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**FAMILY SUPPORT SERVICES (FSS) PLAN TEMPLATE**

**STATE PRIORITY GRANT**

Federal Fiscal Year (FFY) 2022

State Fiscal Year (SFY) 2023

**Local System / Public Agency:** Click or tap here to enter text.

**Maryland State Department of Education**200 West Baltimore Street

Baltimore, Maryland 21201

**Deadline**May 31, 2022

No later than 5:00 pm EST

**Special Education Director Name:** Click or tap here to enter text.

**Email address**: Click or tap here to enter text.

**Local System FSS Coordinator/ Project Manager:** Click or tap here to enter text.

**Email address:** Click or tap here to enter text.

# **Family Support Services Plan**

Building Comprehensive *Family Support Systems* through

* Parent participation in the MSDE, DEI/SES Parent Survey to inform local decisions
* Meaningful strategic collaboration promoting access and meaningful outcomes for all children
* Capacity building of families to make active and informed decisions contributing to their child’s success

**Partner with your MSDE DEI/SES regional FSS liaison to develop your SFY 2023 Family Support Services LIR plan.**

## **TEAM**: Local Implementation Team Formation

**Identify the local implementation team including, names, titles, e-mail, and phone contact information. Consider inclusion of general education family support partners as well as internal and external stakeholders in the team.**

**Identify the local implementation team including, names, titles, e-mail, and phone contact information.**

Enter Name & TitleEnter Telephone NumberEmail Address

Enter Name & TitleEnter Telephone NumberEmail Address

Enter Name & TitleEnter Telephone NumberEmail Address

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How often does the Local Implementation Team meet? Click or tap here to enter text.

**Note:***Highly Performing Teams meet at least quarterly to review data and modify the plan as appropriate to ensure effective progress monitoring.*

## **ANALYZE:** Review Trend Data and Identify Priority Need Area(s).

* Identify local needs as evidenced in LEA data submitted to MSDE, DEI/SES, Family Support Services [may include local climate surveys related to a comprehensive system of early intervention and special education services, analysis of the LEA website using the MSDE/DEI/SES rubric, or other local data sources].

Click or tap here to enter text.

* Utilize a data analysis strategy (e.g., 5 Whys, Fishbone) to determine and document the cause/effect relationship between potential root cause factors and identified priority needs.

**Summarize your analysis below**

| **Data Source and Trend** | **Impact on Systems of Family Support**  **(Why is this important?)** |
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## **PLAN:** Identify Priority Goal and Strategy/Evidence-Based Practice(s) To Be Implemented

Identify one or more priority goals and the strategy or evidence-based practices to be implemented. Goals and activities should serve as a catalyst for the development of a sustainable, integrated family support system. Consider the necessary fiscal, material, and/or human resources required for the implementation of evidence-based practices. Identify the relative Federal Accountability Indicator(s) impacted by this goal.

**GOAL 1:**

| **Priority Area(s) addressed in Goal 1:**  Parent participation in the MSDE, DEI/SES Parent Survey to inform local decisions  Meaningful strategic collaboration promoting access and meaningful outcomes for all children  Capacity building of families to make active and informed decisions contributing to their child’s success | **Federal Accountability Indicator(s) Impact:**  Click or tap here to enter text. |
| --- | --- |
| **Goal Statement 1.** [Goals must be stated in measurable/quantifiable changes in student outcomes and/or professional practices with projected timelines for completion.]  Click or tap here to enter text. | |
| **Strategy or Evidence-Based Practice(s) to implement to make progress towards the goal.** [Strategies/EBPs should address what specifically will be implemented with fidelity to achieve goals by addressing root causes.]  Click or tap here to enter text. | |
| **Resources Needed:** | |

**IMPLEMENT:** Identify Personnel Development and/or Infrastructure Implementation/Activities.

| **Activity** | **Who is involved?**  *(Selected school(s), programs, parents and/or groups of children/students)* | **When will it happen?**  *Month/Year* | **What is the projected cost?** | |
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**GOAL 2:**

| **Priority Area(s) addressed in Goal 2:**  Parent participation in the MSDE, DEI/SES Parent Survey to inform local decisions  Meaningful strategic collaboration promoting access and meaningful outcomes for all children  Capacity building of families to make active and informed decisions contributing to their child’s success | **Federal Accountability Indicator(s) Impact:**  Click or tap here to enter text. |
| --- | --- |
| **Goal Statement 2.** [Goals must be stated in measurable/quantifiable changes in student outcomes and/or professional practices with projected timelines for completion.]  Click or tap here to enter text. | |
| **Strategy or Evidence-Based Practice(s) to implement to make progress towards the goal.** [Strategies/EBPs should address what specifically will be implemented with fidelity to achieve goals by addressing root causes.]  Click or tap here to enter text. | |
| **Resources Needed:** | |

**IMPLEMENT:** Identify Personnel Development and/or Infrastructure Implementation/Activities.

| **Activity** | **Who is involved?**  *(Selected school(s), programs, parents and/or groups of children/students)* | **When will it happen?**  *Month/Year* | **What is the projected cost?** | |
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## **TRACK:** Identify Benchmarks to Measure Progress

| **How will progress measured?** *(Benchmark/Outcome)* | **What data will be used to measure progress?** | **How often will benchmark data be collected?** |
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## **Reporting Requirements**

**Interim and Final Progress Reports** must contain a detailed status of implementation, expenditures, and related benchmark data aligned to **each goal**. Please include information that highlights the **reinforcement and sustainability** of your AEP System.

Include date(s) and methods to communicate LIR Plan and progress within inclusive communities (across school/system/community partners).

|  |  |  |
| --- | --- | --- |
| **Date** | **How** | **Who** |
| January 31, 2023 | Click or tap here to enter text. | Click or tap here to enter text. |
| November 30, 2024 | Click or tap here to enter text. | Click or tap here to enter text. |

# LEA Signatures Required for Submission

Enter Name Click or tap to enter a date.

Local Director of Special Education Signature Date

Enter Name Click or tap to enter a date.

Local Family Support Coordinator Signature Date

# MSDE, DEI/SES Approvals

MSDE, DEI/SES, Family Support Services Liaison Signature Date

MSDE, DEI/SES, Fiscal Grants Liaison Signature Date

MSDE, DEI/SES, Assistant State Superintendent Signature Date