



# Bulletin 140 Guidance Coordinated Enrollment

# Overview

## Objectives:

1. Review Lead Agency Expectations and Role for the 2015-2016 Learning Year
2. Review information regarding expectations and timelines for Coordinated Enrollment in the Learning Year
3. Review information regarding expectations and timelines for the Coordinated Funding Request

## Agenda:

- 2015-2016 Learning Year: Lead Agency Expectations
- Overview of Bulletin 140 Guidance and Webinars
- Overview of Coordinated Enrollment
- 2015-2016 Learning Year: Coordinated Enrollment and Coordinated Funding Request
- Next Steps

# Lead Agency Expectations

# 2015-2016 Learning Year

## Lead Agency Expectations

### Purpose

- Lead Agencies will be funded to coordinate 2 key functions: observation and enrollment
- Are **not** responsible for licensing, producing performance profiles or deciding funding

### Specific Responsibilities

<b>Coordinated Enrollment</b>	<ul style="list-style-type: none"><li>• Lead planning and implementation of coordinated enrollment</li><li>• Submit community application for funding to State/Feds<ul style="list-style-type: none"><li>✓ <i>Apply to participate in Preschool Development Grant</i></li></ul></li></ul>
<b>Coordinated Observation</b>	<ul style="list-style-type: none"><li>• Assure accurate measurement of teaching and site quality by:<ul style="list-style-type: none"><li>✓ <i>Managing schedule so each classroom receives at least two CLASS observations by reliable observer</i></li><li>✓ <i>Reporting results to 1) the state for practice profile purposes and 2) sites to support improvement</i></li></ul></li></ul>

### Funding

- \$5M for observations, start-up funds and expansion funds in 2015-2016
- Lead Agencies may also leverage existing funds (e.g. LA 4, Head Start, PreK Grant)
- R & Rs, not Lead Agencies, are responsible for training and coaching for child care

### Key Milestones

**September 30**

Submit observation schedule and plan for fidelity and reliability

**November 16**

Submit Coordinated Enrollment Plan (Cohort 1/2)

**December 15**

Ensure 100% of classrooms are observed in the fall with accuracy

**January 15**

Submit Coordinated Enrollment Plan (Cohort 3)

**May 15**

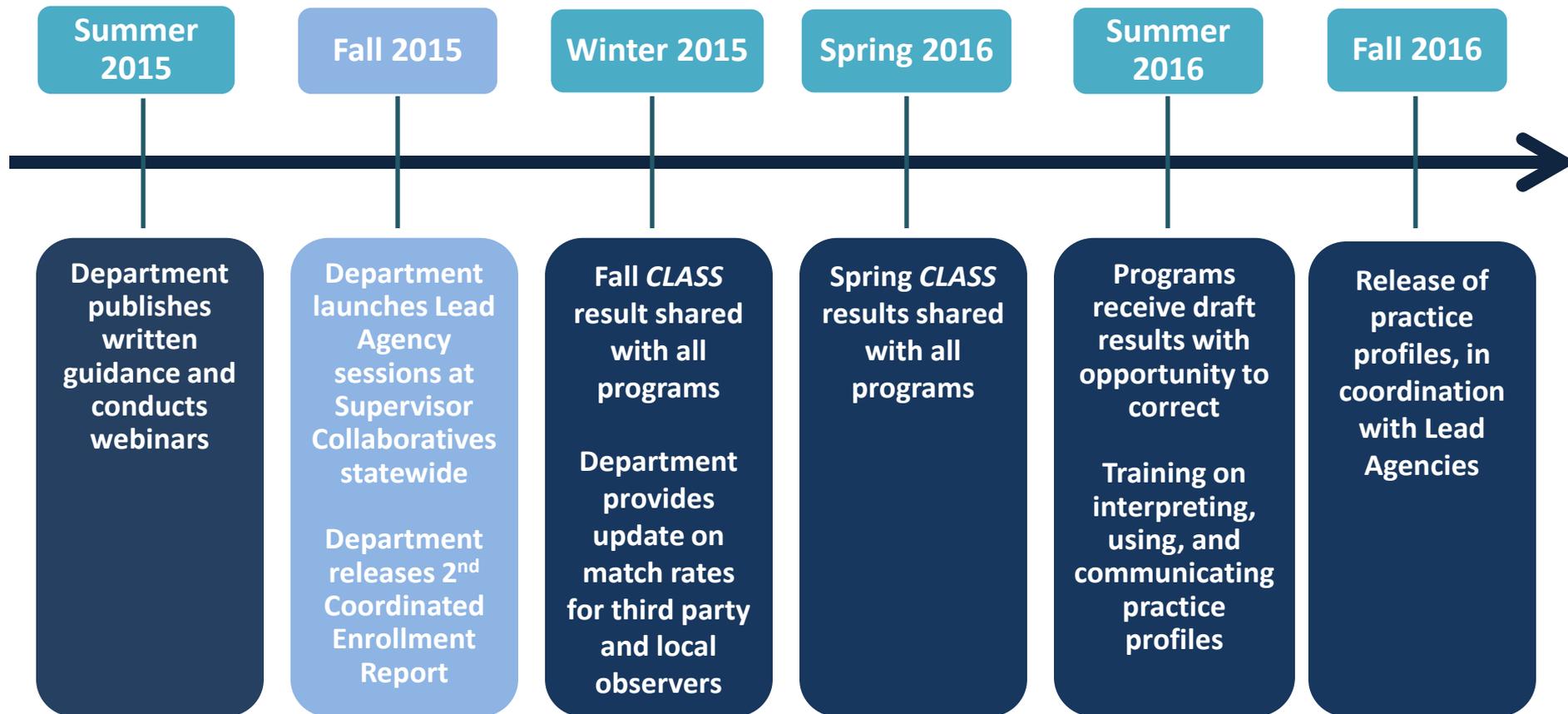
Ensure 100% of classrooms are observed in the spring with accuracy

