



First 5 IMPACT Coordination, and Training and Technical Assistance Hub (Hub) Request for Application (RFA) and Data System Selection

March 9, 2016
2:30 p.m. – 4:00 p.m.

Call in: 800-988-9483
Password: 6881113

- Provide updates from the December 2015 and January 2016 webinars about application components:
(http://www.cafc.ca.gov/programs/impact/impact_regional_coordination.html)
 - The purpose of the First 5 IMPACT Regional Coordination, and Training and Technical Assistance Hubs (Hubs)
 - Key RFA components, including application due dates
 - Application components
- Share about:
 - State supports for regions to complete the RFA
 - Data systems selection guidelines
 - Role of the regional data coordinator (optional)
 - Potential for the California Early Childhood Educator Workforce Registry
- Respond to questions about the RFA and other webinar content

- Supports regional efficiencies and capacity building
- Emphasizes flexibility, collaboration, and innovation
- Builds on existing state, regional, and local efforts
- Requires no matching funds
- Includes availability of four types of funding:
 - Hubs (p. 13)
 - Data System (p. 14)
 - Early Learning Needs Assessment Tool (ELNAT) (p.16)
 - Classroom Assessment Scoring System[®] (CLASS[®]) (Appendix J, p. 76)

Note: Appendices are important back-up documents.



(Hub RFA p. 12 and Appendix K)

Region	Total Allocation April 1, 2016 – June 30, 2020
1	\$ 1,364,643
2	\$ 1,063,404
3	\$ 2,961,866
4	\$ 3,108,205
5	\$ 2,024,943
6	\$ 375,912
7	\$ 895,495
8	\$ 2,440,944
9	\$ 2,476,762
10	\$ 1,287,826
Total	\$ 18,000,000

Calculation:

Role 1 – 50%

- Counties
- Licensed sites
- Children in poverty

Role 2 – 50%

- Target sites

(Hub RFA p. 13)

Hubs will play two essential roles to support consortia and regions (*Hub RFA p. 9*):

Role 1: Basic coordination, project management, and systems-building activities for consortia participating in that Hub

- Identify a method to facilitate the work of the Hub
- Coordinate selection of a data system(s) and manage data collection/reporting

See Appendix C – Two Basic Hub Roles (examples of activities) and Appendix E – Systems Functions and Hub Activities (crosswalk)

Role 2: Specialized support for at least one additional activity or element from the CA-QRIS Framework and/or system function to increase local consortia capacity or improve system efficiency

- Identify at least one Environment Rating Scales (ERS) Anchor. See Appendix D
- Support increased capacity around improving *Adult-Child Interactions*. See Appendix J
- Support increased capacity and knowledge around *Family Engagement and Strengthening*

See Appendix C – Two Basic Hub Roles (examples of activities) and Appendix E – Systems Functions and Hub Activities (crosswalk)

Hub Application Key Points

FORM 1. HUB APPLICATION

This template is to be used for the submission of a regional Hub's application for funding.

Key Points:

- Only First 5 county commissions may apply.
- Lead Agency is fiscal lead, not decision-maker.
- Hubs must agree to adhere to the CA-QRIS Rating Matrix and CQI Pathways, including changes approved by CA-QRIS Consortium.

- Only First 5 county commissions may apply on behalf of their region.
- First 5 California will accept only one application per region and encourages regions to work together to determine the most appropriate Hub Fiscal Lead Agency to apply.
- Applications should be completed in collaboration with other local IMPACT consortia to ensure all consortia needs are met by the Hub.

Please fill out each section, as applicable, and sign and date.

Hub Fiscal Lead Agency		Lead Agency Contact	Phone Number
Address		City	Zip Code
Signature		Date	E-mail
Program Lead Contact Person	Program Contact's E-mail		Phone Number
Fiscal Lead Contact Person	Fiscal Contact's E-mail		Phone Number

By signing this page, the applicant(s) certify the information contained in the Hub Application is accurate and all forms required to be submitted as part of the RFA are certified to be true and binding on the applicants. Additionally, in signing this signature page, the Hub Fiscal Lead Agency is confirming it will use the current CA-QRIS (Rating Matrix and Continuous Quality Improvement Pathways) and the QRIS Implementation Guide, found at the Hub webpage (http://www.cfc.ca.gov/programs/programs_impact.html). Consortia also must adhere to changes made to the CA-QRIS.

