

**Project Plan Report**  
**2012 - Minnesota - SEA**  
**PR Award #: S412A120019**

**Project Plan Version:** Baseline  
**Effective Date:** 12/3/2012

Code	Outcomes and Subtasks	Start Date	End Date
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**Project #1 Parent Aware**

**Project Goals/Desired Outcomes:** A statewide TQRIS, using validated program standards, will improve the quality of all types of ELD programs and provide parents, especially those with Children with High Needs, information on ELD program quality in order to increase access to high quality programs.

**Narrative:** Continue and expand Parent Aware, our voluntary Tiered Quality Rating and Improvement System, by supporting gradual expansion of licensed child care centers and licensed family child care through 2015 and provide accelerated ratings for Head Start, public school-based pre-kindergarten, and accredited child care programs to ensure rapid penetration statewide.

**Key Performance Measures:** Standards in place that include all federally-required elements – early learning and development standards, comprehensive assessment systems, qualified workforce, family engagement, health promotion and effective data practices; number and percentage of ELD programs participating in Parent Aware; number of ELD programs in the top tiers of Parent Aware; number and percentage of Children with High Needs who are enrolled in ELD programs that are in the top tiers of Parent Aware

**Selection Criterion Addressed:** (B)(1) Developing and adopting a common, statewide Tiered Quality Rating and Improvement System (B)(2) Promoting participation the State's Tiered Quality Rating and Improvement System (B)(3) Rating and monitoring Early Learning and Development Programs (B)(5)Validating the effectiveness of the State Tiered Quality Rating and Improvement System.

**Cross-reference to other projects:** This project is linked to the following other projects as follows:

**Project 2 – School Readiness Scholarships for Children with High Needs** in targeted communities must be used in 3 or 4-star rated Parent Aware programs.

**Project 4 – MN’s Early Childhood Indicators of Progress** are the foundation for Parent Aware standards and indicators which require that instruction and assessment are aligned with the ECIPs.

**Project 5 – Training on use of assessment** is a required indicator for higher rated Parent Aware programs.

**Project 6 – Training for early childhood educators** in higher rated Parent Aware programs is aligned with MN’s Core Competencies.

**Project 7 – Training in content areas** required to achieve higher ratings in Parent Aware is developed and made available to early childhood educators. Early childhood educator enrollment in the Professional Development Registry provides data for Parent Aware ratings.

**Project 9 – Early Childhood Longitudinal Data System** includes linkages to and data on Parent Aware-rated programs.

**Project 10 – FFN providers** who become licensed are eligible for and supported in participating in Parent Aware.

Code	Outcomes and Subtasks	Start Date	End Date
1	Project 1 Parent Aware	1/1/2012	12/31/2015
1.1	Continuous Improvement of Quality Standards	8/30/2012	12/31/2012
1.1.1	Gather information from key stakeholders through the Early Learning Council	10/31/2012	3/31/2013
1.1.1.1	Milestone: Complete planning for public comment through the Early Learning Council completed.	10/31/2012	12/31/2012
1.1.1.2	Milestone: Solicit public comment through the Early Learning Council	1/1/2013	3/31/2013
1.1.2	Identify quality standards review criteria by revisiting criteria used in first revision process and propose needed changes.	1/1/2013	3/31/2013
1.1.2.1	Milestone: Achieve cross-agency agreement on any changes to criteria.	1/1/2013	3/31/2013
1.1.3	Review findings from evaluation and validation studies that may inform content and structure of rating process.	8/31/2012	6/30/2013
1.1.3.1	Milestone: Information collected on nationally normed observation tools that could be considered for inclusion in the rating process.	11/30/2012	6/30/2013
1.1.3.2	Milestone: Summary of current findings of QRIS evaluation and validation studies from other states completed.	1/15/2013	3/31/2013
1.1.3.3	Milestone: Summary of findings of Parent Aware evaluation completed.	3/1/2013	6/30/2013
1.1.3.4	Milestone: Summary of findings from latest early childhood development research to inform standards and indicators completed.	3/1/2013	6/30/2013
1.1.4	Revise Program Standards and Indicators	7/1/2013	12/31/2013
1.1.4.1	Milestone: Through cross-agency review of gathered information, determine if standards and indicators revisions are needed. If so, complete revisions.	7/1/2013	12/31/2013
1.1.4.2	Milestone: If standards and indicators are revised, implement all needed revisions to related rating materials, website, database as well as needed communication and outreach to ELD programs.	7/1/2013	12/31/2013
1.1.5	Gather information from key stakeholders through the Early Learning Council	10/1/2014	3/31/2015
1.1.5.1	Milestone: Complete planning for public comment through the Early Learning Council completed.	10/1/2014	12/31/2014
1.1.5.2	Milestone: Solicit public comment through the Early Learning Council	1/1/2015	3/31/2015
1.1.6	Identify quality standards review criteria by revisiting criteria used in first revision process and propose needed changes.	1/1/2015	3/31/2015
1.1.6.1	Milestone: Achieve cross-agency agreement on any changes to criteria.	1/1/2015	3/31/2015
1.1.7	Review findings from evaluation and validation studies that may inform content and structure of rating process.	7/15/2014	6/30/2015

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1.1.7.1	Milestone: Information collected on nationally normed observation tools that could be considered for inclusion in the rating process.	7/15/2014	6/30/2015
1.1.7.2	Milestone: Summary of current findings of QRIS evaluation and validation studies from other states completed.	1/15/2015	3/31/2015
1.1.7.3	Milestone: Summary of findings of Parent Aware evaluation completed.	3/1/2015	6/30/2015
1.1.7.4	Milestone: Summary of findings from latest early childhood development research to inform standards and indicators completed.	3/1/2015	6/30/2015
1.1.8	Revise Program Standards and Indicators	7/1/2015	12/31/2015
1.1.8.1	Milestone: Through cross-agency review of gathered information, determine if standards and indicators revisions are needed. If so, complete revisions.	7/1/2015	12/31/2015
1.1.8.2	Milestone: If standards and indicators are revised, implement all needed revisions to related rating materials, website, database as well as needed communication and outreach to ELD programs.	7/1/2015	12/31/2015
1.2	Refine Accelerated Pathway to Rating process	1/1/2012	12/31/2013
1.2.1	Crosswalk program standards	1/1/2013	6/30/2013
1.2.1.1	Milestone: Use crosswalk of Parent Aware standards and indicators with Head Start performance standards, IDEA program requirements, School Readiness program requirements and national accreditation standards used to analysis how potential refinement of APR process could be achieved.	1/15/2013	6/30/2013
1.2.2	Refine the Accelerated Pathway to Ratings process	7/1/2013	12/31/2013
1.2.2.1	Milestone: Use crosswalk results and evaluation findings, to if necessary, refine the APR process.	7/1/2013	12/31/2013
1.2.2.2	Milestone: If standards and indicators are revised, implement all needed revisions to related rating materials, website, database as well as needed communication and outreach to ELD programs.	10/1/2013	12/31/2013
1.2.3	Crosswalk program standards	1/15/2015	6/30/2015
1.2.3.1	Milestone: Use crosswalk of Parent Aware standards and indicators with Head Start performance standards, IDEA program requirements, School Readiness program requirements and national accreditation standards used to analysis how potential refinement of APR process could be achieved.	1/15/2015	6/30/2015
1.2.3.2	Refine the Accelerated Pathway to Ratings process	7/1/2015	12/31/2015
1.2.3.3	Milestone: Use crosswalk results and evaluation findings, to if necessary, refine the APR process.	7/1/2015	12/31/2015
1.2.3.4	Milestone: If standards and indicators are revised, implement all needed revisions to related rating materials, website, database as well as needed communication and outreach to ELD programs.	10/1/2015	12/31/2015
1.3	Recruit targeted programs, including those who are APR eligible	2/1/2012	12/31/2012
1.3.1	Milestone: Information provided on Parent Aware enrollment opportunities to APR eligible programs in Transformation Zones.	2/1/2012	6/30/2012
1.3.1.1	Milestone: Information provided on Parent Aware enrollment opportunities to APR eligible programs statewide.	2/1/2012	6/30/2012
1.3.1.2	Milestone: Targeted recruitment of accredited child care programs serving higher percentages of children receiving subsidies implemented.	2/1/2012	12/31/2012
1.3.1.3	Milestone: Coordination with Greater Twin Cities United Way to incent accreditation of child care programs implemented.	2/1/2012	12/31/2012
1.3.1.4	Develop and implement supports and incentives for programs to participate in the APR process	1/1/2012	12/31/2012
1.3.2	Milestone: Low-cost training for APR eligible programs on curriculum and assessment developed.	1/1/2012	12/31/2012
1.3.2.1	Milestone APR eligible programs receive information on early childhood scholarships, an incentive to participate in Parent Aware and serve low-income children.	7/1/2012	12/31/2012
1.4	Increase market penetration of Parent Aware	1/1/2012	12/31/2015
1.4.1	Recruit targeted programs	1/1/2012	12/31/2015
1.4.1.1	Milestone: Expand to 8 counties	1/1/2012	6/30/2012
1.4.1.2	Milestone: Expand to 22 counties	1/1/2013	6/30/2013
1.4.1.3	Milestone: Expand to 38 counties	1/1/2014	6/30/2014
1.4.1.4	Milestone: Expand to all counties	1/1/2015	6/30/2015
1.4.1.5	Milestone: Recruitment Toolkit for fully-rated Parent Aware Programs completed	1/1/2012	3/31/2012
1.4.1.6	Milestone: Accelerated Pathways to Ratings (APR) application and FAQ completed	3/1/2012	4/30/2012
1.4.1.7	Milestone: All eligible programs (Head Start, School Readiness programs, and accredited child care programs) have received APR applications and information.	3/1/2012	4/30/2012
1.4.2	Disseminate information to early childhood programs on Parent Aware	1/1/2012	12/31/2015
1.4.2.1	Milestone: First round of information sessions held.	2/1/2012	6/30/2012
1.4.2.2	Milestone: Promotion of early childhood scholarships to parents and early childhood programs implemented.	9/30/2012	12/31/2012
1.4.2.3	Milestone: Outreach to CCAP-serving child care programs provided.	7/1/2012	12/31/2015
1.4.2.4	Milestone: Hold Parent Aware/Building Quality Orientations	3/1/2012	6/30/2012
1.4.3	Implement quality coaching to programs participating in Building Quality 6 months prior to beginning rating process.	4/1/2012	6/30/2012
1.4.3.1	Milestone: Building Quality programs receive monetary supports and coaching.	4/1/2012	6/30/2012
1.4.3.2	Milestone: Provide technical assistance to Parent Aware Programs that includes child care health TA in the 4 transformation zones	4/1/2012	6/30/2012
1.4.4	Provide child care health consultation through training and education to Quality Coaches and child care facilities	8/1/2012	12/31/2012
1.4.4.1	Milestone: Child care health consultation resources provided to Quality Coaches.	8/1/2012	12/31/2012

