

July 16, 2015

Board of County Commissioner
Clackamas County

Members of the Board:

Approval of an Intergovernmental Grant Agreement with
The State of Oregon, through its Department of Education for
Focused Child Care Network Services

Purpose/Outcomes	The Children, Youth & Families Division of the Health, Housing and Human Services Department (H3S), requests the approval of a Revenue Intergovernmental Grant Agreement with the Department of Education to support a cohort of child care practitioners to discuss best practices, access and share resources, receive training and promote progress as they work towards increasing the quality of their programs.
Dollar Amount and Fiscal Impact	Total amount of this agreement is \$127,257.24. The funds cover an 18-month time period and will prorated accordingly. Most of the funds through this grant are contracted to local entities with a portion going towards CYF operations costs.
Funding Source	This grant is funded from the Department of Education. No County General Funds are involved.
Safety Impact	N/A
Duration	July 1, 2015 and terminates on December 31, 2016.
Previous Board Action	No previous action on this grant agreement.
Contact Person	Rodney A. Cook, CYF Director 503-650-5677
Contract No.	7298

BACKGROUND:

The Children, Youth & Families Division of the Health, Housing and Human Services Department (H3S), requests the approval of a Revenue Intergovernmental Grant Agreement with the Department of Education to support a cohort of child care practitioners to discuss best practices, access and share resources, receive training and promote progress as they work towards increasing the quality of their programs. Children, Youth & Families contracts out this work to Clackamas Education Service District who also provides Child Care Resource & Referral services throughout the County. The resulting Focused Child Care Networks will utilize Oregon's Quality Rating and Improvement System as the framework to support improvements with an expectation that programs will submit an application and portfolio to receive a star rating. Most of the funds from this IGA are disbursed to local non-profits.

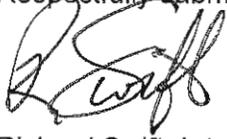
Healthy Families. Strong Communities.

This grant agreement template has been reviewed by County Counsel on July 7, 2015.

RECOMMENDATION:

Staff recommends the Board approval of this agreement and authorizes Richard Swift, Interim H3S Director to sign on behalf of Clackamas County.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "R. Swift", written over a faint, illegible background.

Richard Swift, Interim Director



Oregon Department of Education

Kate Brown, Governor

Early Learning Division
775 Summer St NE, Suite 300, Salem, OR 97301
Voice: 503-373-0066 ~ Fax: 503-947-1955

June 29, 2015

Clackamas Early Learning Hub

Dear Mr. Cook

Thank you for the time, energy and effort that you put into your Focused Child Care Network Grant application. The Early Learning Division was excited to approve your revised application for full funding on June 29, 2015.

Earlier this year, the Early Learning Division released a request for applications asking applicants to submit their ideas for identifying licensed family child care programs that serve children within your target population and implementing strategies for improved access to quality child care as measured by the QRIS rating system. Your application describes your methodology to identify licensed family child care programs that serve children within your target population, based on the outcomes for children that you propose to achieve, the way you anticipate staffing the Focused Network, and the efficiency with which you propose to allocate resources.

Please review, sign, and submit the grant agreement that accompanies this letter. Upon receipt of your signed grant agreement, Early Learning Division staff will work with you to enable you to begin receiving funds through the Oregon Department of Education's electronic grant management system (EGMS).

Please contact Lisa DeMoe with the Early Learning Division by phone at 503.947.3123 or by email at lisa.d.demoe@state.or.us with any questions you may have.

We are looking forward to working with you to strengthen Oregon's early learning system and to supporting the development of the children in your community. Congratulations!

Regards,

Megan Irwin
Acting Early Learning System Director

Focused Child Care Network Grant Award Agreement

Grant Award: July 1, 2015 - December 31, 2016

A Child Care Network is a cohort of child care practitioners who meet frequently to discuss best practices, access and share resources, receive training and encourage progress as they work toward increasing the quality of their programs. The Focused Child Care Networks (Focused Networks) utilize Oregon's Quality Rating and Improvement System as the framework to support quality improvements with an expectation that programs will submit an application and portfolio to receive a star rating.

Clackamas Early Learning Hub will be the organizer of Focused Networks working with partners to outreach to child care programs that serve children who are at-risk and reflect the community's culture and diversity. Clackamas Early Learning Hub will identify and recruit child care programs within identified areas of risk and support them in these Focused Child Care Networks to increase and offer quality learning opportunities for the children in their care. The participating child care programs have access to financial supports and incentives to implement quality standards that are funded at a higher level than other programs receiving support. The Focused Network will work with a Quality Improvement Specialist to implement quality standards including individual coaching for programs to achieve a star rating.

Technical Assistance

Clackamas Early Learning Hub and the Quality Improvement Specialist will have access to support from the QRIS System from Western Oregon University, Portland State University and Early Learning Division staff.