Key Points:

- Include input from all local consortia in the region.
- Obtain signatures from every First 5 IMPACT Lead Agency.

1. Participating First 5 IMPACT Consortia Lead Agency Signatures

Please obtain signatures from each Lead Agency for each First 5 IMPACT consortium in your region. Every Lead Agency in the region must sign confirming their agreement with the Hub RFA goals and direction.

- Fill out the required information and secure stakeholder signatures.
- Add additional signature blocks as needed.
- If a local First 5 IMPACT consortium is comprised of multiple consortia, only the Lead Agency for the multi-county consortium must sign.

Signing this section means that representatives have read and concur with the application being submitted.

County:
Agency:
Print Name of Representative:
Title of Representative:
Signature: _____ Date: _____
E-mail: _____ Phone: _____
County:
Agency:
Print Name of Representative:
Title of Representative:
Signature: _____ Date: _____
E-mail: _____ Phone: _____
County:
Agency:
Print Name of Representative:
Title of Representative:
Signature: _____ Date: _____
E-mail: _____ Phone: _____

A sample application with sample responses will be available soon.

Questions 1–3 refer to Role 1:

1. Summarize the Hub's guiding vision and goals.
2. Describe how the Hub will facilitate regional coordination and decision making.
3. Describe how the region will select a data system and manage data.

Questions 4–7 refer to Role 2:

4. Describe the Hub's role in supporting the ERS Anchor and assessor management needs of the region
5. Describe how the Hub will support activities that improve effective adult-child interactions within consortia in the region
6. Describe how the Hub will support family engagement and strengthening efforts in licensed; family, friend, and neighbor (FFN); and alternative settings, as applicable.
7. If applicable, describe other type(s) of specialized support the Hub will provide and how they will be implemented to create regional efficiencies and build local capacity.

Role 2, questions 4-7

- Describe the activities
- How activities will be implemented to:
 - Build capacity
 - Create regional efficiencies
- How the Hub will:
 - Monitor effectiveness of the activities
 - Use that information to improve implementation

(Hub RFA pp. 19–20)

- RFA release – March 2, 2016
- Technical Assistance Sessions – information coming soon!
- Applications due – April 18, 2016, 5:00 p.m.
- Local Area Agreements executed with Lead Agencies – Spring 2016
- Funding period begins **April 1, 2016**



Statewide Training and Technical Assistance (T&TA)

Assistance to Complete Hub Application:

- Hub application has 7 questions, pages 35-41 in the RFA
- First 5 CA staff and T&TA contractor available to assist with completion of Hub application
- Tailored T&TA for Hub Lead Agencies

Support Regional QIS/QRIS Implementation:

- Consultation and support
- Ongoing expert consultation for development of Quality Improvement (QI) Plans
- Training through a variety of modalities on a wide range of topics
- DRDP and developmental screening training for an average of 2 persons per regional Hub

T&TA to Small Counties and Counties New-to-QRIS:

- Guidance for the development and completion of QI plan templates
- Facilitate a few county-level First 5 IMPACT consortia meetings (on a priority basis)
- Facilitate access to train-the trainer opportunities
- Deliver training on conducting evaluation of local programs

Develop, Deliver, and Facilitate Sharing of Resources for All Counties:

- Templates for evaluating QRIS elements/quality improvement practices to report in the First 5 IMPACT Annual Performance Report
- Training on the use of data to inform decision-making and allocation of resources
- Facilitation of resource sharing and communication through an online sharing folder and Facebook, including training on their use

T&TA for CA-QRIS Workgroups:

- Assist with gathering of information and research
- Facilitation of process for revision of the Hybrid Rating Matrix
- Facilitation of workgroup to further develop CQI Pathways
- Facilitation of a workgroup to support communication of quality and ratings

Support Classroom Assessment Scoring System[®] (CLASS[®]):

