**Addendum D – Contract Manager Training & Attestation**

**EI Contract Manager Training**

In order to ensure high quality service coordination and consistency with state and federal rules and best practices, a certain minimum knowledge is necessary for leaders of local EI programs. To this end, DODD is requiring foundational training for EI contract managers. These trainings, in all or in part, are already requirements for EI service coordinators, EI service coordinator supervisors, and EI service providers under contract with DODD. If an EI contract manager has documentation of having completed any of these trainings in the past, it is not necessary to complete the training again.

No later than December 31, 2023, every EI contract manager must complete the following trainings and submit documentation to their EI program consultant:

* Introduction to EI: (EI-064)
* Forms Overview (EI-065)
* Procedural Safeguards (EI-066)
* Mission and Key Principles (EI-068)
* Service Coordination Duties and Process (EI-070)
* The IFSP Process (EI-076)

Any contract manager hired after July 1, 2023, must complete the above six trainings within six months of the hire date.

No later than June 30, 2024, every EI contract manager must complete the following trainings and submit documentation to their EI program consultant:

* Mandated Reporting of Child Abuse and Neglect (EI-067)
* Primary Service Approach (EI-074)
* Natural Learning Environments (EI-075)
* EI Eligibility Training (in development)

Any contract manager hired after July 1, 2023 must complete the above three trainings within one year of their hire date.

DODD may also require EI contract managers to participate in trainings related to revised EI rules and forms that are scheduled to be implemented on or after July 1, 2024. DODD will communicate any required training related to the revised rules and forms at least 30 days prior to implementing the requirement.

All trainings other than the EI Eligibility training are self-paced and accessible in DODD’s MyLearning.

**EI Contract Manager Attestation**

The designated agency for early intervention has selected \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to serve as the EI contract manager.  The designated agency and EI contract manager agree that the EI contract manager will oversee and monitor the implementation of the activities outlined in this agreement and compliance with relevant state and federal laws and regulations, including, but not limited to the following activities:

* Serve as the primary point of contact with the Department for activities related to this agreement and make timely response to Department requests for information
* Report regularly to the relevant local Family and Children First Council(s) regarding the local EI system, including at the direction of the Department and using a department-provided reporting template
* Collaborate with the Department in the creation and implementation of any relevant technical assistance and training plan
* Ensure expenditure reports are submitted to the Department consistent with the requirements of this agreement
* Ensure robust monitoring and oversight of all relevant state and federal laws and regulations occurs, including, but not limited to, federal compliance indicators, credential/certification/licensure of personnel performing activities under this agreement, and parent rights and procedural safeguards

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EI Contract Manager Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designated agency for EI representative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date