Form G – Start Up and Operational Plan

RFA HHS0015907 – Early Childhood Intervention Program (ECI) Targeted

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| **Legal Name of Applicant:** |  |

Applicant’s Start Up and Operational Plan (4 pages maximum)

If selected, your agency will need to ensure that your ECI program is able to initiate services and outreach on September 1, 2025.

1. Describe how your agency will accept, process, and track referrals. Include the process you will use to enroll children beginning September 1, 2025.
2. Describe all outreach activities and strategies that will ensure that families with eligible children are made aware of the proposed services. This should include your efforts to identify children and families who may have barriers to accessing services and the steps your agency will take to address these barriers. Key things to provide are:
   1. information on specific methods for reaching the general public to reach eligible children;
   2. Steps to address potential barriers, including the diversity of languages spoken and access for rural areas;
   3. involvement and communication with other community entities in outreach and referral; and
   4. methods to evaluate the quality and timeliness of referrals to inform continuous improvement in outreach efforts.
3. Describe the quality assurance system your agency will use to ensure ECI program service requirements are met. Include tangible steps and processes that will support:

* Services being provided as written on the Individual Family Service Plan (IFSP), as defined in the Request for Applications document;
* Reviewing evaluations and IFSPs to ensure children who are eligible are receiving the services they need; and
* Enrollment and service delivery timelines being met.