



## **CDC-AUCD Leadership Opportunity**

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

#### **Request for Applications**

Applicants from the following states/territories\* are eligible to apply for 42 available Ambassadorships:

Alabama, American Samoa, Arizona, California, Colorado, Connecticut, District of Columbia, Georgia, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Maine, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, Northern Mariana Islands, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Ohio, Oklahoma, Oregon, Republic of the Marshall Islands, South Carolina, Tennessee, Texas, Virgin Islands, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming

\*Two Act Early Ambassadors may be selected for states listed with a population greater than 10M (according to 2010 US Census Data). These states are: California, Illinois, New York, Ohio and Texas.

This request for applications includes the following components:

- Act Early Ambassador Program Overview
- *Learn the Signs. Act Early.* Program Background
- Qualifications for an Act Early Ambassadorship
- Responsibilities of the Act Early Ambassador
- Act Early Ambassador Support
- 2018 Act Early Ambassador Timeline
- Application Procedure
- Application Form

Key Dates:

- RFA Released: November 15, 2018
- Informational Call: December 17, 2018 at 2:30pm ET
- Applications Due: January 18, 2019
- Ambassadors Notified: March 1, 2019
- Ambassador Training in Atlanta, GA: April 30 & May 1, 2019 (tentative)

Please contact Danielle Webber at [dwebber@aucd.org](mailto:dwebber@aucd.org) or 202-525-9476 with any questions regarding the Act Early Ambassador Program.



## **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:

- promoting the adoption and integration of LTSAE resources and materials to support developmental monitoring in systems that serve young children and their families;
- serving as a state or territorial representative of CDC’s national LTSAE program; and
- supporting the work of Act Early Teams and other state/territorial or national initiatives to improve early identification of developmental delay and disability.

## ***Learn the Signs. Act Early. Program Background***

CDC’s “Learn the Signs. Act Early.” program aims to improve early identification of developmental delays and disabilities, including autism, by promoting parent-engaged developmental monitoring (regularly tracking milestones) so children and their families can get the services and support they need as early as possible.

Parent-engaged developmental monitoring, using parent-friendly milestone checklists like those offered by LTSAE, is important for early identification of developmental delays and disabilities. Developmental monitoring (surveillance) in addition to periodic developmental screening are recommended by the American Academy of pediatrics. While other efforts focus on the promotion of routine general developmental and autism-specific screening, the focus of LTSAE is to engage, educate, and empower parents and other caregivers to monitor milestones and discuss a child’s developmental progress between recommended screenings. LTSAE complements screening by engaging those who care for young children in celebrating a child’s developmental progress and discussing any concerns. If concerns are identified during monitoring, LTSAE reinforces the AAP’s recommendation for a developmental screening or direct referral for further evaluation and services.

## **Qualifications for an Act Early Ambassadorship**

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.

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 eligible to re-apply. Awards will be made based on an objective review of all applicants that includes standardized scoring, past participation (for returning Ambassadors), 2 independent reviews, and group discussion.



To be considered, applicants must:

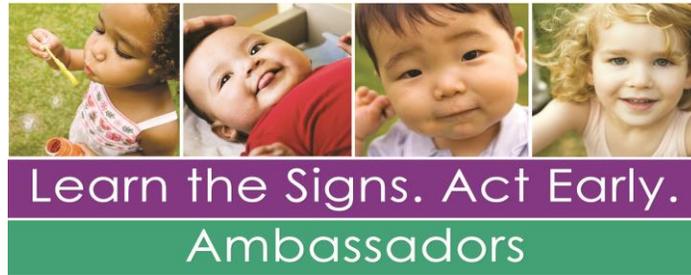
- Reside or physically work in the state/territory they wish to represent as an Ambassador;
- be connected to or familiar with state/territory/tribal programs that serve young children and their families, such as child care, WIC, Early Head Start, home visiting, or others;
- be involved in or familiar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

#### **Responsibilities of the Act Early Ambassador**

Ambassadors are encouraged to apply individual creativity and expertise toward meeting their state’s or territory’s unique challenges related to early identification. Some examples of past creative activities to promote early identification [can be found here](#). Successful Ambassadors are highly-resourceful and seek strategic connections.

Act Early Ambassadors are required to:

- work with CDC’s LTSAE program, AUCD, fellow Ambassadors, and their state’s Act Early state team or other related collaborative initiatives to support national, state/territorial, and local activities to improve early identification of developmental delay and disability
- focus efforts on increasing developmental monitoring through the promotion and sustained integration of LTSAE materials into statewide systems and other programs that serve families with young children;
- 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 to introduce and sustainably integrate LTSAE developmental monitoring tools and trainings into the work of those programs with parents and professionals
- make a 2-year commitment to this program (March 1, 2019—Feb 28, 2021);
- attend a 2-day Ambassador training at CDC in Atlanta each year (tentatively scheduled for April 30 and May 1, 2010; 2020 date TBA);
- develop, maintain and implement a work plan that includes at least 2 Ambassador goals; at least 1 of your goals must advance the adoption and sustained integration of developmental monitoring using LTSAE in one statewide system/program such as WIC, home visiting, IDEA Part C/Child Find, early care and education (including early Head Start), child welfare, or similar.
- participate in 90-minute Ambassador calls with AUCD and CDC every other month;
- prepare an annual report of Ambassador activities; and



- complete pre- and post-Ambassadorship surveys.