# Bulletin 140 Guidance

# 2015-2016 Learning Year

## Full Rollout

***The Department will provide guidance and support to early childhood programs throughout the 2015-2016 Learning Year.***



***There are no consequences attached to the practice performance profiles in the Learning Year.***

# Bulletin 140 Guidance

## Overview

The Department has conducted a series of webinars to provide Lead Agencies with guidance on each component of Bulletin 140

- All Lead Agencies should review all webinars

Date	Topic
<i>August 19</i>	<i>CLASS Observation Plan Template:</i> <a href="#"><u>View recording here</u></a>
<i>August 26</i>	<i>Performance Profile Ratings:</i> <a href="#"><u>View recording here</u></a>
<i>September 2</i>	<i>Performance Profile Informational Metrics</i> <a href="#"><u>View recording here</u></a>
<i>September 9</i>	<i>Data Reporting for Performance Profiles</i> <a href="#"><u>View recording here</u></a>
September 23	Coordinated Enrollment Expectations

*New webinars throughout the year will provide subject-specific guidance.*

# Overview of Coordinated Enrollment

# Without a Coordinated Approach, Families Can Face Tremendous Challenges

## **Enrollment challenges can include:**

- Families don't have a primary contact to learn about all early childhood programs in the community.
- Families have to go to too many places to determine if they are eligible for a program and apply.
- Families may be on a waitlist for one provider while another in the community has empty seats.
- There is no way to know the full demand for early childhood and plan to meet families' needs.
- Providers are often on their own in recruiting and connecting with families.

# Coordinated Enrollment

## Benefits to Children and Families

***No single provider (schools, Head Start, or child care) can serve all families and prepare all children. Therefore, each community has to work together.***

**Coordinated enrollment at the community level helps ensure:**

- Families know of all available seats,
- Families have an easy way to know what they are eligible for and apply, and
- Families do not occupy more than one seat, thus ensuring maximum use of available slots.

**Coordinated enrollment results in the most number of children being served.**

# Defining Coordinated Enrollment

## Four Key Areas

The Legislature defined coordinated enrollment with Act 717 (2014).