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1.4.4.2	Milestone: Improvement plans developed for Building Quality and Parent Aware programs include child care health consultant services in the 4 Transformation Zones.	8/1/2012	12/31/2012
1.4.4.3	Milestone: Child care health consultants provide technical assistance to quality coaches and conduct early childhood program site visits as appropriate	8/1/2012	12/31/2012
1.4.5	Provide CLASS coaching to child care centers as appropriate	3/1/2012	12/31/2012
1.4.6	Provide low-cost training (including health-related training) to Parent Aware participating programs	4/1/2012	12/31/2012
1.4.6.1	Milestone: Low-cost Parent Aware-required training developed.	1/1/2012	12/31/2012
1.5	Increase the number and percentage of children with disabilities served in highly rated programs	4/1/2012	12/31/2012
1.5.1	Recruit more programs serving children with an IEP or IFSP to participate in the TQRIS	4/1/2012	12/31/2012
1.5.1.1	Milestone: Collaborative work between DHS, MDE and MDH to develop and implement a process for recruiting more highly rated programs to serve children with disabilities	4/1/2012	12/31/2012
1.5.1.2	Milestone: Provide awareness through various initiatives in the Centers of Excellence to programs serving young children with disabilities regarding TQRIS	4/1/2012	12/31/2012
1.5.1.3	Milestone: Work with Parent Aware communications team to recruit more programs serving children with an IEP or IFSP to participate in the TQRIS.	4/1/2012	12/31/2012
1.5.2	Work with highly rated programs to increase their capacity to serve children with disabilities	1/1/2012	12/31/2015
1.5.2.1	Milestone: Increase capacity of Parent Aware Programs to serve children with disabilities through identification of training content gaps related to disabilities, special health care needs and child behavioral disorders	1/1/2012	6/30/2013
1.5.2.2	Milestone: Advanced training on developmental disabilities, special health care needs and behavioral challenges developed for delivery through the CCR&R system.	1/1/2014	12/31/2014
1.5.2.3	Milestone: In-service training on developmental disabilities, special health care needs and behavioral disorders developed, approved through the MNCPD and delivered through the Child Care Resource and Referral System	1/1/2014	12/31/2014
1.5.2.4	Milestone: Consult with Child Care Health Consultants, Children's Mental Health practitioners, and the Center for Inclusive Child Care Special Needs consultant to develop a process for the use of coaching and technical assistance to those Parent Aware programs serving children with disabilities, special health care needs and behavioral disorders	7/7/2012	8/31/2012
1.5.2.5	Milestone: Development of promotional materials and outreach strategies for programs to assist them in outreach to parents with children with special needs, including materials in other languages and culturally appropriate outreach strategies	7/1/2012	6/30/2013
1.5.2.6	Milestone: Professional development provided through Centers of Excellence to school districts to assist them in working with families children with an IEP or an IFSP to select highly rated programs.	4/1/2012	12/31/2015
1.5.3	Task: Convene a stakeholder group to develop procedures for documenting new standards for serving young children with disabilities in highly rated programs.	4/1/2012	12/31/2015
1.6	Increase access for CCAP recipients to highly rated programs	1/1/2012	12/31/2015
1.6.1	Align CCAP policies and Parent Aware	1/1/2012	12/31/2015
1.6.1.1	Milestone: Statutory changes that align CCAP rate differential and Parent Aware introduced.	12/31/2012	12/31/2015
1.6.1.2	Milestone Written report created to provide annual update on action and progress toward this goal.	7/1/2013	7/31/2015
1.6.2	Plan to link CCAP to Parent Aware participation	7/1/2012	6/30/2015
1.6.2.1	Milestone: Analysis of Parent Aware take-up rate for CCAP providers completed. Includes targeted analysis of providers serving high concentrations of CCAP children.	7/1/2014	12/31/2014
1.7	Ensure ongoing validity and reliability in Parent Aware	4/1/2012	12/31/2015
1.7.1	Rigorous training and reliability for staff conducting observations	4/1/2012	12/31/2015
1.7.1.1	Milestone: Validity of CLASS - NCDEL tested across multiple domain waves; shows correlation to ECERS across multiple studies; shows predictive validity to child outcomes.	1/1/2012	1/31/2012
1.7.1.2	Milestone: Review criteria to determine effectiveness of observation protocol during the Parent Aware pilot phase, in conjunction with the Parent Aware evaluation team - Child Trends developed.	4/1/2012	7/31/2012
1.7.1.3	Milestone: Effectiveness of observation protocol implemented during Parent Aware pilot reviewed and revised based on review criteria results, to include: process for scheduling visits; process for tracking visits, on-site observation protocols; consideration of cultural context; submitting observation data to DHS in a timely manner.	4/1/2012	7/31/2012
1.7.1.4	Milestone: Summarize, compile, and analyze data that in order to make recommendations to DHS to improve/modify CLASS observation protocol to be submitted to Parent Aware Implementation Team for review and approval.	4/1/2012	7/31/2012
1.7.1.5	Milestone: CLASS observation protocol revised, if indicated, based on review results and recommendations from the University of Minnesota CEED and the Parent Aware pilot evaluation results.	7/1/2012	7/31/2012
1.7.1.6	Milestone: CEED staff "anchor" maintains continuing contact with CASTL at the University of Virginia through attendance at conferences and trainings and via phone consultation; disseminates new findings or scoring criteria related to the CLASS tool.	4/1/2012	12/31/2015
1.7.1.7	Milestone: Training plans developed for current and new CLASS observers to include, at a minimum, the process for initial training of new observers, process for ongoing training of observers, and process for maintaining reliability of observers.	4/1/2012	7/31/2012
1.7.1.8	Milestone: Implement training plans for current and new CLASS observers.	8/1/2012	12/31/2015

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1.7.1.9	Milestone: Observation staff will use current quarterly meetings to engage in discussion regarding scoring criteria and notes when teachers' scores are on a level cusp (2/3 or 5/6). Appropriate statistical analysis conducted to analyze points of higher or weaker agreement to guide reliability processes. Scoring criteria and rubrics may be developed to help observers maintain consistent decisions across programs.	6/1/2012	6/30/2013
1.7.1.10	Milestone: CLASS online learning community includes monthly online meetings regarding CLASS observer professional development.	1/1/2012	12/31/2015
1.7.2	Rigorous training and reliability for staff conducting document review and establishing ratings	1/1/2012	12/31/2015
1.7.2.1	Milestone: Evidence criteria for Parent Aware indicators developed.	12/1/2011	1/31/2012
1.7.2.2	Milestone: Feedback from Parent Aware cross-agency Implementation Team on indicator evidence matrix solicited.	1/1/2012	2/28/2012
1.7.2.3	Milestone: develop standardized protocol and rubrics for reviewing portfolio of evidence documentation.	1/1/2012	3/31/2012
1.7.2.4	Milestone: Develop training program and data management and reliability procedures for quality raters; to include initial training process and process to establish rater reliability.	4/1/2012	9/30/2012
1.7.2.5	Milestone: If data checking shows accuracy falling below 85%, additional quality control measures will be implemented, including increased double entry and increased training.	4/1/2012	12/31/2012
1.7.2.6	Milestone: Establish training schedule for quality raters (based on new raters and/or revised indicators or procedures)	6/1/2012	12/31/2012
1.7.2.7	Milestone: Establish training schedule for quality raters (based on new raters and/or revised indicators or procedures)	1/1/2013	12/31/2013
1.7.2.8	Milestone: Establish training schedule for quality raters (based on new raters and/or revised indicators or procedures)	4/1/2014	12/31/2014
1.7.2.9	Milestone: Establish training schedule for quality raters (based on new raters and/or revised indicators or procedures)	1/1/2015	12/31/2015
1.7.2.10	Milestone: If QRIS indicators are revised, update: training procedure, manual and data management procedures	1/1/2014	6/30/2014
1.7.3	Develop interim solution for Parent Aware Rating Tool (PART) data system	3/1/2012	10/31/2012
1.7.3.1	Milestone: Requirements documented	3/1/2012	7/31/2012
1.7.3.2	Milestone: PART programed, implemented, & tested	5/1/2012	9/30/2012
1.7.4	Develop Long-term Solution for PART with enhanced functionality	1/1/2012	3/31/2015
1.7.4.1	Milestone (1): Stakeholders workgroup held	5/1/2012	5/31/2012
1.7.4.2	Milestone (2): Requirements documented	3/1/2012	7/31/2012
1.7.4.3	Milestone (3): Options -- purchase, revise, develop from scratch -- explored	7/1/2012	12/31/2012
1.7.4.4	Milestone(4): Selection of vendor/contractor	9/1/2012	12/31/2012
1.7.5	Develop Next Generation of Parent Aware Rating Tool	1/1/2013	12/31/2013
1.7.5.1	Milestone: Phase 1 - Collect, compute, and report ratings	2/1/2013	7/31/2013
1.7.5.2	Milestone: Phase II - Case Management functions added	5/1/2013	12/31/2013
1.7.5.3	Milestone: Phase III - Interfaces with other systems & users implemented	10/1/2012	9/30/2013
1.7.5.4	Milestone: Phase IV- Linking to ECLDS and maybe child level data completed	10/1/2014	9/30/2015
1.8	Continue and expand marketing to families	1/1/2012	12/31/2015
1.8.1	Continue and expand marketing	1/1/2012	12/31/2012
1.8.1.1	Milestone: Marketing kit materials developed and produced	4/1/2012	7/31/2012
1.8.1.2	Milestone: Marketing kits distributed to rated providers	7/1/2012	12/31/2012
1.8.1.3	Milestone: Parent Aware integrated into R&R Marketing to parents, especially parents of Children with High Needs	7/1/2012	12/31/2012
1.8.1.4	Milestone: Focus groups conducted with parents from high needs communities to generate new outreach tactics and test messages	9/1/2012	9/30/2012
1.8.1.5	Milestone: Attendance at community meetings, forums and family events with Parent Aware information	7/1/2012	12/31/2015
1.8.1.6	Milestone: Advertising campaign promoting star ratings to Hmong, Spanish, and Somali speaking parents conducted. Live phone serves will be highlighted	7/1/2012	8/1/2012
1.8.1.7	Milestone: Advertising campaign promoting star ratings to families earning low incomes conducted. Live phone services will be highlighted	7/1/2012	8/31/2012
1.8.1.8	Milestone: Selection and contract with marketing agency completed	4/1/2012	6/30/2012
1.8.1.9	Milestone: Parent Aware Awareness Survey created	8/1/2012	8/31/2013
1.8.1.10	Milestone: 2012 Marketing Outcomes reviewed and strategy for 2013-2015 refined	1/1/2013	12/31/2015
1.8.1.11	Milestone: Implement revised marketing strategy with annual reviews of marketing outcomes and refinement	1/1/2013	12/31/2015
1.8.2	Task 1.8.2: Integrate Parent Aware into MN Parents Know and other outreach programs	9/1/2012	12/31/2012
1.8.2.1	Milestone: Information about Parent Aware added to MN Parents Know	8/1/2012	9/30/2012
1.8.2.2	Milestone: Content and pages where content should live identified	8/1/2012	9/30/2012
1.8.2.3	Milestone: Updated content posted	10/1/2012	11/30/2012

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1.8.2.4	Milestone: Materials describing Parent Aware for these audiences developed	8/1/2012	9/30/2012
1.8.2.5	Milestone: Develop materials describing Parent Aware for these audiences	11/1/2012	12/31/2012
1.8.3	Targeted marketing to families receiving CCAP	7/1/2012	11/30/2012
1.8.3.1	Milestone: Determine and produce materials	7/1/2012	8/31/2012
1.8.3.2	Milestone: Develop Toolkit	8/1/2012	10/31/2012
1.9	Remove Policy Barriers	1/1/2012	12/31/2015
1.9.1	Identify barriers to access and quality	1/1/2012	12/31/2015
1.9.1.1	Milestone: Analysis of accreditations that reflects research and best practices in support of healthy development and school readiness.	7/1/2012	12/31/2015
1.9.1.2	Milestone: ELC holds discussions of barriers to access and quality, including barriers in CCAP .	5/1/2012	9/30/2012
1.9.1.3	Milestone: Children's Cabinet and/or subcabinet discuss CCAP barriers.	9/1/2012	10/31/2015
1.9.2	Pursue changes in policy, as needed	1/1/2013	8/31/2015
1.9.2.1	Milestone: Proposed statutory change introduced	2/1/2013	2/28/2015
1.9.2.2	Milestone: Assessment of alignment between CCAP policy and K-12 innovations.	8/1/2013	8/31/2015
1.10	Analyze effectiveness of revised indicators and hybrid rating structure	1/1/2012	6/30/2015
1.10.1	Collaborative planning	1/5/2012	3/31/2015
1.10.1.1	Milestone: Evaluation plan completed for Activities 1.10, 1.11, 1.12 and 1.13 (updated annually)	1/1/2012	6/30/2012
1.10.1.2	Milestone: Evaluation plan submitted to ED/HHS for review and comment as required under programrequirement (d)(4). Revisions completed, if needed.	7/1/2012	9/30/2012
1.10.1.3	Milestone: Convene Technical Working Group 2012	2/1/2012	4/30/2012
1.10.1.4	Milestone: Convene Technical Working Group 2013	1/1/2013	3/31/2013
1.10.1.5	Milestone: Convene Technical Working Group 2014	1/1/2014	3/31/2014
1.10.1.6	Milestone: Convene Technical Working Group 2015	1/1/2014	3/31/2015
1.10.2	Data collection and analysis	9/1/2012	12/31/2014
1.10.2.1	Milestone: Data collected for semi-annual reports	12/1/2014	12/31/2014
1.10.2.2	Milestone: Analysis with 150 rated programs	1/1/2013	8/31/2013
1.10.2.3	Milestone: Analysis with 500 rated programs	8/1/2014	1/31/2015
1.10.3	Reporting and recommendations	3/1/2012	5/30/2015
1.11	Examine linkages between ratings and child progress	1/1/2012	12/31/2014
1.11.1	Collaborative planning	1/1/2012	3/31/2015
1.12	Data collection and analysis	9/1/2012	12/31/2015
1.12.1	Milestone: Fall/spring data collection 2012/13	9/1/2012	6/30/2015
1.12.2	Milestone: Fall/spring data collection 2013/14	9/1/2013	6/30/2014
1.12.3	Milestone: Fall/spring data collection 2014/15	9/1/2014	6/30/2015
1.12.4	Reporting and recommendations	11/1/2014	12/31/2015
1.13	Examine patterns of quality improvement	1/1/2012	12/31/2015
1.13.1	Collaborative planning	1/1/2012	3/31/2015
1.13.2	Data collection and analysis	9/1/2012	6/30/2015
1.13.2.1	Milestone: Analysis with Year 1 & 2 Ratings	9/1/2013	11/30/2013
1.13.2.2	Milestone: Analysis with Year 3 Ratings	9/1/2014	11/30/2014
1.13.2.3	Milestone: Analysis with Year 4 Ratings	9/1/2015	11/30/2015
1.13.3	Reporting and recommendations	6/1/2013	12/31/2015

**Project #2 School Readiness Scholarships**

**Project Goals/Desired Outcomes:** Connect children with High Needs to 3 and 4-star Parent Aware rated ELD programs.

**Narrative:** The target communities will design an implementation plan to administer school readiness scholarships. These scholarships are for children birth to kindergarten entry for children in families with less than 200% of the Federal Poverty rate and must be used in a 3 or 4-star rated Parent Aware program.

