

While You're Waiting

While you are waiting for the webinar to begin, please introduce yourself in the chat box:

- ◆ Tell us your name,
- ◆ What is your current role, and
- ◆ Where on the map are you?



Participation Note:

- We love Wi-Fi, but for the best webinar experience, please make sure you are hardwired to an Ethernet cable.
- Using Wi-Fi alone may result in problems with viewing the short videos we plan to share during this webinar.

1



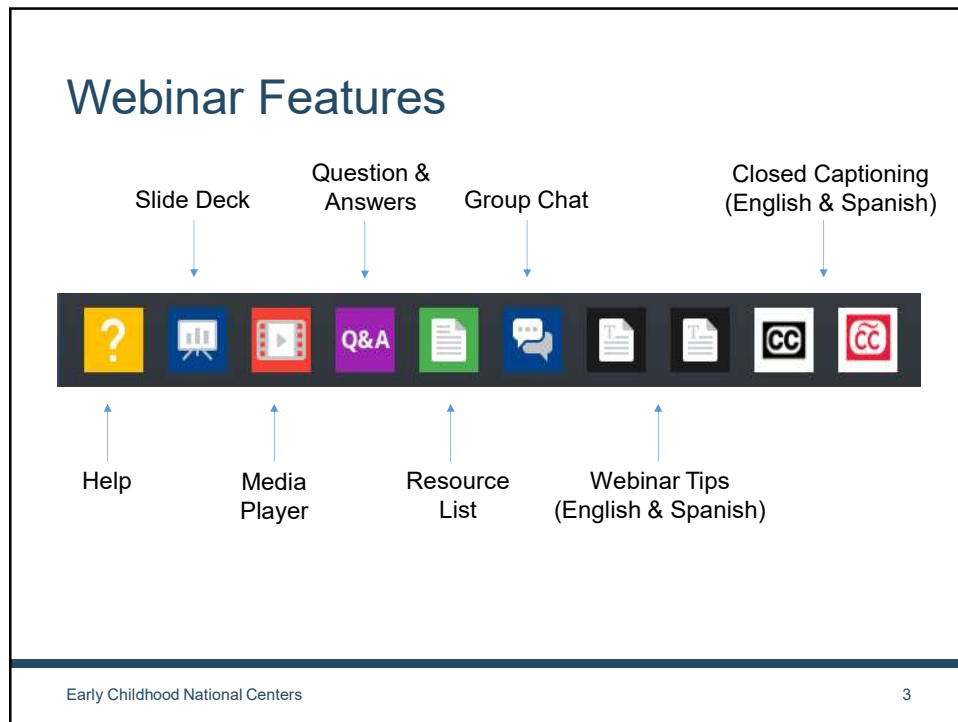
A Closer Look at the *Planning Guide and Organizational Readiness Chart for Early Head Start and Early Head Start-Child Care Partnerships*

Randi Hopper, NCECDTL
Janet Humphries, NCPMFO

May 30, 2019



2



3

Session Objectives

At the end of this presentation, you should be able to:

- ◆ Explain the purpose and intended use for the planning guide and organizational readiness chart
- ◆ Incorporate the resource in the planning and implementation process for EHS and EHS-CC Partnership programs
- ◆ Describe and use supports to assist in strategic planning to ensure high-quality services for infants, toddlers, and families

4

Introduction to the Planning Guide and Organizational Readiness Chart

The purpose of this resource is to support planning teams as they:

- ◆ Examine their readiness to plan and implement EHS and/or EHS-CC Partnership programs; and
- ◆ Develop a plan to implement high-quality services for infants, toddlers, and families.



5

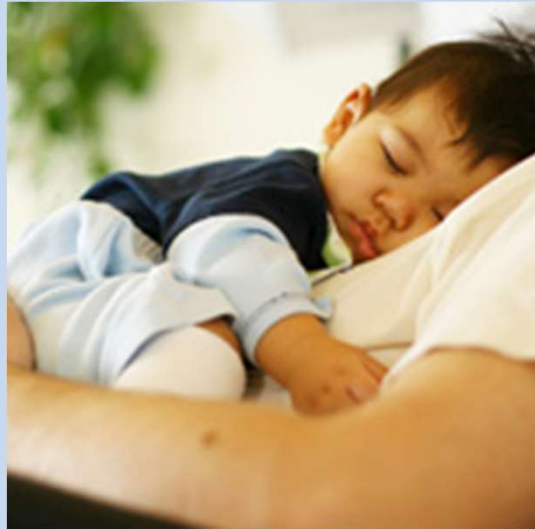
Poll Question

Which statement best describes you?