Double Funding for Supports and Incentives

Early Learning Programs participating in a Focused Network will have access to twice the funding to support quality improvement activities to achieve a star rating. This practically means family child care programs that participate in a Focused Network will receive \$2000 versus \$1000 in financial support to make quality improvements. There is a required review of Quality Improvement Plans in order to access these double funds.

Requirements

The Clackamas Early Learning Hub agrees to use Oregon's Quality Rating and Improvement System for quality improvement efforts and use a Quality Improvement Specialist to staff the Focused Network. The Quality Improvement Specialist (QIS) must:

1. Meet the qualification of a QIS as defined in the QRIS. (please see in Appendix B)
2. Attend required QIS training.
3. Use the data collection tools defined within the QRIS process.
4. Collect additional information needed for a quarterly report.
5. Participate in monthly learning dialogues with QRIS staff and other Focused Network QIS.

Required Signature: _____ Date: _____

Please see approved grant application for additional narrative of grant activities.

Focused Child Care Network Application

July 1, 2015 – December 31, 2016

Revised 06/26/2015

Overview:

To receive funds for your Focused Child Care Network for the period July 1, 2015 through December 31, 2016 complete the attached application that is reflective of the new eighteen-month period. You may be able to transfer your original proposal and make refinements as needed.

Please note: We anticipate adding any unspent funds from the prior fiscal year once final invoicing is complete. The Early Learning Division will work with you individually to update your application as needed in the fall.

Requirements

To receive funding for a Focused Child Care Network the Early Learning Hub must agree to use Oregon's Quality Rating and Improvement System for quality improvement efforts and use a Quality Improvement Specialist to staff the Focused Network. The Quality Improvement Specialist (QIS) must:

1. Meet the qualification of a QIS as defined in the QRIS. (please see in Appendix B)
2. Attend required QIS training quarterly, at Western Oregon University in Monmouth.
3. Use the data collection tools defined within the QRIS process.
4. Collect additional information needed for a quarterly report.
5. Participate in monthly learning dialogues with QRIS staff and other Focused Network QIS.

Please submit electronically to Lisa DeMoe at lisa.d.demoe@state.or.us. For any questions, please contact Lisa at 503-947-3123.

Focused Child Care Network Application

July 1, 2015 – December 31, 2016

Name of Early Learning Hub:	Clackamas Early Learning Hub
Name of Fiscal Agency	Clackamas County Children, Youth & Families Division
Name of Contact Person	Rod A. Cook, Fiscal Agency Carol Middleton, Project Director, Child Care Resource and Referral of Clackamas County, SDA-15, Clackamas ESD.
Phone:	Rod Cook 503-650-5677 Carol Middleton (503) 675-4024
Email:	Rod Cook: rodc@co.clackamas.or.us Carol Middleton: cmiddleton@clackesd.k12.or.us

Section 1: Program Narrative:

1. Describe your methodology to identify licensed family childcare programs that serve children within your target population. (number of family child care programs, languages,? at risk population,? geography rural or urban area, demographics, etc.)

<p><i>No more than 1-2 paragraphs write narrative in the table cell below</i></p> <p>Child Care Resource and Referral of Clackamas, SDA-15 shares the Early Learning Division of ODE, and Clackamas Early learning Hub’s target outcomes to increase the number of children ages 0 to 6 participating in Quality Childcare, as measured by the Quality Rating and Improvement System (QRIS). CCR&R recognizes that children and families living in underserved communities need targeted and responsive supports to increase the quality of their programs. Our focused childcare networks concentrate on family childcare providers in rural and underserved areas of Clackamas County in order to increase the number of QRIS providers serving “hot spots’ and communities of color. We currently have networks in the greater Canby/Molalla area and Oregon Trail- Estacada areas. These school districts have the highest populations of students of color and in need including free and reduced lunch/ Title 1 schools. In addition, the providers in these areas have less access to supports as they are further from urban services as compared to providers in geographic regions more closely located to the 205 corridor and greater Portland area services. CCR&R of Clackamas has managed focused networks in the past, including special population programs such as Infant and Toddler care. CCR&R has also provided network supports to Spanish speaking providers. Our target population encompasses both groups. This strategy supports the least represented group of providers in the current QRIS participant pool.</p>
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2. Describe how you intend to recruit licensed family child care programs into your network.

*No more than 1-2 paragraphs
write narrative in the table cell below*

We are using our database of programs, Oregon Registry and QRIS Readiness Reports to identify candidates who may benefit from the additional support of a network. In addition, we will work with our Head Start and School District partners among others such as the CEL Hub Equity & Outreach Coordinator on an as needed basis to identify and support the outreach efforts. We use direct marketing techniques such as mailers, emails, and phone calls and send personalized invitations to participate in the network. As usual for focused networks we work to identify 2 or more accessible locations within the identified areas to hold the meetings.

