

Scope of Work
2013 - New Mexico - SEA
PR Award #: S412A130025

Project Plan Version: Version (11/12/2013 4:09:44 PM)

Effective Date: 11/12/2013

Code	Project and Task Name	Start Date	End Date
Project 1: Grant Management			
Narrative: This project addresses the overall management of the Race To the Top - Early Learning Challenge Grant, including: Governance structure; hiring and establishing a project manager; Determining Technical Assistance needed; promoting stakeholder participation through the Early Learning Advisory Council; promoting dissemination of information and reporting to the public; and budget management			
Attach organizational chart for (A)(3)(a)(1)			
Selection Criterion Addressed: (A)(3) Aligning and Coordinating early learning and development across the state			
1	Grant Management	1/1/2013	12/31/2016
1.1	Establish Governance Structure	1/1/2013	12/31/2016
1.1.1	Determine the New Mexico Race To The Top - Early Learning Challenge (RTT-ELC) Leadership Team - comprised of	3/1/2013	6/30/2013
1.1.2	Determine Project Leads and solidify project team membership	3/1/2013	6/30/2013
1.1.3	Determine process for communication between project leads and leadership team	6/1/2013	9/30/2013
1.1.4	Establish calendar schedule for meeting of Project Leads and the full RTT-ELC team	6/1/2013	9/30/2013
1.1.5	Establish e-mail listserve for full RTT-ELC team	4/1/2013	6/30/2013
1.1.6	Establish a SharePoint site to share and work on joint RTT-ELC documents	3/1/2013	6/1/2013
1.1.7	RTT-ELC Leadership Team to meet monthly or as requested with Project Managers	3/1/2013	12/30/2016
1.1.8	Provide a report to CYFD/OCD Bureau Chief about challenges, successes and requests for assistance	7/1/2013	9/30/2013
1.1.9	Provide a report to CYFD/OCD Bureau Chief about challenges, successes and requests for assistance	10/1/2013	12/31/2013
1.1.10	Provide a report to CYFD/OCD Bureau Chief about challenges, successes and requests for assistance	1/1/2014	3/31/2014
1.1.11	Provide a report to CYFD/OCD Bureau Chief about challenges, successes and requests for assistance	4/1/2014	6/30/2014
1.1.12	Provide a report to CYFD/OCD Bureau Chief about challenges, successes and requests for assistance	7/1/2014	9/30/2014
1.1.13	Provide a report to CYFD/OCD Bureau Chief about challenges, successes and requests for assistance	10/1/2014	12/31/2014
1.1.14	Provide a report to CYFD/OCD Bureau Chief about challenges, successes and requests for assistance	1/1/2015	3/31/2015
1.1.15	Provide a report to CYFD/OCD Bureau Chief about challenges, successes and requests for assistance	4/1/2015	6/30/2015
1.1.16	Provide a report to CYFD/OCD Bureau Chief about challenges, successes and requests for assistance	7/1/2015	9/30/2015
1.1.17	Provide a report to CYFD/OCD Bureau Chief about challenges, successes and requests for assistance	10/1/2015	12/31/2015
1.1.18	Provide a report to CYFD/OCD Bureau Chief about challenges, successes and requests for assistance	1/1/2016	3/31/2016
1.1.19	Provide a report to CYFD/OCD Bureau Chief about challenges, successes and requests for assistance	4/1/2016	6/30/2016
1.1.20	Provide a report to CYFD/OCD Bureau Chief about challenges, successes and requests for assistance	7/1/2016	9/30/2016
1.1.21	Provide a report to CYFD/OCD Bureau Chief about challenges, successes and requests for assistance	10/1/2016	12/31/2016
1.2	Activity 1.2: Hire and establish RTT-ELC Project Manager	5/1/2013	12/31/2016
1.2.1	Establish position in state system, post and hire RTT-ELC Project Manager (RTT-ELC PM)	5/1/2013	10/15/2013
1.2.2	Develop Orientation Checklist for RTT-ELCPM	6/1/2013	6/30/2013
1.2.3	Provide orientation and training for RTT-ELC PM	7/1/2013	10/18/2013
1.2.4	Coordinate and collaborate with project leads to make sure progress is made and timelines are met	6/1/2013	7/31/2013
1.2.5	Coordinate and collaborate with project leads to make sure progress is made and timelines are met	7/1/2013	9/30/2013
1.2.6	Coordinate and collaborate with project leads to make sure progress is made and timelines are met	10/1/2013	12/31/2013
1.2.7	Coordinate and collaborate with project leads to make sure progress is made and timelines are met	1/1/2014	3/31/2014
1.2.8	Coordinate and collaborate with project leads to make sure progress is made and timelines are met	4/1/2014	6/30/2014
1.2.9	Coordinate and collaborate with project leads to make sure progress is made and timelines are met	7/1/2014	9/30/2014
1.2.10	Coordinate and collaborate with project leads to make sure progress is made and timelines are met	10/1/2014	12/31/2014
1.2.11	Coordinate and collaborate with project leads to make sure progress is made and timelines are met	1/1/2015	3/31/2015
1.2.12	Coordinate and collaborate with project leads to make sure progress is made and timelines are met	4/1/2015	6/30/2015
1.2.13	Coordinate and collaborate with project leads to make sure progress is made and timelines are met	7/1/2015	9/30/2015
1.2.14	Coordinate and collaborate with project leads to make sure progress is made and timelines are met	10/1/2015	12/31/2015
1.2.15	Coordinate and collaborate with project leads to make sure progress is made and timelines are met	1/1/2016	3/31/2016
1.2.16	Coordinate and collaborate with project leads to make sure progress is made and timelines are met	4/1/2016	6/30/2016
1.2.17	Coordinate and collaborate with project leads to make sure progress is made and timelines are met	7/1/2016	9/30/2016
1.2.18	Coordinate and collaborate with project leads to make sure progress is made and timelines are met	10/1/2016	12/31/2016
1.2.19	Convene leadership and full RTT-ELC meetings according to established schedule	7/1/2013	12/31/2013
1.2.20	Convene leadership and full RTT-ELC meetings according to established schedule	7/1/2013	12/31/2013

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1.2.21	Convene leadership and full RTT-ELC meetings according to established schedule	1/1/2014	6/30/2014
1.2.22	Convene leadership and full RTT-ELC meetings according to established schedule	7/1/2014	12/31/2014
1.2.23	Convene leadership and full RTT-ELC meetings according to established schedule	1/1/2015	6/30/2015
1.2.24	Convene leadership and full RTT-ELC meetings according to established schedule	7/1/2015	12/31/2015
1.2.25	Convene leadership and full RTT-ELC meetings according to established schedule	1/1/2016	6/30/2016
1.2.26	Convene leadership and full RTT-ELC meetings according to established schedule	7/1/2016	12/31/2016
1.2.27	Act as liaison to ELAC (see 1.4 below) and will take the lead in reporting to the public	5/1/2013	12/31/2016
1.2.28	Review and discuss information with State Leadership Team and Enter information in GRADS 360	7/1/2013	9/30/2013
1.2.29	Review and discuss information with State Leadership Team and Enter information in GRADS 360	10/1/2013	12/31/2013
1.2.30	Review and discuss information with State Leadership Team and Enter information in GRADS 360	1/1/2014	3/31/2014
1.2.31	Review and discuss information with State Leadership Team and Enter information in GRADS 360	4/1/2014	6/30/2014
1.2.32	Review and discuss information with State Leadership Team and Enter information in GRADS 360	7/1/2014	9/30/2014
1.2.33	Review and discuss information with State Leadership Team and Enter information in GRADS 360	10/1/2014	12/31/2014
1.2.34	Review and discuss information with State Leadership Team and Enter information in GRADS 360	1/1/2015	3/31/2015
1.2.35	Review and discuss information with State Leadership Team and Enter information in GRADS 360	4/1/2015	6/30/2015
1.2.36	Review and discuss information with State Leadership Team and Enter information in GRADS 360	7/1/2015	9/30/2015
1.2.37	Review and discuss information with State Leadership Team and Enter information in GRADS 360	10/1/2015	12/31/2015
1.2.38	Review and discuss information with State Leadership Team and Enter information in GRADS 360	1/1/2016	3/31/2016
1.2.39	Review and discuss information with State Leadership Team and Enter information in GRADS 360	4/1/2016	6/30/2016
1.2.40	Review and discuss information with State Leadership Team and Enter information in GRADS 360	7/1/2016	9/30/2016
1.2.41	Review and discuss information with State Leadership Team and Enter information in GRADS 360	10/1/2016	12/31/2016
1.3	Activity 1.3: Determine Technical Assistance Needed	2/1/2013	12/31/2016
1.3.1	Each project will develop a technical assistance plan	6/1/2013	8/30/2013
1.3.2	RTT-ELC State Leadership team will review and approve any requests for TA that involve funding (including Travel)	3/1/2013	12/31/2016
1.3.3	RTT-ELC Leadership team to attend national RTT-ELC meetings	2/1/2013	12/31/2016
1.3.4	RTT-ELC Leadership team to meet with national TA contractor at least quarterly or as needed	7/1/2013	9/30/2013
1.3.5	RTT-ELC Leadership team to meet with national TA contractor at least quarterly or as needed	10/1/2013	12/31/2013
1.3.6	RTT-ELC Leadership team to meet with national TA contractor at least quarterly or as needed	1/1/2014	3/31/2014
1.3.7	RTT-ELC Leadership team to meet with national TA contractor at least quarterly or as needed	4/1/2014	6/30/2014
1.3.8	RTT-ELC Leadership team to meet with national TA contractor at least quarterly or as needed	7/1/2014	9/30/2014
1.3.9	RTT-ELC Leadership team to meet with national TA contractor at least quarterly or as needed	10/1/2014	12/31/2014
1.3.10	RTT-ELC Leadership team to meet with national TA contractor at least quarterly or as needed	1/1/2015	3/31/2015
1.3.11	RTT-ELC Leadership team to meet with national TA contractor at least quarterly or as needed	4/1/2015	6/30/2015
1.3.12	RTT-ELC Leadership team to meet with national TA contractor at least quarterly or as needed	7/1/2015	9/30/2015
1.3.13	RTT-ELC Leadership team to meet with national TA contractor at least quarterly or as needed	10/1/2015	12/31/2015
1.3.14	RTT-ELC Leadership team to meet with national TA contractor at least quarterly or as needed	1/1/2016	3/31/2016
1.3.15	RTT-ELC Leadership team to meet with national TA contractor at least quarterly or as needed	4/1/2016	6/30/2016
1.3.16	RTT-ELC Leadership team to meet with national TA contractor at least quarterly or as needed	7/1/2016	9/30/2016
1.3.17	RTT-ELC Leadership team to meet with national TA contractor at least quarterly or as needed	10/1/2016	12/31/2016
1.4	Activity 1.4 Promote Stakeholder Participation through the New Mexico - Early Learning Advisory Council (ELAC)	5/1/2013	12/31/2016
1.4.1	Present the final and approved RTT-ELC Scope of Work and budget to the New Mexico - Early Learning Advisory	5/1/2013	9/30/2013
1.4.2	Report to the ELAC during a standing agenda devoted to RTT-ELC at their meetings in order to promote alignment	5/1/2013	6/30/2013
1.4.3	Report to the ELAC during a standing agenda devoted to RTT-ELC at their meetings in order to promote alignment	7/1/2013	9/30/2013
1.4.4	Report to the ELAC during a standing agenda devoted to RTT-ELC at their meetings in order to promote alignment	10/1/2013	12/31/2013
1.4.5	Report to the ELAC during a standing agenda devoted to RTT-ELC at their meetings in order to promote alignment	1/1/2014	3/31/2014
1.4.6	Report to the ELAC during a standing agenda devoted to RTT-ELC at their meetings in order to promote alignment	4/1/2014	6/30/2014
1.4.7	Report to the ELAC during a standing agenda devoted to RTT-ELC at their meetings in order to promote alignment	7/1/2014	9/30/2014
1.4.8	Report to the ELAC during a standing agenda devoted to RTT-ELC at their meetings in order to promote alignment	10/1/2014	12/31/2014
1.4.9	Report to the ELAC during a standing agenda devoted to RTT-ELC at their meetings in order to promote alignment	1/1/2015	3/31/2015
1.4.10	Report to the ELAC during a standing agenda devoted to RTT-ELC at their meetings in order to promote alignment	4/1/2015	6/30/2015
1.4.11	Report to the ELAC during a standing agenda devoted to RTT-ELC at their meetings in order to promote alignment	7/1/2015	9/30/2015
1.4.12	Report to the ELAC during a standing agenda devoted to RTT-ELC at their meetings in order to promote alignment	10/1/2015	12/31/2015
1.4.13	Report to the ELAC during a standing agenda devoted to RTT-ELC at their meetings in order to promote alignment	1/1/2016	3/31/2016
1.4.14	Report to the ELAC during a standing agenda devoted to RTT-ELC at their meetings in order to promote alignment	4/1/2016	6/30/2016

