

# Plumas County Child Care and Development Planning Council

## 2006 - 2007 IMPLEMENTATION PLAN

June, 2006

Plumas County Office of Education  
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Quincy, CA

Prepared by:

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## Introduction and Background:

Congress enacted the Child Care and Development Block Grant and the Title IV-A At-Risk Child Care Program in 1990 with the purpose of increasing the availability, affordability and quality of child care throughout the United States. In July, 1991, the California Department of Education offered funding to each county to establish a local child care planning council with the purpose of developing county-wide priorities for child care and development services needed by low income families.

The Plumas County Child Care & Development Planning Council is a collaboration of consumers, providers, public agencies and other community representatives working together to assess and coordinate the delivery of quality child care services and programs. In 2005-2006, the Plumas County Child Care & Development Planning Council (PCCCDPC) conducted a child care needs assessment. The data from the Needs Assessment provided the PCCCDPC with information from which to develop a Strategic Plan. The 2006-2009 Strategic Plan is a 3-year workplan adopted by the Plumas County Child Care & Development Planning Council, and represents many months of research, planning and assessment. It is anchored in the Council's *mission to maximize child care and development resources for children and families of Plumas County through planning, collaboration and coordination.*

The 2006 Strategic Plan was developed through a three-phase approach comprised of a **Needs Assessment** to determine major needs and assets within the community related to child care; a **Strategic Planning Process** to determine the direction to take to enhance child care quality and access; and finally development of an **Implementation Plan**, which outlines specific steps and accountability measures necessary to achieve desired results.

The planning process identified six long-term goals within the six focus areas of: 1) Inclusion, 2) Quality, 3) Workforce Development, 4) Child Care Capacity, 5) System Effectiveness and 6) Council Effectiveness. After affirming its long-term goals, the Council developed fifteen (15) objectives that support the goals and twelve (12) are included in the Implementation Plan. The Council developed 14 Strategies to achieve the goals and 12 of the Strategies are included in the Implementation Plan. For each of those strategies, task lists were developed outlining in detail the eighty-three (83) required action steps, target start and end dates for each task during the implementation phase. Based on the prioritized strategies and tasks, four key Subcommittees will be required. The Subcommittees include the goal areas of Inclusion, Quality, Workforce and Capacity.

The Implementation Plan is a tool to guide and monitor the Council's work and it specifically lists lead persons responsible for managing a set of tasks, as well as the agreed-to time frames for accomplishing the work. Social Entrepreneurs Inc. worked with the Planning Council to develop the Strategic Plan and Implementation Plan. The Council elected to complete the Implementation Plan in most sections and leave open for discussion the person responsible for each task. The Council has committed to complete the Implementation Plan in September, 2006. The preliminary list of partners is not meant to exclude any individuals or organizations that can contribute to the success of the strategies, but rather to serve as a starting point. Additional partners will be openly sought, as strategies are being funded and implemented.

The Implementation Plan that follows includes three key tables. The first table details the goals, objectives, strategies, tasks, resources needed, timelines and who is responsible for completing the activities. All of the essential information can be found in the first table. The second table is an Implementation Timeline that depicts visually each strategy and each task required during the implementation phase. Finally, the third document is also a visual description of the Implementation Plan utilizing the goals and objectives. Each table has been developed so that the Plumas County Child Care & Development Planning Council will have tools to manage their work and support their progress.

Plumas County Child Care Development & Planning Council 2006-2007 Implementation Plan

