



Early Childhood
IMPROVING SCHOOL READINESS

**Coordinated Enrollment:
Updated Self-Assessment Survey
July 2019**

Agenda

Objective: To review the changes to the enhanced Coordinated Enrollment Self-Assessment and provide support to community networks' in completing a more comprehensive self-assessment.

- Early Childhood Vision
- Coordinated Enrollment Planning
- Self-Assessment Overview
- Timeline
- Next Steps

Early Childhood Vision

Louisiana has been striving to achieve the goals of Act 3, including a statewide early childhood network with a unified rating system and coordination of services and engagement across birth to five programs.

Shared high standards for what children should learn and what excellent teaching looks like.

Teachers are excellent at interacting with children and guiding learning.

Expectations for health, safety, and learning are consistent with adequate funding levels for programs that serve children well.

Families can easily enroll and choose the best option for their children.

Early Childhood Vision

Coordinated Enrollment

Progress has been made since Act 3, yet more is needed to maximize the capacity of the system so that more families can access high-quality early childhood care and education for their children.

Louisiana has made considerable progress since 2012:

- Community networks coordinate processes so that more families are able to learn about early childhood offerings and enroll their children in programs.
- All early childhood programs are held to the same standards and information on program quality is publicly available.
- More children are able to access high quality early childhood care and education.

But more work needs to be done to maximize capacity and address gaps in access:

- Community networks must be able to identify gaps in service and find creative solutions to increase access for families who are in need.

Coordinated Enrollment Planning Coordination

Lead agencies and program partners coordinate in order to reach as many families as they can, and serve as many at-risk children as possible.

To achieve coordination, community networks are required to:

- **Count all at-risk publicly-funded children by funding source**, so they understand resources and demand and can plan to maximize access;
- **Submit a Coordinated Funding Request** that allocates resources according to local need and family choice; and
- **Submit a Coordinated Enrollment Plan** that demonstrates coordination across the four key areas of enrollment.

Coordinated Enrollment Planning

Four Key Components

Louisiana's state legislature defined coordinated enrollment with Act 717 (2014), and required all communities to fully implement each component.

- 1. Coordinate Information: Families know of all available seats**
 - Inform families about the availability of publicly-funded programs*
- 2. Coordinate Eligibility: Families easily know what programs they qualify for**
 - Ensure families are referred to available publicly-funded programs*
- 3. Coordinate Applications: Families apply to all programs through one application**
 - Collect family preferences regarding enrollment choices*
- 4. Match Based on Preference: Families enroll their child in the highest ranked preference available**
 - Enroll children based on family preference so no one occupies more than one seat*



Coordinated
Enrollment
Self-Assessment

Coordinated Enrollment Self-Assessment

Overview of Changes

The self-assessment is intended to guide community networks to reflect on the effectiveness of each component of the coordinated enrollment process.

Previous Self-Assessment focused on:

- Developing and coordinating resources
- Informing families of programs

Updated Self-Assessment targets:

- Collaborating and planning for effective use of resources
- Unifying and implementing practices that reduce burdens for families and children
- Evaluating and improving processes to increase access for in-need families
- Using variety of data sources and analysis to best understand need

Coordinated Enrollment Self-Assessment

Purpose

Each community network will complete a self-assessment focused on the previous year's coordinated enrollment process in order to identify opportunities for continuous improvement.

After completing the 2018-2019 Coordinated Enrollment Self-Assessment, each community network will be able to:

- Reflect on the successes and challenges of the 2018-2019 coordinated enrollment year;
- Identify areas of strength and opportunities for growth; and
- Plan action steps to better inform, engage, and recruit families

Completing this self-assessment is the first step for this year's coordinated enrollment process. These results will inform coordinated enrollment planning.

Coordinated Enrollment Self-Assessment

Completing the Self-Assessment

The Self-Assessment is designed to support community networks in their continuous improvement efforts as they reflect on practices from the 2018-2019 coordinated enrollment process.

Each lead agency should:

- Partner with the community network program partners and other relevant stakeholders to complete the self-assessment
- Actively engage all publicly-funded early childhood partners represented to collect feedback and input (child care, Head Start, NSECD, and school-based pre-K providers)
- Print a self-assessment for participants to mark responses and make notes
- Submit final responses to a google form which will be provided at the end of this webinar

Coordinated Enrollment Self-Assessment

Key Terms

- **Performance Statement:** A statement describing an expectation of the coordinated enrollment process
- **Indicator:** Behaviors or action steps that serve as indicators for the successful completion of the expectations of coordinated enrollment
- **Overall Rating:** Overall level of performance that reflects the behaviors or action steps taken by the community network for each section of the coordinated enrollment process

Coordinated Enrollment Self-Assessment

Performance Statements and Indicators: Example Item

When completing each item, community networks should select all of the indicators that were true for the 2018-2019 Coordinated Enrollment process, and then tally the number of indicators selected.