**Key Performance Measures:** Increasing the number and percentage of Children with High Needs who are enrolled in Early Learning and Development Programs that are in the top tiers of the Tiered Quality Rating and Improvement System. See performance measures for B(4) C2.

**Selection Criterion Addressed:** Promote access to high-quality Early Learning and Development Programs for Children with High Needs

**Cross-reference to other projects:** This project will work in close coordination with the Parent Aware project. All scholarships must be used in a 3 or 4-star rated Parent Aware program. Project staff will work closely with other efforts in target communities, specifically the Title 1 project.

Code	Outcomes and Subtasks	Start Date	End Date
2	Project 2 SR Scholarships	3/1/2012	12/31/2015
2.1	Coordinate scholarship efforts with other early childhood direct service funding sources to maximize use of scholarship dollars	3/1/2012	12/31/2015

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2.1.1	Involve DHS-CCAP, Dept. of Health, Head Start, and School Readiness state policy staff in creating workable strategies that ensure maximum use of available funds, such as alignment with Child Care Assistance and other funding resources, in coordination with local community scholarship guidelines	3/1/2012	10/31/2012
2.1.2	Include CCAP, School Readiness, and Head Start staff in regular review of scholarship materials and in ongoing meetings to discuss project goals and implementation	3/1/2012	10/31/2012
2.1.2.1	Deliverable: Scholarship implementation plans and implementation documents have been reviewed by cross-division and cross-agency state team.	6/1/2012	10/31/2012
2.2	Target communities design school readiness scholarship approach	1/1/2012	9/30/2012
2.2.1	Have initial meetings with target communities to discuss parameters of the plan and provide TA as needed	1/1/2012	4/30/2012
2.2.1.1	Milestone: Each community has chosen the decision makers in the community and has completed initial meetings with the state representatives	2/1/2012	6/30/2012
2.2.2	Each community submits preliminary scholarship design and implementation plan.	2/1/2012	6/30/2012
2.2.2.1	Deliverable: Each community has submitted a preliminary scholarship design and implementation plan.	5/1/2012	5/30/2012
2.2.3	Release a competitive grant opportunity for scholarship administration in Itasca County, the NAZ, and St. Paul	5/1/2012	7/30/2012
2.2.4	Select and enter into grant contracts with administrators for scholarships in Itasca County, the NAZ, and St. Paul	7/1/2012	8/31/2012
2.2.5	Release a targeted grant opportunity for scholarship administration for White Earth	5/1/2012	6/30/2012
2.2.6	Enter into a grant contracts with the White Earth Nation as the administrators for White Earth's scholarships	7/1/2012	8/31/2012
2.2.7	Meet (via phone or in person) with Transformation Zones to discuss the final plan for Scholarship implementation and provide TA as needed.	8/1/2012	10/31/2012
2.2.7.1	Milestone: Meetings or conversations have occurred with all Transformation Zones and the state representatives to discuss the final plan	8/1/2012	10/31/2012
2.3	Implement school readiness scholarships	10/1/2012	9/30/2015
2.3.1	A standard application form is developed for families to apply for scholarships	4/1/2012	8/31/2012
2.3.2	Transformation Zones review the application form to provide input into the application format.	4/1/2012	8/31/2012
2.3.3	Develop a guidance manual to assist target communities in scholarship implementation	3/1/2012	9/30/2012
2.3.4	Develop a reporting form for target communities	8/1/2012	10/31/2012
2.3.5	Target communities or their administrative designee, determine family eligibility, assist families with choosing a provider, and process payments to ECE providers	9/1/2012	9/30/2015
2.3.5.1	Milestone: Families begin to apply for scholarships and target communities begin to accept applications and determine eligibility	9/1/2012	10/31/2012
2.3.6	Families choose Parent Aware programs and begin to use scholarships to gain access to quality ELD programs	9/1/2012	12/31/2012
2.3.6.1	Milestone: Target communities begin issuing scholarship payments to providers.	9/1/2012	1/31/2013
2.3.7	Provide ongoing technical assistance to target communities in implementing scholarships to create a one-stop seamless service for eligible families	6/1/2012	12/31/2015
2.3.8	Work with the evaluator and each target community to review the effectiveness of the scholarship design and implementation plan	1/1/2013	5/31/2013
2.3.9	Work with the evaluator and each target community to determine necessary changes and improvements to the scholarship design and implementation plan	5/1/2013	8/31/2013
2.3.10	Work with the evaluator and each target community to implement changes and improvements to the scholarship design and implementation plan	9/1/2013	12/31/2013
2.3.11	Work with the evaluator and each target community to review the effectiveness of the scholarship design and implementation plan for a second time	1/1/2014	5/31/2014
2.3.12	Work with the evaluator and each target community to determine necessary changes and improvements to the scholarship design and implementation plan	5/1/2014	8/31/2014
2.3.13	Work with the evaluator and each target community to implement changes and improvements to the scholarship design and implementation plan	9/1/2014	12/31/2014
2.3.14	Work with the evaluator and each target community to review the effectiveness of the scholarship design and implementation plan for a final time	1/1/2015	5/31/2015
2.3.15	Work with the evaluator and each target community to determine necessary changes and improvements to the scholarship design and implementation plan	5/1/2015	8/31/2015
2.3.16	Develop a proposal based on the suggested revisions for future programs that increase access to ELD programs	9/1/2015	12/31/2015
2.4	Recruit families of Children with High Needs	8/1/2012	9/30/2015
2.4.1	Work with PASR to develop state messaging and marketing materials for scholarships	4/1/2012	9/30/2012
2.4.2	Marketing of scholarships is coordinated with marketing plan for Parent Aware	2/1/2012	12/31/2012
2.4.3	Work with target communities to create an outreach plan that involves counties, social service agencies, schools, community agencies, CCR & Rs and others to provide scholarship information to families	8/1/2012	10/31/2012
2.4.4	Target communities begin outreach to families as identified in their community scholarship plan	9/1/2012	3/31/2013
2.4.5	Provide Local community service providers, such as home visitors, Child Safety and Permanency ,and MFIP staff , with information to help families access scholarships and ELD programs	9/1/2012	3/31/2013
2.4.6	The Family Home Visiting Nurse Consultant at the Minnesota Department of Health will serve on the Parent Provider Access subcommittee of Parent Aware	3/1/2012	3/31/2013

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2.4.6.1	The MDH Family Home Visiting Unit will disseminate information about School Readiness Scholarships and other access opportunities to local public health agencies within the target communities	3/1/2012	3/31/2013
2.4.7	Work with PASR to review effectiveness state messaging and marketing materials for scholarships	4/1/2013	8/31/2013
2.4.8	Revise and disseminate new state messaging, marketing materials and outreach based on information gathered in 2.4.7	8/1/2013	12/31/2013
2.4.9	Repeat Tasks 2.4.7 and 2.4.8 as necessary	4/1/2014	12/31/2014
2.5	Remove policy barriers to increasing quality and supporting access	10/1/2013	12/31/2015
2.5.1	Identify barriers and supports improving quality and access	6/1/2012	12/31/2015
2.5.2	Pursue policy changes as needed	2/1/2013	12/31/2015
2.6	Evaluate school readiness scholarships and other access activities	12/1/2012	12/31/2015
2.6.1	The MN Department of Education develops and releases an RFP.	3/1/2012	4/30/2012
2.6.2	MDE chooses an evaluation contractor	6/1/2012	10/31/2012
2.6.2.1	Milestone: evaluation contract is in place	11/1/2012	11/30/2012
2.6.3	Evaluation contractor works with the Departments of Education, Human Services, and Health to develop an evaluation plan	11/1/2012	1/31/2013
2.6.4	Evaluation contractor implements evaluation plan	3/1/2013	12/31/2015
2.6.5	OEL reviews final evaluation report and disseminates to the public	6/1/2016	12/31/2016

**Project #3 Title I PreK**

**Project Goals/Desired Outcomes:** Engage school districts to provide high-quality ELD programs. Increase access and improve the quality of existing high-quality ELD programs.

**Narrative:** The overarching goal of the Title I incentive is to encourage school districts to provide a high-quality ELD program and/or to increase their support and involvement in their early childhood programs. The Title I incentive will provide districts with additional resources that will allow them to increase the quality of their early childhood programs while also increasing access. Throughout the process, PreK to Grade 3 alignment will be supported and encouraged.

**Key Performance Measures:** All school districts in the target communities will be Parent Aware rated. Establishment of an ELC Title I-EC Leadership Advisory Council. A title I tool kit will be developed. The number of children with high needs who attend high-quality ELD programs will increase as identified in the Annual Target for Key Performance Measures. School district financial investment and support of early childhood programs will increase. Districts will implement PreK-3 strategies. Districts will track the progress of preschoolers through kindergarten with plans to track progress through third grade. Districts will evaluate and report on the effectiveness of their Title I EC plan.

**Selection Criterion Addressed:** (B) (4) Promoting access to high-quality Early Learning and Development Programs for Children with High Needs.

**Cross-reference to other projects:** In order to be eligible for the Title I PreK Incentive, early childhood programs need to be Parent Aware rated and have PreK-3 alignment.

Code	Outcomes and Subtasks	Start Date	End Date
3	Project 3 Title 1 Prek	4/1/2012	12/31/2015
3.1	provide support to ensure participation in Parent Aware	6/1/2012	12/31/2012
3.1.1	Provide technical assistance and support on Parent Aware application process	6/1/2012	12/31/2012
3.1.1.1	Milestone: All preschool programs in districts/schools in the target communities are Parent Aware rated	9/1/2013	12/31/2013
3.2	Activity: Develop funding and evaluation toolkit	6/1/2012	12/31/2012
3.2.1	Task: Convene meetings with leaders (ELC Title I Incentive Advisory Council) from school districts in targeted communities and create Title I ELC Advisory Council	6/1/2012	9/30/2012
3.2.1.1	Milestone: Established ELC Leadership Advisory Council	9/1/2012	12/31/2012
3.2.2	Task: Create allocation chart showing what each district is eligible for in Title I Incentive monies	1/1/2012	2/28/2012
3.2.3	Task: Develop toolkit, including information on Parent Aware ratings	7/1/2012	12/31/2012
3.2.4	Task: Provide technical assistance and support for use of toolkit, including information on Parent Aware ratings	1/1/2013	7/1/2013
3.2.4.1	Milestone: Provided start up TA and support to ELC target schools in use of Title I PreK-Incentive Toolkit	1/1/2013	3/31/2013
3.2.5	Task: Create self-study survey that will be used to monitor progress of school districts in using the toolkit	7/1/2012	12/31/2012
3.3	Activity: Support "start-up" in schools in target communities	7/1/2012	10/13/2013
3.3.1	Task: Support the efforts of Title I EC Leadership implementation teams at the district/school level	6/1/2012	12/31/2012
3.3.1.1	Milestone: Each ELC district/school has established a Title I-EC Leadership and Implementation Team	7/1/2012	12/31/2012
3.3.2	Task: Develop Title I-EC Plan, Instructions for completing plan and approval protocol, including engagement in Parent Aware Rating process	6/1/2012	10/31/2012
3.3.3	Task: Provide guidance and support to districts developing their Title I EC plans	7/1/2012	11/30/2012
3.3.3.1	Milestone: Target community districts/schools submit application and plan for use of Title I incentive funds	8/1/2012	11/30/2012
3.3.4	Task: Review, amend and approve plans and then award grants to districts with approved plans	9/1/2012	12/31/2012

