



# **Small Population County Funding Augmentation Framework Implementation Plan**

(Revised May 2015)

## TABLE OF CONTENTS

<b>Introduction and Purpose of the Framework Implementation Plan.....</b>	<b>3</b>
<b>Instructions for Completing the Framework Implementation Plan.....</b>	<b>3</b>
<b>Explanation of Terms.....</b>	<b>4</b>
<b>Checklists.....</b>	<b>6 – 8</b>

## Introduction and Purpose of the Framework Implementation Plan

The Framework Implementation Plan (FIP) is meant for use as a multi-year High-quality Plan using action steps to implement the investment requirements of the Small Population County Funding Augmentation (SPCFA) Local Area Agreement (LAA). Recipients of the SPCFA are required to implement and/or support programs that use evidence-based models/frameworks, promising practices models/frameworks, promising practice local model or High-quality local models to ensure the highest likelihood of measurable improvement in key child and family indicators. Local models must meet benchmarks for program quality and an effective evaluation design. As a participant in the SPCFA, each Lead Agency is required to identify specific areas needing improvement for each SPCFA-funded program or strategy pursuant to the LAA and California Health and Safety Code sections 13040 – 13055. The purpose of the FIP is to assist small population counties in evaluating and implementing processes and procedures for continuous quality improvement and to outline the program High-quality Plan for the county.

## Instructions For Completing the Framework Implementation Plan

1. The FIP consists of a High-quality Plan template and three checklists: Fiscal Stability, Evaluation, and Strategic Plan. Recipients should work with staff and county partners to identify action steps to implement the SPCFA requirements.
2. Checklists – *Lead Agencies are required to complete all three checklists.* If a Lead Agency checks “No” on any of the three checklists, the Lead Agency must identify the steps that will be taken to meet the element, along with training and technical assistance needed to accomplish the steps, and timeframe for their completion. First 5 California (F5CA) staff will review the checklists and follow up with Lead Agencies.
3. High-quality Plan Template – *Lead Agencies are required to complete a High-quality Plan form for each SPCFA-funded program or strategy.* The High-quality Plan template is used for Focused Investment Area C. Complete one High-quality Plan template for each program or strategy supported in whole or part with SPCFA funding. Some program activities may be in progress. If this is the case, detail the implementation activities. Other activities may be in process of design or improvement. Please indicate those design or improvement steps as actions. The High-quality Plan for Focused Investment Area C contains basic program information at the top, program activities below, along with expected outcomes, responsible parties, and a timeline. Local Systems Integration and Evaluation also require documentation of activities, expected outcomes, responsible parties, and respective timelines that correspond to the program or strategy.
  - a. Select as many Focused Investment Areas that apply to the funded activities for each program or strategy.
  - b. Include in each action step on the High-quality Plan, activities to implement the SPCFA-funded program, the expected output or outcome of the activity, the responsible party for carrying out the activity, and a timeline for completing each action step.

- c. Lead Agencies must include the following in their High-quality Plan for all SPCFA-funded programs: (1) High-quality strategies; (2) local service systems integration<sup>1</sup>; (3) evaluation steps or components; (4) projected amount of funding (SPCFA dollars) by fiscal year; and (5) Target Population. A sample High-quality Plan is imbedded in the FIP for use as a guide.
4. Contact the SPCFA mailbox at [SPCFA@ccfc.ca.gov](mailto:SPCFA@ccfc.ca.gov) for assistance.

### Explanation of Terms

In the top section of the FIP Focused Investment Area C High-quality Plan are the Focused Investment and Program Standard boxes. SPCFA-funded programs or strategies must address a minimum of one of the three criteria below:

1. **Developmental and Health Needs** – Programs or strategies identifying and addressing behavioral, developmental, and/or health needs of children prenatal through age five to improve school readiness, and to target more intensive strategies and supports to children with high needs (examples are: Help Me Grow, Health Care, Oral Health, Children’s Health Initiative, and Center on Social and Emotional Foundations for Early Learning).
2. **Engaging and Supporting Families** – Engaging and supporting families using a variety of school readiness, parent engagement, and home visiting strategies (examples are: Strengthening Families, Parenting Education, Family Resource Centers, Home Visiting, and School Readiness Play Groups).
3. **High-quality Early Learning/Early Educator Support and Effectiveness** – Improving local quality for early learning and development programs by implementing the core areas of Child Development and School Readiness, Teachers and Teaching, and Program and Environment in the Race to the Top-Early Learning Challenge Quality Continuum Framework.