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1.4.15	Report to the ELAC during a standing agenda devoted to RTT-ELC at their meetings in order to promote alignment	7/1/2016	9/30/2016
1.4.16	Report to the ELAC during a standing agenda devoted to RTT-ELC at their meetings in order to promote alignment	10/1/2016	12/31/2016
1.4.17	Receive council member and public input on RTT-ELC as part ELAC meetings	5/1/2013	12/31/2013
1.4.18	Receive council member and public input on RTT-ELC as part ELAC meetings	1/1/2014	6/30/2014
1.4.19	Receive council member and public input on RTT-ELC as part ELAC meetings	7/1/2014	12/31/2014
1.4.20	Receive council member and public input on RTT-ELC as part ELAC meetings	1/1/2015	6/30/2015
1.4.21	Receive council member and public input on RTT-ELC as part ELAC meetings	7/1/2015	12/31/2015
1.4.22	Receive council member and public input on RTT-ELC as part ELAC meetings	1/1/2015	6/30/2015
1.4.23	Receive council member and public input on RTT-ELC as part ELAC meetings	7/1/2016	12/31/2016
1.5	Activity 1.5 Promote dissemination of information and reports to the public	6/1/2013	12/31/2016
1.5.1	Issue press releases as needed to promote public understanding of the RTT-ELC	6/1/2013	12/31/2013
1.5.2	Issue press releases as needed to promote public understanding of the RTT-ELC	1/1/2014	6/30/2014
1.5.3	Issue press releases as needed to promote public understanding of the RTT-ELC	7/1/2014	12/31/2015
1.5.4	Issue press releases as needed to promote public understanding of the RTT-ELC	1/1/2016	12/31/2016
1.5.5	Conduct presentations regarding RTT-ELC at Early Childhood conferences and meetings	7/1/2013	12/31/2013
1.5.6	Conduct presentations regarding RTT-ELC at Early Childhood conferences and meetings	1/1/2014	6/30/2014
1.5.7	Conduct presentations regarding RTT-ELC at Early Childhood conferences and meetings	7/1/2013	12/31/2013
1.5.8	Conduct presentations regarding RTT-ELC at Early Childhood conferences and meetings	1/1/2015	6/30/2015
1.5.9	Conduct presentations regarding RTT-ELC at Early Childhood conferences and meetings	7/1/2015	12/31/2015
1.5.10	Conduct presentations regarding RTT-ELC at Early Childhood conferences and meetings	1/1/2016	6/30/2016
1.5.11	Conduct presentations regarding RTT-ELC at Early Childhood conferences and meetings	7/1/2016	12/31/2016
1.5.12	Present to interim legislative committees and Children's Cabinet regarding progress on the RTT-ELC	7/1/2013	12/31/2013
1.5.13	Present to interim legislative committees and Children's Cabinet regarding progress on the RTT-ELC	1/1/2014	12/31/2014
1.5.14	Present to interim legislative committees and Children's Cabinet regarding progress on the RTT-ELC	1/1/2015	12/31/2015
1.5.15	Present to interim legislative committees and Children's Cabinet regarding progress on the RTT-ELC	1/1/2015	12/31/2015
1.5.16	Establish and maintain a website to inform the public on progress regarding the RTT-ELC	6/1/2013	12/31/2013
1.5.17	Maintain a website to inform the public on progress regarding the RTT-ELC	1/1/2014	12/31/2014
1.5.18	Maintain a website to inform the public on progress regarding the RTT-ELC	1/1/2015	12/31/2015
1.5.19	Maintain a website to inform the public on progress regarding the RTT-ELC	1/1/2016	12/31/2016
1.5.20	Develop and distribute an annual report on RTT-ELC progress	9/1/2013	1/15/2014
1.5.21	Develop and distribute and annual report on RTT-ELC progress	9/1/2014	1/15/2015
1.5.22	Develop and distribute and annual report on RTT-ELC progress	9/1/2015	1/15/2016
1.5.23	Develop and distribute and annual report on RTT-ELC progress	9/1/2016	12/31/2016
1.6	Activity 1.6 Budget Management	1/1/2013	12/31/2016
1.6.1	Develop and Intergovernmental Agreement between PED, CYFD, and DOH to include fiscal management	1/1/2013	5/30/2013
1.6.2	PED, CYFD, and DOH to establish internal budgets	5/1/2013	6/30/2013
1.6.3	Review and if necessary revise budget (PED, CYFD, and DOH) - Quarterly	7/1/2013	9/30/2013
1.6.4	Review and if necessary revise budget (PED, CYFD, and DOH) - Quarterly	10/1/2013	12/31/2013
1.6.5	Review and if necessary revise budget (PED, CYFD, and DOH) - Quarterly	1/1/2014	3/31/2014
1.6.6	Review and if necessary revise budget (PED, CYFD, and DOH) - Quarterly	4/1/2014	6/30/2014
1.6.7	Review and if necessary revise budget (PED, CYFD, and DOH) - Quarterly	7/1/2014	9/30/2014
1.6.8	Review and if necessary revise budget (PED, CYFD, and DOH) - Quarterly	10/1/2014	12/31/2014
1.6.9	Review and if necessary revise budget (PED, CYFD, and DOH) - Quarterly	1/1/2015	3/31/2015
1.6.10	Review and if necessary revise budget (PED, CYFD, and DOH) - Quarterly	4/1/2015	6/30/2015
1.6.11	Review and if necessary revise budget (PED, CYFD, and DOH) - Quarterly	7/1/2015	9/30/2015
1.6.12	Review and if necessary revise budget (PED, CYFD, and DOH) - Quarterly	10/1/2015	12/31/2015
1.6.13	Review and if necessary revise budget (PED, CYFD, and DOH) - Quarterly	1/1/2016	3/31/2016
1.6.14	Review and if necessary revise budget (PED, CYFD, and DOH) - Quarterly	4/1/2016	6/30/2016
1.6.15	Review and if necessary revise budget (PED, CYFD, and DOH) - Quarterly	7/1/2016	9/30/2016
1.6.16	Review and if necessary revise budget (PED, CYFD, and DOH) - Quarterly	10/1/2016	12/31/2016
1.6.17	CYFD and DOH to invoice PED for work completed Monthly	7/1/2013	9/30/2013
1.6.18	CYFD and DOH to invoice PED for work completed Monthly	10/1/2013	12/31/2013
1.6.19	CYFD and DOH to invoice PED for work completed Monthly	1/1/2014	3/31/2014
1.6.20	CYFD and DOH to invoice PED for work completed Monthly	4/1/2014	6/30/2014

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Project 2: New Mexico Tiered Quality Rating and Improvement System - FOCUS TQRIS

Project Goals/Desired Outcomes: Implement FOCUS, New Mexico's revised Tiered Quality Rating and Improvement System that integrates children's learning across all early learning programs.

Narrative: This will be accomplished by: 1) Focusing on children's learning outcomes through the implementation of New Mexico's Authentic Observation-Documentation-Curriculum Planning process, using the New Mexico Early Learning Guidelines: Birth through Kindergarten as criteria. 2) Establishing common program standards across all publicly funded early learning programs that includes early childhood educator qualifications, health promotion practices, family engagement strategies and a comprehensive program self-assessment model as the basis for continuous quality improvement; 3) Assessment of children's learning; 4) Adapting appropriate elements of the FOCUS TQRIS into the home visiting and early intervention arenas in years 3 and 4 of the project to establish a common but developmentally appropriate approach to establishing quality programs serving young children and their families.

Key Performance Measures: 1) Hire qualified FOCUS Management Staff and Consultants; 2) Contract with a national research entity for the FOCUS TQRIS Validation Study; 3) Contract with a data management entity for FOCUS TQRIS; 4) Begin the Cohort 1 pilot phase of FOCUS TQRIS in January of 2013; 5) Begin the Cohort 2 pilot phase of FOCUS TQRIS in July of 2013; 6) Begin Cohort 3 pilot phase of FOCUS TQRIS in January of 2014; 7) Begin statewide implementation of FOCUS TQRIS; 8) Modify FOCUS TQRIS standards as appropriate for other publicly funded early learning programs; 9) Begin implementation of FOCUS TQRIS in the other publicly funded early learning programs.

