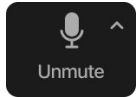


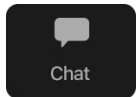
Zoom Meeting Preparation



- Please make sure your phone or computer is muted to minimize background noise.
 - To do this, hover over the bottom left-hand side of your screen and click “Mute.”



- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
 - To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”



- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.

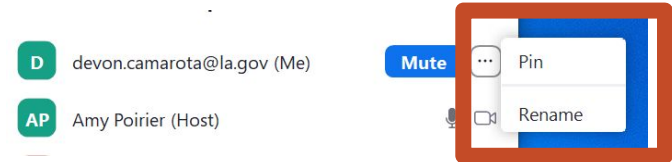
If you require an interpreter or have other accessibility needs for future LDOE meetings, please contact LDOEcommunications@la.gov.



Zoom Meeting Protocol

Participant Naming Conventions

Please change your Zoom name to reflect your actual name and Community Network you represent.

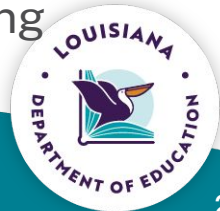


Questions

During the presentation, please add any questions to the chat. Questions will be answered at the end of the webinar. If you enter a question in the chat, please include your email.

Notice of AI Recording on Zoom

Please be advised that LDOE does not permit artificial intelligence (AI) meeting recorders to join online meetings and does not consent to having this meeting recorded or transcribed.



Community Network Lead Agency Office Hours



November 12, 2024

Webinar Purpose and Objectives



Webinar Purpose and Objectives

Purpose: The Community Network Lead Agency (CNLA) Office Hours webinar provides CNLA administrators with information, updates, and reminders related to current LDOE Early Childhood Care and Education initiatives and events.

Objectives: Community Network Lead Agencies will:

- Receive new information and updates
- Receive information related to EC Learn
- Review information related to Coordinated Enrollment
- Review reminders about upcoming deadlines

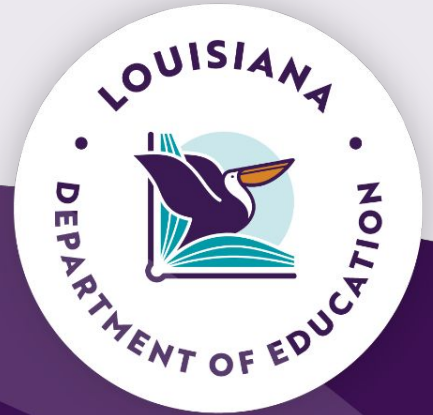


Agenda

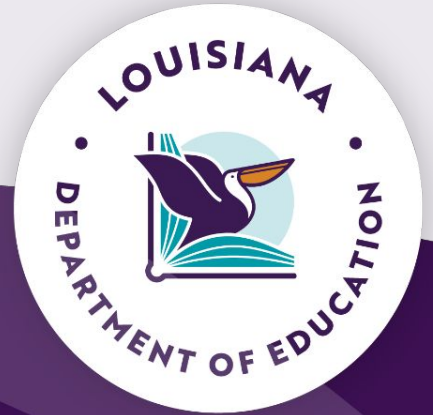
- Early Childhood Community Network Updates
- Featured Topic: Coordinated Enrollment
- Introduction to EC Learn
- Early Childhood Reminders
- Upcoming Events and Deadlines



Early Childhood Community Network Updates



Comprehensive Literacy State Development (CLSD) Program



Fall 2024 CLASS® Observation Updates

Community Network Lead Agencies are responsible for observing all classrooms that were open on Oct. 1, 2024, including FCC educators that opted into Academic Approval by Nov. 15, 2024

- Lead agencies can track observation completion via the “Reports” section of the [EC CLASS® Portal](#), “System Level Reports” including the Community Network CLASS® Observations Completion Report, Community Network CLASS® Observations Planned, and Community Network CLASS® Observations Missing
- Observations must be submitted in the [EC CLASS® Portal](#) by Dec. 15, 2024

Early Childhood Updates

Contact robert.jones4@la.gov with questions.