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3.3.4.1	Milestone: Applications/plans are accepted by MDE	8/1/2012	11/30/2012
3.3.5	Task: Revise survey completed in Task 3.2.5	8/1/2013	11/30/2013
3.4	Activity: Statewide Title I EC incentive grants	2/1/2013	8/31/2013
3.4.1	Task: Adapt the plan/application and scoring rubric for statewide competition, including engagement in Parent Aware Rating process	3/1/2013	7/1/2013
3.4.2	Task: Provide guidance and information to districts planning on applying for the Title I Incentive grants	3/1/2013	6/30/2013
3.4.3	Task: Review and score Title I Incentive grant applications	6/1/2013	9/30/2013
3.4.4	Task: Notify winning districts/schools	7/1/2013	9/30/2013
3.4.4.1	Milestone: Official Award Notification letters are sent to awardees	8/1/2013	9/30/2013
3.4.5	Task: Repeat Tasks 3.4.2-3.4.5 in Years 3 and 4	1/1/2014	8/31/2015

**Project #4 Standards**

**Project Goals/Desired Outcomes:** Increased usage by ELD teachers and providers of the Early Childhood Indicators of Progress (ECIPs ages 0-3 and 3-5) and, establishment and implementation of a review process for the ECIPs

**Narrative:** Minnesota will develop training on the ECIPs (podcasts, videos, etc) that can be embedded in existing training on child development, assessments and instructional strategies with training partners throughout the state. In addition, Minnesota will create a plan for the regular revision of the ECIPs and implement that plan.

**Key Performance Measures:** Ongoing process for revision of the ECIPs agreed to and implemented at least through one review process. Lessons from the review process inform the final draft of the ongoing ECIPs review. Materials and trainings that support classroom usage of the ECIPs is implemented and integrated into existing training across service delivery systems.

**Selection Criterion Addressed:** C. Promoting Early Learning and Development Outcomes for Children; (C)(1) Developing and using statewide, high-quality Early Learning and Development Standards

**Cross-reference to other projects:** This project relates to project 6 revisions as we align the revision schedules of the Core Competencies and the ECIPs. It also relates to the training modules developed in Project 5.

Code	Outcomes and Subtasks	Start Date	End Date
4	Project 4 Standards	10/1/2012	12/31/2015
4.1	Activity: Improve usage of the ECIPs by Early Childhood Educators in all ELD Programs	10/1/2012	12/31/2015
4.1.1	Task: Select vendor/contractor to develop and implement training and materials	10/1/2012	1/31/2013
4.1.1.1	Milestone: Contracting process completed	2/1/2013	2/28/2013
4.1.2	Task: Develop ECIPs-related professional development content, including materials, video segments and developmental sequence charts, planning tools, etc. that help Early Childhood Educators in all ELD Program types better incorporate the standards in children's day-to-day activities and better prepare children for kindergarten.	4/1/2013	7/1/2013
4.1.2.1	Milestone: Identify the targeted population for the materials (teachers, providers, administrators, paras, etc.); analyze results from other projects/initiatives (Parent Aware, Community of Practice, Head Start) and identify gaps in knowledge and usage of the ECIPs and opportunities for addressing those gaps	3/1/2013	7/30/2013
4.1.2.2	Milestone: State partners and CEED will agree on which recommendations to pursue in order to result in a meaningful, effective package of electronic resources	7/1/2013	7/30/2013
4.1.2.3	Milestone: For each domain and/or indicator (as identified in the recommendations) create a detailed plan of the mix of electronic products that will improve usage of the ECIPs and result in better teaching and learning.	7/1/2013	9/30/2013
4.1.2.4	Milestone: Develop templates for any type of material to be developed so that as ECIPs are revised there is an established format for materials/training creation	10/1/2013	1/31/2014
4.1.2.5	Milestone: Complete content for areas identified in the agreed-upon plan	2/1/2013	9/30/2013
4.1.3	Task: Implement and integrate professional development materials throughout the state with cross-sector training partners to reach all ELD Program staff, prioritizing those trainings required for Parent Aware	1/1/2014	12/31/2015
4.1.3.1	Milestone: Identify training partners and the training delivery systems to best ensure all ELD Program staff have access to the training materials.	8/1/2013	10/31/2013
4.1.3.2	Milestone: Using the landscape, other project experiences, and regional organizations, invite training partners to learn about the training materials.	11/1/2013	12/31/2013
4.1.3.3	Milestone: Deliver training to geographically dispersed groups of training institutions at least 4 times, in person or online	1/1/2014	4/30/2014
4.1.3.4	Milestone: Offer technical assistance by phone, in person or online to training institutions on the appropriate use of the materials, including suggested uses	1/1/2014	12/31/2014
4.1.4	Task: Design and implement evaluation of the professional development approach and delivery	1/1/2014	10/31/2015
4.1.4.1	Milestone: Create a simple evaluation plan (pre and post test, surveys, etc)	9/1/2013	12/31/2013

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4.1.4.2	Milestone: Working with training institutions as a condition of receiving materials, implement simple evaluation	1/1/2013	11/1/2015
4.2	Activity: Establish a standards review cycle and process for both sets of the ECIPs	1/1/2013	7/31/2015
4.2.1	Task: Create a core task force for the review and cycle development and to work with the contractor on process implementation. The task force expand, depending on the porcess phase, to include experts, advisers and professionals from throughout the ECE field, parents, cultural communities and K-12 to ensure the needs of all children are considered	10/1/2013	12/31/2013
4.2.1.1	Milestone: Initial task force members named	10/1/2012	10/31/2012
4.2.1.2	Milestone: Task force meets	12/1/2012	12/31/2012
4.2.1.3	Milestone: Review cycle and process finalized	12/1/2012	2/28/2013
4.2.2	Task: Select vendor/contractor to facilitate the task force and other groups, as needed, support the standards review process including managing public input and feedback, and deliver final review report	3/1/2013	12/31/2015
4.2.2.1	Milestone: RFP is posted for proposal submission	12/1/2012	1/31/2013
4.2.2.2	Milestone: Review of proposal	2/1/2013	2/28/2013
4.2.3	Task: Facilitate planning for review cycle and deliver report and PPT	3/1/2013	12/31/2013
4.2.3.1	Milestone: Public comment period conducted by contractor	1/1/2014	3/30/2014
4.2.3.2	Milestone: SRG reviews and comments	9/1/2014	10/31/2014
4.2.3.3	Milestone: SRG meets and provides input on expert comments	2/1/2015	3/31/2015
4.2.3.4	Milestone: Core task force group meets and finalizes standards revision	3/1/2015	5/31/2015
4.2.4	Task: Implement review cycle	9/1/2013	7/31/2015
4.2.4.1	Milestone 4.2.4.1: Create a standards revision group (SRG) to review existing standards and create proposed revised standards	4/1/2013	6/30/2013
4.2.4.2	Milestone 4.2.4.2: SRG meets and agrees on set of revised standards	7/1/2013	1/31/2014

**Project #5 Comprehensive Assesment System**

**Project Goals/Desired Outcomes:** Minnesota will have an early childhood assessment system that supports decision making at various levels (e.g., child, program, state) and across points in time (e.e., during the preschool years, at kidnergarten entry and exit) such that care and education environments are improved and more children are ready for school.

**Narrative:** A better developed comprehensive assessment system includes improved data collection, analysis and use in the context of the overall system in which data is able to be linked together from child to classroom, classroom to program and program to state. Better training of all EC professionals - with special focus on child care providers who serve Children with High Needs is a foundation aspect of this project.

**Key Performance Measures:** 5.2- All early childhood screening programs in target communities will have access to online developmental screening. Within the target communities, Children with High Needs will receive developmental screening between the ages of three and four years. 5.3- Delivery of needs assessment of training across sectors with analysis of barriers. Completion of 6 online training modules with trainer support materials. Cross-sector training institutions utilizing same training and, when doing relationship-based training, the same protocols. Using baseline data and generated RTT data, determine % of regions where coaches/mentors can identify elements of quality coaching and mentoring. Increase number of practitioners participating in integrated learning opportunities. 5.4- All trained to use the Cooperative Personalized Learning Plan (CPLP) will report using the software with at least two children and families by June 2014. A plan to scale up use of the CPLP will be implementable by December, 2015.

**Selection Criterion Addressed:** (C) (2) Supporting effective uses of Comprehensive Assessment Systems

**Cross-reference to other projects:** The Comprehensive Assessment System relates closely to the KEA 2.0 project. The Assessment Specialist and the Task Force will lead the work for recommendations on both of these projects. The CAS project also relates closely to the EC Data System project (E2), and the program quality assessment (for Parent Aware) in B1 and B3.

Code	Outcomes and Subtasks	Start Date	End Date
5	Project 5 Comp Assessment Sys	6/1/2012	12/31/2015
5.1	Activity: Establish an Assessment Task Force to review and recommend improvement to Minnesota's Early Childhood Comprehensive Assessment System	11/1/2012	2/28/2013
5.1.1	Task: Develop budget and position description for Assessment specialist and Task Force leader	6/1/2012	8/31/2012
5.1.2	Task: Review existing assessment system and other state systems that are "gold standard"	10/1/2012	11/30/2012
5.1.2.1	Milestone: Position filled	9/1/2012	9/30/2012
5.1.3	Task: Outline structure, membership, and meeting schedule of Task Force; gather suggestions about members	10/1/2012	1/31/2013
5.1.4	Task: Appoint Task Force members	12/1/2012	12/31/2012
5.1.4.1	Milestone: First meeting of task force	1/1/2013	1/31/2013
5.1.5	Task: Task Force meets and consults experts as needed	1/1/2013	6/30/2013

