



Coordinated Enrollment Plan Cohort 1 & 2

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 the Coordinated Enrollment Plan

Agenda:

- 2015-2016 Learning Year: Lead Agency Expectations
- Overview of Coordinated Enrollment
- 2015-2016 Coordinated Enrollment Plan
- 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

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

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

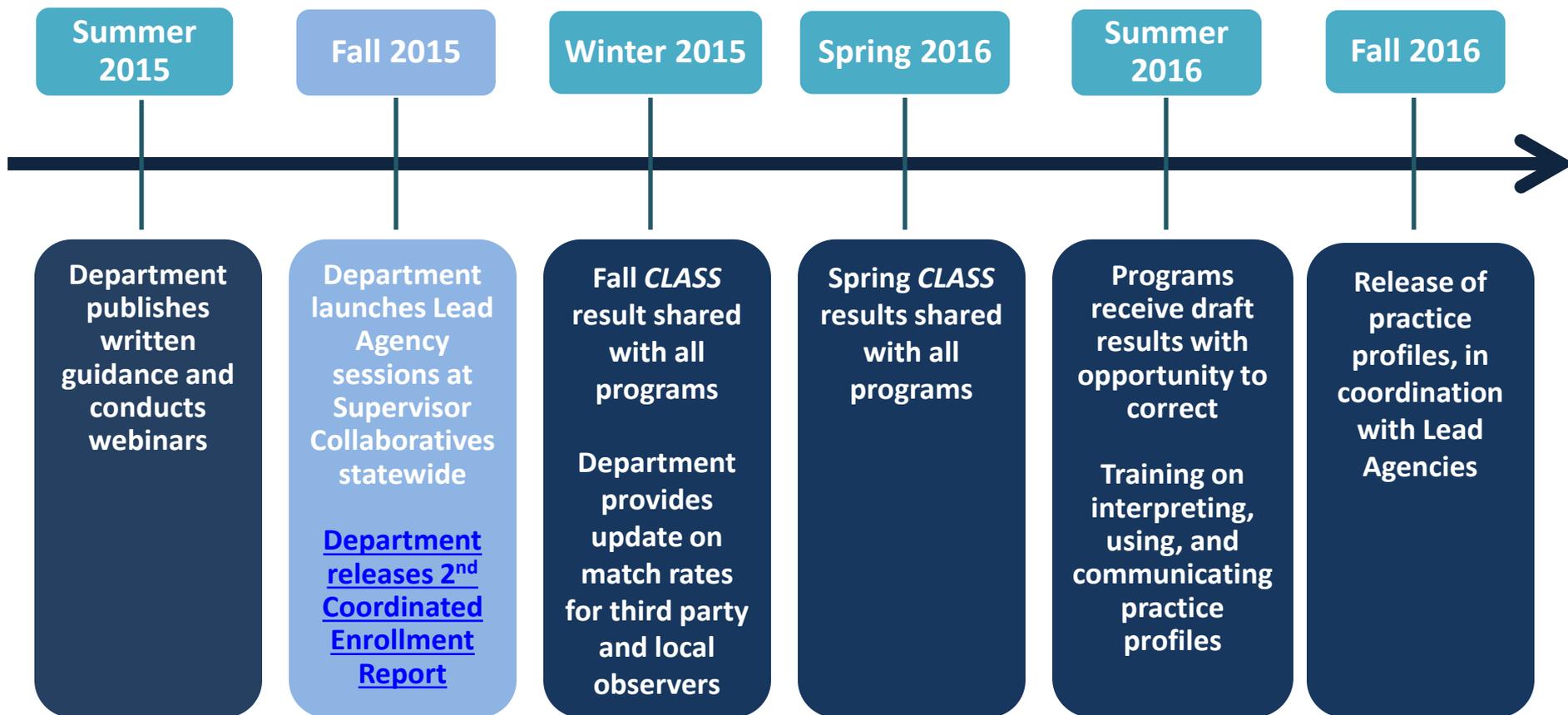
Key Milestones

October 31 Ensure all publicly-funded sites and classrooms are in CLASS and GOLD™	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
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2015-2016 Learning Year