2023-2024 Performance Profiles

Performance Profiles for the 2023-2024 academic year will be released in alignment with K-12 school performance scores on November 20, 2024.

- Networks can calculate preliminary results from last year by using the [Performance Rating calculator](#) and the community network calculator roster from the [EC CLASS® Portal](#).
- Performance Profiles are anticipated to be available on [Louisiana School and Center Finder](#) at the beginning of 2025.



CLSD 2024 Application

The Comprehensive Literacy State Development (CLSD) program awarded Louisiana with a \$70 million grant that will be used to support literacy efforts for students, teachers, and schools most in need.

CLSD includes opportunities for ECCE therefore CNLA Leaders are encouraged to work with members of the district who may be interested in applying for this opportunity to discuss the possibility of including ECCE in the grant application process.

The LDOE Literacy team will host CLSD Office Hours in November and December. The provided Zoom link will be open during this time for subgrantees to join the call to share their questions or feedback.

Thursday, November 14 1:00 - 2:00 p.m. [Zoom link](#)

Monday, November 25 1:00 - 2:00 p.m. [Zoom link](#)

Thursday, December 12 1:00 - 2:00 p.m. [Zoom link](#)



Please contact wendy.brooks@la.gov with questions.



Featured Topic

Coordinated Enrollment



Jenny Moran, Early Childhood Family Engagement Manager

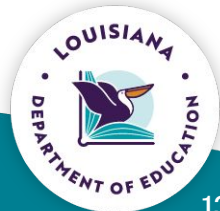
2025-2026 Coordinated Enrollment Plan Submission

November marks the start of the Coordinated Enrollment Plan planning and submission window.

- Community Network Lead Agencies should begin the process of completing their Coordinated Enrollment Plan for the 2025-2026 academic year.
- Networks should work with program partners (providers, community stakeholders, and families) to complete the Coordinated Enrollment Plan in full, so that the LDOE may understand and evaluate the effectiveness of child enrollment across Louisiana.
- The 2025-2026 Coordinated Enrollment Plan Template will be emailed to all CNLAs prior to the Thanksgiving holiday.
- Please contact jenny.moran2@la.gov for additional information or support completing your network's Coordinated Enrollment Plan.

Coordinated Enrollment

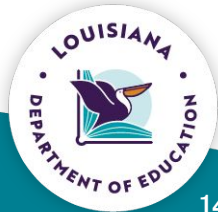
Please contact jenny.moran2@la.gov with questions.



Coordinated Enrollment Components

The Louisiana legislature enacted Act 3 to design Early Childhood Community Networks, or Community Network Lead Agencies (CNLAs), and defined coordinated enrollment with Act 717 (2014) which required all communities to implement each of the following components:

- **Coordinate Information:** Families know of all available seats
- **Coordinate Eligibility:** Families easily know what programs for which they qualify
- **Coordinate Applications:** Families apply to all birth-5 publicly funded programs through one application
- **Match Based on Preference:** Families enroll their child in the highest ranked preference available



Coordinated Enrollment Model

Coordinated Information Campaign

Work together to inform families about early childhood programs in the community

- Collaborate to ensure access to information year-round
- Conduct an on-the-ground information campaign
- Institute a “No Wrong Door” approach by sharing information in-person, online and paper as appropriate

Coordinated Eligibility Determination

Create one way for families to know what they qualify for and one year-round process to refer families to other available programs when they do not qualify or no seats are available

- Understand program & funding eligibility requirements
- Determine eligibility using DirectMatch with a unified application and develop a community referral system

Coordinated Applications

Create a unified application used by all programs to collect family preferences

- Guide families through options based on eligibility
- Designate choices on one application during open enrollment period
- Coordinate application and enrollment timelines across all programs year-round

Matching Based on Preference

Enroll at-risk children based upon where families prefer to send their children, as long as space is available

- Admit families according to their preference and the capacity of programs
- Provide enrollment options throughout the year
- Collaborate on management of a community waitlist

Coordinated Family Support

Community networks support and empower families with young children. Provide families opportunities to learn about early childhood education, community resources, and child development to empower families to support their children’s learning and development.

