Child Count 101 for Early Childhood Community Networks
Review major 10/1 and 2/1 Child Count responsibilities for lead agencies and providers. Participants will learn why this data is so important and how the Department audits the data for accuracy.

AGENDA:

• 2018-2019 - lead agency expectations
• Overview of 10/1 and 2/1 Child Count responsibilities
• Overview of 10/1 and 2/1 Child Count Instructions and template
• Data and audit benefits for Department and Lead Agencies
• Contact information
• Next Steps
Lead Agency Expectations
### Lead Agency Expectations

Lead Agencies are funded to coordinate three key functions: administration, enrollment, and observation. They are not responsible for licensing, producing performance profiles or deciding funding.

#### Specific Responsibilities:

| Network Administration | • Engage partners  
|                        | • Serve as fiscal agent  
|                        | • Assist with data collection and verification |
| Coordinated Enrollment | • Lead planning and implementation of coordinated enrollment.  
|                        | • Submit community application for funding to State/Federal government:  
|                        |   ✓ Apply to participate in Preschool Development Grant  
|                        |   ✓ Support TOTS finger imaging for families |
| Coordinated Observation | • Assure accurate measurement of teaching and site quality by:  
|                        |   ✓ Managing schedule so each classroom receives at least two CLASS™ observations by reliable observers  
|                        |   ✓ Reporting results to 1) the state for profile purposes and 2) sites to support improvement |

#### Key Milestones:

**October 1**
Submit observation schedule and ensure all classrooms are set up

**December 1**
Submit Coordinated Funding Request

**December 15**
Ensure 100% of classrooms are observed in the fall with accuracy

**January 31**
Submit Coordinated Enrollment Plan

**May 15**
Ensure 100% of classrooms are observed in the spring with accuracy
Overview of Child Count
As established in Bulletin 140, Community Networks and Sites are required to submit a count of all publicly-funded children as of October 1 and February 1. This is important because:

• Lead Agencies and partner sites need to know how many publicly-funded children they are serving and where they are located as part of their coordinated enrollment work.

• By understanding how funding sources are serving children in their community, Community Networks can better plan and improve access.

• Performance profiles include metrics based on these counts.

• By receiving and analyzing these counts, the Department can better understand how funding is used across the state to provide early childhood care and education, and support efforts to maximize funding and increase access.
What is Child Count?
What gets counted?

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

Every child in each community network that is served with public funds is counted by:

1. Age
2. Program type
3. Site type
4. Community network

How is this data helpful or informative to your coordinated enrollment process?

Program partners must collaborate on all three requirements to complete the work successfully.
Communities are working together to achieve coordinated enrollment throughout the year.

**Child Count (October 1)**
Communities count children being served through public dollars.

**Coordinated Funding Request (Fall/Winter)**
Communities use coordinated enrollment work to request funding for early childhood.

**Coordinated Enrollment Planning (Fall/Winter)**
Communities plan to increase access based on child count, at-risk data, and family demand.

**Coordinated Enrollment Implementation (Spring/Summer)**
Communities fill publicly-funded seats through coordinated enrollment work.
**2018-2019 Coordinated Enrollment Expectations**

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

<table>
<thead>
<tr>
<th>Activity</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work with all programs in your Community Network to count all publicly-funded children enrolled as of October 1</td>
<td>October 31</td>
</tr>
<tr>
<td>Meet as a Community Network to complete the Coordinated Funding Request</td>
<td>December 1</td>
</tr>
<tr>
<td>Meet as a Community Network to plan for Coordinated Enrollment</td>
<td>January 31</td>
</tr>
<tr>
<td>Work with all programs in the Community Network to count all publicly-funded children enrolled on February 1.</td>
<td>February 28</td>
</tr>
</tbody>
</table>

**Note:** All Community Networks must implement the full Coordinated Enrollment model for children enrolling for 2019-2020.
A child’s age cohort is determined by the child’s age on September 30 of the school year. Children are placed in age cohorts for a school year as follows:

<table>
<thead>
<tr>
<th>Age Cohort</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infants</td>
<td>Children ages birth to one year who have not reached and will not reach their first birthday before September 30, 2018</td>
</tr>
<tr>
<td>One-year-olds</td>
<td>Children who have reached or will reach their first birthday on or before September 30, 2018</td>
</tr>
<tr>
<td>Two-year-olds</td>
<td>Children who have reached or will reach their second birthday on or before September 30, 2018</td>
</tr>
<tr>
<td>Three-year-olds</td>
<td>Children who have reached or will reach their third birthday on or before September 30, 2018</td>
</tr>
<tr>
<td>Four-year-olds</td>
<td>Children who have reached or will reach their fourth birthday on or before September 30, 2018</td>
</tr>
</tbody>
</table>
A child’s age cohort is determined by the child’s age on September 30 of the school year. Children are placed in age cohorts for a school year as follows:

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Infants</strong> Today's date is Aug 7th and your child’s first birthday is October 15th. Is your child in the infant cohort: Y/N?</td>
<td>Yes, because your child will not reach their first birthday before September 30.</td>
</tr>
<tr>
<td><strong>One-year-olds</strong> Today's date is Sept 1st and your child's first birthday is November 8th. Is your child in the one-year old cohort?</td>
<td>No, because your child will not reach their first birthday on or before September 30.</td>
</tr>
<tr>
<td><strong>Four-year-olds</strong> Today's date is October 22 and your child's fourth birthday is September 29th. Is your child in the Four-year-old cohort: Y/N?</td>
<td>Yes, because your child will be have reached their fourth birthday on or before September 30.</td>
</tr>
</tbody>
</table>
Child Count Instructions
Child Count – Tab 1:
Instructions for Counting Children

Enter enrollment numbers by age and site type as of October 1, 2018, for all publicly-funded children at each site.