- ◆ A. I have high involvement in the planning of my EHS or EHS-CC Partnership program.
- ◆ B. I have moderate involvement in the planning of my EHS or EHS-CC Partnership program.
- ◆ C. I am not directly involved in the planning of my EHS or EHS-CC Partnering program.
- ◆ D. I support EHS and EHS-CC Partnership programs in planning.

6

Components of the Planning Guide and Organizational Readiness Chart



7

Planning Guide

PLANNING GUIDE

WELCOME TO THE PLANNING PROCESS

Organizations planning to provide EHS services need to thoughtfully design and implement their program to provide high-quality services. Organizations use strategic planning to ensure successful implementation of their grant. It begins during the grant application process and continues from the time of award through the life of the grant. As consistent with any effective planning process, programs keep key stakeholders engaged throughout the process. The goal is to be fully operational as early as possible and as agreed upon with an EHS program's regional office.

Leadership and governance are the foundation for all EHS programs. Early Head Start leadership consists of three entities and each has a role:

- 1) Governing body/Tribal Council assumes legal and fiscal responsibility for the program.
- 2) Policy council and policy committee set direction for the program at the agency and delegate level.
- 3) Management staff oversees day-to-day operations.

A unique aspect of governance in EHS is that the policy council must include a majority membership of current or former parents of enrolled children. Oversight, community members, parents, and program management staff make up this inclusive leadership structure. Together, these entities are a powerful force that provides leadership, oversight, and strategic direction.

To complete activities during the planning process, programs will need to thoroughly review regulations and requirements. Understanding and meeting HS requirements is critical to planning and implementing comprehensive services. Throughout this resource, we reference "requirements," which include:

STATE REQUIREMENTS/REGULATIONS

- Licensing rules and regulations
- The CCDF regulations allow states, territories, and tribes to develop certain policies and requirements, so these may differ by state, territory, and tribe

LOCAL

- Local CCDF policies and requirements
- County, city, and municipality rules and regulations (as applicable)
- County, city, and municipality ordinances (as applicable)

When state, territory, tribal, or local requirements vary from HS requirements, programs apply the most stringent provision.

Administrative Part 79)—also department of

EHS programs that partner with child care or use child care funds to extend service hours, need to review, understand, and incorporate child care requirements into planning and implementing quality services. CCDF policies and requirements:

- Vary across states, territories, and tribes.
- May allow counties and cities to develop policies and requirements at the local level.
- May vary based on facility type and licensing state.

In addition to necessary requirements, there are also many early care and education (ECE) quality improvement initiatives that support EHS programs. Some include:

- Quality Rating and Improvement System (QRIS)
- Early Learning Standards and Guidelines (ELS-EGC)
- National accreditation for ECE programs.

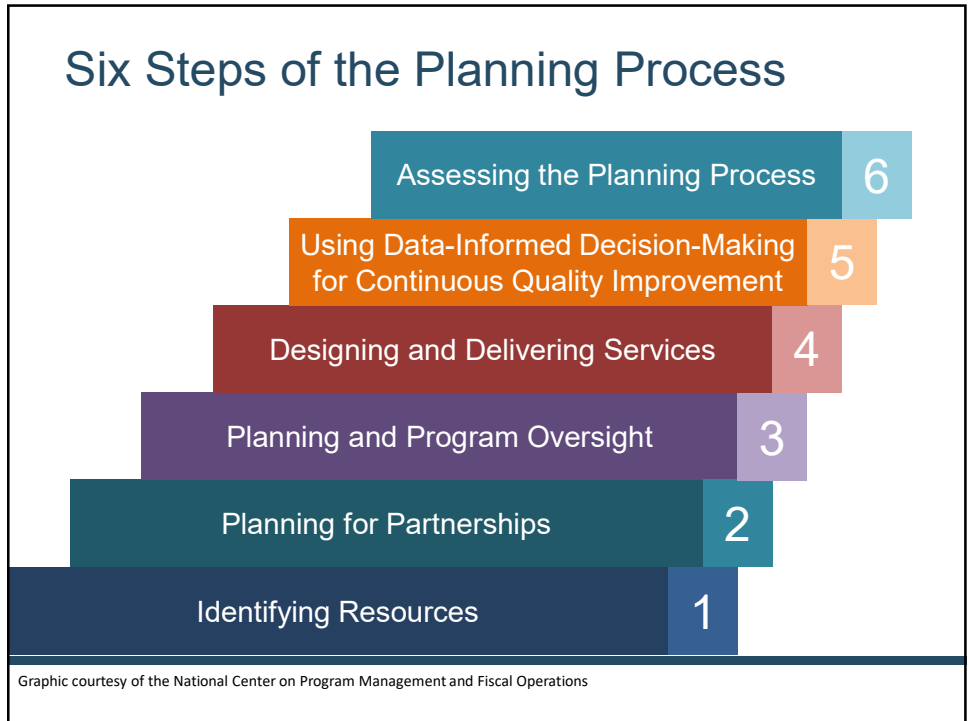
EHS programs may opt to provide services to pregnant women. AS CTE Part services to enrolled pregnant women and their families. Programs can deliver a referral. The grant award notes the number of program women a program can serve pregnant women, then they must plan for continuity of EHS services for the EHS program, but not into a program option then (a) option after a child's birth.