Coordinated Enrollment

Coordinated Enrollment Success- The Full Model



Coordinated Enrollment Planning Sequence

Blueprint

Establishes mission, vision, and goals

Coordinated Funding Request

Allocates resources according to local needs and family choice

Super App

Applies for funding and communicates local priorities

Self-Assessment for Previous Coordinated Enrollment

Evaluates and reflects for continuous improvement

Coordinated Enrollment Plan

Coordinates and executes the early childhood enrollment process

Coordinated Enrollment

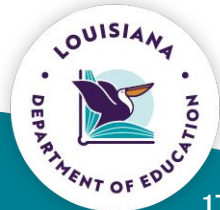
Please contact jenny.moran2@la.gov with questions.



Coordinate Information

Community Network Lead Agencies (CNLAs) work with early childhood stakeholders to develop a Coordinated Information Campaign. This campaign should:

- ensure that families have access to enrollment information year-round;
- be broadcasted so that information is accessible to all families during similar timeframes;
- and institute a “No Wrong Door” approach by utilizing multiple outlets of communication.



Coordinated Eligibility Determination

CNLAAs work with early childhood stakeholders to develop a system for Coordinated Eligibility Determination. Coordinated Eligibility Determination is a year-round process that refers families to child care options that meet their needs.

This also means that the process refers families to other available programs when they do not qualify for a program, or no seats are available at the time of their application. Coordinated Eligibility Determination should offer families support in:

- understanding program and funding eligibility requirements;
- determining preliminary eligibility with the use of a unified application; and
- assisting families in making the right choices for the needs of their children.



Coordinated Applications

CNLAs work with early childhood stakeholders to create and utilize a unified Coordinated Application to collect information about a family's child care preferences. This application should:

- guide families through child care eligibility options in their geographical area;
- give families the opportunity to designate child care preferences during open enrollment;
- coordinate application and enrollment timelines across all programs year-round;
- and place families waiting for seats on a community waitlist.

Coordinated Enrollment

Please contact jenny.moran2@la.gov with questions.



Match Based on Preference

CNLAs work with early childhood stakeholders to develop a process to enroll children in early childhood programs. This process should include mechanisms that:

- enroll children in child care sites and applicable publicly funded programs based on family preference and eligibility;
- provide enrollment options throughout the year; and
- establish a community-wide waitlist for families unable to be enrolled initially based on seat capacity and local enrollment procedures.
 - This waitlist should be used as a tool to communicate with families when a seat does become available that matches their needs, eligibility, and preferences

Impact of Coordination of Enrollment

Coordinated enrollment builds a unified system of early childhood education by offering ways for Early Childhood Community Networks to support families. Coordinated enrollment practices result in the greatest number of children in each community being served when:

- families and community members have a better understanding of quality care;
- families can see which early childhood programs are available in their community;
- parents have an easy way to understand their eligibility for programs and enroll their children; and
- families' stress is alleviated through streamlining the access and enrollment process.

Coordinated Enrollment

Please contact jenny.moran2@la.gov with questions.



Completing the Coordinated Enrollment Plan



Template and Jotform Sample



2025-2026 COORDINATED ENROLLMENT PLAN TEMPLATE

Community Network Lead Agencies (CNLAs) are required to execute a coordinated enrollment process. CNLAs will engage all program partners to develop and submit a coordinated enrollment plan to the Louisiana Department of Education (LDOE) that is signed by all program partners.

Read each question and provide a response for each item. Please note there are a variety of answer response formats, including open-response, tables, and select all that apply. Note: If any aspect of the Coordinated Enrollment model will not be in place for families applying and enrolling for 2025-2026, the CNLAs will need to apply for a Coordinated Enrollment Waiver. If you have questions or need assistance, please contact Jenny Moran at jennymoran2@la.gov or Brittney Cochran at brittneycochran@la.gov.

- Section 1: Maximize System Capacity
- Section 2: Coordinated Informational Campaign
- Section 3: Coordinated Eligibility Determination
- Section 4: Coordinated Application, Matching, and Registration
- Section 5: Coordinated Family Support

PROGRAM PARTNER REVIEW

Include signatures from each program partner demonstrating they have been engaged in the planning process and approve the plan.