Focus Area: Inclusion					
Goal 1 Children with disabilities and special needs will have access to quality child care.					
Objective 1.1 Inclusion Awareness Plan will be developed by June 30, 2007.					
Strategy: 1.1 Convene a representative group of community members and Council members to develop an Inclusion Plan.					
TASK #	Description	Resources Needed	Who	Start	End
1	Identify members on LPC who will sit on subcommittee.	Inclusion Awareness Subcommittee	LPC Coordinator & Council	Sept.06	Oct.06
2	Identify community members/ partners to sit on subcommittee and invite them to join.	Subcommittee (Increase line item in budget for parent stipends.)	Carol Burney, John Ringwald, Linda Wymore, Kathy Wickman, Tori Willitts	Sept.06	Oct.06
3	Calendar and convene subcommittee meeting.	People /Calendars		Sept.06	Oct. 06
4	Design the approach for the Inclusion Plan.	Subcommittee members, meeting location breakfast meeting, draft example Butte County plan, existing resources from Plumas County.		Oct.06	Jan. 07
5	Revise existing survey for parents with a child that has an IEP or IFSP	Existing survey, committee members		Oct.06	Jan.07
6	Disseminate survey through PUSD	School Secretaries, Tori' Willitts' office, Far Northern Regional Center	Family Empowerment Center, Rainbow, PUSD, Jim Cox, Heather Cook,	Jan.07	Feb.07
7	Collect surveys	Possibly through PUSD and Far Northern Regional Center		Feb.07	Feb.07
8	Analyze results –Include results in to Inclusion Plan	Subcommittee		Feb.07	March 07
9	Draft the first Inclusion Plan.	Subcommittee		March 07	May 07
10	Present the Draft Inclusion Plan to the Council for feedback and comments.	Subcommittee		May 07	June, 07
11	Modify the plan based on feedback.	<b>DEFERRED</b>			
12	Council will approve Inclusion Plan.				

Focus Area: Inclusion					
Goal 1 Children with disabilities and special needs will have access to quality child care.					
Objective 1.2 Inclusion awareness training and participation in them will increase 10% by June 30, 2008.					
Strategy: 1.2a Identify and recruit all possible training resources on the topic of Inclusion.					
TASK #	Description	Resources Needed	Who	Start	End
1	Develop list/matrix of existing Inclusion trainings in Plumas County.	Subcommittee	See agencies listed above	Sept., 06	Oct. 06
2	Conduct targeted research on existing resources that may be available.	LPC Coordinator in Butte		Sept. 06	Oct. 06
3	Compile a master list of resources.			Oct. 06	Nov. 06
4	Contact resources to determine availability, interest, fee schedules etc.			Nov. 06	Feb.07
5	Present list to Inclusion Plan Subcommittee.			Feb. 07	March, 07

Focus Area: Inclusion					
Goal 1 Children with disabilities and special needs will have access to quality child care.					
Objective 1.2 Inclusion awareness training and participation in them will increase 10% by June 30, 2008.					
Strategy: 1.2b Establish a master training calendar to include inclusion awareness. (See Goal #3).					
TASK #	Description	Resources Needed	Who	Start	End
1	Coordinate with Workforce Subcommittee on ensuring inclusion trainings are in the master calendar.	Inclusion Awareness Plan Subcommittee		March, 07	April 07
2	Review draft of master calendar for inclusion trainings		Inclusion Awareness Plan Committee	April 07	May, 07

Focus Area: Quality					
Goal 2 The quality of child care in Plumas County will continue to improve.					
Objective 2.1 Quality indicators will be defined by June 30, 2007.					
Strategy: 2.1 Establish subcommittee to draft quality indicators to present to the Council.					
TASK #	Description	Resources Needed	Who	Start	End
1	Identify Council Members and other interested stakeholders to serve on quality indicator committee.	Quality Subcommittee, Access to current research on quality indicators	Kathy Wickman, Heather Cooke, Aimee Heaney	Sept. 06	Oct.06
2	Develop list of potential quality indicators			Sept. 06	Nov. 06
3	Conduct targeted research on quality indicators selected			Oct.06	Dec.06
4	Convene a meeting to review and select a recommended 4-6 quality indicators			Jan.07	March 07
5	Present recommendations to the full Council for feedback and comments			March 07	April 07
6	Adopt quality indicators			April 07	May 07
7	Publicize or disseminate approved quality indicators to all partners			May 07	June 07

Focus Area: Quality					
Goal 2 The quality of child care in Plumas County will continue to improve.					
Objective 2.2 By June 30, 2008, 75% of parents and community members utilizing licensed child care will be more knowledgeable about the components of quality child care as a result of LPC member activities.					
Strategy: 2.2 Develop parent education campaign on quality child care.					
TASK #	Description	Resources Needed	Who	Start	End
1	Take the quality indicators adopted above and draft key messages/talking points to use in materials/brochures.			Sept , 07	Nov, 07
2	Test/validate the understanding & clarity of key messages/ talking points with parents. (For example test with Head Start parents at a parent meeting or policy council meeting at an R & R group, media group etc.).	Parent Groups such as Head Start, Far Northern Regional etc.		Nov. 07	Dec.07
3	Define talking points & draft education materials (* The final materials will be done in 2008, but other parent education materials will be utilized until then.)			Jan. 08	Feb, 08
4	Revise existing survey on Kindergarten Transition			Jan.07	Feb, 07

