

# **CIS Reimbursable Early Childhood Education and Afterschool Consultation and Education (C&E) Report and Guidance**

## **Purpose**

The CIS Reimbursable C&E Report describes the delivery of these services: to whom, by whom, why, when, and how. The report provides the CIS State Team with the information needed to:

1. Approve or deny associated Requests for Payment,
2. Report on the quantity, quality, and impact of CIS consultation and education with early childhood education and afterschool programs, and
3. Make data-informed plans for the future reimbursement of regional CIS C&E with regulated programs.

## **Access**

The JotForm link to submit [a report](#) and a corresponding, fillable pdf may be found on the [Tools for CIS Partners](#) webpage.

Regions may decide how to organize submission and tracking of the reports.

Two possible options are:

1. As with billing and Semi-Annual Report Data, the Fiscal Agent might submit the reports; first distributing the fillable pdf and then, as CIS providers return reports, copying and pasting the information into the JotForm to submit to the State.
2. The Fiscal Agent might share the JotForm link with all regional CIS providers, The providers would submit the JotForm directly to the State, as well as a list of the C&E sessions over 45 minutes, the dates of service, and the CIS Primary Service Coordinator to the Fiscal Agent.

Regions may generate other options that allow the Fiscal Agents to monitor reporting and use of funds for this service.

## **Timelines**

Begin submitting CIS Reimbursable C&E Reports after at least three sessions of at least 45 minutes each.

State of Vermont, Department for Children and Families  
**Child Development Division**

Reports are due monthly, within 30 days of the end of the reporting month. Please do not submit reports more than monthly. Reports are not required if there are no activities to report. The CIS State Team will accept submissions up to 61 days following the final date of service. Late submissions may not be reimbursed.

Complete new reports if there is a change in the:

- Regulated program's primary concerns,
- Lead program staff and/or director or CIS Primary Service Coordinator, or the
- CIS Primary Service Coordinator's evidence-informed practices or evidence-based model.

When these changes occur, unless all goals are met, report an exit due to "withdrawn with notice" in the region's Semi-Annual Performance Report.

## Submission and Approval

Upon successful submission of the report, a "Thank You" message will appear on JotForm.

The CIS State Team will review the CIS Reimbursable C&E Reports and notify the Business Office about approval or denial of the related Request for Payment. The CIS State Team will notify the Fiscal Agent contact and CIS Coordinator(s) of any **denials** of requests from their region.

## Questions

Direct any questions about this report to the CIS State Team.