Full Rollout

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



2015 Coordinated Enrollment Report highlights the progress of several communities across the state .

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:

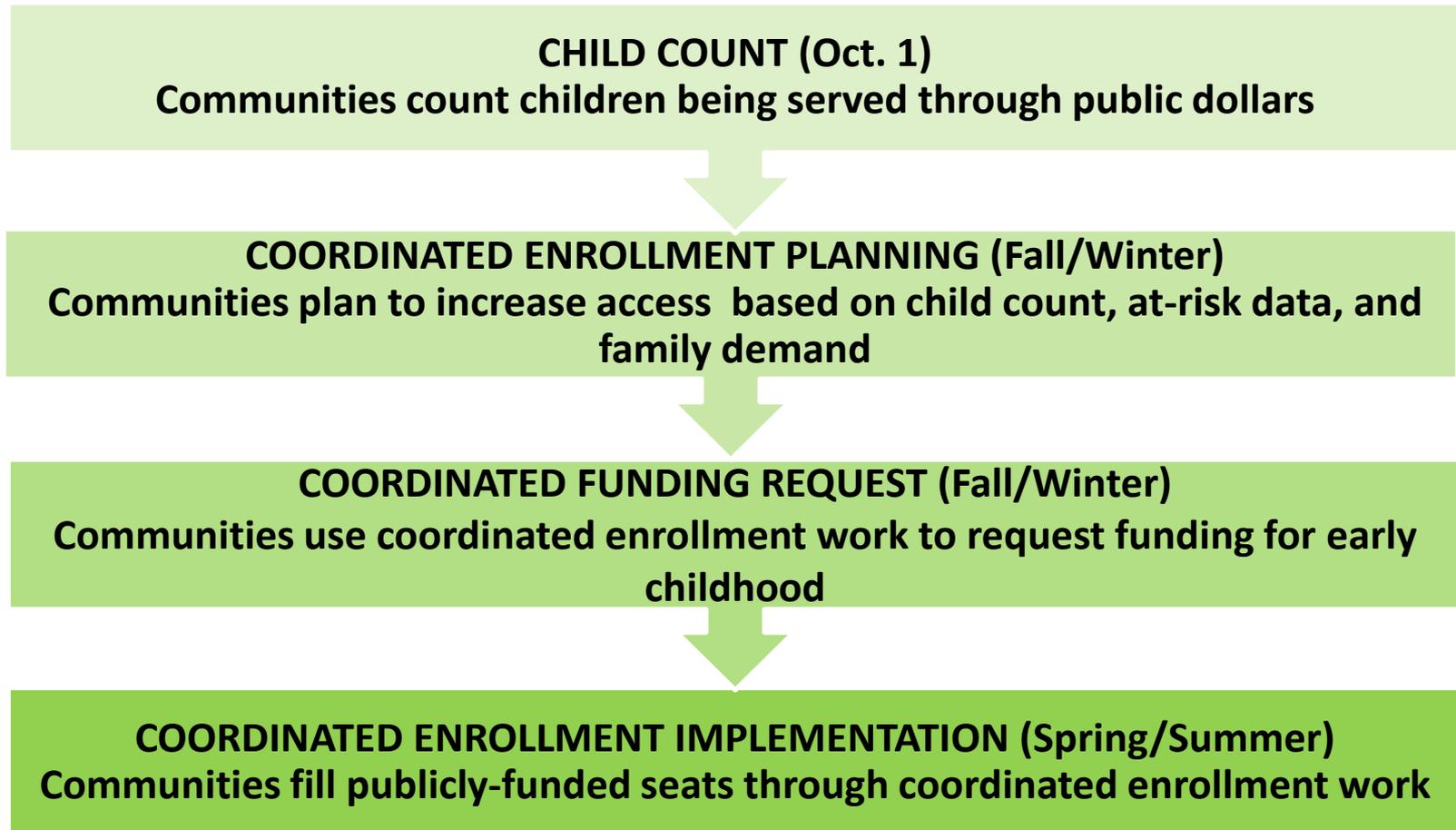
- ✓ Count all at-risk publicly-funded children
- ✓ Submit a Coordinated Enrollment Plan
 - Note- this timeline is different for C1/2 Community Networks and C3 Community Networks
- ✓ Submit a Coordinated Funding Request