Lead Agencies receiving the SPCFA also are required to use evidence-based models/frameworks, promising practice models/frameworks, promising practice local models or High-quality local models, to ensure the highest likelihood of measurable improvement in key child and family indicators. Local models must meet benchmarks for program quality and an effective evaluation design defined as follows:

1. **Evidenced-based Program Model/Framework** – Programs, strategies, or approaches that have been shown through scientific research and evaluation to be effective and have evidence that supports generalizable conclusions
2. **Promising Practice Model/Framework** – Programs, strategies, or approaches with some scientific research or data showing effectiveness and positive outcomes, but do not have enough evidence to support generalizable conclusions
3. **Promising Practice Local Model** – Programs, strategies, or approaches adapted from evidence-based or promising practices program models, but are modified for local implementation and to meet local needs. Relies primarily on national data to assert effectiveness; may have limited local data to ascertain effectiveness with local populations
4. **High-quality Local Program Model** – Programs, strategies, or approaches with rich local research or data showing effectiveness and positive outcomes for targeted local populations, but not enough evidence to support generalizable conclusions beyond the county

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<sup>1</sup> Counties demonstrate work with community partners and available state and/or federal programs to integrate service systems, develop new partnerships, and other activities to build a stronger system of services and support for children prenatal through age five.

For programs in the health area, the use of trained practitioners or paraprofessionals will suffice as evidence of quality design. For further information about program models and strategies, please use the links below:

- <http://www.ectacenter.org/topics/evbased/evbased.asp>
- [http://www.promisingpractices.net/programs\\_evidence.asp#proven](http://www.promisingpractices.net/programs_evidence.asp#proven)
- <http://www.ies.ed.gov/ncee/wwc/>

## Framework Implementation Plan CORE A – Successful Local Systems Checklist for Core Area A.2 – Fiscal Stability Plan (Revised May 2015)

The following checklist provides guidance for county commissions regarding Fiscal Stability Plans, also referred to as Long-range Financial Plans or Long-term Financial Plans, as required in California Health and Safety Code Section 130151(b)(5). Fiscal Stability Plans should be a component of every county commission’s policies and practices, with the recommended approach identified in Section 4.2 of the First 5 Financial Management Guide. For any element on the Fiscal Stability Plan checked “No,” a county commission will need to **explain in the “Notes or Comments” column the steps that will be taken to meet the element, along with training and technical assistance needed to accomplish the steps, and timeframe for their completion.**

**Currently Submitted Fiscal Stability Plan Year(s):** \_\_\_\_\_

**Expected Completion Date of Next Fiscal Stability Plan:** \_\_\_\_\_

Fiscal Stability Plan Element	Yes	No	Notes or Comments
1. The county has a Fiscal Stability Plan (Plan).	<input type="checkbox"/>	<input type="checkbox"/>	
2. The Plan assesses the long-term financial implications of current and proposed policies, programs, and assumptions.	<input type="checkbox"/>	<input type="checkbox"/>	
3. The Plan includes the following components:			
a. An assessment of needs, trends, opportunities, and potential shortfalls the commission will face in the future and actions needed to address these issues.	<input type="checkbox"/>	<input type="checkbox"/>	
b. Forecasts of future revenues, expenditures, and reserves for a period of at least five years.	<input type="checkbox"/>	<input type="checkbox"/>	
c. A depiction of total revenue and expenditure levels for the planning period.	<input type="checkbox"/>	<input type="checkbox"/>	
d. A strategy for allocating resources among the objectives in the Strategic Plan.	<input type="checkbox"/>	<input type="checkbox"/>	
e. An assessment of the “revenue risk” attached to the Proposition 10 tobacco tax funding stream.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Available revenues and reserves exceed expenditures during the planning period.	<input type="checkbox"/>	<input type="checkbox"/>	
5. The Plan is updated every year in concert with budget preparation.	<input type="checkbox"/>	<input type="checkbox"/>	
6. The Plan has been formally adopted by the county commission in a public hearing (annual requirement).	<input type="checkbox"/>	<input type="checkbox"/>	