Selection Criterion Addressed: (B)(1) Developing and adopting a common, statewide Tiered Quality Rating and Improvement System, (B)(2) Promoting participation in the State's Tiered Quality Rating and Improvement System, (B)(3) Rating and monitoring Early Learning and Development Programs, (B)(4) Promoting access to high-quality Early Learning and Development Programs, (B)(5) Validating the State's Tiered Quality Rating and Improvement System, (C)(1) Developing and using statewide, high-quality Early Learning and Development Standards and (C)(2) Supporting effective uses of Comprehensive Assessment Systems

Cross-reference to other projects: Project 1 - Grants Management, Project 3 Early Childhood Investment Zones, Project 4 Professional Development, Project 5 Early Learning Data System

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2	New Mexico Tiered Quality Rating and Improvement System - FOCUS TQRIS	1/1/2013	12/31/2016
2.1	Contract for FOCUS TQRIS Validation Study	1/1/2013	6/30/2013
2.1.1	Write RFP for FOCUS TQRIS Validation Study	1/1/2013	6/30/2013
2.1.2	After completion of the RFP process, enter into contract with successful bidder.	1/1/2013	6/30/2013
2.2	Establish standards criteria, tools for monitoring and verification protocols for FOCUS TQRIS	5/1/2013	12/31/2016
2.2.1	Review FOCUS TQRIS standards criteria, validation tools and process and revise as necessary prior to beginning	5/1/2013	12/31/2016
2.2.2	Develop process and format for Pilot participant feedback	5/1/2013	7/15/2013
2.3	Review and Revise FOCUS TQRIS Criteria, tools, verification process and protocols for Licensed Early Childhood	5/1/2013	12/31/2016
2.3.1	Review FOCUS TQRIS standards for Child Care Licensed Programs and revise as necessary prior to beginning of	5/1/2013	9/30/2013
2.3.2	Explore monitoring and verification protocols for FOCUS TQRIS	7/1/2013	9/30/2013
2.3.3	Develop monitoring and verification tools	7/1/2013	12/31/2013
2.3.4	Revise Monitoring and Verification tools based on feedback from Child Trends, FOCUS verifiers, and pilot programs	1/1/2014	12/31/2016
2.3.5	Meet with Pilot Programs to discuss input on the process and results from feedback	5/15/2013	6/30/2013
2.3.6	Discuss with Child Trends feedback received from programs as part of the quarterly communication meetings	7/1/2013	10/31/2013
2.3.7	Review FOCUS TQRIS standards and revise as necessary prior to beginning of Cohort 3 of pilot phase of FOCUS	11/1/2013	12/31/2013
2.3.8	Review Feedback from programs	11/1/2013	12/31/2013
2.3.9	Meet with Pilot Programs to discuss input on the process and results from feedback	11/1/2013	12/31/2013
2.3.10	Discuss with Child Trends feedback received from programs as part of the quarterly communication meetings	11/1/2013	12/31/2013
2.3.11	Review FOCUS TQRIS standards and revise as necessary prior to beginning of Cohort 4 of pilot phase of FOCUS	5/1/2014	6/30/2014
2.3.12	Review Feedback from programs	1/1/2014	4/30/2014
2.3.13	Meet with Pilot Programs to discuss input on the process and results from feedback	2/1/2014	6/30/2014
2.3.14	Discuss with Child Trends feedback received from programs as part of the quarterly communication meetings	7/1/2014	10/31/2014
2.3.15	Review FOCUS TQRIS standards and revise as necessary prior to statewide implementation of FOCUS (see items	1/1/2015	3/31/2015
2.3.16	Review Feedback from programs	11/1/2014	12/31/2014
2.3.17	Meet with Pilot Programs to discuss input on the process and results from feedback	11/1/2014	12/31/2014
2.3.18	Discuss with Child Trends feedback received from programs as part of the quarterly communication meetings	1/1/2015	3/31/2015
2.4	Develop FOCUS TQRIS Criteria, tools Verification process and protocols for PED-IDEA 619 Programs	6/1/2013	1/31/2016
2.4.1	Research quality rating systems in other states specific to special education programs	6/1/2013	10/31/2013
2.4.2	Determine specific standards of quality for PED-IDEA 619 Program Tiered Quality Rating and Improvement System	8/1/2013	9/30/2013

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2.4.3	Align PED-IDEA 619 TQRIS with FOCUS TQRIS to establish common but developmentally appropriate approach to	10/1/2013	12/31/2013
2.4.4	Develop monitoring tools and instructions for self-assessment and verification on-site	1/1/2014	3/31/2014
2.4.5	Draft version 1 of the PED-IDEA 619 TQRIS	3/31/2015	7/1/2015
2.4.6	Incentivize and Identify pilot programs to implement version 1 of the PED-IDEA 619 TQRIS	7/1/2015	10/1/2015
2.4.7	Work with consultant to coordinate the PED-IDEA 619 TQRIS and provide TA throughout implementation process	10/1/2015	1/31/2016
2.4.8	Develop pilot training for PED-IDEA 619 TQRIS	7/1/2015	10/1/2015
2.5	Develop FOCUS TQRIS Criteria, tools Verification process and protocols for IDEA -Part C - DOH Early Intervention	3/1/2013	12/31/2015
2.5.1	Develop a contract for a FIT TQRIS consultant	6/1/2013	9/30/2013
2.5.2	Research quality rating systems in other states specific to early intervention programs	3/1/2013	9/30/2013
2.5.3	Develop Essential Elements of Quality matrix in order to align DOH-FIT TQRIS with FOCUS TQRIS to establish	8/1/2013	12/31/2013
2.5.4	Obtain national and other tools to assess quality early intervention services in each of sections of the Essential	7/1/2013	12/15/2013
2.5.5	Refine current IFSP quality assessment tool	7/1/2013	2/28/2014
2.5.6	Develop monitoring tools and instructions to verify standards on-site	9/1/2013	6/30/2014
2.6	Develop FOCUS TQRIS Criteria, tools, verification process and protocols for Public Education Department PreK	6/1/2013	12/31/2015
2.6.1	Review current TQRIS FOCUS Criteria	6/1/2013	9/30/2013
2.6.2	Review PreK Standards	6/1/2013	9/30/2013
2.6.3	Crosswalk both documents	6/1/2013	9/30/2013
2.6.4	Contact other states to identify processes and systems for integration of QRIS into the public school system	6/1/2013	9/30/2013
2.6.5	Write recommendations for revisions	10/1/2013	12/31/2013
2.6.6	Develop timeline for implementation of all activities	10/1/2013	12/31/2013
2.6.7	Establish baseline measures and performance targets for participation in pilot phases of FOCUS TQRIS	9/1/2013	12/31/2013
2.6.8	Develop monitoring tools and a system to verify TQRIS standards separate from PreK Consultation model	1/1/2014	3/31/2014
2.6.9	Develop incentives for PED PreK participation (see items	1/1/2014	3/31/2014
2.7	Develop FOCUS TQRIS Criteria, tools, verification process and protocols for Home Visiting Program	3/1/2013	12/31/2015
2.7.1	Develop a contract for a Home Visit FOCUS-TQRIS consultant	6/1/2013	8/1/2013
2.7.2	Research quality rating systems in other states specific to early intervention programs	3/1/2013	6/30/2013
2.7.3	Develop Essential Elements of Quality matrix in order to align Home Visit FOCUS-TQRIS with FOCUS TQRIS to	8/1/2013	12/31/2013
2.7.4	Obtain national and other tools to assess quality Home Visiting services in each of sections of the Essential Elements	7/1/2013	12/15/2013
2.7.5	Draft version 1 of the HV Program FOCUS TQRIS (See items 2.15.1-2.15.4 and 2.18.1-2.18.5 for implementation	3/31/2014	7/1/2014
2.8	Begin Pilot Process - Establish Pilot Cohorts	5/1/2013	10/1/2015
2.8.1	Develop Incentives for participation in the FOCUS TQRIS Pilot Process for each program (see items in 2.9)	5/1/2013	10/1/2015
2.9	Implement FOCUS TQRIS Pilot Process for Licensed Early Childhood Programs	5/1/2013	12/31/2014
2.9.1	Begin pilot phase of FOCUS with 45 licensed programs (Cohort 1)	1/1/2013	6/30/2013
2.9.2	Child Trends selected initial 45 programs based on established criteria.	12/1/2012	12/30/2012
2.9.3	Current program waiting list will be submitted to Child Trends for selection of 50 programs for Pilot Phase II	5/1/2013	5/30/2013
2.9.4	Begin pilot phase of FOCUS with 50 additional programs (Cohort 2)	7/1/2013	12/31/2013
2.9.5	Current program waiting list will be submitted to Child Trends for selection of 50 programs for Pilot Phase III	12/1/2013	12/30/2013
2.9.6	Begin pilot phase of FOCUS with 50 additional programs (Cohort 3)	1/1/2014	6/30/2014
2.9.7	Current program waiting list will be submitted to Child Trends for selection of 50 programs for Pilot Phase IV	5/1/2014	5/30/2014
2.9.8	Begin pilot phase of FOCUS with 50 additional programs (Cohort 4)	7/1/2014	12/31/2014
2.10	Revise FOCUS standards for Licensed Early Childhood Programs if needed - after each pilot phase	7/1/2013	6/30/2015
2.10.1	2nd review and if needed revision of FOCUS standards	7/1/2013	9/30/2013
2.10.2	3rd review and revision of FOCUS standards	10/1/2014	12/31/2014
2.10.3	Final review and if needed revision of FOCUS standards	4/1/2015	6/30/2015
2.11	Implement FOCUS TQRIS Statewide for Licensed Early Childhood Programs	1/1/2015	12/31/2016
2.11.1	Develop Plan for Statewide Implementation of FOCUS	1/1/2015	3/31/2015
2.11.2	Review Plan for Statewide Implementation of FOCUS	4/1/2015	6/30/2015
2.11.3	Invite at least 50 additional programs	7/1/2015	12/31/2015
2.11.4	Evaluate Statewide implementation	1/1/2016	6/30/2016
2.11.5	Make necessary revisions and continue statewide implementation	7/1/2016	12/31/2016
2.12	Implement FOCUS TQRIS Pilot Process for PED-IDEA 619 Programs	7/1/2015	11/30/2016
2.12.1	Implemented-IDEA 619 TQRIS pilots	7/1/2015	10/1/2015
2.12.2	Provide onsite verification visits to PED-IDEA 619 TQRIS pilot programs	2/1/2016	6/30/2016
2.12.3	Evaluate PED-IDEA 619 TQRIS pilot experiences and revise TQRIS, as necessary	7/1/2015	12/31/2015