SECTION 1: MAXIMIZE SYSTEM CAPACITY

Community Network Lead Agencies utilize strategies that maximize available funding sources and increase access to publicly-funded early childhood programs each year. Please plan to use the CNLA data kit to complete the following questions.

1. Complete the table below using enrollment data to inform family demand for publicly-funded early childhood seats in the community. NOTE CNLAs can use current year enrollment data, 2024-2025 Child Count if it has been audited, or the previous year's spring Child Count data.

	Example	Infants	Ones	Twos	Threes	Fours
Number of Applications Received	10					
Number of Families on the Waitlist	0					
Is there an Access Gap? Yes or No	No					



Copy and paste applicable responses from the Template into Jotform



2025-2026 Early Childhood Coordinated Enrollment Plan Jotform Submission

Community Network Lead Agencies (CNLAs) are required to execute a coordinated enrollment process. CNLAs will engage all program partners to develop and submit a coordinated enrollment plan to the Louisiana Department of Education (LDOE) that is signed by all program partners.

Read each question and provide a response for each item. Please note there are a variety of answer response formats including open-response, tables, and select all that apply.

Note: If any aspect of the Coordinated Enrollment model will not be in place for families applying and enrolling for 2025-2026, the network will need to apply for a Coordinated Enrollment Waiver. If you have questions or need assistance, please contact earlychildhood@la.gov

- Section 1: Maximize System Capacity
- Section 2: Informational Campaign
- Section 3: Coordinated Eligibility Determination
- Section 4: Coordinated Application, Matching, and Registration
- Section 5: Coordinated Family Support

Enter your email address or the best contact email address for the CNLA: *

Coordinated Enrollment



Template and Jotform: Document Upload Sample

SECTION 2: COORDINATED INFORMATIONAL CAMPAIGN

Community networks implement a coordinated public awareness campaign that informs families about the early childhood care and education options and availability of publicly-funded programs, family engagement opportunities, support for learning at home, and support for diverse learners.

8. Briefly describe the informational campaign to promote and provide public awareness for the early childhood care and education options, the importance of early childhood learning, family engagement, and enrollment. Include the following:

- Public awareness goals, media/methods, and timeline (TV ads, newspaper ads, digital ads, and print)
- Describe the content of campaign materials and ads
- Provide a brief description, event location, and list of program partners and community expected to be involved

DOCUMENT UPLOAD SECTION for informational materials planned for the 2025-2026 year to increase public awareness of the early childhood programs (e.g., enrollment brochures, parent guide, eligibility checklist, newspaper/TV/radio advertisements, social media messages, etc.). *NOTE: This section is a placeholder for what to expect on the Jotform.*




Template Document Upload Sections are placeholders for information materials, documents, and signatures that will be uploaded to the Jotform submission system

Section 2 Coordinated Informational Campaign

Community Network Lead Agencies implement a coordinated public awareness campaign that informs families about the early childhood care and education options and availability of publicly-funded programs, family engagement opportunities, support for learning at home, and support for diverse learners.

8. Briefly describe the informational campaign to promote and provide public awareness for the early childhood care and education options, the importance of early childhood learning, family engagement, and enrollment. Include the following:
- 1) Public awareness goals, media/methods, and timeline (TV ads, newspaper ads, digital ads, and print),
 - 2) Describe the content of campaign materials and ads,
 - 3) Provide a brief description, event location, and list of program partners and community expected to be involved *

(8.) **DOCUMENT UPLOAD SECTION** for informational materials planned for the 2025-2026 year to increase public awareness of the early childhood programs (e.g. enrollment brochures, parent guide, eligibility checklist, newspaper/TV/radio advertisements, social media messages, etc.). *


Browse Files
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Program Partner Signatures

PROGRAM PARTNER SIGNATURES

Include signatures from each program partner demonstrating they have been engaged in the planning process and approve the plan.