**Families must be empowered to choose what is best for their child.**

Louisiana should have locally-managed enrollment systems that:

- 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*

*"Because my community coordinated enrollment, I had the knowledge to make a choice for my son's educational setting."*

- Katherine Tabalno, Vernon Parish Parent

# Coordinated Enrollment Full Model

**Fully implemented, local Community Networks will maximize system capacity and then coordinate enrollment across the four key areas, as defined by Act 717 (2014).**

## Maximize System Capacity

1. Analyze historical demand for services in the community (e.g., count seats currently occupied)
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*

- Conduct on-the-ground information campaign
- Institute “No Wrong Door” approach by sharing information in-person, online, & paper as appropriate
- Use common timelines
- Collaborate to ensure access to information before/after campaign

### Coordinated Eligibility Determination (Oct. – Feb.)

*Create one way for families to know what they qualify for and 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 one eligibility application
- Use common timelines
- Develop referral system

### Coordinated Applications (Oct. – Feb.)

*Have one application 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 timeline
- 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*

- Networks and programs admit families according to preference & capacity
- Provide ongoing enrollment options throughout the year
- Collaborate on waitlist

# Coordinated Enrollment

## Maximize System Capacity

In order to increase access to early childhood programs, we need to understand where access is limited.

### What does it mean?

- Analyze all available information to understand the at-risk population in your community and the extent to which they are served
- Analyze your current available capacity to serve at-risk children
- Project how many more seats you will need to reduce the at-risk gap

### What are the expectations for your Community Network:

#### Full Model Expectations

- Analyze all sources of information
- Determine the at-risk gap (# of children not being served)
- Maximize available programs and seats to reduce the at-risk gap as much as possible
- Use enrollment and demand data to prepare for the Coordinated Funding Request

# Coordinated Enrollment

## Coordinated Information Campaign

Easy-to-understand information will assist families in choosing the best-fit programs.

### What does it mean?

- Information guides, distributed throughout the community that include each provider's eligibility information, hours of operation, quality, philosophy, space availability
- Families should encounter "no wrong door" for information and support
- All programs use the same timeline for applications

### What are the expectations for your Community Network:

#### Full Model Expectations

- Leverage community partnerships to distribute information
- Conduct information campaign with joint enrollment events and informational materials
- Use a single timeline for enrollment
- Communicate with families, including at-risk and hard to reach families
- Support families through the choice process

# Coordinated Enrollment

## Coordinated Eligibility Determination

A coordinated timeline and application form benefits families and providers.

### What does it mean?

- Every provider needs to know the options available to all at-risk children
- Parents can turn to anyone in the Network to get the initial information they need
- Referral system is in place among program partners

### What are the expectations for your Community Network:

#### Full Model Expectations

- Ensure staff are familiar with eligibility criteria for other programs and refer families accordingly
- Use a referral process to reduce waitlists
- Use a preliminary coordinated eligibility determination form that is concise, clear with directions, and translated
- Build community-wide knowledge of early learning options

# Coordinated Enrollment

## Coordinated Application

It is clear to families and providers from the start how space is allocated in a program.

### What does it mean?

- A unified application is used by all providers
- Clear communication and publicity around: dates and deadlines, information required for application/enrollment, eligibility restrictions, priority admission categories, other impacts on enrollment
- Central point of entry: all providers enroll children on the same timeline
  - Allowing for ongoing enrollment options

### What are the expectations for your Community Network:

#### Full Model Expectations

- Include application process in information guides
- Ensure all aspects of information campaign, eligibility determination, application, and registration processes are coordinated for families
- Use a unified application accepted by all providers, for all age children
- Separate out what must be included in the eligibility determination and application, and what can be collected at the time of registration

# Coordinated Enrollment

## Matching Based on Preference

Every family who submits an application through the coordinated enrollment system will be considered equitably.

### What does it mean?

- A coordinated enrollment system focused on equity:
  - Levels the playing field by improving access to quality early learning
  - CANNOT rely upon a “first-come, first-served” method
    - Ongoing process with a main enrollment timeframe (even if registration is on-going)
- Clear process for responding to questions, complaints and appeals regarding enrollment system