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2.12.4	Finalize the PED-IDEA 619 TQRIS	7/1/2015	11/30/2016
2.13	Implement FOCUS TQRIS Pilot Process for FIT Programs	7/1/2015	12/31/2016
2.13.1	Identify five pilot programs to implement version 1 of the FIT Program TQRIS	8/1/2014	4/30/2015
2.13.2	Develop pilot training for DOH-FIT TQRIS section 1-4 corresponding to the FOCUS Essential Elements of Quality	8/1/2014	6/30/2015
2.13.3	Conduct pilot training for DOH-FIT TQRIS utilizing section 1 of Essential Elements of Quality and associated tools	7/1/2015	7/31/2015
2.13.4	Revise Section 1 pilot training as necessary based on pilot feedback	8/1/2015	8/31/2015
2.13.5	With technical assistance from the statewide training and TA team, begin pilot implementation of Section 1.	7/1/2015	8/31/2015
2.13.6	Evaluate DOH-FIT TQRIS Section 1 based on pilot experiences and feedback, and revise TQRIS as necessary.	9/1/2015	10/31/2015
2.13.7	Provide onsite Section 1 verification visits to DOH-FIT TQRIS pilot programs	9/1/2015	9/30/2015
2.13.8	Conduct pilot training for DOH-FIT TQRIS utilizing section 2 of Essential Elements of Quality and associated tools	10/1/2015	10/31/2015
2.13.9	Revise Section 2 pilot training as necessary based on pilot feedback	11/1/2015	11/30/2015
2.13.10	With technical assistance from the statewide training and TA team, begin pilot implementation of Section 2.	10/1/2015	11/30/2015
2.13.11	Evaluate DOH-FIT TQRIS Section 2 based on pilot experiences and feedback, and revise TQRIS as necessary.	12/1/2015	1/31/2016
2.13.12	Provide onsite Section 2 verification visits to DOH-FIT TQRIS pilot programs	12/1/2015	12/31/2015
2.13.13	Conduct pilot training for DOH-FIT TQRIS utilizing section 3 of Essential Elements of Quality and associated tools	1/1/2016	1/31/2016
2.13.14	Revise Section 3 pilot training as necessary based on pilot feedback	2/1/2016	2/28/2016
2.13.15	With technical assistance from the statewide training and TA team, begin pilot implementation of Section 3.	1/1/2016	2/28/2016
2.13.16	Evaluate DOH-FIT TQRIS Section 3 based on pilot experiences and feedback, and revise TQRIS as necessary.	3/1/2016	4/30/2016
2.13.17	Provide onsite Section 3 verification visits to DOH-FIT TQRIS pilot programs	3/1/2016	3/31/2016
2.13.18	Conduct pilot training for DOH-FIT TQRIS utilizing section 4 of Essential Elements of Quality and associated tools	4/1/2016	4/30/2016
2.13.19	Revise Section 4 pilot training as necessary based on pilot feedback	5/1/2016	5/31/2016
2.13.20	With technical assistance from the statewide training and TA team, begin pilot implementation of Section 4.	4/1/2016	6/30/2016
2.13.21	Evaluate DOH-FIT TQRIS Section 4 based on pilot experiences and feedback, and revise TQRIS as necessary.	7/1/2016	8/30/2016
2.13.22	Provide onsite Section 4 verification visits to DOH-FIT TQRIS pilot programs	7/1/2016	7/31/2016
2.13.23	Using results from the four sections of the pilot implementation, finalize the essential elements of quality and the	8/1/2016	9/30/2016
2.13.24	Develop a plan to roll out DOH-FIT TQRIS statewide (3 phases)	1/1/2016	2/28/2016
2.13.25	Refine face to face training modules on DOH-FIT TQRIS and use of assessment/rating tools	2/1/2016	6/30/2016
2.13.26	Train coaches to support implementation of TQRIS with providers statewide.	2/1/2016	6/30/2016
2.13.27	Based on finalization of TQRIS system and tools, develop and post DOH-FIT TQRIS online training for ongoing	7/1/2015	12/31/2015
2.13.28	Provide statewide training to Phase 1 providers (10 - 12 providers)	7/1/2016	7/31/2016
2.13.29	Provide coaching for statewide Phase 1 providers (10-12 programs) to begin implementation of DOH-FIT TQRIS.	7/1/2016	12/31/2016
2.14	Implement FOCUS TQRIS Pilot Process for PED PreK Programs	9/1/2013	6/30/2016
2.14.1	Develop training for pilot sites	9/1/2013	9/30/2013
2.14.2	Train pilot sites on the TQRIS	10/1/2013	11/30/2013
2.14.3	Begin pilot phase of FOCUS with 4 PED PreK school sites	1/1/2014	6/30/2014
2.14.4	Provide on-site verification visits	4/1/2014	5/30/2014
2.14.5	Evaluate PED PreK TQRIS pilot experiences	7/1/2014	8/31/2014
2.14.6	Provide Education, Training, Technical Assistance and Consultation for phased statewide implementation	9/1/2015	9/30/2015
2.14.7	Phase 1 implementation- 20-30 school sites	9/15/2015	12/15/2015
2.14.8	Phase 2 implementation- 20-30 school sites	11/1/2015	2/28/2016
2.14.9	Phase 3 implementation- 20-30 school sites	1/15/2016	3/30/2016
2.14.10	Finalize plans for statewide implementation of PED PreK FOCUS TQRIS	4/1/2016	6/30/2016
2.15	Implement FOCUS TQRIS Pilot Process for Home Visiting Programs	7/1/2014	6/1/2016
2.15.1	Begin Phase 1 (10-12 programs) rollout of statewide HV TQRIS implementation utilizing self assessment.	1/1/2015	6/30/2015
2.15.2	Begin Phase 2 (10-12 programs) rollout of statewide HV TQRIS implementation utilizing self assessment.	7/1/2015	9/30/2015
2.15.3	Begin Phase 3 (10-12 programs) rollout of statewide HV TQRIS implementation utilizing self assessment.	1/1/2016	6/1/2016
2.15.4	Develop schedule for HV TQRIS provider self audits and onsite verification visits	7/1/2014	10/31/2014
2.16	Provide information and stimulate interest for participation in FOCUS- TQRIS for Licensed Early Childhood Programs	7/1/2015	10/1/2015
2.16.1	Determine incentives for participation in the FOCUS - TQRIS (how would programs and families benefit from this	7/1/2015	10/1/2015
2.16.2	Publish informational documents for distribution to all Licensed Early Childhood programs, parents and partners	7/1/2015	10/1/2015
2.17	Provide information and stimulate interest for participation in FOCUS- TQRIS for FIT Programs	7/1/2015	6/30/2016
2.17.1	Determine incentives for participation in the FIT Program TQRIS (how would programs benefit from participating)	7/1/2015	10/1/2015
2.17.2	Publish informational documents for distribution to all FIT providers	7/1/2015	10/1/2015
2.17.3	Develop statewide policies and procedures regarding the implementation of TQRIS	1/1/2016	7/1/2016

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2.17.4	Develop standards requiring participation in FIT Program TQRIS in FY 18 RFP	1/1/2016	7/1/2016
2.17.5	Recognize participating DOH FIT providers in FIT's annual state report.	4/1/2016	6/30/2016
2.18	Provide information and stimulate interest for participation in FOCUS- TQRIS for Home Visiting Programs	4/1/2016	12/31/2016
2.18.1	Determine incentives for participation in the Home Visiting FOCUS TQRIS (how would programs and families benefit	7/1/2015	10/1/2015
2.18.2	Publish informational documents for distribution to all Home Visiting programs	7/1/2015	10/1/2015
2.18.3	Develop statewide policies and procedures regarding the implementation of FOCUS TQRIS	1/1/2016	7/1/2016
2.18.4	Develop standards requiring participation in Home Visiting FOCUS TQRIS in FY 18 RFP	7/1/2016	12/31/2016
2.18.5	Recognize participating Home Visiting programs in Home Visiting's annual report.	4/1/2016	6/30/2016
2.19	Establish and maintain communication with Tribal entities regarding implementation of FOCUS TQRIS	5/1/2013	12/31/2016
2.19.1	Identify key stakeholders and obtain contact information	5/1/2013	9/30/2013
2.19.2	Invite key stakeholders to attend major FOCUS orientation events	7/1/2013	12/31/2016
2.19.3	Invite key stakeholders to attend major FOCUS events	1/1/2014	6/30/2014
2.19.4	Invite key stakeholders to attend FOCUS related meetings for information gathering and recommendations	7/1/2014	12/31/2014
2.19.5	Invite key stakeholders to attend FOCUS related meetings for information gathering and recommendations	1/1/2015	6/30/2015
2.19.6	Invite key stakeholders to attend FOCUS related meetings for information gathering and recommendations	7/1/2015	12/31/2015
2.19.7	Invite key stakeholders to attend FOCUS related meetings for information gathering and recommendations	1/1/2016	6/30/2016
2.19.8	Invite key stakeholders to attend FOCUS related meetings for information gathering and recommendations	7/1/2016	12/31/2016
2.19.9	Invite at least 1 tribal program to participate in pilot (Cohort 2) of FOCUS	5/1/2013	12/31/2013
2.19.10	Invite at least 1 tribal program to participate in pilot (Cohort 3) of FOCUS	1/1/2014	6/30/2014
2.19.11	Invite at least 1 tribal program to participate in pilot (Cohort 4) of FOCUS	1/1/2016	12/31/2016
2.19.12	Check-in with Tribal Programs regarding Participation	1/1/2014	6/30/2014
2.19.13	Check-in with Tribal Programs regarding Participation	7/1/2014	12/31/2014
2.19.14	Check-in with Tribal Programs regarding Participation	1/1/2015	6/30/2015
2.19.15	Check-in with Tribal Programs regarding Participation	7/1/2015	12/31/2015
2.19.16	Check-in with Tribal Programs regarding Participation	1/1/2016	12/31/2016
2.20	Validation study of FOCUS TQRIS	1/1/2014	1/1/2017
2.20.1	Implement Initial Validation Process for FOCUS TQRIS	1/1/2014	12/31/2014
2.20.2	Implement Initial Validation Process for FOCUS TQRIS	1/1/2015	12/31/2015
2.20.3	Implement Validation Process for FOCUS TQRIS	1/1/2016	6/30/2016
2.20.4	Implement Validation Process for FOCUS TQRIS	7/1/2016	12/31/2016
2.20.5	Final Validation Report for FOCUS TQRIS	11/1/2016	1/1/2017
2.21	Develop, Training, Technical Assistance and Consultation Models for FOCUS TQRIS Implementation	1/1/2013	12/31/2016
2.21.1	Develop training modules and materials for TTAP staff and FOCUS Consultants	10/1/2012	12/31/2016
2.21.2	ERS- Review existing Environmental Rating Scales training modules	10/1/2012	6/30/2013
2.21.3	Submit 1st draft of ERS training module to OCD	11/1/2012	6/30/2013
2.21.4	Revise draft of ERS training module per OCD's feedback & submit 2nd draft to OCD	11/1/2012	6/30/2013
2.21.5	Submit final ERS training module to OCD	3/30/2013	6/30/2013
2.21.6	Review & if needed revise ERS training module	7/1/2013	12/31/2013
2.21.7	Review & if needed revise ERS training module	1/1/2014	3/31/2014
2.21.8	Review & if needed revise ERS training module	7/1/2015	12/31/2015
2.21.9	Review & if needed revise ERS training module	7/1/2016	12/31/2016
2.21.10	Initial Six Hour Course	1/1/2013	6/13/2013
2.21.11	Develop Six Hour Course Part 2	5/1/2013	6/30/2013
2.21.12	CLASS - Develop training modules & materials for TTAP staff & FOCUS staff	1/1/2013	12/31/2013
2.21.13	Submit 1st draft of CLASS training module to OCD	7/1/2013	10/31/2013
2.21.14	Review and if needed revise draft of CLASS training module per OCD's feedback & if necessary submit 2nd draft to	11/1/2013	12/31/2013
2.21.15	Submit final CLASS training module to OCD	1/1/2014	3/31/2014
2.21.16	Review and if needed revise draft of CLASS training module per OCD's feedback & if necessary submit revisions to	7/1/2014	12/31/2014
2.21.17	Review and if needed revise draft of CLASS training module per OCD's feedback & if necessary submit revisions to	7/1/2015	12/31/2015
2.21.18	Review and if needed revise draft of CLASS training module per OCD's feedback & if necessary submit revisions to	1/1/2016	3/31/2016
2.21.19	Review and if needed revise draft of CLASS training module per OCD's feedback & if necessary submit revisions to	7/1/2016	12/31/2016
2.21.20	PASS - Develop training modules & materials for TTAP staff & FOCUS staff	7/1/2013	10/31/2013
2.21.21	Submit 1st draft of PASS training module to OCD	11/1/2013	12/31/2013
2.21.22	Review and if necessary revise draft of PASS training module per OCD's feedback & submit draft 2 to OCD if needed	1/1/2014	3/31/2014