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Code	Outcomes and Subtasks	Start Date	End Date
5.1.6	Task: Develop Implementation plan for Task Force recommendations	1/1/2013	2/28/2013
5.1.7	Task: Implement CAS plan and make detailed timeline	3/1/2013	7/31/2013
5.2	Activity: Improving the delivery of developmental screening, by implementing online and audio versions of ASQ and ASQ-SE for use by service providers to and parents of Children with High Needs.	9/1/2012	12/31/2015
5.2.1	Task: Education Specialist hired to oversee online screening planning and implementation.	6/1/2012	8/31/2012
5.2.1.1	Milestone: Education Specialist hired.	8/1/2012	8/31/2012
5.2.2	Task: Expand focus/goals of Interagency Developmental Screening Task Force to include advisory function for planning/implementation of online screening.	8/1/2012	2/28/2013
5.2.2.1	Milestone: Interagency Developmental Screening Task Force convenes and develops strategies for cross agency implementation plan.	7/1/2012	12/31/2015
5.2.3	Task: Conduct analysis of online screening within seven-county metro, clinics and target areas.	11/1/2012	2/28/2013
5.2.3.1	Milestone: Challenges and opportunities for online screening identified.	1/1/2013	6/30/2013
5.2.4	Task: Develop detailed implementation and training plan.	6/1/2013	12/31/2013
5.2.5	Task: Launch online access through existing parent websites for pilot sites (www.MNParentsKnow.info and www.IsYourChildReady.com)	6/1/2013	1/31/2014
5.2.6	Task: Monitor online screening frequency of use and accessibility within pilot sites for online access to ASQ and ASQ:SE.	7/1/2014	12/31/2015
5.2.6.1	Milestone: Six month use of online screening evaluated.	1/1/2015	6/30/2015
5.2.7	Task: Provide specific outreach to encourage parent access and use through targeted service providers (WIC, Family Home Visiting, Head Start, early intervention/preschool special education).	6/1/2015	12/31/2015
5.2.8	Task: Evaluate the effectiveness of the online screening in reaching Children with High Needs and increasing valid and reliable developmental and mental health screening.	1/1/2015	1/31/2015
5.3	Activity: Improve the ability of ELC Programs and Early Childhood Educators to chose, use and interpret assessment data	8/1/2012	12/31/2015
5.3.1	Activity: Improve the ability of ELD Programs and Early Childhood Educators to use both formative and environmental assessment data already collected in their programs to identify factors promoting (or inhibiting) child development achievements and to use these data to systematically change programs, services or supports to improve child outcomes.	8/1/2012	2/28/2013
5.3.2	Task: Assess the training needs, training system coordination and barriers and statewide strategies for reducing barriers of delivering professional development to all providers of Children with High Needs.	12/1/2012	2/28/2013
5.3.2.1	Milestones: Gaps, barriers and opportunities in training identified	2/1/2013	2/28/2013
5.3.3	Task: Design content and delivery methods for training using the training needs assessment and gap analysis to ensure the inclusion of all ELD provider requirements in Parent Aware. Attention will be paid to experiences and lessons from past state efforts and projects, including ARRA-funded work.	3/1/2013	7/31/2013
5.3.3.1	Milestone: Using the analysis of the professional development landscape, identify the scope and level at which training should be developed.	3/1/2013	4/30/2013
5.3.3.2	Milestone: Agreement on content of each module.	3/1/2013	7/31/2013
5.3.4	Task: Develop a minimum of 6 training modules for online instruction to improve usage of formative, classroom interaction, and environment rating assessment data to improve teacher and program practice	4/1/2013	1/31/2014
5.3.4.1	Milestone: Development of each module	8/1/2013	11/30/2013
5.3.4.2	Milestone: Presentation to agency partners on progress of specific module development, content and scope.	8/1/2013	12/31/2013
5.3.5	Task 5.3.5: Secure approval of new training modules through the MN Center for Professional Development.	11/1/2013	2/1/2014
5.3.6	Task: Develop the Train the Trainer curriculum for each training module.	1/1/2014	2/28/2014
5.3.7	Task 5.3.7: Disseminate the modules to existing training organizations including MDE, Centers of Excellence, DHS and the CCR & R system as well as other partners to ensure local, "always available" delivery	2/1/2014	12/31/2015
5.3.7.1	Milestone: Disseminate modules to identified training organizations	2/1/2014	8/31/2014
5.3.7.2	Milestone : Report to department on outreach to training institutions, including successful trainings delivered and lessons learned.	9/1/2014	11/30/2014
5.3.7.3	Milestone: Report to department on outreach to additional training institutions, including successful trainings delivered and lessons learned.	3/1/2015	5/31/2015
5.3.7.4	Milestone: Report to department on additional outreach to training institutions, including successful trainings delivered and lessons learned.	9/1/2015	12/31/2015
5.3.8	Task: Annually refine content and delivery methods, based on feedback	1/1/2014	5/31/2015
5.3.8.1	Milestone: Identify feedback mechanisms and outreach process	12/1/2013	2/28/2014
5.3.8.2	Milestone: Interim report on feedback and any revisions made to outreach or training content	3/1/2014	9/30/2014
5.3.8.3	Milestone: Interim report on feedback and any revisions made to outreach or training content	10/1/2014	4/30/2015
5.3.8.4	Milestone: Interim report on feedback and any revisions made to outreach or training content	5/1/2015	8/31/2015
5.3.9	Task: Build capacity for sustaining improved professional development around child and environmental assessment in communities with high ratios of Children with High Needs.	12/1/2015	12/31/2015
5.3.9.1	Milestone: Deliver interim results in selected public forums so state, regional and local areas can learn from the process and feedback.	8/1/2012	12/31/2015

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5.3.10	Task 5.3.10: Complete state contracting process for contractor to manage facilitation of ECIPs review and public engagement/input process	8/1/2014	12/31/2015
5.3.10.1	Milestone: Completed analysis of the relationship between ECIPS and assessments; recommendations made. Report delivered and presented with recommendations	12/31/2012	4/30/2013
5.3.11	Task: Develop relationship-based training protocols	1/1/2013	4/30/2013
5.3.11.1	Milestone: Professional development providers are trained in protocols and assessment content	7/1/2013	12/31/2013
5.3.12	Task: Disseminate and train coaches contracted through the Centers of Excellence, the R&R Network and Center for Inclusive Child Care (see section 7 Goal 2) on relationship-based protocols and usage of assessment related data to improve practitioner and program practice, including usage of 6 online modules	7/1/2013	6/30/2014
5.3.12.1	Milestone: In each Center of Excellence region a minimum of 2 trainings have been completed	6/1/2013	12/31/2015
5.3.13	Task: Evaluate and improve fidelity of implementation of protocols	1/1/2014	11/30/2015
5.3.13.1	Milestone: Plan for fidelity evaluation presented and approved.	1/1/2014	3/31/2014
5.3.13.2	Milestone: One round of fidelity assessment completed	1/1/2014	10/31/2014
5.3.13.3	Milestone: One round of training improvements (resulting from the fidelity assessment) in place	10/1/2014	4/30/2015
5.3.13.4	Milestone: Deliver final report with recommendations on process and delivery methods for developing and training on the relationship-based protocols.	10/1/2015	10/31/2015
5.4	Activity: Increase capacity to connect and coordinate intervention across data sources to increase coordination and efficiency of ELD services	7/1/2013	12/31/2015
5.4.1	Task: Execute a sole source contract with TIES for revision and implementation of the Cooperative Personalized Learning Plans (CPLP).	7/1/2013	10/31/2013
5.4.1.1	Milestone: Multi-year contract in place with TIES.	10/1/2013	10/31/2013
5.4.2	Task: Identify members and convene a cross-sector CPLP expansion advisory group. This group will review original version of CPLP and recommend revisions, recommend a process to select pilot sites, review all data from pilot sites and recommend process components for scaling-up plan.	7/1/2013	1/31/2014
5.4.3	Task 5.4.3: TIES makes recommended adaptations to existing CPLP software in a web-accessible format for use in ELD programs.	10/1/2013	12/31/2013
5.4.4	Task: Pilot improved version in 10 sites including the four target communities.	9/1/2013	2/28/2014
5.4.5	Task: Implement process to select 6 additional pilot communities.	1/1/2014	5/31/2014
5.4.6	Task: Guidance materials will be developed and used to train representatives of ELD programs in selected communities.	9/1/2013	11/30/2013
5.4.7	Task: Training will be conducted and a virtual user-group will be established to support users from 10 pilot sites.	12/1/2013	12/31/2013
5.4.8	Task: Data collection tools will be developed for use by pilot sites to record quantitative and qualitative aspects of CPLP implementation.	9/1/2013	11/30/2013
5.4.8.1	Milestone: 80% of ELD program staff within 10 pilot communities will participate in training on the use of the Cooperative Personalized Learning Plan	12/1/2013	12/31/2013
5.4.9	Implement software and data collection within ELD programs in 10 pilot communities.	1/1/2014	12/31/2014
5.4.10	Task 5.4.10: CPLP advisory group will review data from pilot communities quarterly throughout 1 year pilot to recommend strategies to scale-up software usage.	3/1/2014	12/31/2014
5.4.11	Task: a plan for statewide use of the CPLP, including a business plan, for long-term sustainability.	1/1/2015	9/30/2015
5.4.11.1	Milestone: 100% of trained users will report implementing the CPLP with 2 or more children/families by June '14	6/1/2014	6/30/2014

**Project #6 Work Force Framework**

**Project Goals/Desired Outcomes:** To establish the Core Competencies as the shared framework for professional development in Minnesota and create a process for continuous improvement.

**Narrative:** A cross system and community task force will be established to review and revise the existing core competencies for their applicability across sectors and for all early childhood care and education practitioners in the state.

**Key Performance Measures:** The state's core competencies for early childhood staff will be revised to reflect current research and to be relevant across sectors.

**Selection Criterion Addressed:** D1: Developing a Workforce Knowledge and Competency Framework and a progression of credentials.

**Cross-reference to other projects:** C1 - Early Learning Standards; D2 Goal 2

Code	Outcomes and Subtasks	Start Date	End Date
6	Project #6 Work Force Framework	7/1/2012	12/31/2015
6.1	Activity: Establish the Core Competencies as the shared framework for professional development in Minnesota and create a process for continuous improvement.	7/1/2012	12/31/2015

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6.1.1	Task: Gather core comp docs from other states, what was learned in the ARRA contract in MN and synthesize and identify experts for technical assistance.	9/1/2012	12/31/2012
6.1.2	Task: Cross walk the Board of Teaching Standards with the Core Competencies.	12/1/2012	3/30/2013
6.1.3	Task: Consult with Ohio who has Core Competency revision in their grant to explore collaboration possibilities.	12/1/2012	1/31/2013
6.1.4	Task: Identify a facilitator to guide a coordinated process across revision, alignment and incentives subcommittees	2/1/2013	2/28/2013
6.1.5	Task: Establish a Core Competency Framework task force to guide revision, alignment & incentives with facilitation	12/1/2012	3/31/2013
6.1.6	Task: Convene Core Competency Framework task force to guide revision, alignment & incentives with facilitation	2/1/2013	12/31/2013
6.1.7	Task: Create a Core Competencies revision task force and complete a draft of revised core competencies including a companion supplement for family child care and ec educators working with preschoolers.	1/1/2013	12/31/2013
6.1.8	Task: Work toward acceptance of the revised competencies by Institutions of Higher Education and the early childhood community	1/1/2014	6/30/2014
6.1.9	Task: Establish a revision schedule aligned with the Early Childhood Indicators of Progress revision schedule.	7/1/2013	9/30/2013
6.1.10	Task: Work with Institutions of Higher Education to identify barriers to the use of core competencies in the curriculum offered in higher ed	1/1/2014	6/30/2014
6.1.11	Task: Address barriers through means indicated and support integration of competencies into higher education curriculum	6/1/2014	12/31/2014
6.1.12	Task: Implement identified strategies for reducing barriers and provide support for use of core competencies in higher ed curriculum	1/1/2015	12/31/2015
6.1.13	Task: Distribute a survey to higher education to determine the level of the revised competencies' integration and the success of this project	3/1/2015	12/31/2015
6.1.13.1	Milestone: General acceptance of the Core Competencies by early childhood community and faculty of institutions of higher education.	7/1/2012	12/31/2015

**Project #7 EC Workforce Support**

**Project Goals/Desired Outcomes: Support Early Childhood Educators in improving their knowledge, skill and abilities and demonstrate increased number and percentage of early childhood educators who advance on the career lattice by achieving higher competencies and/or degree status**

**Narrative: Minnesota will increase and enhance opportunities, tools and resources for early childhood educators to access training and obtain credentials and degrees and will link data systems for individuals and the state to track the information.**

**Key Performance Measures: Increasing number of postsecondary institutions and professional development providers with programs aligned with Workforce Knowledge & Competency Framework and number of ECE who receive credentials from postsecondary institutions and professional development providers that are aligned with the Core Competency Framework; and increasing the number and percentage of ECE who are progressing to higher levels of credentials that align with Core Competency Framework.**

**Selection Criterion Addressed: D.2. Supporting Early Childhood Educators in improving their knowledge, skills and abilities by: providing and expanding access to effective professional development opportunities; Implementing policies and incentives that promote professional improvement and career advancement on an articulated career pathway aligned with Core Competency Framework designed to increase retention; publicly reporting data on ECE development, advancement and retention.**

**Cross-reference to other projects: Training developed and delivered will align with the Core Competency Framework and Career Lattice (D.1.). Minnesota Reading Corps will provide targeted training/coaching on child assessment and literacy instruction skills that will promote participation in the state's tiered quality rating and improvement system (B.1) . Coaching, consultation and mentoring on child and program assessment and services to children with special needs will support effective use of comprehensive assessment system in coordination with the Minnesota Assessment and Training Center (C.2.)**

Code	Outcomes and Subtasks	Start Date	End Date
7	Project #7 EC Workforce Support	4/1/2012	12/31/2015
7.1	Activity 7.1: Increase number and percentage of Early Childhood Educators advancing on Career Lattice through targets supports for accessing training	4/1/2012	12/31/2015
7.1.1	Task 7.1.1: Develop advanced training that will support higher ratings in Parent Aware	9/1/2012	12/31/2014
7.1.1.1	Milestone: Content criteria identified for Tier II and Tier III training; based on Tier I awareness training content, current research and evidence-based best practice.	9/1/2012	1/31/2013
7.1.1.2	Milestone: rigorous criteria and process for approval of Parent Aware specific training developed	9/1/2012	1/31/2013
7.1.1.3	Milestone: Vendor contract to develop Tier II and Tier III Parent Aware training modules; Mn infant/toddler credential executed through RFP process.	1/1/2014	4/30/2014