### What are the expectations for your Community Network:

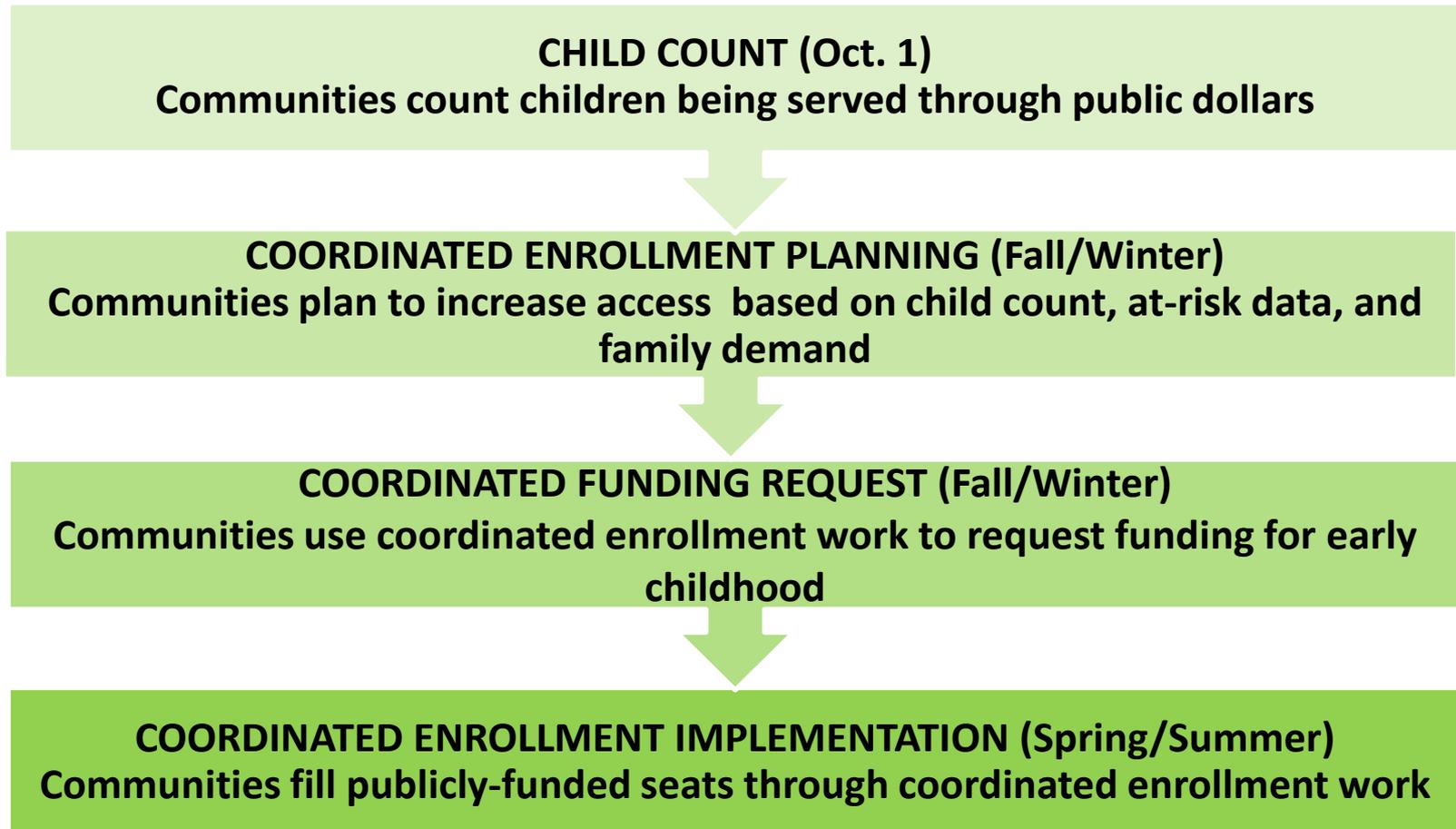
#### Full Model Expectations

- Coordinate open enrollment periods for providers that does not rely on “first-come, first-served” method
- Match children to seats based on family preferences
- Establish coordinated registration practices to inform families about their placement and answer any questions

2015-2016 Learning Year  
Coordinated Enrollment and Funding Request

# 2015-2016 Learning Year

## Coordinated Enrollment and Coordinated Funding Request



# 2015-2016 Learning Year

## Lead Agency, Community Network, and Site Expectations

*As established in Bulletin 140, Community Networks and Sites are required to submit specific information for Coordinated Enrollment and the Coordinated Funding Request.*

In order for the LDE to evaluate funding requests based on local enrollment, Lead Agencies are required to:

- ✓ Count all at-risk publicly-funded children
- ✓ Submit a Coordinated Enrollment Plan
  - Note- this timeline is different for C1/2 Community Networks and C3 Community Networks
- ✓ Submit a Coordinated Funding Request

*Partners across Community Networks will need to collaborate on all of these requirements to complete the work successfully.*

*For communities that are unable or choose not to coordinate enrollment, BESE may appoint a local enrollment coordinator to take over those functions.*

# 2015-2016 Learning Year

## Coordinated Enrollment Expectations

Coordinated enrollment is a continuous planning process that occurs in phases throughout the year.

