Coordinated Enrollment - Clear and Actionable Plans

January/February 2018 Supervisor Collaborations

DEPARTMENT of EDUCATION
Louisiana Believes

Objective and Outcome

Objective:

- Lead agency representatives receive "real time" peer feedback on their community network's 2018-2019 coordinated enrollment plans, and identify opportunities for plan improvements.

Outcome:

- Lead agency representatives will receive ideas for adjustment, and determine next steps to implement specific improvements.

Peer Feedback Activity

Overview:
Small Group Activity and Instructions

Activity:

- This is a working session for lead agency representatives. Each representative will participate in a structured peer dialogue about their current coordinated enrollment plan, and receive "real-time" feedback on ways to improve their plan.

Instructions:

- Form a small group of 4 to 5 people
- Have a copy of your completed plan template handy for reference
- Use the Question & Scenario handout to engage each participant on their plan
- Use the Peer Feedback Form to capture the identified major challenge, current plan to resolve the challenge, and the peer feedback provided to the session participant sitting next to you. Also, <u>give the session participant your completed feedback form after their peer-dialogue is finished</u>.

Coordinated Enrollment:
The Full Model

Maximize System Capacity

1. **Analyze historical demand for services (e.g., count seats currently occupied and children on waiting lists)**
2. **Project community need (e.g., how many seats are needed and where are they available?)**

Coordinated Information Campaign (Oct. – Feb.)

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
- Use common timelines

Coordinated Eligibility Determination (Oct. – Feb.)

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 preliminary eligibility with a unified eligibility application
- Use common timelines
- Develop a community referral system

Coordinated Applications (Oct. – Feb.)

Have a single application used by all programs to collect family preferences

- Guide families through options based on eligibility
- Families designate choices on one application during open enrollment period
- Coordinate application and enrollment timelines across all programs year-round
- Collaborate on waitlist management

Matching Based on Preference (Feb. – May.)

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 waitlist management

Next Steps

Next Steps for Lead Agencies

Support/Guidance:
- Consult Department Guidance on Coordinated Enrollment
- Attend February Lead Agency Collaboration events
- Attend Office Hours on Tuesdays from 3:00-4:00 PM

Upcoming Action Items:
- Submit February 1 Child Count template to your FTP folder by February 28

For further questions, contact Dominick Robinson at Dominick.Robinson@la.gov

In Spring 2018, the Early Childhood Team will continue to offer weekly Office Hours.

Lead Agencies can call in with questions they have about their current work, hear each other's questions, and get answers to commonly occurring questions.