- Annual Hub allocation for CLASS-specific training – addition to Hub and data system funding
- Application and T&TA for use of allocation available after July 1, 2016
- Pending execution of F5CA contract with Teachstone
- This plan allows local needs to drive supports
- See Hub RFA Appendix J for additional information

Support Environment Rating System (ERS):

- Goal is to increase regional efficiencies for ERS training and assessor capacity
- Regional approach means certifying ERS Anchors who will work on behalf of the region
- Refer to Hub RFA Appendix D. See also guidelines for requesting certification from F5CA available at http://www.ccfc.ca.gov/programs/impact/impact_training.html



Data Systems and Data Support

Data System Sections in Hub RFA:

- RFA Section IV: Data Systems and Planning Information
- Appendix F: Sample Job Description for Regional Data System Coordinator
- Appendix L: QRIS Data System Guidance

First 5 IMPACT Regional Data Support:

- Hubs are designed to support First 5 IMPACT data activities for all consortia in the region.
- Support may include:
 - QIS/QRIS data system contracting
 - Regional data system coordinator
 - Online planning data query tool (ELNAT) subscription
 - Support for the California Early Care and Education Workforce Registry (Registry)
 - Any combination of these activities

Data Activities and Potential Funding Sources

	Local Funds	First 5 IMPACT Hub Allocation	First 5 IMPACT Data Systems
Regional Data Coordinator	✓	✓	✓
QIS/QRIS Data Systems	✓		✓
ELNAT (AIR) Subscription	✓		✓
CA ECE Workforce Registry	✓		✓

Data Activities and Available Funding:

- QIS/QRIS Data Systems: \$150 per site per year (FY 2016–17 through 2019–20)
- ELNAT: \$3,200 subscription reimbursable per Hub per year (FY 2016–17 through 2019–20)

Funding Limitations:

- Data system funds are optional
- Data system funds may not be used for any purpose other than:
 - QIS/QRIS data systems
 - QRIS data system coordinator
 - Registry development or implementation
- \$150 per site per year for sites reported in Common Data Fields File

Regional Data System Coordinator:

- Sample Job Description in Hub RFA, Appendix F
- Major Roles
 - Ensure selection, implementation, and operation of a regional data system for reporting First 5 IMPACT common data fields
 - Oversee data collection for consortia in the Hub region
- Could be full-time/part-time, new staff/existing staff, experience in research or information technology

QIS/QRIS Data System Requirements:

- Hub RFA, Appendix L, QRIS Data Systems Guidance
- Data systems must collect data required by CA-QRIS Rating Matrix
- Ability to export Common Data Fields in appropriate format
- Existing vendor-developed systems
 - Exceptions on a case-by-case basis
 - F5CA discourages use of spreadsheets as a data system

QIS/QRIS Data System Vendors:

Pinwheel

Claire Doyle-Crandall
claire@ipinwheel.com
760-644-4922

VerticalChange

Jonathan Humfrey
jonathan@verticalchange.com
805-252-0730

WELS

Muriel Wong Lundgren
mwong@welsfoundation.org
786-735-0200

TCC

Mike Boyle
Mike.Boyle@e-tcc.com
317-625-2547

Persimmony

Jud Slusser
judson@persimmony.com
949-422-8183

Q-Star Branagh

Mark Branagh
mark@BranaghGroup.com
877-377-8258

Note: Please contact F5CA if additional vendors are being considered.

QIS/QRIS Data System Features:

- Early learning site data
- Classroom data
- Teacher data
- Child data
- Parent data
- Family services or referrals data
- QRIS rating-specific fields and rating calculations
- Quality improvement and professional development data
- Planning and tracking of activities at site, classroom, or staff levels
- User roles supported
- Reports available by level (individual, classroom, or site) and user role
- Ability to interface with other systems
- Data export capabilities
- Information security

- Early Learning Needs Assessment Tool (ELNAT) developed by the American Institutes for Research (AIR) <http://elneedsassessment.org/>
- Supports regional needs assessment
 - Demographic and early childhood program enrollment data at the ZIP code level
 - Estimates of the number of children eligible for the Title 5 program and those with working parents
- Optional annual subscription reimbursed \$3,200 per Hub per year (FY 2016–17 through 2019–20)
- Webinar scheduled for March 11 at 1:30 pm