3. Describe how you anticipate staffing the Focused Network. (i.e. partnering with local Child Care Resource & Referral, hiring staff, contracting out)

*No more than 1-2 paragraphs
write narrative in the table cell below*

The CEL HUB will contract with Child Care Resource and Referral to provide a qualified Quality Improvement Specialist (QIS) and clerical support for data support for the Network. CCR&R will be the contractor for our FFCCN. The QI Specialist will meet the requirements set forth from WOU/TRI and attend all trainings and use the tools set forth by the QRIS process. In addition, the position will participate with all CCR&R staff to ensure alignment with and coordination of professional development and QRIS efforts.

4. Describe how this connects to your existing QRIS Targets and how you will leverage community partners in this work.

*No more than 1-2 paragraphs
write narrative in the table cell below*

This FFCN aligns with our existing QRIS Targets in a couple of ways. The largest percentage of provider's in Clackamas County are family childcare providers. By creating a network in rural communities, we are creating an avenue to support this segment of family childcare providers within the larger scope of our QRIS strategic plan. We will leverage community partners to provide supports to network participants through linking with Clackamas ESD and school districts for school readiness, and provide support for children eligible for early childhood special education. Our partners will include but will not be limited to Head Starts, Early Head Starts, and School Districts.

Section 2: Budget

Provide a detailed budget using the table below for the period between July 1, 2015 and December 31, 2016.

Be sure to provide a budget narrative describing the projected costs.

Focused Network Budget – Revised 06/22/2015 July 1, 2015 – December 31, 2016		
Category	Cost	Narrative Description
Personnel (.5 FTE) Salary & Fringe	\$80,000.00	One .5 Quality Improvement (QI) Specialist
Personnel (.25FTE) Salary & Fringe	\$27,000.00	One .25 support specialist
		\$2,700 - Mileage Stipend (\$150 x 18 months) for QI Specialist \$1,840 – Gas Cards (8 trainings at \$10 per participant) \$3,312– Food (24 events x \$138) \$600 – Materials/Handouts (\$25 x 8 trainings x 3) \$3,480 – Training Scholarship (87 - \$40.00 Scholarship's will be available to assist FFCCN participants moving up in the Oregon Registry)
Operating (occupancy, mileage, travel, supplies)	\$11,932.00	
Sub-Contracting (CCR&R QIS and other CCR&R)		
Subtotal	\$118,932.00	
Indirect (no more than 15%)	\$3,567.96	3% to Clackamas ESD
	\$4,757.28	4% to CEL Hub
Line Item Totals	\$127,257.24	

Section 3: Deliverables and Reporting

Focused Networks will need to report on the following deliverables quarterly:

- Number of network participants and demographics
- Narrative of strategies used to recruit and support achievement of a quality rating.
- # programs at 5 star, 4 star, 3 star, C2Q level.
- Lessons Learned

Appendix B

Quality Improvement Specialist Qualifications

There is funding for a half time Quality Improvement Specialist (QIS) for each Focused Child Care Network. The Quality Improvement Specialist plays a critical role in the success of the focused network. The QIS is required to be trained in the QRIS and will receive support and technical assistances from the QRIS system in their work.

The QIS coordinates Focused Network activities. A Quality Improvement Specialist works with participating programs to implement quality standards within a cohort of programs and provides individual coaching for programs to achieve a star rating. Communities are responsible to identify programs that serve children who are at-risk in their community and assist with recruitment efforts.

The following is a list of preferred qualifications that you may use as a guide when recruiting and hiring Quality Improvement Specialist staff.

QIS Minimum Qualifications

- Experience as a coach, mentor or consultant or other relationship based professional development:
 - Minimum Qualifications
 - 1 year of experience supporting adult professional development
 - Preferred Qualifications
 - Oregon Registry Master Trainer
 - Experience working with diverse populations

- Experience in the field of Childhood Care and Education
 - Minimum Qualifications
 - 3 years direct service
 - Preferred Qualifications
 - Experience with center based and family child care
 - Knowledge and experience working within Oregon's Early Childhood systems (i.e. resource and referral, Oregon registry, etc.)

- Education in the field of Childhood Care and Education
 - Minimum Qualifications
 - Associates Degree in ECE or related field/Oregon Registry Step 9
 - Preferred Qualifications
 - Baccalaureate Degree in ECE or related field/Oregon Registry Step 10 or higher

If recruitment efforts do not yield applicants that meet the minimum qualification as stated, exceptions can be made with the following parameters:

- A professional development plan is created for the QIS that addresses the areas where qualifications are not met.
- For a QIS not meeting minimum education requirements, the professional development plan includes steps leading to achieving Oregon Registry Step 9 within one year.
- For QIS not meeting minimum experience requirements, the professional development plan includes training and course work within the deficient areas.

Other preferred qualifications For QIS

- Computer literacy including: web based meetings, email, data entry, word processing
- Excellent written communication skills including documentation and professional writing
- Excellent verbal communication and ability to relate to a wide range of people
- Cultural competency and awareness
- Bilingual
- Flexibility, patience and a positive outlook on change
- Strong presentation skills including development and delivery of trainings