- The 10/1 and 2/1 Child Counts’ are a snapshot of enrollment counts as of those dates, even if there are changes between these dates and the date you submit the count.
- Only count children served with public funds. Note: For this purpose, public funds do NOT include Child and Adult Care Food Program (CACFP) or Food/Nutrition funding.
- Only count each publicly-funded child once. Do not count children in more than one category.
- Only count publicly-funded children who are enrolled during the “regular” school day. (No before-or-after-school children and no home-based children except for Early Head Start.)
- Do not count children receiving special education services in the home (including EarlySteps home-based children).
- Only count children receiving special education services who are enrolled full day in a center-, school-, or site-based program in the appropriate IDEA category and age.
- The “IDEA ONLY” category with each age is for children receiving special education services who are enrolled full day in a center-, school-, or site-based program that cannot be counted in any other category.
Using The Child Count Template
Child Count – Tab 2:
Instructions for Counting Child Demographic Data

Data captured in this section provides us with valuable information about the specific needs of children in your Community inform our efforts to deliver high-quality support and services for children and families.

You can complete this section in **only ONE of three ways:**

1. **Site-Level:** If this information is available at the site specific level, please include each site as an individual row, with their count information for each column (e.g., ABC Head Start, 123 Child Care, XYZ School).

2. **Site-Type Level:** If this information is only available at the site-type level (e.g., school, Head Start, child care), leave the site name blank and complete for each site type.

3. **Community Network Total:** Only select this option if you do not have access to the requested information at the site-specific or site-type levels. Complete this with the community network totals for each column if that is the only information available.

**Enter child demographic numbers by age and site type as of October 1, 2018, for all publically funded children at each site. Use drop-down menu in Column A to specify the site type for the data entered.**
Child Count – Tab 1 Continued:
Example

- Count children as of October 1, and return completed template by October 31, 2018.
- Count children served with public funds only ONCE and in only ONE category.
- Find prepopulated template on Department’s secure website in your Lead Agency folder.

<table>
<thead>
<tr>
<th>Community Network</th>
<th>INFANTS (Publicly-Funded ONLY)</th>
<th>ONES (Publicly-Funded ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CCAP</td>
<td>EHS</td>
</tr>
<tr>
<td>Site Type</td>
<td>General</td>
<td>IFSP</td>
</tr>
<tr>
<td>Site Name</td>
<td>(not necessary if TOTAL selected as Site Type)</td>
<td></td>
</tr>
<tr>
<td>Site Code</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Totals (DO NOT ENTER DATA IN THIS ROW)</th>
<th>INFANTS</th>
<th>ONES</th>
</tr>
</thead>
<tbody>
<tr>
<td>School</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School w/Head Start</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Early/Head Start Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Care Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nonpublic School (NSECD)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Child Count – Demographics – Tab 2: Example

- Use drop-down menu in Column A to specify site type and enter data.
- Demographics tab informs efforts to better serve children across Community Networks.
- ONLY select “TOTAL” option if you do not have information at site specific level.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
<th>M</th>
</tr>
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<tbody>
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</tr>
</tbody>
</table>

**Early Childhood Community Networks**

**October 1 Child Demographics**

Note 1: Kids can be duplicated by demographic category, but not by age.
Note 2: Numbers should be accurate as of October 1st.
Note 3: Site Name and Site Code not necessary if TOTAL selected as Site Type.

<table>
<thead>
<tr>
<th>Community Network</th>
<th>Site Type</th>
<th>Site Name (not necessary if TOTAL selected as Site Type)</th>
<th>Site Code (not necessary if TOTAL selected as Site Type)</th>
<th>INFANTS (Publicly-Funded ONLY)</th>
<th>ONES (Publicly-Funded ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total Infants</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Homeless</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Foster</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ELL</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Gifted</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total Ones</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Homeless</td>
<td></td>
</tr>
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<td></td>
<td></td>
<td>Foster</td>
<td></td>
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<td></td>
<td>ELL</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Gifted</td>
<td></td>
</tr>
</tbody>
</table>

Totals (DO NOT ENTER DATA IN THIS ROW)

- School
- School w/Head Start
- Early/Head Start Center
- Child Care Center
- Nonpublic School (NSEC)
- TOTAL
Bulletin 140 requires that Lead Agencies submit the October 1 Child Count by October 31, 2018.

Instructions are provided in your FTP folder.

- There are 226 Rows.
- Insert additional rows above row 226, if needed.

There are two October 1 Tabs: Oct 1 Child Count and Demographics.
Ensure that all publicly-funded early childhood sites are included. This includes:

- School
- School w/Head Start
- Early/Head Start Center
- Child Care Center
- Nonprofit School (NSECD)
You do NOT need to fill in the shaded rows. And you do NOT need to calculate totals.
The Early Childhood Team will continue to offer weekly office hours into fall 2018.

Lead Agencies can call in with questions they have about their current work, hear other questions, and get answers to frequent questions.

Call In: 1-855-240-2575; PIN: 81774907

For Support/Guidance:

Attend Office Hours every Tuesday at 3:00 PM – 4:00 PM

Upcoming Action Items:

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