



CDC-AUCD-HRSA Leadership Opportunity

Act Early Ambassadors: State or Territorial Liaisons to CDC's "Learn the Signs. Act Early." Program

Request for Applications

From the following states and territories only:

Alaska, American Samoa, Arkansas, Delaware, Kentucky, Louisiana, Maryland,
Northern Mariana Islands, North Dakota, Pennsylvania, Puerto Rico, Rhode Island,
South Dakota, Wyoming

REQUEST FOR APPLICATIONS RELEASED: December 12, 2017

INFORMATIONAL CALL: January 10, 2018 at 3:30pm ET. To join, please dial: 866-951-1151, code 1857734

REQUEST FOR APPLICATIONS DEADLINE: January 18, 2018

SELECTED APPLICANTS NOTIFIED BY: Feb 1, 2018

ACT EARLY AMBASSADOR TERM: 24 months; March 1, 2018 – Feb 29, 2020; first 12 months have been funded, continuation for months 13-24 is contingent upon funding availability

ORIENTATION CALL: February 27, 2018 at 2pm ET. To join, please dial: 866-951-1151, code 1857734

REQUIRED IN-PERSON ORIENTATION AND TRAINING (in Atlanta, GA): March 14-15, 2018

This request for applications includes the following components:

- Act Early Ambassador Program Overview
- Act Early Initiative Background
- Role of the Act Early Ambassador
- Act Early Ambassador Responsibilities
- Ambassador Support
- 2018 Act Early Ambassador Timeline
- Application Procedure (including requirements and qualifications)



- Application Form

For questions about the Act Early Ambassador Program, contact Danielle Webber at dwebber@aucd.org or 202-525-9476.

Act Early Ambassador Program Overview

The [Centers for Disease Control and Prevention's \(CDC\) National Center on Birth Defects and Developmental Disabilities](#) and the [Association of University Centers on Disabilities \(AUCD\)](#), with support from the [Health Resources and Services Administration \(HRSA\)](#), [Maternal and Child Health Bureau \(MCHB\)](#), announce a funding opportunity for Act Early Ambassadors to work with CDC's "[Learn the Signs. Act Early.](#)" (LTSAE) program to improve early identification of developmental delays and disabilities, including autism, by:

- serving as a state or territorial point-of-contact for the national LTSAE program;
- supporting the work of Act Early Teams and other state/territorial or national initiatives to improve early identification of developmental delay and disability; AND
- promoting the adoption and integration of LTSAE resources, including materials to support developmental monitoring (Milestone Tracker app, milestone checklists, Milestone Moments booklet, LTSAE children's books, Milestones in Action image library, etc.) and professional education tools ("[Watch Me! Celebrating Milestones and Sharing Concerns](#)" online training for early care and education providers) into systems that serve young children and their families or train those who serve young children and their families.

Up to 11 Act Early Ambassadors representing the following states and territories will be funded: Alaska, American Samoa, Arkansas, Delaware, Kentucky, Louisiana, Maryland, Northern Mariana Islands, North Dakota, Pennsylvania, Puerto Rico, Rhode Island, South Dakota, Wyoming.

This opportunity is open to all who meet the criteria and can fulfill the responsibilities. Those who have previously served as Act Early Ambassadors are also eligible to re-apply. Awards will be made based on an objective review of all applicants.

Act Early Initiative Background

CDC's "Learn the Signs. Act Early." (LTSAE) program aims to improve early



identification of developmental delays and disabilities, including autism, by promoting parent-engaged developmental monitoring so children and their families can get the services and support they need as early as possible.

The Act Early Initiative, a collaborative effort between CDC, the Health Resources and Services Administration (HRSA), the Association for University Centers on Disabilities (AUCD), and the Association of Maternal and Child Health Programs (AMCHP), seeks to improve collaboration among state programs that serve young children and their families. CDC and HRSA work collaboratively on a variety of programs focused on early identification of developmental disability in young children. For more, visit <https://www.cdc.gov/ncbddd/actearly/about-initiative.html>.

Role of the Act Early Ambassador

- Act Early Ambassadors work within a cohort of state and territorial leaders and with the national LTSAE program, AUCD, and Act Early state teams (where applicable) to support national, state/territorial, and local activities to improve early identification of developmental delay and disability by focusing efforts on increasing developmental monitoring through the promotion and integration of LTSAE messages and materials across their state.
- Ambassadors are strongly encouraged to collaborate with programs that serve young children and their parents, such as Head Start and Early Head Start, WIC, home visiting, IDEA Part C/Child Find and others, as well as health care and child care professionals and to introduce and sustainably integrate LTSAE developmental monitoring tools and trainings into the work of those programs with parents and professionals.
- Ambassadors collaborate with state agencies and campaign partners to improve policy and programs related to early identification.

