

ESIT Provider Agency Deliverables Schedule & Other Requirements

Federal Fiscal Year 2022 / State Fiscal Year 2023 (July 1 2022 - June 30 2023)

#	Deliverable Title, Due Note, Description	Due Date
1.00	ESIT Statewide Directory Contract Contact Form <i>On the Form provided by DCYF, electronically submit to esit.reports@dcyf.wa.gov</i>	30-days from contract execution
2.00	FY22-23 Budget <i>On the budget form provided by the DCYF, electronically submit an FY22-23 Estimated Budget based on projected contract annual allocation</i>	30-days from contract execution
3.00	FY21 State & Local Revenue & Expenditure Report – Year-End <i>On the budget form provided by the DCYF, electronically submit public and private revenue and expenditure data for all funding sources for ESIT services, during the periods of: January 1, 2022 through June 30, 2022. Sources must include funds received from Medicaid, Private Insurance, County DDA, DOH/CSHCN, County Millage, etc.</i>	Oct. 15, 2022
4.00	Local Interagency Agreements/MOAs/MOUs <i>If needed and as Interagency Agreements expire or changes occur For all Contractors, the Interagency Agreements must include the components in the Statement of Work, Section 3, Scope of Work</i>	Dec. 31, 2022
5.00	Subcontracts <i>If needed and immediately upon development thereafter</i>	Dec 31, 2022
6.00	Local ESIT Services Collaboration Plan, <i>including Services Area Agreements, if needed. Must be reviewed annually.</i>	Dec 31, 2022
7.00	FY22 State and Local Revenue and Expenditure Report – Mid-Year <i>On the budget form provided by the DCYF, electronically submit public and private revenue and expenditure data for all funding sources for ESIT services during the periods of: July 1, 2022 through December 30, 2022. Sources must include funds received from Medicaid, Private Insurance, County DDA, DOH/CSHCN, County Millage, etc.</i>	Feb 28, 2023
8.00	Financial Disclosure Certification <i>On the form provided by the DCYF, electronically submit to esit.reports@dcyf.wa.gov</i>	July 10, 2023
9.00	Federal Certification and Assurance 2022-2023 Report <i>On the form provided by the DCYF, electronically submit to esit.reports@dcyf.wa.gov.</i>	July 10, 2023
10.00	Audits or Other Monitoring <i>Within two weeks of receipt</i> <i>The Contractor must submit copies of Any federal, state, county, local, and independent monitoring or audit reports, regarding the part C of IDEA EIS, regardless of funding source; and Any audits or monitoring reports pertaining to the requirements in the Exhibit D, General Terms and Conditions, including Federal Funding Requirements and Records Maintenance.</i>	

11.00 *In-person ESIT Service Plan*
Within two-weeks of moving between stages.

Other Requirements:

12.00 Single Monthly Count Report (for enrollment and billing)
Review, correct if needed following instructions, sign, and return monthly By the 25th of the Month

13.00 A-19 Invoice By the 10th of the following month

14.00 *Certificate of Insurance*
Within two-weeks of renewal

15.00 *Certification of Data Disposition*
Submit 15 Calendar days prior to the destruction of written/electronic records

16.00 *Confidentiality and Non-Disclosure Agreement*
Annually 30-days from contract execution