### Framework Implementation Plan CORE B – Measuring Outcomes and Progress Checklist for Core Area B.1 – Evaluation (Revised May 2015)

An annual evaluation report is a written document that describes how a county commission monitored and evaluated programs listed in the strategic plan. It presents the findings, conclusions, and recommendations from one or more evaluations, including recommendations for how evaluation results can be used to guide program improvement and decision making. For any evaluation element checked “No,” the county commission will need to **explain in the “Notes or Comments” column the steps that will be taken to meet the element, along with training and technical assistance needed to accomplish the steps, and timeframe for their completion.**

**Currently Submitted Evaluation Report Year(s):** \_\_\_\_\_

**Expected Completion Date of Next Evaluation Report:** \_\_\_\_\_

Evaluation Element	Yes	No	Notes or Comments
1. Does the annual evaluation report include a description of programs funded by the local commission, including individual program objectives, inputs, activities, outputs, and expected outcomes? This may be represented as a logic model or as a narrative.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Does the annual evaluation report include an overview of each funded program’s evaluation, including research questions, data sources, analysis methods, findings, and conclusions?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Does the annual evaluation report include a summary of all process measures (to assess whether a program is being implemented as planned) and outcome measures (to assess impact on clients or participants) used in the program evaluation?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Does the annual evaluation report include a narrative describing how program-specific evaluation results were used, including whether used in a continuous quality improvement process and future program funding consideration?	<input type="checkbox"/>	<input type="checkbox"/>	

### Framework Implementation Plan CORE AREA B Measuring Outcomes and Progress Checklist for Core Area B. 2 – Strategic Plan (Revised May 2015)

The following checklist provides guidance for county commissions about required (Health and Safety Code (HSC) 130140) and research-based elements of a strategic plan. Each element is exemplified using relevant sections from First 5 California’s 2014 Strategic Plan. For purposes of this Framework Implementation Plan, programs will be defined broadly as an objective, impact, or specific priority area, but most likely will not include the specific contractor or program name. For any element on the strategic plan checked “No,” a county commission will need to **explain in the “Notes or Comments” column the steps that will be taken to meet the element, along with training and technical assistance needed to accomplish the steps, and timeframe for their completion.**

Currently Submitted Strategic Plan Year(s): \_\_\_\_\_

Expected Completion Date of Next Strategic Plan: \_\_\_\_\_

HSC 130140 Section	Strategic Plan Element	Yes	No	Notes or Comments
C.ii.	1. The county’s strategic plan clearly describes the goals and objective proposed to be attained.	<input type="checkbox"/>	<input type="checkbox"/>	
C.ii.	2. The strategic plan clearly and completely describes the programs, services, and projects proposed to be provided, sponsored, or facilitated.	<input type="checkbox"/>	<input type="checkbox"/>	
C.ii.	3. The strategic plan clearly describes how measurable outcomes of such programs, services, and projects will be determined by the county commission using appropriate reliable indicators.	<input type="checkbox"/>	<input type="checkbox"/>	
C.ii.	4. The strategic plan clearly describes how programs, services, and projects relating to early childhood development within the county will be integrated into a consumer-oriented and easily accessible system.	<input type="checkbox"/>	<input type="checkbox"/>	
C.iii	5. The county commission reviews its strategic plan annually and revises the plan as necessary or appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	
D.	6. The county commission conducted at least one public hearing on its proposed county strategic plan before the plan was adopted.	<input type="checkbox"/>	<input type="checkbox"/>	
E.	7. The county commission conducts at least one public hearing on its periodic (annual) review of the county strategic plan before any revisions to the plan are adopted.	<input type="checkbox"/>	<input type="checkbox"/>	
F.	8. The county commission submitted its adopted county strategic plan, and any subsequent revisions to First 5 California.	<input type="checkbox"/>	<input type="checkbox"/>	