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2.21.23	Submit final PASS training module to OCD	4/1/2014	6/30/2014
2.21.24	Review & if necessary revise PASS training module as needed	7/1/2014	12/31/2014
2.21.25	Review & if necessary revise PASS training module as needed	7/1/2015	12/31/2015
2.21.26	Review & if necessary revise PASS training module as needed	1/1/2016	3/31/2016
2.21.27	Review & if necessary revise PASS training module as needed	4/1/2016	6/30/2016
2.21.28	Review & revise PASS training module as needed	7/1/2016	12/31/2016
2.21.29	BAS - Develop training modules & materials for TTAP staff & FOCUS staff	1/1/2013	12/31/2013
2.21.30	Submit 1st draft of BAS training module to OCD	7/1/2013	10/31/2013
2.21.31	Review and if necessary revise draft of BAS training module per OCD's feedback & submit draft 2 to OCD if needed	11/1/2013	12/31/2013
2.21.32	Submit final BAS training module to OCD	1/1/2014	3/31/2014
2.21.33	Review & revise BAS training module as needed	7/1/2014	12/31/2014
2.21.34	Review & revise BAS training module as needed	7/1/2015	12/31/2015
2.21.35	Review & revise BAS training module as needed	1/1/2016	3/31/2016
2.21.36	Review & revise BAS training module as needed	4/1/2016	6/30/2016
2.21.37	Review & revise BAS training module as needed	7/1/2016	12/31/2016
2.21.38	Parent/Teacher (P/T) Conferences - Develop training modules & materials for TTAP staff & FOCUS staff	7/1/2013	10/31/2013
2.21.39	Submit 1st draft of P/T conference training module to OCD	11/1/2013	12/31/2013
2.21.40	Revise draft of P/T conference training module & submit if needed 2nd draft to OCD	1/1/2014	3/31/2014
2.21.41	Submit final P/T conference training module to OCD	7/1/2014	12/31/2014
2.21.42	Review & if necessary revise P/T conference training module as needed	7/1/2015	12/31/2015
2.21.43	Review & if necessary revise P/T conference training module as needed	1/1/2016	3/31/2016
2.21.44	Review & if necessary revise P/T conference training module as needed	4/1/2016	6/30/2016
2.21.45	Review & if necessary revise P/T conference training module as needed	7/1/2016	12/31/2016
2.21.46	AODCCP (Level 1) - Develop training modules & materials for TTAP staff & FOCUS staff , to include training modules	7/1/2013	10/31/2013
2.21.47	Submit 1st draft of Level 1 AODCCP training modules to OCD	11/1/2013	12/31/2013
2.21.48	Revise draft of Level 1 AODCCP training modules & submit draft 2 to OCD	1/1/2014	3/31/2014
2.21.49	Submit final Level 1 AODCCP training modules to OCD	7/1/2014	12/31/2014
2.21.50	Review & revise Level 1 AODCCP training modules as needed	1/1/2015	12/31/2015
2.21.51	AODCCP (Level 2) - Develop training modules & materials for TTAP staff & FOCUS staff	7/1/2013	10/31/2013
2.21.52	Submit 1st draft Level 2 AODCCP training modules to OCD	11/1/2013	12/31/2013
2.21.53	Revise draft of Level 2 AODCCP training modules & submit draft 2 to OCD	1/1/2014	3/31/2014
2.21.54	Submit final Level 2 AODCCP training modules to OCD	4/1/2014	6/30/2014
2.21.55	Review & revise Level 2 AODCCP training modules as needed	7/1/2014	9/30/2014
2.21.56	AODCCP (Level 3) - Develop training modules & materials for TTAP staff & FOCUS staff	7/1/2015	12/31/2015
2.21.57	Submit 1st draft Level 3 AODCCP training modules to OCD	1/1/2016	3/31/2016
2.21.58	Revise draft of Level 3 AODCCP training modules & submit draft 2 to OCD	4/1/2016	6/30/2016
2.21.59	Submit final Level 3 AODCCP training modules to OCD	7/1/2016	12/31/2016
2.21.60	Review & revise Level 3 AODCCP training modules as needed	4/1/2014	6/30/2014
2.21.61	ASQ & ASQ-SE - Develop training modules & materials for TTAP staff & FOCUS staff	7/1/2014	9/30/2014
2.21.62	Submit 1st draft ASQ & ASQ-SE training module to OCD	7/1/2015	12/31/2015
2.21.63	Revise draft of ASQ & ASQ-SE training module & submit draft 2 to OCD	1/1/2016	3/31/2016
2.21.64	Submit final ASQ & ASQ-SE training module to OCD	4/1/2016	6/30/2016
2.21.65	Review & revise ASQ & ASQ-SE training module as needed	7/1/2016	12/31/2016
2.21.66	Program Quality Improvement Plan Develop training modules & materials for TTAP staff & FOCUS staff	7/1/2014	9/30/2014
2.21.67	Submit 1st draft of Program Quality Improvement Plan training module to OCD	7/1/2015	12/31/2015
2.21.68	Revise draft of Program Quality Improvement Plan training module & submit draft 2 to OCD	1/1/2016	3/31/2016
2.21.69	Submit final Program Quality Improvement Plan training module to OCD	4/1/2016	6/30/2016
2.21.70	Review & revise Program Quality Improvement Plan training module as needed	7/1/2016	12/31/2016
2.22	Hire FOCUS Consultants, Management Staff, and Verifiers	11/1/2012	12/31/2016
2.22.1	Identify qualifications & major roles/responsibilities for Management position	11/1/2012	3/31/2013
2.22.2	Hire FOCUS Management positions as appropriate & as needed for statewide implementation	11/1/2012	3/31/2013
2.22.3	Identify qualifications & major roles/responsibilities for Early Childhood Content/Training Expert position	11/1/2012	3/31/2013
2.22.4	Hire FOCUS Early Childhood Content/Training Expert	11/1/2012	3/31/2013
2.22.5	Identify qualifications & major roles/responsibilities for Consultant position	11/1/2012	3/31/2013

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2.22.6	Hire FOCUS Consultant positions as appropriate & as needed for statewide implementation-first nine (9) to support	11/1/2012	3/31/2013
2.22.7	Recruit and hire ten (10) FOCUS Consultants to support Pilot Phase II cohort	7/1/2013	10/31/2013
2.22.8	Recruit and hire ten (10) FOCUS Consultants to support Pilot Phase II cohort, part 2	11/1/2013	12/31/2013
2.22.9	Recruit and hire ten (10) FOCUS Consultants to support Pilot Phase III cohort	1/1/2014	3/31/2014
2.22.10	Recruit and hire ten (10) FOCUS Consultants to support Pilot Phase IV cohort	4/1/2014	6/30/2014
2.22.11	Provide intensive training for FOCUS Consultants and Verifiers	6/1/2013	12/31/2014
2.22.12	Schedule training for FOCUS staff	6/1/2013	12/31/2015
2.22.13	Prepare training materials for FOCUS staff	1/1/2013	3/31/2016
2.22.14	Conduct onsite or web-based trainings for FOCUS staff	4/1/2013	6/30/2016
2.22.15	Offer refresher or booster trainings for FOCUS staff as needed	7/1/2016	12/31/2016
2.23	Establish Consultation model based on PreK model	11/1/2012	3/31/2013
2.23.1	Review (OCD approved) consultation model based on PreK model	11/1/2012	3/31/2013
2.23.2	Submit 1st draft of FOCUS consultation model to OCD	7/1/2013	10/31/2013
2.23.3	Revise draft of FOCUS consultation model based on OCD's feedback & submit draft 2 to OCD	11/1/2013	12/31/2013
2.23.4	Submit final FOCUS consultation model to OCD	1/1/2014	3/31/2014
2.23.5	Develop inter-rater reliability process for FOCUS verifiers	4/1/2014	6/30/2014
2.23.6	Review best practices for establishing inter-rater reliability	7/1/2014	12/31/2014
2.23.7	1st draft of inter-rater reliability protocols/materials to OCD	7/1/2015	12/31/2015
2.23.8	Revise inter-rater reliability materials based on OCD's feedback & submit draft 2 to OCD	1/1/2016	3/31/2016
2.23.9	Submit final inter-rater reliability materials to OCD	4/1/2016	6/30/2016
2.23.10	Pilot inter-rater reliability materials & practices in field	1/1/2016	3/31/2016
2.23.11	Review & revise inter-rater reliability materials & processes as needed	4/1/2016	6/30/2016
2.24	Meet with panel of experts who will provide technical assistance	11/1/2012	12/31/2016
2.24.1	Contract with UNM Center for Education Policy Research to coordinate the validation process	11/1/2012	12/31/2016
2.24.2	Develop and release RFP for FOCUS TQRIS validation study. Complete RFP process.	11/1/2012	12/31/2016
2.24.3	Process a contract to perform professional services as specified in the RFP	1/1/2013	3/31/2013
2.24.4	Organize a team of researchers and experts who will work on the validation study	4/1/2013	12/31/2013
2.24.5	Validate the rating of the observation, documentation, curriculum planning process criteria for FOCUS TQRIS	9/1/2014	9/30/2016
2.24.6	Develop and validate a self-assessment tool that early childhood programs will use as an integral part of the	10/1/2012	7/31/2013
2.24.7	Conceptual design and research	7/1/2013	1/31/2014
2.24.8	Draft 1: Continuous Program Improvement Toolkit	7/1/2013	9/30/2013
2.24.9	Collect feedback, Pre-test, and develop Draft 2 of the Continuous Program Improvement Toolkit	9/1/2013	12/31/2013
2.24.10	Develop final toolkit with learning modules, and conduct training	1/1/2014	3/31/2014
2.24.11	Make final revisions prior to statewide implementation of the FOCUS TQRIS	2/1/2013	6/30/2013
2.24.12	Process a contract amendment with Child Trend to include validation of the child assessment process	1/1/2014	9/30/2016
2.24.13	Complete the validation process	9/1/2016	12/31/2016
2.24.14	Make necessary revisions prior to statewide implementation	9/1/2016	12/31/2016
2.24.15	Develop forms that will be used by FOCUS Programs	5/1/2013	6/30/2013
2.24.16	Submit FOCUS forms to OCD for review	7/1/2013	9/30/2013
2.24.17	Revise FOCUS forms based on OCD feedback & submit to OCD	7/1/2013	9/30/2013
2.24.18	Submit final FOCUS forms to OCD for approval	10/1/2013	12/31/2013
2.24.19	Review & revise FOCUS forms as needed & w/ creation of electronic database (As Needed)	1/1/2014	3/31/2014
2.25	Provide ongoing professional development to FOCUS Consultants on the consultation model	7/1/2013	9/30/2014
2.25.1	Schedule & conduct ongoing professional; development to consultants on consultation model	7/1/2013	9/30/2013
2.25.2	Revise/expand and create training CD ROM, paper and web-based training materials for FOCUS Consultants and	7/1/2013	9/30/2013
2.25.3	Develop paper-based training materials	10/1/2013	12/31/2013
2.25.4	Revise paper-based training materials based on OCD's feedback	1/1/2014	3/31/2014
2.25.5	Review PreK CD-ROM & other training materials	7/1/2013	9/30/2013
2.25.6	Use OCD approved paper-based materials to create CD-ROM template	7/1/2013	9/30/2013
2.25.7	Collaborate on the development of Electronic based training materials w/ OCD & contractor(s)	10/1/2013	12/31/2013
2.25.8	Field/pilot test the electronic based internally	1/1/2014	3/31/2014
2.25.9	Submit - approved Electronic Training Format to OCD	7/1/2014	9/30/2014