Act Early Ambassador Responsibilities

The responsibilities allow Ambassadors to apply individual creativity and expertise toward meeting the needs and addressing the challenges of each Ambassador's own state or territory related to early identification.

Act Early Ambassadors are required to:

- make a 2-year commitment to this program (March 1, 2018—Feb 29, 2020) and reside in the state/territory they represent;
- attend a 2-day Ambassador training at CDC in Atlanta March 14-15, 2018;



- develop, maintain and implement a work plan that includes at least 2 Ambassador goals (see “Sample Ambassador Goals” below);
- participate in 90-minute Ambassador calls with AUCD, CDC, and HRSA every other month;
- prepare an annual report of Ambassador activity; and
- complete pre- and post-Ambassadorship surveys

Additionally, Ambassadors are encouraged (but not required) to:

- Post and share resources within the network of Ambassadors (through the Ambassador email listserv and other mechanisms);
- participate in 1-hour “learning circle” webinars every other month;
- participate in 1-hour, topic-specific “Act Early” webinars on a quarterly basis; and,
- present Ambassador achievements and lessons learned at state and national conferences and other appropriate forums.

Act Early Ambassador responsibilities typically require about 6-10 hours per month.

Sample Ambassador Goals:

- Work with state Head Start and Early Head Start to improve developmental monitoring in child care by systematically integrating LTSAE materials, including the CDC Milestone Tracker app, into classrooms and parent-teacher conferences statewide
- Work with regional agencies (such as WIC) to improve developmental monitoring by parents using LTSAE milestone checklists
- Work with early childhood state agencies to incorporate the “Watch Me! Celebrating Milestones and Sharing Concerns” online developmental monitoring training into early care and education training programs
- Work with state-wide home visitation programs to increase developmental monitoring by integrating LTSAE materials into home visits
- Work with local pediatric clinics to integrate CDC’s *Milestone Tracker* app as a method to conduct developmental surveillance between well child visits.

AUCD and CDC will provide both scheduled and as-needed technical assistance to help Ambassadors accomplish their goals.

Ambassador Support

To support Ambassadors, AUCD will provide:



- \$4000 annual stipend plus travel expenses to Atlanta, GA for annual Ambassador training.
 - Stipend can be used to support a variety of activities related to the implementation of the Ambassador workplan (e.g., local travel, meeting costs, printing, etc.) Please note, if you cannot accept a stipend for Ambassador efforts related to work you're already carrying out, you can use the stipend for convening meetings, printing materials, etc.
- Scheduled and as-needed technical assistance provided by email, phone and webinar;
- Structured peer support, a forum to network, share ideas and problem-solve with colleagues nationwide working on similar issues.
 - Participation in in-person meetings, webinars, and making use of the Ambassador group email list help keep Ambassadors connected with one another; this connection to other experts in the field is among the most valued aspects of the Ambassador experience
- Technical expertise and consultation, information from leading national experts in the fields of child development, developmental disability, and health promotion.

2018-2019 Act Early Ambassador Timeline

The timeline below has been provided to help applicants assess their ability to complete the requirements of the Ambassadorship. A final timeline and work plan will be developed by the selected applicants in partnership with AUCD and CDC.

Timeline

- RFA Released: December 12, 2017
- Informational Call: January 10, 2018 at 3:30pm ET. To join, please dial: 866-951-1151, code 1857734
- Applications Due: January 18, 2018
- Awards Announced: no later than February 1, 2018
- Orientation Call: February 27 at 2pmET. To join, please dial: 866-951-1151, code 1857734
- Ambassador Training (Atlanta, GA): March 14-15, 2018
- Ambassador work plan due: April 6, 2018
- Reporting Activities (includes work plan updates and budget reports)
 - Year 1 Annual Report: February 15, 2019
- Ambassador Progress & Updates Meeting (optional; Washington, DC in conjunction with AUCD annual conference): November 2018



Ongoing:

- Bimonthly Ambassador calls with AUCD, CDC, and HRSA: 90-min, every other month, dates TBD – Ambassadors will be asked to present brief progress updates as part of these calls at least twice during year 1.
- “Ambassador Learning Circles” webinar: optional, 1-hour, every other month, dates TBD
- “Act Early” webinars: optional, 1-hour, quarterly, dates TBD

Application Procedure

Submit the application form by email by COB on January 18, 2018 to Danielle Webber at dwebber@aucd.org

Applications need to address the components in the form (described below).

