- assigned to SC Lead
	+ Eligibility: Monitoring Team
		- Impact of BDI on eligibility and COS scores
		- Monthly review at time of MER
	+ Transition process (APR 8A, 8B, 8C) including audit objectives - assigned to SC CoP Lead
	+ Alerts - assigned to SC CoP Lead
	+ Child count- age, gender, location
* Completion of BWEIP Quality Improvement objectives and activities, per the timeline.
* Completion, revisions and maintenance of the Up to 3 Training Handbook
	+ Implementation/ training and monitoring
* Monitoring in collaboration with Division Director, SC Lead:
	+ Up to 3 compliance with contract
	+ APR Indicators: All New Timely Services, Timely Initial IFSP, Transition Steps and Services, Referral Notification to SEA/LEA, Timely Transition Conference
	+ 618 reporting
		- Settings
		- Race/ Ethnicity / Gender
	+ Topical Monitoring:
		- Intake
		- Eligibility
		- CPR- quality, completeness, use in IFSP process
		- IFSP development- flow and process including outcome development
		- Transition process- completeness, documentation
* Lead for Up to 3 hiring: exempt, non-exempt, hourly
* Represent Up to 3 on the Utah Provider Consortium
* Serve term(s) on the Utah’s Baby Watch Interagency Coordinating Council
	+ Support Division Director with monthly Up to 3 billing/expenditure reporting

**Up to 3 Project Coordinator I / Service Coordinator Community of Practice (CoP) Lead**

The Up to 3 Project Coordinator I will seek to develop and maintain a high-quality early intervention program by increasing implementation of evidence-based practices with fidelity. The Up to 3 program will meet the mission of the Center for Persons with Disabilities by striving to create inclusive and innovative services and supports and enhancing outcomes for children and families.

* Provide mentoring and coaching to Up to 3 service coordinators (SC).
	+ Help new employees develop competence with compliance and processes (including webappts, btots, ethics, leave, equipment, motorpool, CPD processes, meeting, observation, tied to mentoring for CSPD).
* Onboard all new hires including orientation and mentorship for completion of BWEIP CSPD credential.
	+ Update btots with new employee info
	+ Provide support for timely completion of CSPD credential renewals.
* Coordinate SC CoP meetings, related trainings
	+ Collaboratively develop and provide trainings specific service coordinators
	+ Leadership team rep from SC
	+ Attend leadership team meetings to give input from SC perspective for program-wide benefit
	+ Assist with communication to SC from leadership team meeting
* Provide onboard training to SC
	+ Onboard new SC to facilitate understanding of SC processes, strategies, tips, etc (90 days, alerts, scheduling, family centered….)
* Develop process to monitor attendance to comply with Up to 3 response to audit. Each community service/activity has been assigned to an Up to 3 staff (see BTOTS for assignments).
	+ Monthly rolls will be reviewed by assigned service provider. Parents of children attending less than 50% of the time will contacted by the service coordinator to determine barriers to attendance, continued need of service to meet child outcomes, decision to discontinue service and/or identify replacement service if needed.
* Lead out on audit response actions involving SC
	+ - Family assessment
		- PLDs
		- Transition
		- Functional Outcome training and implementation
* Monthly monitoring of BTOTS reports to ensure compliance:
	+ SC alert reports, provide feedback/training to individual SC to correct alerts and prevent further alerts. Determine if there are systemic issues that require clarification and/or training.
	+ Timely exit
	+ Timely transitions, complete transition notes, TEDI reconciliation
	+ 90 day meetings coming up: distribute report. Review BWEI report monthly to see if some are late. Marla will talk with SC about corrective action plan
	+ COS report: 6-month Cos due. Cos missing.
	+ Tedi reconciliation: meet monthly with Ryan who reviews report and informs you which districts need reminders to enter data and clarify what happened. Talk with service coordinators to correct data entry if needed.
* Topical Monitoring:
	+ Develop in collaboration with Up to 3 Leadership
		- process to monitor fidelity of BDI evaluation administration
		- transition process
		- completeness of gathering family CPR and use within the IFSP process to inform outcomes, services and community supports
* Calendar caseload review. Help calculate caseloads. Give feedback on caseloads for SC
* Child Find: lead committee and help schedule and oversee child find activities. Report in NIRS
* Update interagency transition agreements annually with schools and problem solve processes as needed.

Community of Practice Leads – ABC, SLP, SPARK, DS,

Division of Services Director

Up to 3 roles/responsibilities

* Principle investigator: Up to 3 Department of Health, Baby Watch grant
* Monitoring in collaboration with Up to 3 Director:
	+ Up to 3 compliance with contract
	+ APR Indicators
	+ 618 Reporting
	+ Areas of Topical Monitoring
	+ Late Family Fees
* Budget
* Monthly Billing
* Financial decisions including external contracting, wages and salaries, raises, incentives/awards

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Division of Services Quality Improvement (QI)- (division director & associate director)

Up to 3 & Southeast:

* Support Up to 3 Director with the implement activities to ensure compliance with the BWEIP Quality Assurance Plan.
	+ Gather baseline data, develop model for improvement (Aim- specific outcomes for change/ fishbone, Measures- to track change, Changes- what change will result in an improvement/ PDSA), support use of an formative evaluation model.
* Quarterly reporting of BTOTS data
	+ Eligibility: impact of BDI on eligibility determination
	+ COS targets
	+ APR Indicators: All New Timely Services, Timely Initial IFSP, Transition Steps and Services, Referral Notification to SEA/LEA, Timely Transition Conference
		- 618 reporting: Settings, Race/ Ethnicity / Gender
* Topical Monitoring
	+ Multi-disciplinary team evaluation & IFSP development
	+ CPR
	+ Outcomes
	+ Missed Visits
	+ Timely Initial Visits
	+ Intake
	+ Eligibility
	+ CPR- quality, completeness, use in IFSP process
	+ IFSP development- flow and process including outcome development
	+ Transition process- completeness, documentation

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