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Project 3: Early Childhood Investment Zones

Project Goals/Desired Outcomes: Establish Early Childhood Investment Zones by identifying and prioritizing communities where children are at greatest risk and where capacity can be developed for creating a continuum of high quality early learning programs.

Narrative: Strengthen communities by investment in early childhood and early learning programs. Five new Investment Zones will be selected and invited to participate in this new initiative during the first year of this project, with the goal of creating an early learning system plan for these districts and their communities. New communities will be indentified and recruited to replace the first cohort for the consecutive years.

Key Performance Measures: 1) Support participation in systemic ongoing improvement process

Selection Criterion Addressed: (A)(3) Aligning and coordinating work across the State, (B)(4) Promoting access to high-quality Early Learning and Development Programs, (C)(1) Developing and using statewide, high-quality Early Learning and Development Standards

Cross-reference to other projects: Project 1 - Grants Management, Project 2 FOCUS- Tiered Quality and Improvement System, Project 4 Professional Development, Project 5 Early Learning Data System

3	Early Childhood Investment Zones	7/1/2012	12/31/2014
3.1	Identify Initial Investment Zones	7/1/2012	12/31/2014
3.1.1	Select 5 Investment Zones	7/1/2012	12/31/2012
3.1.2	Review current available data regarding available services in each of those initial Investment Zone Communities and	5/1/2013	7/31/2013
3.1.3	Discuss data with cross systems partners	7/1/2013	10/1/2013
3.1.4	Receive input from cross-systems partners in the data and current efforts	10/1/2013	12/31/2013
3.1.5	Create report indicating services available services in each of those initial Investment Zone Communities and the	1/1/2014	3/31/2014
3.1.6	Recruit Early Childhood Councils for each of those five communities and provide with report	1/1/2014	4/30/2014
3.1.7	Identify three priority issues the community wants to address	5/1/2014	8/30/2014
3.1.8	Create Investment strategy for these 5 communities	9/1/2014	12/31/2014
3.1.9	Analyze the possibilities and resources	9/1/2014	12/31/2014
3.2	Develop contractual arrangements for consultant to work with communities	7/1/2013	12/31/2016
3.2.1	Develop RFP	7/1/2013	10/30/2013
3.2.2	Award RFP	11/1/2013	2/28/2014
3.2.3	Develop contractual arrangements and orientation	3/1/2014	6/30/2017
3.2.4	Provide information of current efforts, communities and resources	7/1/2013	12/31/2013
3.2.5	Establish communication protocol with CYFD Project Lead for updates and concerns	7/1/2013	12/31/2013
3.2.6	Evaluate progress and address barriers in implementation	7/1/2013	9/30/2013
3.2.7	Evaluate progress and address barriers in implementation	10/1/2013	12/31/2013
3.2.8	Evaluate progress and address barriers in implementation	1/1/2014	3/31/2014
3.2.9	Evaluate progress and address barriers in implementation	4/1/2014	6/30/2014
3.2.10	Evaluate progress and address barriers in implementation	7/1/2014	9/30/2014
3.2.11	Evaluate progress and address barriers in implementation	10/1/2014	12/31/2014
3.2.12	Evaluate progress and address barriers in implementation	1/1/2015	3/31/2015
3.2.13	Evaluate progress and address barriers in implementation	4/1/2015	6/30/2015
3.2.14	Evaluate progress and address barriers in implementation	7/1/2015	9/30/2015
3.2.15	Evaluate progress and address barriers in implementation	10/1/2015	12/31/2015
3.2.16	Evaluate progress and address barriers in implementation	1/1/2016	3/31/2016
3.2.17	Evaluate progress and address barriers in implementation	4/1/2016	6/30/2016
3.2.18	Evaluate progress and address barriers in implementation	7/1/2016	9/30/2016
3.2.19	Evaluate progress and address barriers in implementation	10/1/2016	12/31/2016
3.3	Create ECIZ Advisory Group	7/1/2013	12/31/2016
3.3.1	Work with the State's Early Learning Advisory Council (ELAC) and create the ECIZ Advisory Group as a Sub	7/1/2013	10/31/2013
3.3.2	The ELAC will work with Project Lead in the recruitment of individuals who will participate in the Sub-Committee	7/1/2013	10/31/2013
3.3.3	The project Lead will meet with the sub-committee and obtain recommendations and barriers in the implementation of	7/1/2013	12/31/2016
3.3.4	The Sub-committee Chair will meet with the Finance and Access Committees of ELAC to discuss priorities and needs	7/1/2013	12/31/2013
3.3.5	The Sub-committee Chair will meet with the Finance and Access Committees of ELAC to discuss priorities and needs	1/1/2014	6/30/2014

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3.3.6	The Sub-committee Chair will meet with the Finance and Access Committees of ELAC to discuss priorities and needs	7/1/2014	10/31/2014
3.3.7	The Sub-committee Chair will meet with the Finance and Access Committees of ELAC to discuss priorities and needs	1/1/2015	6/30/2015
3.3.8	The Sub-committee Chair will meet with the Finance and Access Committees of ELAC to discuss priorities and needs	7/1/2015	12/31/2016
3.3.9	The Sub-committee Chair will meet with the Finance Committee of ELAC to discuss priorities and needs in	1/1/2016	12/31/2016
3.4	Assess Communities Readiness, Capacity and Progress	1/1/2014	6/30/2015
3.4.1	Work with ECIZ Advisory Group to develop Ready Community Criteria	1/1/2014	6/30/2014
3.4.2	Work with ECIZ Advisory Group to review and if necessary revise Ready Community Criteria	7/1/2014	12/31/2014
3.4.3	Work with ECIZ Advisory Group to review and if necessary revise Ready Community Criteria	1/1/2015	6/30/2015
3.4.4	Implement Ready Inventory	1/1/2014	6/30/2014
3.4.5	Develop tools to assess progress, analyze and discuss with ELAC	1/1/2014	6/30/2014
3.4.6	Develop and update Community Action Plans	7/1/2014	12/31/2014
3.4.7	Document success, lessons learned, etc	1/1/2015	5/30/2015
3.5	Funding Ready Communities	1/1/2014	10/31/2016
3.5.1	Initiate new funding strategies in "ready communities" with recommendations by the ELAC	1/1/2014	6/30/2014
3.5.2	Utilize procurement process approved if funding available	7/1/2016	10/31/2016
3.6	Select the next 5 Investment Zones	7/1/2014	12/31/2015
3.6.1	Select 5 Investment Zones	7/1/2014	12/31/2014
3.6.2	Review available data regarding available services in each of those initial Investment Zone Communities and the level	7/1/2014	12/31/2014
3.6.3	Discuss data with cross systems partners	1/1/2015	3/30/2015
3.6.4	Receive input from cross-systems partners in the data and current efforts	4/1/2015	6/30/2015
3.6.5	Create report indicating services available services in each of those initial Investment Zone Communities and the	7/1/2015	9/30/2015
3.6.6	Recruit Early Childhood Councils for each of those five communities and provide with report	1/1/2015	4/30/2015
3.6.7	Identify three priority issues the community wants to address	5/1/2015	8/30/2015
3.6.8	Create Investment strategy for these 5 communities	9/1/2015	12/31/2015
3.6.9	Analyze the possibilities and resources	9/1/2015	12/31/2015
3.7	Assess Communities Readiness, Capacity and Progress	7/1/2014	5/30/2016
3.7.1	Work with ECIZ Advisory Group to develop Ready Community Criteria	1/1/2015	6/30/2015
3.7.2	Work with ECIZ Advisory Group to review and if necessary revise Ready Community Criteria	7/1/2014	12/31/2014
3.7.3	Work with ECIZ Advisory Group to review and if necessary revise Ready Community Criteria	1/1/2015	6/30/2015
3.7.4	Implement Ready Inventory	1/1/2015	6/30/2015
3.7.5	Develop tools, analyze and discuss with ELAC	1/1/2015	6/30/2015
3.7.6	Develop Community Action Plans	7/1/2015	12/31/2015
3.7.7	Document success, lessons learned, etc	1/1/2016	5/30/2016
3.8	Funding Ready Communities	1/1/2015	12/31/2016
3.8.1	Initiate new funding strategies in "ready communities" with recommendations by the ELAC	1/1/2015	6/30/2015
3.8.2	Utilize procurement process approved if funding available	7/1/2016	12/31/2016

Project 4: Name Professional Development

Project Goals/Desired Outcomes: Alignment of training and education to the state's Workforce Knowledge and Competency Framework

Narrative: New Mexico will create partnerships between Head Start/Early Head Start Education Coordinators and entities who provide training for the other early learning systems to ensure that FOCUS TQRIS training is aligned with the state's workforce knowledge and competency framework. New Mexico will continue to ensure articulation agreements between all postsecondary institutions of higher education.