Example Item	Indicators of Success (Select All that Apply)				Tally of Indicators
Performance Statement	Planning	Implementing	Unifying	Evaluating	
<p><i>Statement about what should have been true for a highly effective coordinated enrollment process.</i></p>	<p><input checked="" type="checkbox"/> Designed a data management system to track application and eligibility data</p>	<p><input checked="" type="checkbox"/> Used the data management system to monitor applications and eligibility determination results, which resulted in timely placement decisions</p>	<p><input type="checkbox"/> Used the same data management system across <u>all</u> program types and with <u>all</u> program partners</p>	<p><input checked="" type="checkbox"/> Evaluated the effectiveness of the data management system to remove inefficiencies and to make improvements for future years</p>	<p>3</p>

Coordinated Enrollment Self-Assessment Performance Statements and Indicators

Section 4, Item 3	Indicators of Success (Select All that Apply)				Tally of Indicators
Performance Statement	Planning	Implementing	Unifying	Evaluating	
<p><i>Implemented a data system to manage and monitor applications, placement and waitlist decisions for families and program partners.</i></p>	<p><input checked="" type="checkbox"/> Collaboratively developed or updated a system to track and manage application, placement, and waitlist information that created efficiency and transparency for families</p> <p><i>Example data: real-time vacancy information, family preference, and waitlist information, etc.</i></p>	<p><input type="checkbox"/> Used the data management system to ensure families are matched based on preference in a way that maximized the number of spots filled, and that provided transparent information on waitlist status for families</p>	<p><input type="checkbox"/> Used the data management system to manage and monitor application data, placements, and waitlist information for <u>all</u> program types and funding sources</p>	<p><input type="checkbox"/> Evaluated the effectiveness of the data management system to remove inefficiencies, improve transparency of information on waitlist status for families, and make improvements for future years</p>	<p>1</p>

Coordinated Enrollment Self-Assessment Performance Statements and Indicators

Section 4, Item 2	Indicators of Success (Select All that Apply)				Tally of Indicators
Performance Statement	Planning	Implementing	Unifying	Evaluating	
<i>Provided comprehensive training on the application, matching, and registration process for staff and program partners.</i>	<input checked="" type="checkbox"/> Collaborated with representatives from all program types to develop or update materials and schedule for annual training on the application, matching, and registration process	<input checked="" type="checkbox"/> Provided training for staff and program partners on the application, matching, and registration policies and procedures to ensure consistency in communication and implementation	<input checked="" type="checkbox"/> Ensured that <u>all</u> program partners and relevant staff were trained on the application, matching, and registration process	<input type="checkbox"/> Evaluated the effectiveness of the training provided in order to identify opportunities for continuous improvement	3

Section 4, Item 3	Indicators of Success (Select All that Apply)				Tally of Indicators
Performance Statement	Planning	Implementing	Unifying	Evaluating	
<i>Implemented a data system to manage and monitor applications, placement and waitlist decisions for families and program partners.</i>	<input checked="" type="checkbox"/> Collaboratively developed or updated a system to track and manage application, placement, and waitlist information that created efficiency and transparency for families <i>Example data: real-time vacancy information, family preference, and waitlist information, etc.</i>	<input type="checkbox"/> Used the data management system to ensure families are matched based on preference in a way that maximized the number of spots filled, and that provided transparent information on waitlist status for families	<input type="checkbox"/> Used the data management system to manage and monitor application data, placements, and waitlist information for <u>all</u> program types and funding sources	<input type="checkbox"/> Evaluated the effectiveness of the data management system to remove inefficiencies, improve transparency of information on waitlist status for families, and make improvements for future years	1

Coordinated Enrollment Self-Assessment Opportunities for Planning

This section was included to provide community networks an opportunity to document their reflections on past performance and plans for the future.

- Record notes on the thoughts or ideas that develop during the reflective discussions around performance statements and indicators.
- This section is optional, but it is highly recommended you use
- These notes will be helpful to refer back to when completing the Coordinated Funding Request and when planning for upcoming Coordinated Enrollment Plan.

Coordinated Enrollment Self-Assessment

Opportunities for Planning

4.2 OPPORTUNITIES FOR PLANNING

How will the network's responses inform decisions for the next year? This is an opportunity to reflect on your past performance and plan for the future. This item is optional.

Consider creating training materials on eligibility process. Do we have a plan to onboard new employees?

Develop transparent waitlist to share with all program partners and families.