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7.1.2	Task 7.1.2: Develop cultural and linguistic adaptations of advanced training developed to meet Parent Aware training requirements for EC Educators from diverse cultural and linguistic groups	9/1/2012	12/31/2014
7.1.2.1	Milestone: Issue RFP for vendor contract to produce cultural and linguistic adaptations/translations of Tier I, Tier II and Tier III training and select contractor.	9/1/2012	12/31/2012
7.1.2.2	Milestone: Translation/adaptation of Tier I, Tier II and Tier III Parent Aware training modules in Spanish, Somali and Hmong completed through vendor contract.	1/1/2014	12/31/2014
7.1.3	Task 7.1.3: Deliver adapted/translated Parent Aware training modules statewide.	7/1/2013	12/31/2015
7.1.3.1	Milestone: Identify and/or develop delivery strategies to provide increased access to training opportunities for multiple cultural and rural child care providers via an interagency Parent Aware Quality Improvements work group.	7/1/2013	12/31/2013
7.1.3.2	Milestone: Implement newly identified or developed delivery strategies to provide increased access to training opportunities for multiple cultural and rural child care providers via an interagency Parent Aware Quality Improvements work group.	1/1/2014	12/31/2015
7.1.4	Task 7.1.4: Develop and support a trainer learning community for bilingual trainers	5/1/2012	12/31/2015
7.1.4.1	Milestone: Issue RFP for vendor contract to develop and support a trainer learning community for multilingual trainers and select contractor	7/1/2012	12/31/2012
7.1.4.2	Milestone: Vendor contract to develop and support a trainer learning community for multilingual trainers executed	1/1/2013	1/31/2013
7.1.4.3	Milestone: Vendor contract trainer learning community support strategies implemented.	2/1/2013	12/31/2015
7.1.5	Task 7.1.5: Implement Eager to Learn on-line platform enhancements	12/1/2013	7/31/2014
7.1.5.1	Milestone: Technology enhancements, including facelift for user interface, classroom structural updates, and video enhancements, are implemented.	12/31/2013	12/31/2013
7.1.6	Task 7.1.6: Develop Minnesota Reading Corps (MRC) models in child care setting in Transformation Zones	4/1/2012	12/31/2015
7.1.6.1	Milestone: MRC project linked with target community liaisons	4/1/2012	12/31/2012
7.1.6.2	Milestone: Models designed	5/1/2012	12/31/2012
7.1.6.3	Milestone: Child care programs recruited to participate in MRC models	6/1/2012	8/31/2013
7.1.6.4	Milestone: Models piloted and refined	9/1/2013	8/31/2014
7.1.6.5	Milestone: Early childhood care programs serving large numbers of children with high needs enroll in Parent Aware after experiencing support from Reading Corps member	12/1/2013	6/30/2015
7.1.6.6	Milestone: Upon completion of MRC model family child care providers are encouraged to obtain the MN Child Care Credential	8/1/2014	6/30/2015
7.1.6.7	Milestone: MRC members engage in higher education aligned with the career lattice	9/1/2014	12/31/2015
7.1.7	Task 7.1.7: Expand coaching, consultation and mentoring on child and program assessment and services to children with special needs.	9/1/2012	12/31/2015
7.1.7.1	Milestone: Coordination completed w/Child Care Health Consultants, Children's Mental Health, the MN Assessment and Training Center (MNATC), Centers of Excellence and CCR&Rs to develop and implement regional consultation workplan	9/1/2012	12/31/2012
7.1.7.2	Milestone: Using the regional implementation plan, specific consultation deliverables for the Center for Inclusive Child Care contract identified.	9/1/2012	12/31/2012
7.1.7.3	Milestone: CICC consultant/project coordinator hired	9/1/2012	12/31/2012
7.1.7.4	Milestone: Plan created and implemented to align and coordinate support for consultant approval with MNATC and MN Center for Professional Development (MNCPD)	10/1/2012	5/31/2013
7.1.7.5	Milestone: Statewide system of access to on-site, web and phone-based consultation and training on working with children with special needs implemented.	1/1/2013	12/31/2013
7.1.8	Task 7.1.8: Increase access to the MN Child Care Credential (MNCCC)	1/1/2012	12/31/2015
7.1.8.1	Milestone: Continued delivery of the MNCCC for child care providers through the CCR&R system	1/1/2012	9/30/2014
7.1.8.2	Milestone: MNCCC adaptation for delivery to Spanish, Hmong and Somali speaking providers completed.	1/1/2012	6/30/2012
7.1.8.3	Milestone: Hybrid cohort model of MNCCC developed and delivered to child care providers.	10/1/2012	9/30/2014
7.1.8.4	Milestone: External evaluation of effectiveness of the MNCCC completed.	1/1/2012	3/31/2013
7.1.8.5	Milestone: Revised MNCCC curriculum in English, Spanish, Somali and Hmong completed.	7/1/2012	6/30/2013
7.1.8.6	Milestone: Revised MNCCC in English and adapted Spanish, Hmong and Somali versions to child care providers delivered to child care providers.	7/1/2013	12/31/2015
7.1.9	Task 7.1.9: Increase availability of scholarships for Early Childhood certificates or degrees from MN higher education institutions	7/1/2012	12/31/2015
7.1.9.1	Milestone: Core Competencies Framework Task Force Higher Education Scholarships subcommittee is operational.	9/1/2012	9/30/2013
7.1.9.2	Milestone: DHS submits CCR&R Network TEACH scholarship recommendations report to the scholarships subcommittee of the Core Competencies Framework Taskforce (see Project 6, Task 6.1.5) for consideration.	7/1/2012	9/30/2012
7.1.9.3	Milestone: Plan for expanded scholarships program implementation plan that prioritizes Parent Aware and Building Quality participants serving at least 25% children with high needs is developed and submitted.	9/1/2012	6/30/2013
7.1.9.4	Milestone: Implement communication/marketing plan and award scholarships with priority to Parent Aware and Building Quality participants serving higher percentage of children with high needs	9/1/2013	12/31/2015
7.1.10	Task 7.1.10: Increase Registry capacity	1/1/2015	12/31/2015
7.1.10.1	Milestone: Planned Registry data system changes implemented	1/1/2012	9/30/2012

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7.1.10.2	Milestone: Registry Specialist to provide technical assistance, promote participation and process enrollment hired	7/1/2012	11/30/2012
7.1.10.3	Milestone: Agreements with organizations to encourage enrollment in the Registry developed.	11/1/2012	12/31/2013
7.1.10.4	Milestone: Virtual MNCPD career guidance website that will facilitate easy access to career advising statewide developed.	1/1/2013	9/30/2013
7.1.10.5	Milestone: New and existing registry resources and tools promoted to Early Childhood Educators.	7/1/2012	12/31/2015
7.1.11	Task 7.1.11: Link Registry to STAR system	9/1/2012	12/31/2015
7.1.11.1	Milestone: Core Competency Framework Task Force Alignment subcommittee develops and submits linkage plan that includes policy options to Core Competency Framework task force	9/1/2012	9/30/2013
7.1.11.2	Milestone: Recommendations are vetted and approved	3/1/2013	11/30/2013
7.1.11.3	Milestone: Plan and implementation aligned with the Early Learning Data system	3/1/2013	11/30/2013
7.1.11.4	Milestone: Work toward general acceptance and implement communication and marketing	9/1/2013	4/30/2014
7.1.11.5	Milestone: Recruit licensed ECE teachers to use the system	9/1/2014	12/31/2015
7.1.11.6	Milestone: Contract with vendor to make needed technology/program changes to the Registry	12/1/2013	6/30/2014
7.1.11.7	Milestone: Implement linkage across systems	9/1/2014	12/31/2015
7.1.12	Task: Increase capacity to track and report number of ECE across sectors holding credentials and progressing on the career lattice over time	1/1/2013	12/31/2013
7.1.12.1	Milestone: RFP for vendor contract to produce annual report on Great Workforce system progress toward performance targets issued and vendor selected.	1/1/2013	3/31/2013
7.2	Activity: Professional development providers align training, course and program content with the revised Core Competencies.	9/1/2012	12/31/2015
7.2.1	Task: Establish a Core Competencies alignment subcommittee of the Core Competencies Framework task force revising the core competencies to focus on barriers to aligning training to core competencies.	9/1/2012	9/30/2013
7.2.2	Task: Work with facilitator of Core Competencies Framework Task Force to accomplish support and outreach in conjunction with the revision and subsequent work	9/1/2012	12/31/2013
7.2.3	Task: Address barriers and facilitate alignment where possible.	9/1/2013	8/31/2015
7.2.4	Task: Monitor and report progress on alignment of professional development providers' programs with the core competencies and the career lattice.	12/1/2012	12/31/2015
7.2.4.1	Milestone: RFP for vendor contract to produce annual report on alignment of professional development providers' programs with the core competencies and the career lattice issued and vendor selected.	9/1/2012	12/31/2012

**Project #8 K Entry Assessment**

**Project Goals/Desired Outcomes:** A Kindergarten Entry Assessment that is more useful for information about whether children are ready for school and whether (and how to get) schools ready for children.

**Narrative:** We will review and revise the stated desired outcomes/purpose for a KEA , choose an appropriate tool or set of tools, and describe methods and resources needed for the KEA 2.0

**Key Performance Measures:** School districts will report using the Kindergarten Entry Assessment (KEA) to make meaningful decisions about local kindergarten cohorts. Kindergarten teachers will report using the KEA to inform classroom instruction. MDE will report using statewide KEA data to target resources for preK-3 curriculum and instructional support, including the development of some benchmarks for what it means to be "ready for school." Early childhood providers will report using KEA to make decisions about improving their programs in order to improve the percentage of children from their programs ready for school. The Minnesota KEA 2.0 will support decision making at classroom, district, program, and state levels to improve the overall percentage of children and the percentage of High Needs Children who are ready for school in Minnesota from 2012 to 2015.

**Selection Criterion Addressed:** Understanding the status of children's learning and development at kindergarten entry.

**Cross-reference to other projects:** This project will be staffed by the Assessment Specialist for Project 5 (Comprehensive Assessment System) and will include recommendations for the Assessment Task Force; data collected by the KEAs both 1.0 and 2.0 will be part of the EC Data System.

Code	Outcomes and Subtasks	Start Date	End Date
8	Project #8 K Entry Assessment	4/1/2012	12/31/2015
8.1	Activity: Recommendation on primary functions and the form (measure) of KEA 2.0	7/1/2012	3/31/2013
8.1.1	Task: Fill Assessment Specialist position to lead this work	7/1/2012	10/2/2012
8.1.2	Task: Begin a KEA breakout group from Assessment Task Force in September to allow time for establishing contracts post committee recommendation.	1/1/2013	3/31/2013
8.1.3	Task: Assessment Task Force meetings, consults experts, and gives KEA recommendation	1/1/2013	12/31/2013
8.1.4	Task: Develop implementation and communications plan for KEA 2.0	11/1/2012	3/31/2013
8.1.5	Task: Identify policy and fiscal issues for KEA 2.0 and appropriate legislative requests	7/1/2013	7/1/2014
8.1.6	Task: Develop research plan and timeline for pilot of KEA 2.0	2/1/2013	7/31/2013
8.1.7	Task: Develop plan to establish a cross walk between KEA 1.0 and 2.0	2/1/2013	8/31/2013

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8.2	Activity: Continue state sample-based School Readiness Study for 2012-13	1/1/2012	4/30/2013
8.2.1	Task: Analyze and publish 2011 study, with attention to setting up KEA change and including recommendations on how schools can be ready for children	1/1/2012	8/31/2012
8.2.2	Task: Outline and implement data collection plan for fall 2012, including additional schools from Transformation Zones	4/1/2012	11/30/2012
8.2.3	Task: Recruit representative sample of schools to participate in 2012 KEA study	4/1/2012	6/30/2012
8.2.4	Task: Schools in 2012 sample collect data on kindergarteners and submit data to MDE	8/1/2012	11/30/2012
8.2.5	Task: Assessment Division at MDE analyzes 2012 data	11/1/2012	3/31/2013
8.2.6	Task: MDE writes report and publishes/reports 2012 results	4/1/2013	5/31/2013
8.3	Activity: Pilot KEA 2.0	2/1/2013	8/31/2014
8.3.1	Task: Contract in place, including licensing agreements signed and protocols established	2/1/2013	4/30/2013
8.3.2	Task: Identify and recruit pilot sites	3/1/2013	5/31/2013
8.3.3	Task: Contract with a provider for training on the assessment	4/1/2013	6/30/2013
8.3.4	Task: Train staff at identified pilot sites	7/1/2013	8/31/2013
8.3.5	Task: Collect and analyze data	8/1/2013	12/31/2013
8.3.6	Task: Gather feedback from administrators and teachers on the pilot	12/1/2013	4/30/2014
8.3.7	Task: Communicate pilot initial findings to stakeholders, including legislature for 2014 session	1/1/2014	5/31/2014
8.4	Activity: Develop plan for statewide KEA 2.0	1/1/2014	12/31/2015
8.4.1	Task: Develop timeline for training administrators and teachers	1/1/2014	3/31/2014
8.4.2	Task: Fall 2014 data collection, analysis, and preliminary reporting	9/1/2014	4/30/2015
8.4.3	Task: Identify funding needs and fiscal requests as necessary	1/1/2015	5/31/2015
8.4.4	Task: Fall 2015 data collection, analysis, and preliminary reporting	9/1/2015	12/31/2015

**Project #9 Early Learning Data System**

**Project Goals/Desired Outcomes:** See narrative.

**Narrative:** Expand the state's data capacity to include critical early childhood information in a statewide, interoperable, enterprise-level data collection, reporting and analysis system that provides information from birth to workforce entry.