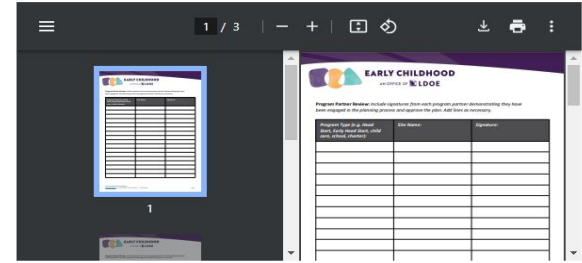
DOCUMENT UPLOAD SECTION Please provide program partner signatures to indicate their engagement in the planning process and approval of the 2025-2026 Coordinated Enrollment Plan. Other acceptable documentation are *digital signatures* and emails from program partners stating approval of the plan.



Program Partner Review

Include signatures from each program partner (Head Start, Type III child care site, family child care, public schools, NSECD sites, and charter schools) demonstrating they have been engaged in the planning process and approve the plan.

Use this downloadable PDF to collect signatures from all program partners. The Program Partner Signature Page with signatures will be uploaded on the last page of the submission form. You can download this form by clicking the down arrow seen on the image.



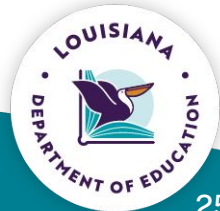
Upload 



Program Partner Review: Include signatures from each program partner demonstrating they have been engaged in the planning process and approve the plan. Add lines as necessary.

Program Type (e.g. Head Start, Early Head Start, child care, school, charter):	Site Name:	Signature:

Coordinated Enrollment



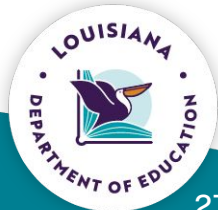
Commonly Asked Questions

- **Can edits be made after the JotForm has been submitted?**
 - Complete submissions may not allow edits. Email for assistance if edits to any section of the submission has been requested.
- **Why is my form not saving?**
 - Your form may not have been saved due to a bad internet connection, your browser caches, or with the device you're using. Each time you save a draft, a draft link will be submitted to your email address. To troubleshoot the issue, you can always check your Inbox to see whether you got the draft link or not.