- Current pilots in San Francisco and Los Angeles counties
- Expansion being explored by other counties
- F5CA encourages First 5 IMPACT partners to explore use of Registry; benefits can include:
 - Professional development records that follow teachers regardless of residence or job transfer
 - Reduced duplication of professional data between local data systems
 - Verified teacher qualification data that can be used for QRIS rating
 - Statewide view of California's ECE workforce characteristics
- CA ECE Workforce Registry webinar: **TBD**
- Go to <https://www.caregistry.org/> for more information

Common Data Fields Update:

- First 5 IMPACT RFA, Appendix I, Common Data Fields Summary
- Based on RTT-ELC common data elements file
- F5CA and CDE are working to synchronize file reporting schedule, data fields, and codes to avoid duplication
- Detailed file specification to be released spring 2016
- F5CA plans to develop common data fields file repository system following detailed file specifications



Budget Forms (2 – 4)

Key Points

Form 2. Five-Year Budget Table

- Input white cells; grey cells auto-sum

- Annual totals include both Hub funds and Data Systems funding

- Add additional funding if needed

Budget Category	FY 2015-16 (a)	FY 2016-17 (b)	FY 2017-18 (c)	FY 2018-19 (d)	FY 2019-20 (e)	Total (f)
1. Salaries						\$0
2. Benefits						\$0
3. Materials and Supplies						\$0
4. Travel						\$0
5. Professional Fees						\$0
6. Contractual						\$0
7. Construction						\$0
8. Other						\$0
9. Other (Please Specify: Early Learning Needs Assessment Tool (ELNAT))						\$0
10. Indirect Costs (Indirect Cost Rate cannot exceed 15%)						\$0
11. Total First 5 IMPACT Hub Funds Requested (add lines 9-10)	\$0	\$0	\$0	\$0	\$0	\$0



Budget Forms

Form 3. Annual Budget and Reimbursement Table

BUDGET CATEGORY	First 5 IMPACT Hub Roles			TOTALS
	Role 1. Project coordination, management, and systems-building activities		Role 2. Specialized support for CA-QRIS element(s)	
	Hub Funds	Data System Funds		
Personnel				
Salaries				\$0
Benefits				\$0
A. TOTAL PERSONNEL COSTS	\$0	\$0	\$0	\$0
Operating				
Materials and Supplies				\$0
Travel				\$0
Equipment (unit cost of less than \$2,500)				\$0
Incentives/Stipends				\$0
Contractual				\$0
Early Learning Needs Assessment Tool (ELNAT)				\$0
Other: <i>{please specify}</i>				\$0
B. TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0
C. TOTAL DIRECT COSTS (A+B)	\$0	\$0	\$0	\$0
Indirect Costs				
Costs Not Subject to Indirect				\$0
Total Costs Used to Calculate Indirect	\$0	\$0	\$0	\$0
D. INDIRECT COSTS (CANNOT EXCEED 15%)	0.00%	\$0	\$0	\$0
E. TOTAL FIRST 5 IMPACT HUB FUNDS REQUESTED (C+D)	\$0	\$0	\$0	\$0

I, the official named below, hereby request First 5 IMPACT Hubs RFA funding in the amounts represented in the above Table. I certify that the information represented on this form (Form 3) and in the First 5 IMPACT Hubs Budget Narrative (Form 4) are true and correct to the best of my knowledge and compliant with the requirements of the First 5 IMPACT Hubs RFA.

Form Type (e.g., Reimbursement, Annual Budget, or Budget Amendment):

Name of Lead Agency:	Biannual Reporting Period:	Fiscal Year:	First 5 California Only	
Name of Lead Agency Executive Director or Authorized Designee:			Fiscal Analyst:	
			Program Consultant:	
Signature <i>(please sign and date above)</i>			Division Manager:	

By Hub Role

First 5 IMPACT Hub Roles		
Role 1. Project coordination, management, and systems-building activities		Role 2. Specialized support for CA-QRIS element(s)
Hub Funds	Data System Funds	
\$0	\$0	\$0

By Funding Type