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

- collaborate with state agencies and others to improve policy and programs related to early identification;
- post updates and share resources among 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 evaluation workshops every 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.

### **Act Early Ambassador Support**

To support Ambassadors, AUCD will provide:

- \$4,000 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 work plan (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, and a forum to network, share ideas and problem-solve with colleagues working on similar issues nationwide.
  - Note: participation in in-person meetings, webinars, and the Ambassador group email list helps keep Ambassadors connected with one another; this connection to other Ambassadors is among the most valued aspects of the Ambassador experience.
- Technical expertise and consultation, and information from leading national experts in the fields of child development, developmental disability, and health promotion.

### **2019-2020 Act Early Ambassador Timeline**

The timeline below has been provided to help applicants assess their ability to complete the requirements of the Ambassadorship in Year 1. A final timeline and work plan will be developed by the selected applicants in partnership with AUCD and CDC.



- Request for Applications Released: November 15, 2018
- Informational Call: December 17, 2018 at 2:30pm ET  
Dial-in: 1-866-794-4983
- Applications Due: January 18, 2019
- Awards Announced: March 1, 2019
- Orientation Call: March 4, 2019 at 1pm ET
- Act Early Ambassador Term: 24 months; March 1, 2019 – Feb 28, 2021; first 12 months have been funded, continuation for months 13-24 is contingent upon funding availability
- Required Ambassador Training in Atlanta, GA: April 30 and May 1, 2019 (tentative)
- Ambassador Work Plan Due: May 24, 2019
- Reporting Activities (includes work plan updates and budget reports)  
-Year 1 Annual Report: February 15, 2020

### **Application Procedure**

To be considered eligible, applicants are required to complete and submit all sections of the form and include all required attachments. Applications received after the deadline will not be considered.

Submit the application form and attachments, compiled into a single file, by email by COB January 18, 2019, to Danielle Webber at [dwebber@aucd.org](mailto:dwebber@aucd.org).

Please Note: You will receive notification of receipt of application no later than 48 hours following submission. If you have not received a notification of receipt within this timeframe, please contact Danielle Webber.

### Fiscal Agent

Ambassadors will receive an annual \$4,000 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](mailto:dwebber@aucd.org)

### For More Information

AUCD contact: Danielle Webber, MSW; [dwebber@aucd.org](mailto:dwebber@aucd.org)

CDC/NCBDDD contact: Katie Green, MPH, CHES; [KKGGreen@cdc.gov](mailto:KKGGreen@cdc.gov)



**ACT EARLY AMBASSADOR APPLICATION**

State/Territory: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Current Affiliation: \_\_\_\_\_

Current Professional Role: \_\_\_\_\_

Are you a member of any cross-systems initiative to improve developmental monitoring/screening and early identification of developmental delay in your state/territory?  Y  N  former member

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

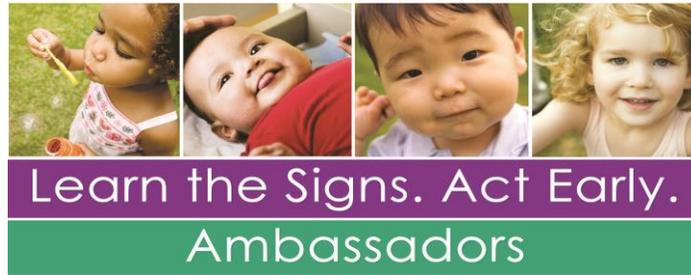
Are you a US citizen?

Y  N

(Non-citizens are eligible to apply; knowing citizenship is helpful in accounting for security requirements for access to the CDC campus.)

Are you a full-time resident and/or physically working in the state/territory you are representing?

Y  N



**Required Attachments (submit by email as a single file):**

- **Brief Bio (250 words or less):** Highlight relevant training and recent professional experience and any qualifications not covered below.
- **Personal Statement (250 words or less):** Tell us about your interest in becoming an Act Early Ambassador and how this role fits with your personal and professional goals.
- **Goals (500 words or less):** Describe at least 2 goals that you hope to accomplish during your 2-year term as an Act Early Ambassador, and why you believe you will be successful in achieving them, including the extent of relevant personal and professional contacts and past success. Goals should be specific and the impact sustainable beyond your 2-year term. Remember that at least 1 of your goals must advance the adoption and sustained integration of developmental monitoring using LTSAE in one statewide system/program such as WIC, home visiting, IDEA Part C/Child Find, early care and education (including early Head Start), child welfare, or similar.

**Sample Ambassador Goals:**

- (1) Work with state Head Start and Early Head Start to improve developmental monitoring by systematically integrating the use of LTSAE materials, including the CDC Milestone Tracker app, into classrooms and parent-teacher conferences statewide.
- (2) Work with regional agencies, such as WIC, to improve developmental monitoring by integrating the milestone checklists into WIC visits.
- (3) 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.
- (4) Work with state-wide home visitation programs to increase developmental monitoring by integrating LTSAE materials into home visits.
- (5) Work with local pediatric clinics to integrate LTSAE materials including the CDC’s *Milestone Tracker* app as a method to conduct developmental surveillance between well child visits.

**Required Letters of Support:**

- **Attach a letter from your supervisor/Program Director that supports your application (one page maximum).**
- **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 fully understand the requirements and responsibilities associated with an Act Early Ambassadorship.
- I am available to attend the Act Early Ambassador Training on April 30 and May 1, 2019 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](mailto:dwebber@aucd.org) by COB on January 18, 2019.