### Cohort 1 and Cohort 2

### Cohort 3

Work with all programs in the Community Network to count all publicly-funded children attending on Oct. 1

Meet as a Community Network to complete Coordinated Enrollment Plan

Meet as a Community Network to complete Coordinated Enrollment Plan

Work with all programs in the Community Network to count all publicly-funded children attending on Feb. 1

Implement Full Coordinated Enrollment Model for children enrolling for 2016-17

Implement Coordinated Information Campaign, Eligibility Determination, and Coordinated Application for children enrolling in 2016-17

# 2015-2016 Learning Year

## Coordinated Enrollment Key Dates

Coordinated Enrollment Component – C1 & C2	Timeline
Oct 1 Child Count Template Released	October 2, 2015
Oct 1 Child Count Template Webinar	October 7, 2015
C 1 and C2 Coordinated Enrollment Plan Released	October 16, 2015
C1 and C2 Coordinated Enrollment Plan Webinar	October 21, 2015
C1 and C2 Coordinated Enrollment Plan Due	November 16, 2015

Coordinated Enrollment Component – C3	Timeline
Oct 1 Child Count Template Released	October 2, 2015
Oct 1 Child Count Template Webinar	October 7, 2015
C3: Laying the Foundation Coordinated Enrollment Webinar	November 4, 2015
C3 Coordinated Enrollment Sessions In- Person <i>C3 Coordinated Enrollment Plans Released</i>	November 2015
C3 Coordinated Enrollment Plan Due	January 15, 2015

# 2015-2016 Learning Year

## Coordinated Funding Request

*As established in Bulletin 140, Community Networks and Sites are required to collaborate to submit one unified Coordinated Funding Request.*

**The LDE will release a unified Coordinated Funding Request packet in late Fall so that communities can apply for the following at the same time:**