Key Performance Measures: 1) Increase the number of postsecondary institutions and professional development providers that are aligned to the state's Workforce Knowledge and Competency Framework and 2) Increase the number of early childhood educators who are progressing to higher levels of credentialing which align with the state's Workforce Knowledge and Competency Framework

Selection Criterion Addressed: Great Early Childhood Education Workforce

Cross-reference to other projects: Data Systems

4	Project 4 Name Professional Development	1/1/2013	6/30/2017
4.1	Align Early Childhood Degree Pathway and Career Lattice	1/1/2013	6/30/2017
4.1.1	Print and distribute Common Core Content, Recommended Syllabi for the Early Childhood Educator degree pathway	2/1/2013	6/30/2013

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4.1.2	Print and distribute Career Lattice/Transfer Module Brochure	5/1/2013	9/30/2013
4.1.3	Obtain approval for Early Childhood Educator degree pathway from the Professional Practices and Standards	5/1/2013	9/30/2013
4.1.4	Print and distribute course competencies and recommended syllabi for the Early Childhood Program Administration	5/1/2013	9/30/2013
4.1.5	Print and distribute course competencies and recommended syllabi for Family, Infant and Toddler Studies degree	5/1/2013	9/30/2013
4.1.6	Complete pilot of Family Infant Toddler Studies courses at AA level and BA level	5/1/2013	12/31/2013
4.1.7	Obtain postsecondary institutional approval for Early Childhood Educator, Early Childhood Program Administration,	8/1/2011	6/30/2013
4.1.8	Complete process for AA degree programs to continue articulation agreements	1/1/2013	6/30/2014
4.2	Infant / Early Childhood Mental Health Endorsement	2/1/2013	6/30/2013
4.2.1	Contract with University of New Mexico Center for Development and Disabilities to provide training regarding infant	2/1/2013	6/30/2013
4.2.2	Develop and provide trainings on Reflective Practice to FOCUS management and consultants	7/1/2014	6/30/2017
4.2.3	Develop strategies for FOCUS managers to provide reflective supervision to FOCUS consultants	12/1/2013	6/30/2017
4.2.4	Provide consultative support to FOCUS managers as they provide reflective supervision	12/1/2013	6/30/2017
4.2.5	Reflective supervision for 2 FOCUS managers	7/1/2014	6/30/2017
4.2.6	Provide information and/or resources to individuals interested in obtaining the New Mexico Infant Mental Health	7/1/2014	6/30/2017
4.3	Develop, establish and operate a practitioner registry database	5/1/2013	9/30/2013
4.3.1	Develop an RFP to develop, establish and operate a practitioner registry database.	5/1/2013	6/30/2013
4.3.2	After completion of the RFP process, enter into contract with successful bidder.	7/1/2013	9/30/2013
4.4	Conduct Faculty Institute specific to incorporating the New Mexico Early Learning Guidelines into all Early Childhood	1/1/2013	6/30/2017
4.4.1	Hold a Faculty Retreat specific to incorporating the Early Learning Guidelines into all Early Childhood Education	1/1/2013	8/31/2013
4.4.2	Offer quarterly training for using the Early Learning Guidelines	1/1/2013	6/30/2017
4.4.3	Develop Early Learning Guidelines "training of trainers" model for FOCUS Consultants and Early Childhood Training &	1/1/2013	6/30/2013
4.4.4	Conduct training on the Early Learning Guidelines for FOCUS Consultants and Early Childhood Training and	2/1/2013	6/30/2017
4.5	Provide Scholarships for Early Childhood Workforce	2/1/2013	6/30/2016
4.5.1	Contract with New Mexico Association for the Education of Young Children for T.E.A.C.H. scholarships	2/1/2013	6/30/2013
4.5.2	Contract with New Mexico Association for the Education of Young Children for T.E.A.C.H. scholarships	2/1/2013	6/30/2014
4.5.3	Contract with New Mexico Association for the Education of Young Children for T.E.A.C.H. scholarships	2/1/2013	6/30/2015
4.5.4	Contract with New Mexico Association for the Education of Young Children for T.E.A.C.H. scholarships	2/1/2013	6/30/2016

Project 5: Data System

Project Goals/Desired Outcomes: Build a unified early learning data system that will provide educators, families and policy-makers with information that will: provide current information of children in their programs; provide families with the information they need to make informed choices; track young children's development; measure the quality of early learning programs; Assess young children as they enter kindergarten; and follow students through early childhood through grade school.

Narrative: The PED , CYFD, and DOH will work collaboratively developed an aligned data dictionary and use of common data standards in order to transmit certain fields to a data warehouse. The data collaborative will also establish a process for assigning a unique identifier to a child whichever program they enter through. The unique identifier will allow both the deduplication of early childhood data for planning purposes and longitudinal tracking of children in aggregate over time.

Key Performance Measures: A data warehouse and reporting mechanism will be established in order to make policy decisions and track the efficacy of early learning programs as evidenced by the longitudinal tracking of child outcomes.

Selection Criterion Addressed: (E) (2) Building or enhancing an early learning data system

Cross-reference to other projects: The Early Childhood Data System will provide for a data warehouse and reporting system that will include data from Project 2 FOCUS TQRIS - regarding the quality of early learning provider agencies; Project 3 Investment zones - regarding the number and percent of children served by geographical area; Project 4 - Professional Development regarding the qualifications of personnel and Project 6 - regarding Kindergarten assessment data.

5	Data System	2/1/2013	11/30/2016
5.1	Develop and Execute Data Sharing Agreements	3/1/2013	11/30/2014
5.1.1	Identify needed components for data sharing agreement and review existing MOAs for data sharing	3/1/2013	9/30/2013

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5.1.2	Complete the draft of a cross agency data sharing agreement	6/2/2013	9/30/2013
5.1.3	Route data sharing agreement for legal review and signature	7/16/2013	9/30/2013
5.1.4	Execute data sharing agreement.	9/16/2013	9/30/2013
5.1.5	Meet with tribal officials to explore sharing of data with tribal early childhood programs.	10/1/2013	6/30/2014
5.1.6	Communicate with HHS regarding assistance in collaborating in sharing Head Start and Early Head Start data from	12/1/2013	11/30/2014
5.2	Expanding Use of Unique ID data base	2/1/2013	5/30/2015
5.2.1	Demo Unique ID application to all agencies.	2/1/2013	3/30/2013
5.2.2	Develop plan for agency integration	6/1/2013	12/30/2013
5.2.3	Engage Unique ID Vendor about proposed expansion.	6/30/2013	3/30/2014
5.2.4	Engage with Vendor technical staff	4/1/2014	5/30/2014
5.2.5	Implement the required Unique ID system changes	6/1/2014	7/30/2014
5.2.6	Document the technical requirements for additional agency usage of Unique ID	6/1/2014	9/30/2014
5.2.7	CYFD Development of process and internal system required changes	12/1/2013	6/15/2014
5.2.8	DOH-FIT Development of process and internal system required changes	12/1/2013	6/15/2014
5.2.9	PED (PreK and 619) Development of process and internal system required changes	12/1/2013	6/15/2014
5.2.10	CYFD to implement a system changes to process Unique ID	6/16/2014	10/30/2014
5.2.11	DOH-FIT to implement system changes to process Unique ID	6/16/2014	10/30/2014
5.2.12	PED (PreK and 619) to implement system changes to process Unique ID	6/16/2014	10/30/2014
5.2.13	Test functionality from each participating agency	11/1/2014	11/30/2014
5.2.14	Test CYFD process and system functionality	12/1/2014	12/30/2014
5.2.15	Test DOH process and system functionality	12/1/2014	12/30/2014
5.2.16	Test PED (Pre-K and 619) process and system functionality	12/1/2014	12/30/2014
5.2.17	Develop Unique ID Training Materials	12/1/2014	1/30/2015
5.2.18	Deliver series of webinars that are recorded	2/1/2015	3/30/2015
5.2.19	Post webinars on website	4/1/2015	4/30/2015
5.2.20	Unique ID process goes live across PED, CYFD, DOH	5/1/2015	5/30/2015
5.3	Development of the Data Warehouse	8/1/2013	4/30/2016
5.3.1	Participating agencies review of data system for compatibility with the Common Education Data System (CEDS)	8/1/2013	12/1/2014
5.3.2	Develop baseline data dictionary across systems	1/1/2014	4/1/2014
5.3.3	All Participating agencies will convene and produce required functionalities and reporting needs based on program	4/15/2014	6/15/2014
5.3.4	Data Group will convene and document a detailed/expanded dataset the meets the listing of required functionality and	7/1/2014	9/1/2014
5.3.5	All Participating agencies will convene and review data set to ensure it will meet the required functionalities and	9/1/2014	10/1/2014
5.3.6	Data group will develop timing and submission process for the injection of agency required data elements	8/1/2014	9/1/2014
5.3.7	Data Group will develop a security model for data system.	9/1/2014	10/1/2014
5.3.8	Review developed roles and security model with entire group	10/1/2014	11/1/2014
5.3.9	Data Group will convene and document the required infrastructure needs. Develop infrastructure requirements for	4/15/2014	5/15/2014
5.3.10	Purchase required infrastructure items (If required)	5/15/2014	8/15/2014
5.3.11	Install and configure infrastructure	8/15/2014	10/15/2014
5.3.12	Data Group will convene and implement the full data dictionary and security model into the database infrastructure.	11/1/2014	1/1/2015
5.3.13	Test reporting functionality	2/1/2015	3/1/2015
5.3.14	Data group will develop reports based on program outcome reporting requirements. Develop required reports	2/15/2015	4/15/2015
5.3.15	Test security model within reports	5/1/2015	6/1/2015
5.3.16	Implement needed programming changes within DOH, CYFD and PED systems	7/1/2015	12/30/2015
5.3.17	Develop trainings documents and tools for end users and report writers	8/1/2015	12/1/2015
5.3.18	Data team will develop a training timeline and schedule	9/1/2015	11/1/2015
5.3.19	Training team will provide training sessions , including an recorded webinar	1/1/2016	3/30/2016
5.3.20	Data warehouse goes live across: PED, CYFD and DOH-FIT	4/1/2016	4/30/2016
5.4	Identify and document geospatial data needs	5/1/2013	8/1/2014
5.4.1	Identify geospatial units of analysis for data portal (e.g., county, small area, census tract, high school district,	5/1/2013	10/30/2013
5.4.2	Inventory datasets for geospatially-enabled information (geocodes, other granular location information).	7/1/2013	12/30/2013
5.4.3	For datasets not already geospatially enabled, review and document address quality (presence and completeness of	10/1/2013	12/30/2013
5.4.4	Review and assess DOH datasets for geospatial status and gaps	1/1/2014	4/1/2014
5.4.5	Review and assess CYFD Datasets for geospatial status and gaps	2/1/2014	5/1/2014
5.4.6	Review and assess PED Datasets for geospatial status and gaps	3/1/2014	6/1/2014