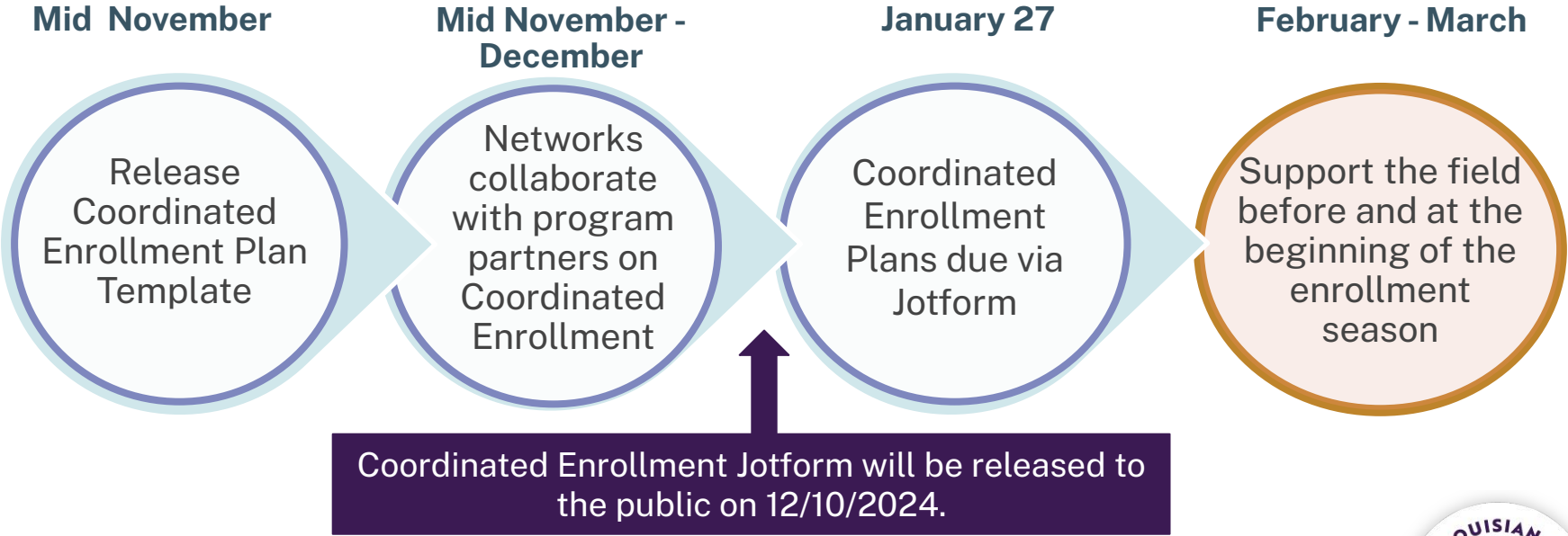


Commonly Asked Questions

- **Why is my form not saving?**
 - The form should work well using any up-to-date browser. Chrome is the suggested browser, but it works with all other browsers, devices, and operating systems. Some issues could be easily solved by clearing the cache and cookies.
 - As you complete Each section, choose save to avoid the form timing out and losing your information. If you will complete the form in different sittings, choose the save and continue later option before exiting the form. Always choose save after completing large document uploads in Each section.



Coordinated Enrollment Timeline



Coordinated Enrollment

Please contact jenny.moran2@la.gov with questions.



Introduction to EC Learn

Early Childhood Health & Safety Training



Early Childhood Health & Safety Training

During 2024, the Louisiana Department of Health (LDH) phased out the Child Care Health Consultants (CCHCs) program.

- In anticipation of the expiration of CCHC certifications, the LDOE codified policy outlining and ensuring future early childhood health and safety trainers have the knowledge and credentials necessary to provide training on approved topics.
- Beginning on October 1, 2024, only individuals who received approval from the LDOE identifying them as an Early Childhood Health and Safety Trainer is approved to provide in-person health and safety and/or medication administration trainings.



Early Childhood Health & Safety Training

In addition, the LDOE has launched an online, interactive, self-paced training program, **EC Learn**, for early childhood providers to access Health and Safety training, which includes Medication Administration training. These free online trainings can be used to meet training requirements in [Bulletin 137](#) and [Bulletin 139](#).

Benefits of the upcoming **EC Learn Canvas Catalog** professional learning suite:

- Providers can support staff enrolling in courses, regardless of group size, with flexibility around site schedules.
- Training certificates are more accessible.
- Providers have more control over training processes and can potentially reduce potential deficiencies related to staff training requirements.



Early Childhood Health & Safety Training

CNLAs are asked to share this new resource with providers to ensure the early childhood workforce gains knowledge and information concerning these continuing education trainings

- To access the **EC Learn Canvas Catalog**, providers will utilize the link <https://eclearn.doe.louisiana.gov/>.
- The current early childhood provider course listings include:
 - Medication Administration in Child Care - 3 credit hours
 - Safe Environments in Child Care - 1 credit hour
 - Food Safety in Child Care - 1 credit hour



Early Childhood Reminders



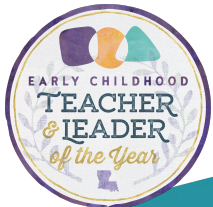
Early Childhood Teacher and Leader of the Year Award Program

The Louisiana Department of Education, in partnership with [Dream Teachers](#), recognizes and celebrates some of the state's most exceptional educators through the Early Childhood Teacher and Leader of the Year programs:

- These programs provide an opportunity to acknowledge those teachers and leaders who are making exceptional gains with Louisiana's youngest learners.

The [application portal](#) for the Early Childhood Teacher and Leader of the Year Award Program for the 2026 award year has opened and will close on **January 15, 2025**:

- Please review the [Awards Programs](#) page for more information.
- All Teachers and Leaders from Type III, CCAP-certified FCCs, and Early Head Start/Head Start programs are invited to apply.
 - Even if you were not nominated for this award program, you are invited to apply!
 - Past finalists are invited to re-apply. Only overall honorees are excluded from re-applying.



Teaching and Learning Reminders & Updates

Please contact shallan.jones@la.gov with questions.



