



CDC-HRSA-AMCHP Leadership Opportunity

Act Early Ambassadors: State and Territory Liaisons to
“Learn the Signs. Act Early.”
Request for Applications

REQUEST FOR APPLICATIONS RELEASED: ***December 10, 2012***
REQUEST FOR APPLICATIONS DEADLINE: ***January 8, 2013***

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For questions about the Act Early Ambassador Program, contact **Michelle Jarvis** at mjarvis@amchp.org or 202-775-1472

Act Early Ambassador Program Overview

The [Centers for Disease Control and Prevention](#) (CDC), the Health Resources and Services Administration (HRSA), [Maternal and Child Health Bureau](#), and the [Association for Maternal and Child Health Programs](#) (AMCHP) announce a funding opportunity for Act Early Ambassadors to work with CDC's "[Learn the Signs. Act Early.](#)" (LTSAE) program to:

- promote the goals and objectives of LTSAE to improve early identification of autism and other developmental disabilities;
- serve as a state or territory point-of-contact for the national LTSAE program;
- support the work of [Act Early Teams](#); and
- promote the "Autism Case Training: A Developmental Behavioral Pediatrics Curriculum."

ABOUT AMCHP

The Association of Maternal & Child Health Programs is a national resource, partner and advocate for state public health leaders and others working to improve the health of women, children, youth and families, including those with special health care needs.

AMCHP supports state maternal and child health programs and partners by helping states build successful programs through such efforts as providing capacity building and technical assistance, disseminating best practices, convening leaders to share experiences and ideas, and advising states about involving partners to reach our common goal of healthy children, healthy families, and

Up to 25 Act Early Ambassadors will be selected; no more than 1 per state/territory EXCEPT for those states/territories with populations >10 million according to 2010 census where up to 2 Ambassadors may be selected. People who have previously served as Act Early Ambassadors are encouraged to apply, although selection is not guaranteed.

Act Early Initiative Background

CDC's "Learn the Signs. Act Early." (LTSAE) program aims to improve early identification of autism and other developmental disabilities so children and their families can get the help they need. The LTSAE Act Early Initiative, a collaborative effort between CDC, HRSA, the Association for University Centers on Disabilities (AUCD), and AMCHP seeks to improve collaboration among state programs that identify and serve young children with developmental disabilities and their families. CDC and HRSA work collaboratively on a variety of programs focused on early identification of young children. CDC, AUCD, and HRSA convened Act Early regional summits in all 10 HHS regions from 2007-2009. Act Early teams developed state plans and have begun implementation of state plan activities. Act Early teams are engaged in public awareness, education and training, collaboration, and advocacy at the state and local level.

Role of the Act Early Ambassador

Act Early Ambassadors work with a network of state leaders, the national LTSAE program, AMCHP, and Act Early state teams to support national, state, and local activities. Ambassadors work with programs that serve young children and their parents, such as Head Start and Early Head Start, WIC, home visiting, and others, and health care and child care professionals to improve early identification of developmental delay, promote the Autism Case Training (ACT) case study curriculum, and collaborate with state agencies and campaign partners to improve policy and programs for early identification. This announcement requests application for the third cohort of Act Early Ambassadors.

Act Early Ambassador Responsibilities

The responsibilities are broad, offering opportunities to apply individual creativity and expertise to develop new initiatives through CDC's national health education campaign. Ambassadors will gain knowledge about public health approaches to improving early identification through training, webinars, and calls with national experts and attend yearly training on LTSAE materials, working with the media, and campaign and research updates. (Travel/expenses to attend the annual training are supported through the funding awards for this program.)

Act Early Ambassadors are expected to:

- make a 15-month commitment to this program (February 2013-April 2014);
- attend a two-day Ambassador training at CDC in Atlanta March 7-8, 2013 and, if funds allow, an Ambassador progress and updates meeting (in conjunction with the 2014 AMCHP Annual Conference in January, 2014 in Washington, DC);
- participate in your state or territory's Act Early team meetings and/or conference calls (if applicable);
- develop, maintain (by updating quarterly) and implement a work plan to include at least 2 activities such as: developing partnerships with state and local programs that serve young children and their parents to integrate LTSAE materials into their programs; conducting medical resident education using the ACT case study curriculum; and collaborating with state Act Early team partners;
- participate in a pre-Ambassadorship assessment activity (likely a short survey) as well as a post-Ambassadorship assessment activity
- participate in 1-hour, topic-specific webinars (4 per 15-mo term) and 90-min calls with AMCHP, CDC, and HRSA every other month;
- prepare a mid-term and final report of your Ambassador activities;
- post and share resources within the network of Ambassadors (through the Ambassador listserv and other mechanisms)

We expect Act Early Ambassador responsibilities will require about 4-8 hours per month.