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5.4.7	Identify activities required for geospatially enabling datasets.	2/2/2014	8/1/2014
5.4.8	Develop guidelines (for data stewards) for improving address completeness and quality.	7/1/2013	1/30/2014
5.4.9	Identify most logical/effective/ efficient points for intervention in the data collection and cleaning process for	9/1/2013	11/1/2013
5.4.10	Assess feasibility of address-standardization upon data entry.	8/1/2013	5/30/2014
5.4.11	Orient agency leadership and data stewards to the needs and requirements for geospatially enabling datasets	9/1/2013	3/1/2014
5.5	Develop EPICS (Enterprise Provider Information Constituent Services) system for CYFD Early Childhood programs	7/1/2013	10/1/2016
5.5.1	Conduct planning activities related to Child Care Assistance and Provider Management, including developing: Project	7/1/2013	9/30/2013
5.5.2	Develop and conduct EPICS Phase 2A activities including: Business Process Review Analysis; Database Schema	10/1/2013	1/31/2014
5.5.3	Develop and conduct EPICS Phase 2B activities including: Business Process Review Analysis; Database Schema	2/1/2014	6/30/2014
5.5.4	Develop and conduct EPICS Phase 2C activities including: Business Process Review Analysis; Database Schema	7/1/2014	12/31/2014
5.5.5	Develop and conduct EPICS Phase 2D activities including: Business Process Review Analysis; Database Schema	1/1/2015	6/30/2015
5.5.6	Develop and conduct EPICS Phase 2D activities including: Business Process Review Analysis; Database Schema	7/1/2015	12/31/2015
5.5.7	Develop and conduct training on EPICS for CYFD internal staff	1/1/2016	2/28/2016
5.5.8	Develop and conduct training on EPICS for CYFD external providers	3/1/2016	5/30/2016
5.5.9	Conduct a pilot of EPICS with internal staff and external providers	6/1/2016	9/30/2016
5.5.10	EPICS Provider Management and Child Care Assistance go-live Implementation	10/1/2016	10/1/2016
5.5.11	Conduct EPICS PreK Planning including developing: a Project Charter; Project Certification; Project Plan; IT Service	1/1/2015	6/30/2015
5.5.12	Develop and conduct Phase 3A for PreK including: Business Process Review Analysis; Database Schema Design;	7/1/2015	10/31/2015
5.5.13	Develop and conduct Phase 3B for PreK including: Business Process Review Analysis; Database Schema Design;	11/1/2015	3/31/2016
5.5.14	Develop and deliver training for PreK providers and internal CYFD staff	4/1/2016	6/30/2016
5.5.15	Conduct pilot of EPICS with PreK providers.	7/1/2016	9/30/2016
5.5.16	EPICS PreK Implementation	10/1/2016	10/1/2016
5.6	Establish data system for FOCUS TQRIS	5/1/2013	6/30/2014
5.6.1	Develop RFP for FOCUS database system through software as service contract	5/1/2013	6/30/2013
5.6.2	Enter into contract with successful bidder.	7/1/2013	8/30/2013
5.6.3	Have vender make modifications as need to accommodate NM's FOCUS TQRIS needs.	9/1/2013	12/30/2013
5.6.4	Explore possibility of bring the FOCUS TQRIS data in-house	1/1/2014	6/30/2014
5.7	Geocode datasets	6/1/2013	10/30/2014
5.7.1	Build & maintain reference data tools (address directories, parcel files, special directories)	6/1/2013	8/30/2013
5.7.2	Develop & promote DOH-GIS protocols (e.g., geocoding protocol)	9/1/2013	12/30/2013
5.7.3	Geocode and assign geographies	1/1/2014	1/30/2014
5.7.4	Aggregate key variables by geography	2/1/2014	2/28/2014
5.7.5	Create shapefiles and sharable master files	3/1/2014	3/31/2014
5.7.6	Populate websites with query able tables and shapefiles	4/1/2014	4/30/2014
5.7.7	Develop and maintain inventory of shapefiles and sharable master files	5/1/2014	5/31/2014
5.7.8	Design map structure	6/1/2014	6/30/2014
5.7.9	Develop meta-data	7/1/2014	8/31/2014
5.7.10	Provide quality assurance for geocoded and aggregate data sets and derived products	9/1/2014	10/30/2014
5.8	Integrate with NM-IBIS (Indicator Based Information System) web application.	5/1/2013	12/13/2014
5.8.1	Identify Indicator authors	5/1/2013	6/30/2014
5.8.2	Conduct IBIS-Admin training sessions with indicator authors and editors.	7/1/2013	9/30/2014
5.8.3	Provide technical assistance to indicator authors.	10/1/2013	2/28/2014
5.8.4	Publish indicator reports	3/1/2014	3/1/2014
5.8.5	Develop program community profile reports	4/1/2014	6/30/2014
5.8.6	Maintenance and Continuous Quality Improvement: Maintain IBIS indicator and map quality & content	7/1/2014	12/13/2014
5.9	Training Community Members and Marketing of Resource	4/1/2014	6/30/2015
5.9.1	Design and develop marketing and informational material regarding use of IBIS	4/1/2014	6/30/2014
5.9.2	Provide training to agency staff, teachers, community members, etc.	7/1/2014	9/30/2014
5.9.3	Communicate goals, objectives and roles of RTTT Data Analytics with potential	10/1/2014	2/28/2015
5.9.4	Promote community and program assessment concepts, strategies, methods with potential users	3/1/2015	6/30/2015

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Project 6: Kindergarten Readiness Assessment

Project Goals/Desired Outcomes: 1. Write an RFP for validation of PreK Observational Assessment 2. Validate PreK Observational Assessment tool for use as Kindergarten Readiness Assessment 3. Pilot Kindergarten Readiness Assessment 4. Develop reporting platform to support Kindergarten Readiness Assessment 5. Develop and provide training for teachers on administration of Kindergarten Readiness Assessment and use of data to drive instruction 6. Begin phased implementation of Kindergarten Entry Assessment

Narrative: The kindergarten rubrics in the New Mexico Early Learning Guidelines: Birth through Kindergarten will be used as the criteria for a Kindergarten Readiness Assessment for use in all New Mexico public schools. This authentic assessment process will not only provide policy-makers with important data regarding the effectiveness of early learning programs, but most importantly will provide kindergarten teachers with critical information regarding children's learning that can be used to inform curriculum planning and differentiated instruction.

Key Performance Measures: E. Measuring Outcomes and Progress

Selection Criteria Addressed: (E)(1) Understanding the status of children at Kindergarten Entry and (E)(2) Building or enhancing an early learning data system

Cross-reference to other projects: (E) (2) Building or Enhancing an Early Learning Data System

Code	Project and Task Name	Start Date	End Date
6	Project 6 :Kindergarten Readiness Assessment	6/1/2013	12/31/2016
6.1	Develop and implement Request for Proposal (RFP) for Kindergarten Readiness Assessment validation	6/1/2013	1/31/2014
6.1.1	Write RFP and route for Public Education Department approval	6/1/2013	10/6/2013
6.1.2	Release RFP (cannot release until funds are received from USDOE)	7/1/2013	10/7/2013
6.1.3	Bidders' Conference, RFP review and contract award	10/15/2013	1/31/2014
6.2	Revise the PreK Observational Assessment rubrics to align with Common Core State Standards	6/15/2013	10/31/2013
6.2.1	Analyze alignment of the kindergarten rubrics of the New Mexico PreK Observational Assessment to the Common	6/15/2013	10/31/2013
6.2.2	Adjust rubrics as necessary and ensure match to existing kindergarten Common Core State Standards	7/1/2013	10/31/2013
6.3	Implement Validation Study	8/1/2013	2/28/2015
6.3.1	Develop and provide professional development for kindergarten teachers and administrators on how to administer the	1/1/2014	8/31/2014
6.3.2	Determine reliability of teachers' observations and validate the assessment protocol	8/27/2013	10/31/2013
6.3.3	Determine inter-rater reliability, establish concurrent and construct validity of assessment	8/27/2013	10/31/2013
6.3.4	Analyze "Status of New Mexico Children's Kindergarten Readiness - and Contributing Factors" report for assessment	10/31/2013	11/30/2013
6.4	Develop reporting platform to support Kindergarten Readiness Assessment tool	6/1/2013	8/1/2014
6.4.1	Hire PED IT positions to support development of database for collection of Kindergarten Readiness Assessment data:	6/1/2013	9/30/2013
6.4.2	Develop a data matrix based on feedback provided from PED program staff	6/15/2013	6/30/2013
6.4.3	Build new platform to transfer existing PreK assessment data from University of New Mexico's (UNM) platform to	6/30/2013	8/1/2014
6.4.4	Develop and provide database for collection of Kindergarten Readiness Assessment data	6/30/2013	8/1/2014
6.4.5	Develop unique ID system and related professional development	6/30/2013	8/1/2014
6.5	Provide professional development for teachers and administrators on Kindergarten Entry Assessment and use of data	9/1/2013	8/1/2014
6.5.1	Develop and implement an Intergovernmental Agreement (IGA) with a Regional Education Center (REC) to facilitate	9/1/2013	11/1/2013
6.5.2	Develop training calendar wrapping in with PreK, K-3 Plus, and New Mexico Reads to Lead! trainings	11/1/2013	12/1/2013
6.5.3	Develop and provide train-the-trainer professional development to expand capacity for on-going Kindergarten	1/1/2014	4/1/2014
6.5.4	Provide regional professional development	4/1/2014	8/1/2014
6.6	Implementation of Kindergarten Readiness Assessment in New Mexico public schools	8/1/2014	1/31/2015
6.6.1	Implement phased-in schedule of assessment implementation for districts and charter schools: Phase 1- Administer	8/1/2014	12/1/2014
6.6.2	Analyze Kindergarten Readiness Assessment data through state, district, and school reports	12/1/2013	1/31/2014
6.6.3	Analyze implementation of Phase 1: Identify best practices for Phase 2 implementation with remaining New Mexico	12/1/2013	1/31/2014
6.6.4	Provide regional professional development for kindergarten teachers	4/1/2015	8/1/2015
6.6.5	Phase 2 implementation in remaining districts and charter schools	8/1/2015	12/1/2015
6.6.6	Analyze Kindergarten Readiness Assessment data through state, district, and school reports	1/1/2015	12/31/2015

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