Early Head Start (EHS) Care Partnership programs are designed to:

- Use licensed licensing models that include the EHS care study to support working parents to care with family members going to school, handling work schedules, full day and full care comprehensive services.
- Address the unmet need proportion of early childhood education, toddlers and ensure continuity of services when a family loses child's eligibility.
- Improve the quality of child care.



8



9

Organizational Readiness Chart

The Organizational Readiness Chart is comprised of three main sections:

- A. Organizational Readiness
- B. Management Systems
- C. Program Operations and Services



10

Summary of Ratings

The Summary of Ratings provides a listing of the overall rating for each section within the Organizational Readiness Chart.

SUMMARY OF RATINGS			
A. ORGANIZATIONAL READINESS			
A1: Grantee Planning Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A2: Negotiate Award/Budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A3: Organizational Structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A4: Contracts and Partnership Agreements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. MANAGEMENT SYSTEMS			
B1: Fiscal Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B2: Facilities and Learning Environments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B3: Program Planning and Service System Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B4: Data and Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B5: Ongoing Monitoring and Continuous Improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B6: Community and Self-Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B7: Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B8: Recordkeeping and Reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B9: Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B10: Human Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B11: Training and Professional Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B12: Technology and Information Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. PROGRAM OPERATIONS AND SERVICES			
C1: Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C2: Education and Child Development Program Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C3: Health Program Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C4: Family and Community Engagement Program Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C5: Additional Services for Children with Disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C6: Transition Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C7: Services to Enrolled Pregnant Women	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11

Sample Planning Sheet

SAMPLE PLANNING CHART						
FOCUS AREA	ACTION AREA	RATING (S, P, E)	EVIDENCE	HEPS AND OTHER REQUIREMENTS	NEXT STEPS	RESOURCES
Organizational Readiness	Grantee Planning Team	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
	Negotiate Award/Budget	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
	Organizational Structure	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
	Contracts and Partnership Agreements	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				

The Sample Planning Sheet is an optional tool for planning teams to use to assist with planning next steps.

12

HSPPS and Resources Included

Related standards, regulations, and resources are included in each section, as applicable.

6. TRANSITION SERVICES

- a. Identify program goals, objectives, and action steps about transition services based on the community needs assessment.
- b. Align each program option to transition services requirements.
- c. Develop or update the program policies and procedures on transition services for infants and toddlers and their families, including engaging with families about their children's education and development. For EHS programs partnering with child care, engage partners in the process.
- d. Collaborate with families to ensure that transition services are culturally and linguistically responsive, promote children's healthy development, and meet their unique needs.
- e. Ensure individual transition plans include necessary service partners (e.g., child care, early intervention) and support children, families, and staff.

RATING: 5P 4P 3P 2P 1P

Transition services involve planning for children moving between program options, settings, groups or classrooms, and into and out of the program. Plans must prioritize continuity of care to the maximum possible extent. Center directors and family child care settings must consider mixed-age groups in appropriate and staying within requirements.

Related standards, regulations, and resources for this section:
 Part 2002 Subpart C Transition Services
 The Program for Infant/Toddler Care (ITC), Six Essential Program Practices for Relationship-Based Care
<https://childcare.gov/hsppa/resources/program-practices-for-care-and-quality-essential-program-practices-relationships-based-care/>
 Transition
<https://dcyf.dc.gov/hsppa/transition>
 Supporting Transitions: Resources for Building Collaboration
<https://dcyf.dc.gov/hsppa/transition>
<https://dcyf.dc.gov/hsppa/transition>
 Building Collaboration

STRENGTHS, OPPORTUNITIES FOR GROWTH, RESOURCES, AND ACTION STEPS:

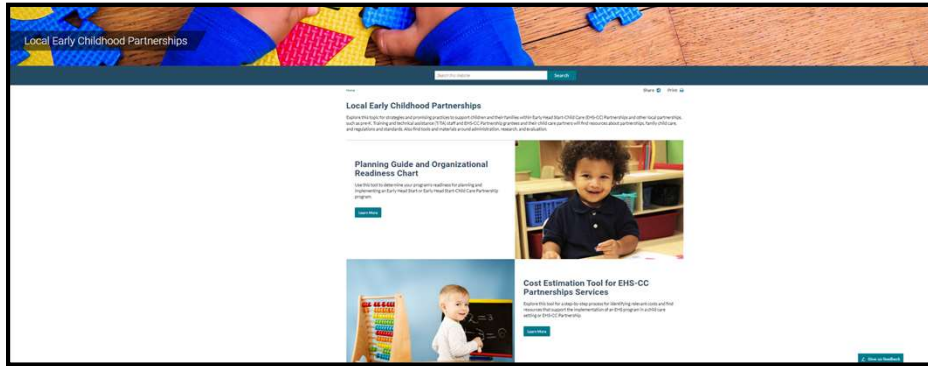
13

Using the Planning Guide and Organizational Readiness Chart



14

Local Early Childhood Partnerships topic page



<https://eclkc.ohs.acf.hhs.gov/local-early-childhood-partnerships>

15

Putting It All Together



16

Additional Resources

Health Program Services

- ◆ EPSDT <https://eclkc.ohs.acf.hhs.gov/physical-health/article/early-periodic-screening-diagnostic-treatment-epsdt>
- ◆ Immunization Schedules <https://eclkc.ohs.acf.hhs.gov/physical-health/article/immunization-schedules>
- ◆ Oral Health resources - <https://eclkc.ohs.acf.hhs.gov/oral-health>
- ◆ Nutrition resources - <https://eclkc.ohs.acf.hhs.gov/nutrition>
- ◆ Infant and Early Childhood Mental Health Consultation and Your Program - <https://eclkc.ohs.acf.hhs.gov/mental-health/article/infant-early-childhood-mental-health-consultation-your-program>

Planning and Community Partnerships

- ◆ Foundations for Fostering Partnerships in HS and EHS <https://eclkc.ohs.acf.hhs.gov/sites/default/files/pdf/foundations-fostering-partnerships-hs-ehs.pdf>
- ◆ Foundations for Excellence: A Guide for Five-Year Planning and Continuous Improvement, 2nd Edition <https://eclkc.ohs.acf.hhs.gov/sites/default/files/pdf/foundations-for-excellence-complete-guide.pdf>

17

Additional Resources

Family and Community Engagement Program Services

- ◆ PFCE Interactive Framework <https://eclkc.ohs.acf.hhs.gov/school-readiness/article/pfce-interactive-framework>
- ◆ Building Partnerships with Families Series <https://eclkc.ohs.acf.hhs.gov/family-engagement/article/building-partnerships-families-series>
- ◆ Using Data to Support Family Progress <https://eclkc.ohs.acf.hhs.gov/data-ongoing-monitoring/article/measuring-what-matters-using-data-support-family-progress>

Education and Child Development

- ◆ Head Start Early Learning Outcomes Framework <https://eclkc.ohs.acf.hhs.gov/schoolreadiness/article/head-start-early-learning-outcomes-framework>
- ◆ Curriculum <https://eclkc.ohs.acf.hhs.gov/curriculum>
- ◆ Curriculum Consumer Report <https://eclkc.ohs.acf.hhs.gov/curriculum/consumer-report>
- ◆ Infant/Toddler Teaching Practices <https://eclkc.ohs.acf.hhs.gov/teaching-practices/article/infanttoddler-teaching-practices>

18

Connect With Others on MyPeers



PFCE Deepening Practice



Early Head Start Child ...



Education Leaders Co...



Directors Corner

Join MyPeers Today -
<http://www.123contactform.com/form-2230355/My-Peers>



Health, Safety & Wellness

19

Questions?



20

For More Information Contact Us!



For more information on:

- ◆ Education and child development - contact NCECDTL at ecdctl@ecetta.info or call 1-844-261-3752
- ◆ Program planning – contact NCPMFO at pmfo@ecetta.info or 1-888-874-5469
- ◆ Quality initiatives - contact NCECQA at QualityAssuranceCenter@icfi.com or 1-877-296-2250.
- ◆ Health, safety and wellness - contact NCECHW at health@ecetta.info or call (toll-free) 1-888-227-5125
- ◆ Family and community engagement - contact NCPFCE at PCFE@ecetta.info or 1-866-763-6481

21



Early Childhood
National Centers



ADMINISTRATION FOR
CHILDREN & FAMILIES

22