Some examples of appropriate activities for ambassadors include

- Work with state Head Start and Early Head Start to improve developmental monitoring in child care through integrating LTSAE materials into classrooms and parent-teacher conferences
- Work with regional agencies (such as WIC) to improve developmental monitoring by parents using LTSAE milestone checklists
- Work with pediatric and family practice residency programs to incorporate Autism Case Training at children's hospitals and medical schools

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

Ambassador Support

To support Ambassadors, AMCHP will provide:

- \$4000 stipend plus travel expenses for CDC Ambassador training in March 2013 and, if funds allow, partial funding of travel expenses for the (optional) progress and updates meeting (in conjunction with the AMCHP conference in Jan 2014).
- Ongoing technical assistance via a variety of methods, including telephone, e-mail, online discussion boards and webinars from AMCHP staff and partners.
- Structured peer support, a forum to network, share ideas and problem-solve with colleagues nationwide working on similar issues.
- Technical expertise and consultation, information from leading national experts in the field of ASD/DD.

2013-14 Act Early Ambassador Timeline

The timeline below has been provided to help applicants develop their proposals. A final timeline and work plan will be developed by the selected applicants in partnership with AMCHP and CDC.

RFA Released	December 10, 2012
Applications Due	January 8, 2013
Awards Announced	January 21, 2013
Orientation Call	January 29, 2013
Ambassador Training (Atlanta, GA)	March 7-8, 2013
Project activities: Mid-term report (technical assistance will be ongoing)	November 20, 2013
Ambassador Progress & Updates Meeting (Washington, DC)	(late) Jan, 2014
Final report compiled and shared	April 30, 2014

Application Procedure

Submit the application form by email by **COB on January 8, 2013** to
Michelle Jarvis: mjarvis@amchp.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 (Appendix A).
- Applications received after the deadline, **January 8, 2013**, will not be considered.

Please Note: You will receive notification of receipt of application no later than one week following submission. If you have not received a notification of receipt by January 11, 2013, contact Michelle Jarvis: mjarvis@amchp.org

Requirements

- 15-month commitment to the Ambassador project (February 2013- April 2014);
- Spend an average of 4-8 hours per month on activities required by this award;
- Attend a two-day training at CDC in Atlanta on March 7-8, 2013 (**Travel expenses will be reimbursed by AMCHP and do not affect the Ambassador's stipend balance.**)
- Active participation on topical webinars (4 per year) and Ambassador calls (every other month) with CDC's "Learn the Signs. Act Early." program team hosted by AMCHP;

- Participate in Act Early team activities (if your state or territory has an active Act Early team);
- Develop, maintain (with quarterly updates) and implement a work plan which includes at least 2 activities such as: developing partnerships with state and local programs that serve young children and their parents; conducting professional education using the ACT case study curriculum; and collaborating with state Act Early team partners;
- Submit mid-term and final reports which include: activity updates, work plan progress report and budget report to CDC, AUCD and HRSA.

Qualifications

To be considered, applicants must

- have knowledge and expertise in child development
- have good presentation and communication skills and be interested in teaching other professionals
- be familiar with the [Act Early Initiative](#) (for example, attended an Act Early Regional Summit and/or be a past or current member of an Act Early team)
- be connected or familiar with their state or territory's programs that serve young children and their families
- have a strong interest in working with their state or territory Act Early team to further the goals of the "Learn the Signs. Act Early." Campaign

Most important, we're looking for individuals who share our commitment to improving systems and outcomes related to identifying young children with autism and other developmental disabilities so they and their families can get the help they need.

Fiscal Agent

Ambassadors will receive a \$4000 stipend to support local travel and other related expenses. 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 Michelle Jarvis: mjarvis@amchp.org.

How to Apply

Complete the application found [here](#). Submit the application and letters of support via email to Michelle Jarvis: mjarvis@amchp.org **by COB on January 8, 2013.**

For More Information

AMCHP contact: Michelle Jarvis: mjarvis@amchp.org

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

ACT EARLY AMBASSADOR APPLICATION

State _____

Name: _____ Email: _____ Phone: _____

Mailing Address: _____

Current Affiliation: _____

Current Professional Role: _____

Attended an Act Early Regional Summit? Y N If yes, in which city? _____

Are you a member of your state Act Early team? Y N If yes, please describe your role:

Please attach a short bio (200 words or less) highlighting your training and recent professional experience related to Act Early Ambassador goals and activities and any qualifications not covered below.

Personal Statement and Plan: (500 words or less)

Please tell us (1) about your interest in becoming an Act Early Ambassador and how this activity fits with your personal and professional goals, (2) about your network/relationships/connections with state-level programs that serve young children and their families, and (3) one or two activities you hope to accomplish as an Act Early Ambassador.

Required Letters of Support:

Attach a letter of support from your supervisor/Program Director that supports your application (one page maximum)

Attach a letter of support from your state or territory's Act Early team leader that supports your application (one page maximum). If no Act Early team is active in your state or territory, check this box

Please check the boxes below:

I understand that participation in this program will require local (in-state) travel and attendance at my state or territory's Act Early team meetings

I am available to attend the Act Early Ambassador training on March 7-8, 2013 in Atlanta, GA

Applicant Signature: _____

Name of Fiscal Agent (Print) _____

Fiscal Agent Signature: _____ Date: _____

Submit the completed form to Michelle Jarvis: mjarvis@amchp.org by COB January 8, 2013.