Refine plan for who notifies families of placement so families know when to expect communication.

Coordinated Enrollment Self-Assessment

Overall Rating

Determine network's overall ratings that represent the performance level for the section of the coordinated enrollment process.

- Step 1: Sum the total number of indicators that you tallied in questions 1-4 in this section below.
- Step 2: Check the level that accurately reflects the number of indicators achieved

	Item 1	Item 2	Item 3	Item 4	Total
Tally of Indicators	<u>3</u> (4 points max)	+ <u>0</u> (4 points max)	+ <u>3</u> (4 points max)	+ <u>4</u> (4 points max)	= <u>10</u> (16 points max)

Coordinated Enrollment Self-Assessment

Overall Rating

Overall Rating has a description and is based on the total number of indicators.

- Step 2: Check the level that accurately reflects the number of indicators achieved

Overall Rating for Section 4. Coordinated Application, Matching, and Registration		
Total Number of Indicators	Description	Overall Rating
0-4	Some evidence of coordination on the application, matching, and registration process.	<input type="checkbox"/> Starting Point
5-8	Evidence of coordination and attempts at implementation of the application, matching, and registration process to ensure consistent and efficient processes for families.	<input type="checkbox"/> Progressing
9-12	Evidence of coordination, consistent implementation, and efficient data management to ensure consistent and efficient processes for families.	<input checked="" type="checkbox"/> Meets Standard
13-16	Strong evidence of coordination, consistent implementation, efficient data management, and evaluation to ensure consistent and efficient processes for families.	<input type="checkbox"/> Above Standard

Coordinated Enrollment Self-Assessment

Overall Rating

	Item 1	Item 2	Item 3	Item 4	Total
Tally of Indicators	<u>3</u> (4 points max)	+ <u>2</u> (4 points max)	+ <u>2</u> (4 points max)	+ <u>1</u> (4 points max)	= <u>8</u> (16 points max)

- Step 2: Check the level that accurately reflects the number of indicators achieved

Overall Rating for Section 4. Coordinated Application, Matching, and Registration		
Total Number of Indicators	Description	Overall Rating
0-4	Some evidence of coordination on the application, matching, and registration process.	<input type="checkbox"/> Starting Point
5-8	Evidence of coordination and attempts at implementation of the application, matching, and registration process to ensure consistent and efficient processes for families.	<input checked="" type="checkbox"/> Progressing
9-12	Evidence of coordination, consistent implementation, and efficient data management to ensure consistent and efficient processes for families.	<input type="checkbox"/> Meets Standard
13-16	Strong evidence of coordination, consistent implementation, efficient data management, and evaluation to ensure consistent and efficient processes for families.	<input type="checkbox"/> Above Standard

Coordinated Enrollment Self-Assessment Assurances

All community networks will be required to sign an assurance statement and include a list of all of the program partners that were included in the self-assessment process. This list can be typed into the google form or uploaded into the FTP.

2018-2019 Coordinated Enrollment Self-Assessment Assurances

By providing the information below, I am assuring that the self-assessment responses reflect the whole community, and not just one program type. Diverse partners were included in completing the self-assessment.

○ What Community Network do you belong to? _____

Participating Partners:

Please list each participating partner's name along with his or her program/site name. You may choose to upload this information to your FTP folder or list the participants when you submit the self-assessment electronically.

Coordinated Enrollment Self-Assessment

Submitting Responses on Google

The performance statement and indicators will be provided on the Google form and not the description for the indicator. Networks will submit the indicators that were collectively chosen and on the paper version to submit on the Google Form.

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4. Actively pursued strategies to expand access for economically disadvantaged families.

- Planning
- Implementing
- Unifying
- Evaluating

Coordinated Enrollment Self-Assessment Timeline

Upcoming Action Items

Action Item	Date
Submitting Google form Coordinated Enrollment Self-Assessment	September 3, 2019
Submit October 1 Child Count	October 31, 2019
Coordinated Funding Request	Timeline for the Coordinated Funding Request will be aligned to the timeline for Super App; more information will be released in September 2019
Coordinated Enrollment Plan	January 2020

Coordinated Enrollment Self-Assessment

Next Steps

Community Networks

- Gather program partners and stakeholders to complete the self-assessment;
- Discuss performance statements and indicators;
- Collaborate on the choices for the indicators that apply to the network; and
- Submit the self-assessment responses electronically by completing this [Google Form](#) by **Tuesday, September 3, 2019**.

Support/Guidance

- Contact Amanda Colon for specific questions at 225-219-0403 or Amanda.Colon@la.gov
- Attend Office Hours on Tuesdays 3:00-3:30 PM