To be considered eligible, applicants are required to complete and submit all sections of the form.

Applications received after the deadline, January 18, 2018 will not be considered.

Please Note: You will receive notification of receipt of application no later than 72 hours following submission. If you have not received a notification of receipt within this timeframe, please contact Danielle Webber at dwebber@aucd.org

Qualifications

To be considered, applicants must:

- have knowledge and expertise in child development and/or systems that support early identification and referral for developmental delay/disability;
- be connected to or familiar with state/territory/tribal programs that serve young children and their families, such as child care, WIC, Early Head Start, home visiting, or others;
- have good presentation and communication skills;
- be familiar with the Act Early Initiative or another cross-systems effort to improve developmental monitoring and early identification of developmental delay and disability in their state/territory; and
- have a strong interest in working collaboratively to further the goals of the “Learn the Signs. Act Early.” program in their state or territory.



Most importantly, this leadership opportunity aims to identify individuals who share the “Learn the Signs. Act Early.” commitment to improving systems and outcomes related to identifying young children with developmental delay and disability early so they and their families can get the help they need.

Fiscal Agent

Ambassadors will receive an annual \$4000 stipend to support expenses related to the implementation of their Ambassador workplan. The Ambassador stipend must be awarded to a fiscal agent that will receive the funds and be responsible for progress reports. **Applications must include the signature of the fiscal agent representative.** Please direct questions concerning the Act Early Ambassador stipend or fiscal agent requirement to Danielle Webber at dwebber@aucd.org

How to Apply

Complete the application found here. Submit the application and letters of support via email to Danielle Webber at dwebber@aucd.org by **COB on January 18, 2018.**

For More Information

AUCD contacts: Danielle Webber, MSW; dwebber@aucd.org or Abigail Alberico, MPH; aalberico@aucd.org

CDC/NCBDDD contact: Katie Green, MPH, CHES; KKGreen@cdc.gov



ACT EARLY AMBASSADOR APPLICATION

State/Territory: _____

Name: _____

Email: _____ Phone: _____

Mailing Address: _____

Current Affiliation: _____

Current Professional Role: _____

Are you a member of your state's Act Early team or cross-systems effort to improve developmental monitoring and early identification of developmental delay? Y N former member; team no longer active

If yes, please name the initiative and describe your role: _____

Are you a US citizen? Y N (Non-citizens are eligible to apply; knowing citizenship is helpful in accounting for security requirements for the visit to CDC Campus.)

Are you a full-time resident of the state/territory you are representing? Y N

Additional Requirements:

- (1) Please attach a short bio (250 words or less) highlighting relevant training and recent professional experience and any qualifications not covered below.
- (2) Personal Statement and Plan: (500 words or less) Please tell us about (1) your interest in becoming an Act Early Ambassador and how this role fits with your personal and professional goals, (2) at least 2 specific goals that you hope to accomplish during your term as an Act Early Ambassador, and (3) why you believe you will be successful in achieving those goals (including the extent of relevant personal and professional contacts and past success).



Required Letters of Support:

- (1) Attach a letter of support from your supervisor/Program Director that supports your application (one page maximum).**
- (2) Attach a letter of support from an individual (from outside your organization of employment) who can attest to any past success you have had in terms of fostering cross-system collaboration to create positive change for young children and their families.**

Please read and check the boxes below before signing:

- I understand that participation in this program will require**
 - Participation in bi-monthly Ambassador calls (typically scheduled in the afternoon to accommodate time zone variation)**
 - Completion of final report and maintenance of an Ambassador work plan**
 - Local (in-state) travel to foster statewide communication and collaboration, and**
 - Participation in my state or territory's Act Early team meetings (if applicable).**

- I am available to attend the Act Early Ambassador training on March 14-15, 2018 in Atlanta, GA.**

Applicant Signature: _____

Name of Fiscal Agent (Print) _____

Fiscal Agent Signature: _____ **Date:** _____

Submit the completed form to Danielle Webber at dwebber@aucd.org by COB on January 18, 2018.