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 and Coordinated Funding Request



2015-2016 Learning Year Coordinated Enrollment Plan

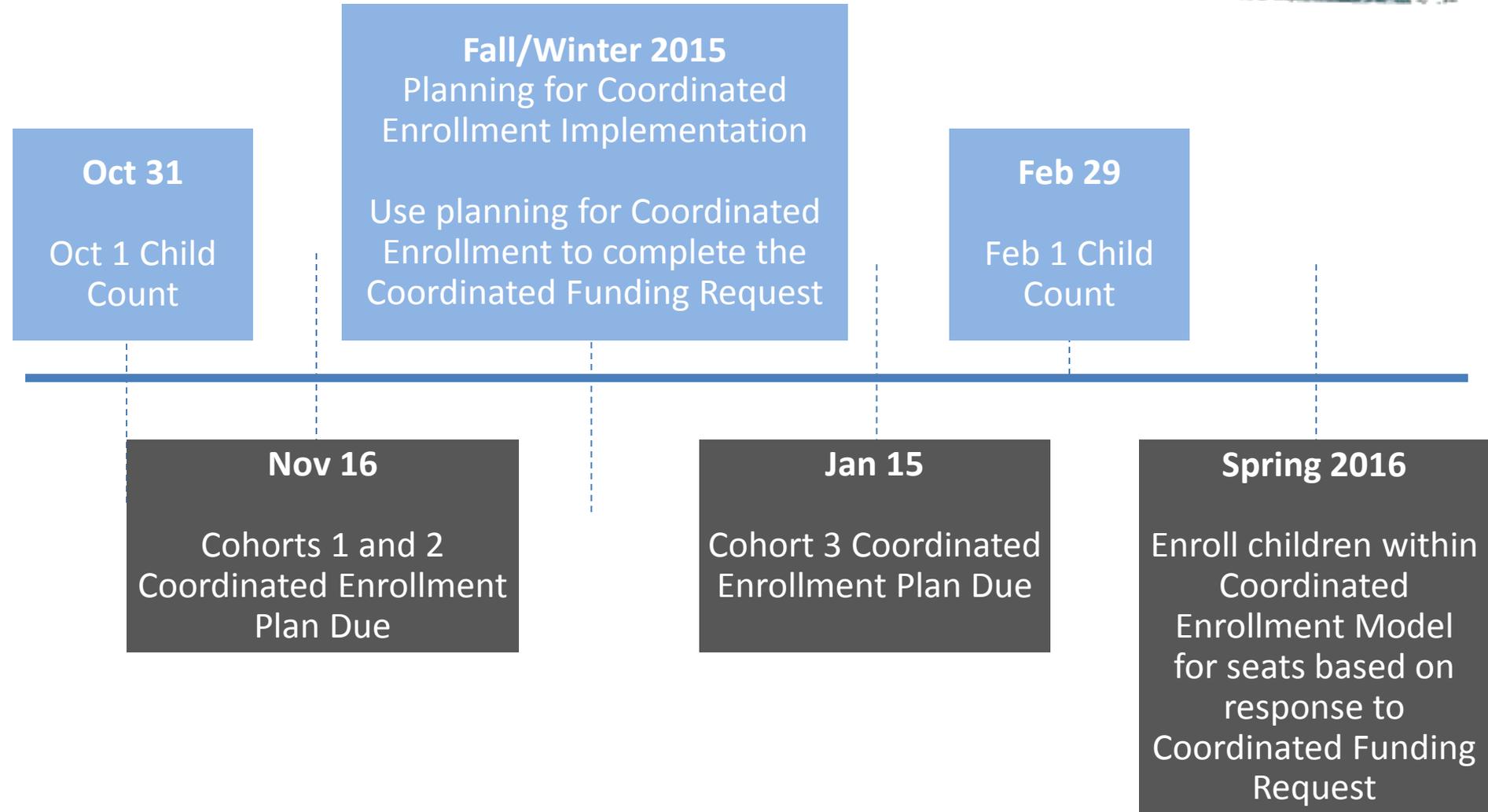
The Coordinated Enrollment Plan is a valuable tool for Cohort 1 and 2 Community Networks as they work to implement the full model of coordinated enrollment:

- The collaboration required to complete the plan builds the foundation and understanding among partners of what coordinated enrollment entails and how families and providers benefit
- The plan's specific questions helps community networks understand the strengths they can leverage and the gaps that exist in their enrollment processes
- The plan requires partners to arrive at decisions regarding coordinated enrollment, and helps to ensure everyone understands their role and responsibilities
- Completed plans will inform LDE's technical assistance and support to the field

The [2015 Coordinated Enrollment Self-Assessment Report](#) provides valuable insight into the level of coordination communities are achieving as a result of their planning.

2015-2016 Learning Year

Coordinated Enrollment & Funding Request Timeline



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

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

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

Cohort 3

Meet as a Community Network to complete Coordinated Enrollment Plan

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

2015-2016 Learning Year

October Key Dates

October is full of action items for Lead Agencies and early childhood sites.

Actions	Date
CLASS Observation System Launched	October 5, 2015
Oct 1 Child Count Template Released	October 6, 2015
Oct 1 Child Count Template Webinar	October 7, 2015
Cohort 1 & 2 Coordinated Enrollment Plan Released	October 16, 2015
Cohort 1 & 2 Coordinated Enrollment Plan Webinar	October 21, 2015
Complete CLASS Observation System Set-up	October 31, 2015
Finalized GOLD™ Assessment Checkpoints Due	October 31, 2015
Select Performance Profile Data entered into GOLD™	October 31, 2015
Oct 1 Child Count Due	October 31, 2015

Cohort 1 & 2 will submit coordinated enrollment plans by **November 16th**.

Overview of Coordinated Enrollment

Without a Coordinated Approach, Families Can Face Tremendous Challenges

When not coordinated, 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*

Communities in Cohorts 1 and 2 are required to implement all components of Coordinated Enrollment for families enrolling for the 2016-2017 school year.

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

- ✓ 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?

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

What are the expectations for your Community Network:

Full Model Expectations

- ✓ Train appropriate staff on 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
- ✓ Collect only the information needed to determine if a family qualifies

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
- ✓ Use a unified application accepted by all providers, for all age children
- ✓ Collect only the information needed for children to apply and be matched to seats.

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

Cohort 1 & 2: Coordinated Enrollment Plan

Coordinated Enrollment Plan

Completing the Plan

Completed Coordinated Enrollment Plans must be submitted via your FTP folder by November 16.

- Every question must be answered
- Answers must include step by step processes with detail that explain what and how each step is occurring
- All Program Partners must sign the first page of the Coordinated Enrollment Plan
- If additional materials are included as back up, please reference them clearly and specifically in your answers

Coordinated Enrollment Plan

Maximize System Capacity

Maximize System Capacity asks for demand and service data of at-risk children 0-5 .

You will need the following data:

- 2015-16 Family Demand- How many families applied for seats at each age?
 - Based on applications for 2015-16
 - This should not double-count families who applied to multiple programs
- 2015-16 Service – How many at-risk children ages 0-5 are currently served?
 - Based on Oct. 1 Child Count
- At-Risk Cohort – How many at-risk children at each age level exist in your community?
 - Provided to you by the LDE
 - Based on size of Kindergarten Cohort and at-risk population
- Proposed 2016-17 Service – How many at-risk children at each age level do you plan to serve next year?
 - Based on your capacity and funding

Coordinated Enrollment Plan

Maximize System Capacity

Maximize System Capacity asks how the community plans to meet the service gaps in the community.