**Key Performance Measures:** State decisions are based on reports from the Early Childhood Longitudinal Data System. LEAs and Head Start grantees are accessing the Early Learning Information Portal for local decision-making.

**Selection Criterion Addressed:** Building/enhancing an early learning data system to improve instruction, practices, services and policies.

**Cross-reference to other projects:** This relates to Assessment section on informing state performance.

Code	Outcomes and Subtasks	Start Date	End Date
9	Project #9 Early Learning Data System	6/1/2012	12/31/2015
9.1	Activity: Appoint Committee Members	6/1/2012	10/31/2012
9.1.1	Task: Establish EC Data Leadership Committee	6/1/2012	9/30/2012
9.1.2	Task: Appoint members to Governing Committee	6/1/2012	12/31/2012
9.1.3	Task: Appoint members to Data and Research Committees	6/1/2012	2/28/2013
9.1.4	Milestone: All committees in place to execute plan	6/1/2012	2/28/2013
9.2	Activity: Task Project Staffing	6/1/2012	2/28/2013
9.2.1	Task: Identify Technical Project Manager	10/1/2012	1/31/2013
9.2.2	Task: Identify Policy Project Manager	6/1/2012	7/31/2012
9.2.3	Task: Identify Business Analysts for DHS and MDH	7/1/2012	12/31/2012
9.2.4	Task: Identify Policy Leads	6/1/2012	6/30/2012
9.2.5	Task: Identify Technical (developer) support	1/1/2013	3/31/2013
9.2.6	Milestone: All staff in place to execute plan.	6/1/2012	3/31/2013
9.3	Activity: Identify Policy Questions and Data Elements	6/1/2012	2/28/2013
9.3.1	Task: Identify policy questions and data elements from existing sources (MDE, DHS, MDH)	10/1/2012	5/30/2013
9.3.2	Task: Identify needed data sharing agreement. Data sharing agreements will incorporate descriptions of the flow and matching of data at the data system level as well as across ECLDS component systems.	1/1/2013	6/1/2013
9.3.3	Task: Complete Data Linkage Plan across three agencies	6/1/2013	12/31/2013
9.4	Activity: Identify additional data elements to be collected based on current policy programs and initiatives for inclusion	4/1/2013	12/31/2015
9.5	Activity: Convene a working group of the governance committee to identify data elements to be included in ECLDS	4/1/2013	6/30/2013
9.6	Activity: Identify training and implementation schedule for collection and inclusion of any additional data elements	7/1/2013	12/31/2013
9.7	Activity: Review Inter-agency Agreements signed for any needed service level agreements and sign data sharing agreements.	2/1/2013	12/31/2013

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9.7.1	Task: Define DHS data elements to be included	2/1/2013	6/30/2013
9.7.2	Task: Define MDH data elements to be included	2/1/2013	6/30/2013
9.7.3	Task: Define MDE data elements to be included	2/1/2013	6/30/2013
9.7.4	Task: Define Service Level Agreements with OHE, DEED and partner agencies	2/1/2013	6/30/2013
9.7.5	Task: Periodically review questions and identify related potential data sources. Adjust data sharing agreements as needed.	7/1/2013	12/31/2014
9.7.6	Milestone: Data needs identified and agreements signed.	6/1/2013	12/31/2014
9.8	Activity: Request for information for case management software	12/1/2012	6/30/2013
9.8.1	Task: Review RFI vendor presentation with appropriate stakeholders	12/1/2012	3/31/2013
9.9	Activity: Request for Proposals for case management software	3/1/2013	9/30/2013
9.9.1	Task: Develop RFP for case management software	3/1/2013	9/30/2013
9.9.2	Task: Review and approve RFP for case management software	7/1/2013	9/30/2013
9.10	Activity: Early Childhood Data Collection: Leverage MDE student identity	12/1/2013	12/31/2015
9.10.1	Task: Work with vendor to develop implementation plan	12/1/2013	3/31/2014
9.10.2	Task: Host training for providers on the new data collection process	4/1/2014	6/30/2014
9.10.3	Task: Ensure that student records leverage MDE student identity validations and are matched with known id's in EDM (SERV Student)	4/1/2014	6/30/2014
9.10.4	Task: Prepare for inclusion in the P-12 LDS	7/1/2014	12/31/2015
9.11	Activity: Implement system in pilots and phased statewide process	12/1/2013	12/31/2015
9.11.1	Task: Identify pilot sites	12/1/2013	2/28/2014
9.11.2	Task: Develop training and implementation supports for pilots	12/1/2013	3/31/2014
9.11.3	Task: Implement with pilots	3/1/2014	12/31/2015
9.11.4	Task: Develop statewide implementation plan based on pilot process	9/1/2014	12/31/2014
9.11.5	Task: Implement data collection statewide	1/1/2015	12/31/2015
9.11.6	Milestone: Local grantees are using data collection systems statewide	12/1/2015	12/31/2015
9.12	Activity: Warehouse Development	6/1/2013	6/30/2015
9.12.1	Task: The ECLDS will build on efficiencies available through the Statewide Longitudinal Education Data System, the Data Warehouse housed at DHS and MNIT.	6/1/2013	9/30/2013
9.12.2	Task: Issue RFP for development company to build warehouse	9/1/2013	9/30/2013
9.12.3	Task: Award RFP and begin work with vendor to scope work plan	10/1/2013	11/30/2013
9.12.4	Task: Implement statement of work and build data warehouse	12/1/2013	6/30/2015
9.13	Activity: Warehouse Infrastructure	6/1/2013	12/31/2015
9.13.1	Task: Define requirements for analytic interface	6/1/2013	6/1/2014
9.13.2	Task: Leverage security framework and business intelligence tool from P-12	7/1/2013	6/30/2014
9.13.3	Task: Identify sustainability needs for on-going data inclusion	1/1/2015	12/31/2015
9.13.4	Task: Implement sustainability processes	12/1/2015	12/2/2015
9.14	Activity: Data Exchange Facilities: Develop service level agreements for on-going maintenance	1/1/2014	3/31/2015
9.15	Activity: Common Terms Defined: Develop data dictionary	9/1/2013	12/31/2013
9.16	Activity: Align to Common Education Data Standards	6/1/2013	3/31/2015
9.16.1	Milestones: Data warehouse built and maintenance plan in place	6/1/2015	12/31/2015
9.17	Activity: New Data Elements Defined	6/1/2013	6/30/2015
9.17.1	Task: Define Portal requirements	6/1/2013	12/31/2013
9.17.2	Task: Define Systems Performance analysis requirements	7/1/2013	12/31/2013
9.17.3	Task: Define Early Learning Outcome analysis requirements	7/1/2013	12/31/2013
9.17.4	Task: Define Program and Intervention and analysis requirements	7/1/2013	12/31/2013
9.17.5	Task: Identify technical requirements to create additional analytic capacity	1/1/2014	6/30/2014
9.17.6	Task: Identify the reporting structure for the ECLDS data	4/1/2014	9/30/2014
9.17.7	Task: Leverage business intelligence tools	1/1/2014	9/30/2015
9.18	Activity: Dashboards - Develop dashboards for data in goals three and four	4/1/2014	9/30/2014
9.19	Activity: Create training materials and program to support user implementation	7/1/2014	3/31/2015
9.19.1	Milestones: Portal in use, dashboards publicly available	3/1/2015	12/31/2015

**Project #10 FFN**

**Project Goals/Desired Outcomes:** See Narrative

**Narrative:** Include all types of early learning programs in Parent Aware by creating a network for new American immigrants to learn about becoming a licensed child care provider and assisting family friend and neighbor caregivers who receive Child Care Assistance Program (CCAP) in improving their quality.

**Key Performance Measures:** 10.1, 10.3 and 10.4 FFN providers in the target areas will have information about resources available to them through the New American Immigrant Network and Minnesota Parents Know. Within the target communities, ECFE programs will provide outreach and support to FFN providers. 10.2 LNL providers will receive training to meet statutory requirements.

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**Selection Criterion Addressed: Including all Early Learning and Development Programs in the Tiered Quality Rating and Improvement System**

**Cross-reference to other projects: [Describe how this relates to other RTT-ELC projects] This project is linked to Project 1A as follows: FFN caregivers who are supported in improving quality, and where possible, becoming licensed in order to participate in Parent Aware.**

Code	Outcomes and Subtasks	Start Date	End Date
10	Project #10 FFN	1/1/2012	12/31/2015
10.1	Activity: Create New American Immigrant Network	1/1/2012	12/31/2015
10.1.1	Task: Identify New Immigrant Providers (licensing candidates)	1/1/2012	3/31/2012
10.1.1.1	Milestone: Initial New American Network established by recruiting 3-4 providers from each initial language group (Hmong, Somali, Spanish, Oromo)	1/1/2012	3/31/2012
10.1.1.2	Milestone: Information about the Network for New Americans distributed to Twin Cities metropolitan area neighborhoods with high concentrations of ELL, and through established systems and networks supporting families and providers, including a powerpoint presentation.	12/1/2012	12/31/2013
10.1.2	Task: Provide Training	12/1/2012	12/31/2015
10.1.2.1	Milestone: Training provided for New American immigrant providers in health and safety, child development, and more advanced training to meet the individual needs of providers, including training in native languages or use of interpreter.	12/1/2012	12/31/2012
10.1.2.2	Milestone: Entry level and advanced training offered in emerging language needs Amharic, Karen, etc., to develop capacity for providers in identified cultural communities.	3/1/2013	3/31/2013
10.1.3	Task: Facilitate Peer Network	3/1/2012	12/31/2015
10.1.3.1	Milestone: Quarterly meetings held in host languages of providers using the café model facilitation method to gather feedback about needs, barriers, recommendations unique to new American immigrant providers.	3/1/2012	12/31/2015
10.1.3.2	Milestone: First quarterly bilingual community newsletter is produced and distributed to providers in ethnic communities	4/1/2012	4/1/2012
10.1.4	Task: Explore statewide expansion of New American Immigrant Network	8/1/2012	12/31/2013
10.1.4.1	Milestone: Plan designed to evaluate the effectiveness of the Network for New Americans	8/1/2012	1/31/2013
10.1.4.2	Milestone: Method developed to measure the provider retention and turnover rates for immigrant providers participating in the Network	8/1/2012	1/13/2013
10.1.4.3	Milestone: Current Greater Minnesota demographics assessed and locations identified where New Americans have settled.	4/1/2013	12/31/2013
10.1.4.4	Milestone: System developed to assess the need and interest for the Network services in the identified areas targeted for possible expansion.	4/1/2013	12/31/2013
10.1.4.5	Milestone: Cost of expansion to targeted areas assessed and possible resources to support the expansion identified.	7/1/2013	12/31/2013
10.2	Activity: Assist Legally Non-Licensed (LNL) providers in meeting statutory training requirements	1/1/2012	12/31/2015
10.2.1	Task: Provide CPR and first-aid training	1/1/2012	12/31/2015
10.2.1.1	Milestone: Child Care Resource and Referral Coordinators received a list from the DHS CCAP detailing the number of LNL providers in each county and their renewal dates.	12/1/2011	1/31/2012
10.2.1.2	Milestone: The CCR&R Network Office provided a GPS map of LNL providers to assist CCR&R District Professional Development Coordinators in scheduling appropriate number of trainings to meet LNL needs.	12/1/2011	12/31/2011
10.2.1.3	Milestone: Child Care Resource and Referral professional development coordinators contact CCAP administrators in each CCR&R district providing them a schedule of CPR and First Aid trainings in their county and surrounding counties.	1/1/2012	1/31/2012
10.2.1.4	Milestone: Professional Development Coordinators (PDCs) provide Letter to Providers informing them of available trainings in their area, along with a contact name and phone number. Counties to include this letter and trainings listing to providers in the LNL Registration Packet.	12/1/2011	1/31/2012
10.2.1.5	Milestone: Registration for LNL CCR&R trainings are taken via phone registration and LNL providers are informed of subsidy/scholarship funds available to pay for training.	1/1/2012	1/31/2012
10.2.2	Task: Improve the quality of FFN care by supporting LNL caregivers in completing training in core competencies.	6/1/2012	12/31/2015
10.2.2.1	Milestone: Training content identified	10/1/2011	12/31/2011
10.2.2.2	Milestone: RFP written to include statutorily established FFN LNL training content.	11/1/2011	1/31/2012
10.2.2.3	Milestone: Training content RFP awarded to responder to develop content and other related professional development materials for FFN/LNL training.	2/1/2012	3/31/2012
10.2.2.4	Milestone: Training content developed in four languages (to include videos, recordings, online learning, etc., as culturally appropriate).	7/1/2012	6/30/2013
10.2.2.5	Milestone: Training scheduled to be delivered throughout the state via the CCR&R system.	6/1/2013	7/31/2013
10.2.2.6	Milestone: First evaluation of numbers of FFN providers completing the eight hour foundational awareness training.	6/1/2013	6/30/2013
10.2.2.7	Milestone: Second evaluation of numbers of FFN providers completing the eight hour foundational awareness training.	6/1/2014	6/30/2014
10.2.2.8	Milestone: Third evaluation of numbers of FFN providers completing the eight hour foundational awareness training.	6/1/2015	6/30/2015
10.3	Activity: Expand access to Early Childhood Family Education for FFN caregivers.	12/1/2012	12/31/2015