Early Childhood Teacher and Leader of the Year Award Program

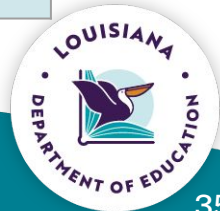
The below parishes have representation for this award program by way of nominations received. Congratulations to the following parishes!

Allen	Cameron	Lafourche	Rapides	Tangipahoa
Ascension	Claiborne	LaSalle	Red River	Vermillion
Assumption	East Baton Rouge	Natchitoches	Richland	Washington
Bienville	Franklin	Orleans	St. Bernard	West Baton Rouge
Caddo	Iberville	Ouachita	St. James	West Feliciana
Calcasieu	Jefferson	Plaquemines	St. John the Baptist	
Caldwell	Lafayette	Pointe Coupee	St. Tammany	



Teaching and Learning Reminders & Updates

Please contact shallan.jones@la.gov with questions.



Upcoming Events and Deadlines



Early Childhood Teacher and Leader of the Year Award Program

The Early Childhood Teacher and Leader of the Year award program is accepting applications for the 2026 award period. To provide application support, we are offering informational Overview/Help Desk calls. Early Childhood Teacher and Leader of the Year Application Support/Office Hours Calls for Candidates can join one of the following webinars:

Option 1: December 16, 2024 at 10 a.m.

Webinar Link:

<https://ldoe.zoom.us/j/95655645503?pwd=IHmQwcnYaDXcAPY1Hl46LVhimhyRNK.1>

Webinar Phone Number: 470-250-9358

Meeting ID#: 956 5564 5503

Passcode: 887151

Option 2: December 16, 2024 at 3 p.m.

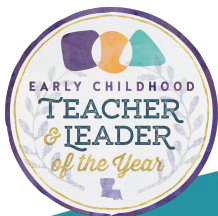
Webinar Link:

<https://ldoe.zoom.us/j/97128294126?pwd=gRwybV9CMTbx2auhoN3QzWETtd7N8n.1>

Webinar Phone Number: 312-626-6799

Meeting ID#: 971 2829 4126

Passcode: 195441



Please contact shallan.jones@la.gov with questions.

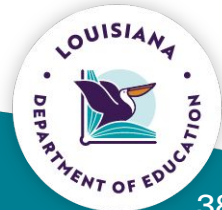


Preschool Development Grant Spending Deadline

Any Preschool Development Grant (PDG) activities and reimbursements should be submitted **by** December 15, 2024. This impacts the following activities that include:

- At-Home Learning Opportunity
- Early Childhood Guides
- Family Engagement and Leadership Opportunity
- Workforce Planning Grant Opportunity
- Young Children With Disabilities Strategic Planning Opportunity

Program administrators are encourage to review any allocated PDG allocations to ensure funding is budgeted and implement a plan with the finance department and submit reimbursement requests.



Monthly Provider Update Webinar

CNLAs are encouraged to attend the monthly webinars for early childhood providers. These webinars will include important updates and reminders for all provider types.

Providers can access the next provider webinar using the information below:

Date: December 5 at 1 p.m.
Webinar Link: <https://ldoe.zoom.us/j/91532982014>
Meeting ID: 915 3298 2014
Passcode: 519100

Upcoming Events

Please contact earlychildhood@la.gov with questions.



Events and Deadlines



December 5: [Monthly Provider Webinar](#) at 1 p.m.

December 10: LA4/NSECD/CCAP B-3 Seats/ECE Fund attendance due

December 10: Coordinated Enrollment JotForm opens

December 15: Deadline for PDG Grant Periodic Expense Report (PER)

December 16: Early Childhood Teacher and Leader of the Year Application Support/Office Hours Calls for Candidates: [10 a.m.](#) or [3 p.m.](#)

January 10: LA4/NSECD/CCAP B-3 Seats/ECE Fund attendance due

January 15: Early Childhood Teacher and Leader of the Year [application](#) due

January 27: Coordinated Enrollment Plans due via JotForm

Please contact earlychildhood@la.gov with questions.



Questions





Thank You!

The Early Childhood Strategy Leadership Team

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