Questions include:

- What is the current service based on demand and service based on need?
- What is the target service and proposed growth?
- How does the network's plan address at-risk service gaps?
- Is the network meeting the demand of the community?
- If the network is able to serve more children, how will you do that?
- If the network is not able to serve more children next year, what are the constraints – physical capacity, funding, etc.?
- If the network is not able to serve more children next year, what steps will you take to increase service for 2017-18, specifically focused on serving all at-risk four-year-olds?

Coordinated Enrollment Plan

Coordinated Information Campaign

Coordinated Information Campaign asks what the process to inform families about their options looks like.

Questions include:

- When will the Coordinated Information Campaign take place?
- What will the major event(s) look like?
- What master information guides and materials exist for the Coordinated Information Campaign?
- How will the Community Network's Coordinated Information Campaign accommodate families who do not speak English?
- How will the network ensure that the campaign includes actionable information for families of children with special needs?
- What are the network's joint registration events for all types of partners?
- How will the network distribute and share information with families on an ongoing basis?

Coordinated Enrollment Plan

Coordinated Eligibility Determination

Coordinated Eligibility Determination asks what the process is to verify income eligibility across programs.

Questions include:

- How does the coordinated information campaign include eligibility criteria for all providers?
- How does the network verify income eligibility?
- How will the network ensure that all partners are prepared to explain eligibility information to families of children with special needs?
- What referral system is in place to ensure families are able to find available seats?
- How will the leadership team ensure all types of partners are represented and responsible?

Coordinated Enrollment Plan

Coordinated Process from Eligibility to Registration

The process from Eligibility Determination, Application, Matching, through Registration should be coordinated for families, so that they are not going to multiple places or submitting materials multiple times.

Coordinated Eligibility Determination

Families submit eligibility forms to know what they are qualified for

Coordinated Application

Families rank programs and submit site specific information necessary for applications

Matching Based on Preferences

Communities match families based on preferences. Each child gets one seat.

Registration

Families submit site specific materials required to attend, but not required to apply.

Coordinated Enrollment Plan

Coordinated Process from Eligibility to Registration

Coordinated Eligibility Determination, Application, Matching, and Registration asks what the coordinated process is for the Community Network, Sites, and Families for each step .

Community Networks: *What is the step-by-step process for the Community Networks? When, where, and how are they doing it? What is timeframe?*

Sites:

What is the step-by-step process for sites and programs? When, where, and how are they doing it? What is the timeframe?

Families:

What is the step-by-step process for families? What paperwork/ documentation are they required to provide? When and where will they provide it? What is the timeframe?

Where are there gaps or questions in the process?

Coordinated Enrollment Plan

Full Model

As established in Bulletin 140, communities in Cohorts 1 and 2 are expected to enroll children under the full model of Coordinated Enrollment for the 2016-17 school year.

	<i>MARK whether: Fully Implemented, Partially Implemented, Will Not Implement</i>	<i>Hardship/Challenge</i>	<i>Steps taken this year to implement</i>	<i>Anticipated Full Implementat -ion Date</i>
<i>Coordinated Information Campaign</i>		•	•	
<i>Coordinated Eligibility Determination</i>		•	•	
<i>Coordinated Application</i>		•	•	
<i>Matching Based on Preference</i>		•	•	

If any aspect of the Coordinated Enrollment model will not be in place for families applying and enrolling for 2016-2017, you will need to apply for a Coordinated Enrollment Waiver.

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 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 and the Child Count Webinar
- Attend Office Hours on Tuesdays from 3:00-4:00 PM

Upcoming Action Items

- Submit Oct. 1 Child Count by October 31
- Finalize all publicly-funded sites and classrooms in the CLASS Observation System by October 31
- Ensure all classrooms in publicly-funded sites are in *GOLDtm* by October 31
- Submit Coordinated Enrollment Plan by November 16

For further questions, contact Kaye Eichler at 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