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10.3.1	Task: Identify school district ECFE programs within the four target communities and develop/implement mini-grant distribution process.	4/1/2013	6/30/2013
10.3.1.1	Milestone: Grants distributed to ECFE programs within focus areas.	9/1/2013	12/31/2013
10.3.2	Task: Conduct survey of ECFE programs to identify promising practices of programs working with FFN providers.	12/1/2012	4/30/2013
10.3.3	Task: Convene short-term key stakeholder group to help develop guidance for ECFE programs about how to provide outreach and support to FFN providers.	11/1/2012	4/30/2013
10.4	Activity: Connect FFN caregivers in CCAP to the licensing system, local public health, and the school district, including Early Childhood Screening and ECFE.	1/1/2013	9/30/2013
10.4.1	Task: Develop connection toolkit	1/1/2013	9/30/2013
10.4.2	Milestone: Content identified and templates for toolkit designed.	2/1/2013	8/31/2013
10.5	Activity: Assess barriers and opportunities for family support and parenting education services for FFN caregivers.	1/1/2014	6/1/2014
10.5.1	Task: Assess how ECFE resources could be expanded or modified to support the identified needs of caregivers.	1/1/2014	6/30/2014
10.6	Activity: Promote FFN caregiver access to parenting, child development and health information through Minnesota Parents Know.	1/1/2013	12/31/2015
10.7	Task: In partnership with the CCR&R networks, ECFE programs in target communities provide information about statewide parenting and child development resources available online.	1/1/2013	4/30/2014
10.8	Milestone: ECFE programs in target communities develop partnerships with the local CCR & R networks.	6/1/2013	12/31/2013

**Project 11 Public Private Partnerships**

**Project Goals/Desired Outcomes:** Develop regional and state level public-private partnership structure to ensure sustainability of access to quality program for Children with High Needs

**Narrative:** Building regional and statewide public/private partnerships that will improve the capacity for private entities and individuals to support both the supply side (especially with regard to the business practices of early childhood programs) and the demand side (especially with regard to increasing resources for the state's Early Childhood Education Scholarships).

**Key Performance Measures:** 1) We will develop at least 6 regional, and one statewide public private partnership through a strategic process that allows maximum leverage of the private sector interest in an early childhood system. 2) We will increase the amount of strategic private sector funding into early learning system. 3) We will increase the business/adminstrative leadership capacity in all types of early learning programs

**Selection Criteria Addressed:** Priority 5: Invitational Priority - Encouraging Private-Sector Support

**Cross-reference to other projects:** Relates to the sustainability of all projects, but especially Project 1: Parent Aware; Project 2: School Readiness Scholarships and Project 3: Title I incentives

Code	Outcomes and Subtasks	Start Date	End Date
11	Project 11 Public Private Partnerships	3/31/2012	6/30/2012
11.1	Activity 1: Contract for consultation on a statewide public-private partnership	4/1/2012	6/30/2013
11.1.1	Task: Define workscope, deliverables, and process for what this work over next 4 years	4/1/2012	9/30/2012
11.1.2	Task: Define who the steering committee will be for the public-private collaboration	4/1/2012	9/30/2012
11.1.3	Milestone: Funders sign contract with Build Initiative for 2012-2014	7/1/2012	9/30/2012
11.1.4	Milestone: Steering committee directing the public private TA support named	7/1/2012	1/31/2013
11.2	Activity 2: Update this SOW based on the TA and facilitation plan	2/1/2013	6/1/2013
11.2.1	Task: Meetings of the public-private collaborative steering committee	9/1/2012	11/30/2012
11.3	Activity 3: Develop regional public-private infrastructure in six Seed Communities	1/1/2013	4/30/2013
11.3.1	Task Assess each region's ECE business development needs and their current plans for sustaining and growing the supply of high quality early care and education.	5/1/2013	12/31/2013
11.3.2	Task: RFP for "ready regions" as determined by the assessment. The primary goal is to increase the sustainability and supply of high quality ECE in each region.	1/1/2014	6/30/2014
11.3.3	Task: From those responding to the RFP, the advisory council selects regions based on the parameters for selection.	6/1/2014	8/31/2014
11.3.4	Task: Fundraising for Implementation Phase of regional public-private parterships; include consideration of legislation for 2013 session in addition to private fundraising	12/1/2013	5/31/2014
11.3.5	Task: Update this SOW with detailed plans for implementaiton phase	3/1/2014	8/31/2014

**Project #12 Project Management**

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**Project Goals/Desired Outcomes:** Implement and manage the grant activities with accountability, transparency, efficiency, and fidelity, always with an eye toward leveraging and aligning other resources and with system sustainability as THE goal.

**Narrative:** These important additions will track progress and ensure successful outcomes, oversee high level of implementation fidelity, accountability, and community impact.

**Key Performance Measures:** The overall responsibility for the success of the total grant lies in the project management. The grant will have a balanced budget that sufficiently funds each necessary activity to reach the grant's goals. All funds and activities will be accounted for and be transparent. Communication and coordination between projects will be effectively managed. A plan for alignment with other resources and long term sustainability will be developed.

**Selection Criterion Addressed:** All

**Cross-reference to other projects:** Relates to all ELC projects, as well as the goals of our important partner projects including those of the four Target Communities, the six Seed Communities, and other federal grants including the Promise Neighborhood grant in Minneapolis, the i3 grant expansion of the Parent Child model, and the recently awarded Maternal Infant and Early Childhood Home Visiting Grant.

Code	Outcomes and Subtasks	Start Date	End Date
12	Project #12 Project Management	1/1/2012	12/31/2015
12.1	Activity: Develop final budgets, SOW, and ongoing work plan organization	1/1/2012	3/31/2012
12.1.1	Task Hire Project Manager	1/1/2012	3/31/2012
12.1.2	Deliverable Complete final budget narrative & SOW	7/1/2012	7/31/2012
12.1.3	Milestone: Federal team approval of final budget and SOW	7/1/2012	8/31/2012
12.1.4	Task: Develop and communicate to all relevant internal stakeholders, work plan organization, including regular intervals for team level updates, cross agency updates, T-Zone and Seed Communities	7/1/2012	1/31/2013
12.1.5	Task: Develop timelines and process for updating the SOW	11/1/2012	3/31/2013
12.2	Activity: Develop statewide plan, with gaps assessment, to link statewide Birth to Three activities with the Early Learning Challenge activities	7/1/2012	1/31/2013
12.2.1	Task: Clearly charge a cross agency work group with this task.	7/1/2012	11/30/2012
12.2.2	Task: Identify agency workgroup members, parameters, timeline, and process for plan	11/1/2012	3/31/2013
12.2.2.1	Milestone: Workgroup members, meeting schedule, timeline and process agreed upon.	1/1/2013	3/31/2013
12.2.3	Task: Update this SOW with details based on workplan	6/1/2012	12/31/2012
12.3	Activity: Develop alignment and coordination strategies between the four Transformation Zones and the Office of Early Learning and among the four T-Zones	6/1/2012	3/31/2013
12.3.1	Task: Define job description/grant language for Zone Liaisons and make grants to the Zones.	12/1/2012	3/31/2013
12.3.1.1	Milestone: All grants made; all four liaisons hired.	1/1/2013	5/31/2013
12.3.2	Task: Develop a communications and support plan with regular meetings and clear deliverables for the 4 liaisons individually and collectively.	12/1/2012	6/30/2013
12.3.3	Activity: Develop and begin implementation of an Office of Early Learning/Early Learning Challenge grant communications plan	11/1/2012	4/30/2013
12.4	Activity: Develop and Implement a Communication Plan	5/1/2013	12/31/2013
12.4.1	Task: Work with communications staff from all 3 agencies, and with Start Early Funders to secure a priority list of tasks for this and secure funding.	10/1/2012	5/31/2013
12.4.1.1	Milestone: Function funded	7/1/2013	7/31/2013
12.4.2	Task: Update SOW with details of communications plan	8/1/2013	12/31/2013
12.5	Activity: Develop and Implement a Sub-Recipient Monitoring Plan	9/1/2012	6/30/2016
12.5.1	Task: Review Federal presentation on monitoring for guidance.	6/1/2012	6/30/2012
12.5.2	Task: Meet with fiscal, grants, and compliance for guidance in developing a sub-recipient monitoring plan and current practices.	7/1/2012	7/31/2013
12.5.3	Activity: Develop a sub-recipient monitoring plan to be reviewed by partner agencies.	7/1/2012	7/31/2012
12.5.4	Task: Gain agreement on the sub-recipient monitoring plan with partner agencies.	8/1/2012	2/28/2013
12.5.4.1	Milestone: Begin implementing Sub-Recipient Monitoring Plan	8/1/2012	8/31/2012
12.5.5	Task: First annual report on sub-recipient monitoring.	4/1/2013	6/30/2013
12.5.6	Task: Second annual report on sub-recipient monitoring.	4/1/2014	6/30/2014
12.5.7	Task: Third annual report on sub-recipient monitoring.	4/1/2015	6/30/2015
12.5.8	Task: Final report on sub-recipient monitoring.	1/1/2016	6/30/2016
12.6	Activity: Develop and Implement a Progress Monitoring Plan	6/1/2012	6/30/2016
12.6.1	Task: Identify all performance measures outlined in the State's Application	9/1/2012	1/31/2013
12.6.2	Task: Develop annual milestones that will ensure performance measures will be met by end of the grant	12/1/2012	3/31/2013
12.6.3	Task: Collaborate with each project lead to develop and ensure grant activities align with strategies that will result in the indicated outcomes and milestones	12/1/2012	3/31/2013
12.6.4	Task: Develop a progress monitoring report to gauge performance on indicators	2/1/2013	4/30/2013
12.6.4.1	Deliverable First report on grant activities and performance measures	2/1/2013	2/28/2013
12.6.5	Task: Continual monitoring of grant activities using performance measure reporting	2/1/2013	8/31/2013

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12.6.6	Task: Continual monitoring of grant activities using performance measure reporting	9/30/2013	1/31/2014
12.6.7	Task: Continual monitoring of grant activities using performance measure reporting	1/1/2014	6/30/2014
12.6.8	Task: Continual monitoring of grant activities using performance measure reporting	7/1/2014	1/31/2015
12.6.9	Task: Continual monitoring of grant activities using performance measure reporting	1/1/2015	6/30/2015
12.6.10	Task: Continual monitoring of grant activities using performance measure reporting	7/1/2015	1/31/2016