- LA 4 Seats
- NSECD Seats
- PreK Expansion Grant Seats
- Contracted CCAP Seats

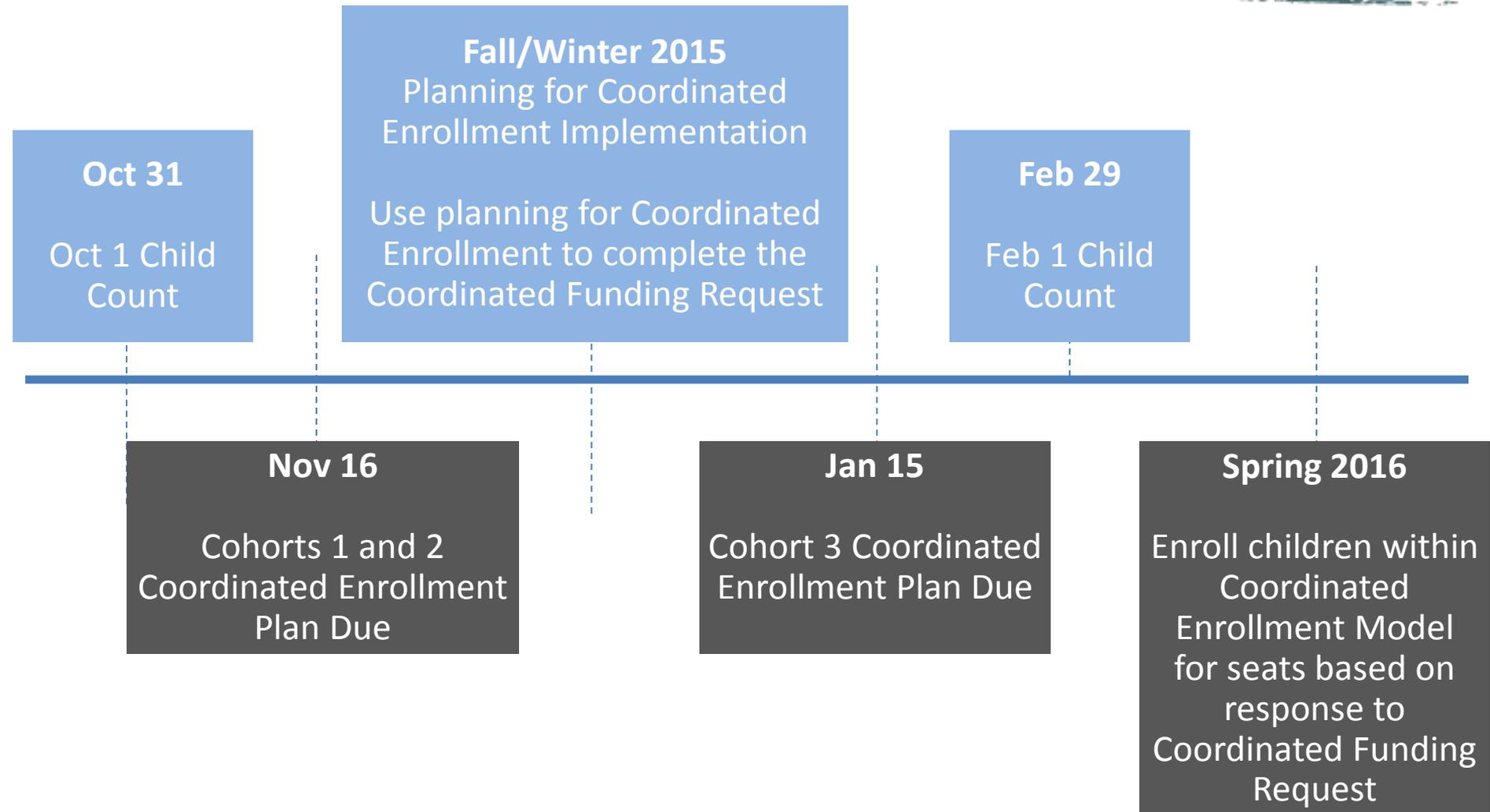
**In order for communities to apply for these seats, they must answer the following:**

- ✓ Where these seats will be placed (centers and schools)
- ✓ What the capacity is at these centers and schools for additional seats and classrooms
- ✓ How these seats will fill unmet family demand

**Community Networks will be informed of the results of their Coordinated Funding Request in late winter/early spring to ensure adequate time to fill the seats through Coordinated Enrollment.**

# 2015-2016 Learning Year

## Coordinated Enrollment & Funding Request Timeline



# Bulletin 140 Waivers

## Waiver Process

As established in Bulletin 140, Lead Agencies and sites can apply for a waiver from implementing requirements of Bulletin 140 due to extenuating circumstances.

To apply for a waiver, Lead Agencies should:

- Email [earlychildhood@la.gov](mailto:earlychildhood@la.gov) requesting the Bulletin 140 Waiver Form
- Complete the Bulletin 140 Waiver Form with information regarding:
  - The component of Bulletin 140 for which a waiver is requested
  - The rationale for applying for a waiver
  - Any supporting documentation for the waiver
  - An explanation of how children will not be adversely impacted if the waiver is granted
  - If a site is applying for a waiver, application must include a written statement of support from the Lead Agency

The LDE shall respond to waiver applications within 30 calendar days.

# Next Steps

# Lead Agencies

## Next Steps

### For Support/Guidance:

- Review all of the Bulletin 140 Webinars
- Attend Office Hours on Tuesdays from 3:00-4:00 PM
- Attend C1/C2 Coordinated Enrollment Webinar in October
- Attend C3 Coordinated Enrollment Sessions in November

### Upcoming Action Items

- Submit final CLASS Observation Plans to the FTP folder by Sept 30
- Attend CLASS System Webinar on Oct 1 from 10-11 AM
- Attend Oct. 1 Child Count Webinar on Oct 7 from 12-1pm

For further questions, contact Kaye Eichler at [Kaye.Eichler@la.gov](mailto:Kaye.Eichler@la.gov)

**In Fall 2015, the Early Childhood Team will be offering weekly EC Learning Year Office Hours.**

This will be an opportunity for Lead Agencies to call in with questions they have about their current work, hear each other's questions, and get answers to commonly occurring questions.

**Call In: 1-800-832-0736; PIN: 9174840**