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

**STATE PRIORITY GRANT**

Federal Fiscal Year (FFY) 2023

State Fiscal Year (SFY) 2024

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

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

Baltimore, Maryland 21201

**Deadline**June 14, 2023

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 2024 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

Enter Name & TitleEnter Telephone NumberEmail Address

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, 2024 | Click or tap here to enter text. | Click or tap here to enter text. |
| November 30, 2025 | 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

Rubric

A Review Committee composed of programmatic and fiscal representatives from the MSDE, DEI/SES will assign numerical scores to each plan proposal based on the criteria on the scoring rubric. Plan Proposals must receive a cut score of 35 to be considered for funding.

Implementation Team (10 total points)

|  |  |  |
| --- | --- | --- |
| Exemplary  9-10 points | Meets Standard  7-8 points | Does Not Meet Standard  0-6 points |
| There is a clear and robust management plan to ensure successful completion of the project. Highly qualified key personnel have been identified and have experience in conducting the activities and achieving the proposed outcomes. The roles and responsibilities of all key personnel are directly aligned to the proposed activities. Evaluation of the project activities and goals is an important part of the management plan presented. | There is a management plan to ensure execution and completion of the project. Qualified key personnel have been identified to provide oversight. Roles and responsibilities of key personnel are directly aligned to the activities and strategy. Program evaluation is an integral part of the management plan. | There is a limited management plan. Key personnel have been identified to provide oversight. Roles and responsibilities of key personnel are not aligned to the activities and/or strategy. Program evaluation is only loosely addressed in the management plan. |

Review Trend Data, Determine Root Causes, and Identify Priority Area(s) (10 total points)

|  |  |  |
| --- | --- | --- |
| Exemplary  9-10 points | Meets Standard  7-8 points | Does Not Meet Standard  0-6 points |
| The plan demonstrates a compelling and urgent need supported by evidence from the field and data within Maryland. Historically underserved groups are included in the needs assessment. The applicant has a demonstrated a history of experience and sustained positive outcomes. | The plan demonstrates a need for the proposed activities and provides some data but may not be directly related to the need. Either research or local data may be provided but may not address historically underserved groups. The applicant has experience and reports positive outcomes. | The stated need is not clearly defined, and data is not clearly related to the need. The plan has not committed to including historically underserved groups. The evidence of impact is weak. |

Priority Goal(s) and Strategies/Evidence-Based Practice(s) (20 points)

|  |  |  |
| --- | --- | --- |
| Exemplary  13-20 points | Meets Standard  7-12 points | Does Not Meet Standard  0-6 points |
| Plan goals are clearly stated, ambitious and attainable. There is a direct and robust alignment to the purpose and intent of the strategy. Clear milestones are provided that measure progress towards meeting the goal(s). All goals and objectives are measurable, having a clear alignment with the root cause factor(s) or need identified. | Plan goals are clear and measurable. Program goals align with the purpose and intent of the strategy. Milestones are provided that measure progress towards meeting the goal(s). | Plan goals are stated, but they are not measurable. There is a not a clear alignment to the strategy selected. Milestones do not measure progress towards the goal(s). |

Benchmarks to Measure Progress (10 points)

|  |  |  |
| --- | --- | --- |
| Exemplary  9-10 points | Meets Standard  7-8 points | Does Not Meet Standard  0-6 points |
| There is a clear plan for how the applicant will measure the success of the program.  There are clear benchmark measures that align to the program requirements and goals. | There is a plan for how the applicant will measure the success of the program.  There are benchmark measures that loosely align to the program requirements and goals. | There is not a clear plan for how the applicant will measure the success of the program.  Limited benchmark measures that do not align with program requirements and goals. |

Budget (10 points)

|  |  |  |
| --- | --- | --- |
| Exemplary  9-10 points | Meets Standard  7-8 points | Does Not Meet Standard  0-6 points |
| The budget directly reflects plan activities and includes sufficient resources for successful execution within the proposed timeline. Justification has been provided for all expenses. There is a clear explanation of costs and demonstrates cost-effectiveness. All line items contain the calculations. | The budget reflects most planned activities. Justification has been provided for most expenses. There is a clear explanation of costs and demonstrates cost-effectiveness. Most line items contain the calculations used to derive the expected cost. There may be a few mathematical errors. | The budget reflects some plan activities and/or includes erroneous costs. Some line items are missing the calculations used to derive the expected cost. Some line items may not be justified for implementation of the proposal. |