Focus Area: Quality					
Goal 2 The quality of child care in Plumas County will continue to improve.					
Objective 2.2 By June 30, 2008, 75% of parents and community members utilizing licensed child care will be more knowledgeable about the components of quality child care as a result of LPC member activities.					
Strategy: 2.2 Develop parent education campaign on quality child care.					
TASK #	Description	Resources Needed	Who	Start	End
5	Disseminate survey			April, 07	May, 07
6	Provide/Ensure parent orientations, Welcome to School.		Aimee Heaney, Kathleen Wickman	Feb. 07	May, 07
7	Report back and update and revise education materials			May, 07	Oct. 07
8	Disseminate and present materials through newsletters, brochures, the Kindergarten Round-Up, Children's Faire and in First 5 New Parents Kits.			Oct, 07	ongoing
9	Evaluate effectiveness and get feedback on materials through a variety of mechanisms including tear off responses in newsletters & brochures, focus groups, event surveys, parent orientations etc.			March 08	May 08
10	Compile and document results of evaluation	<b>DEFERRED</b>			
11	Report results to the Council				
12	Modify materials as needed and update				

Focus Area: Quality

Goal 2 The quality of child care in Plumas County will continue to improve.

Objective 2.3 80% of licensed child care providers (center-based and family child care) will be trained in the use of a validated environmental rating scale by June 30, 2007.

Strategy: 2.3 Develop & publicize a list of validated Environmental Rating Scales, training and completion.

TASK #	Description	Resources Needed	Who	Start	End
1	Define parameters for the Environmental Rating Scale research (age of children, possible costs for training, ease of use etc.)	CARES, PRS etc. will examine existing scales-		Sept.06	Sept.06
2	Conduct targeted research of validated scales	Research other scales		Sept. 06	Nov. 06
3	Summarize results of research and share with full Council			Nov. 06	Dec. 06
4	Adopt validated Environmental Rating Scale.			Jan. 07	Feb. 07
5	Publicize list of valid tools and training opportunities & help promote local trainings.			Feb. 07	March 07
6	Disseminate information on tools and training via multiple channels-email, newsletters, website links etc.			Feb. 07	March 07
7	Collect information on providers who completed the ERS training (Link to Strategy , 2.4, 2.5 & 3.1-Include ERS questions in combined survey)			Feb. 07	April, 07
8	Compile information and prepare summary report			June 07	Aug. 07
9	Publicize results			Sept. 07	Sept. 07
10	Utilize the publicity to also highlight completion of accreditation, mentorship and permit approval as outlined in 2.5 b.			Sept. 07	Sept. 07

Focus Area: Quality					
Goal 2 The quality of child care in Plumas County will continue to improve.					
Objective 2.4 50% of licensed child care providers (center-based and family child care) will utilize the Environmental Rating Scales by June 30, 2008.					
Strategy: 2.4 Conduct periodic surveys of child care providers to determine rate of utilization of Environmental Rating Scales. (Coordinate with survey below).					
TASK #	Description	Resources Needed	Who	Start	End
1	Draft survey (Link with Strategies 2.3, 2.5 & 3.1)			Feb. 07	March 07
2	Obtain sign off from Council			March 07	March 07
3	Determine mechanism for issuing survey			March 07	April 07
4	Issue survey			April 07	May 07
5	Compile and analyze results	<b>DEFERRED</b>			
6	Document results to determine baseline and input into spreadsheet or database				
7	Re-issue annually to track changes				
8	Update database to identify results annually				
9	Report results to Council and Stakeholders				

Focus Area: Quality					
Goal 2 The quality of child care in Plumas County will continue to improve.					
Objective 2.5 The number of center-based and family child care providers participating in mentorship, accreditation or obtaining permits will increase 30% by June 30, 2009.					
TASK #	Description	Resources Needed	Who	Start	End
<b>Strategy 2.5 a</b>	Coordinate the development of a survey that determines baseline for ERS & mentorship, accreditation and matrix permits. (Link with Strategies 2.2 ,2.4 & 3.1)			Feb. 07	March 07
1	Add questions to the above survey to include opportunities for mentorship, accreditation and assistance with permits.			Feb 07	March 07
<b>Strategy 2.5 b</b>	Opportunities for mentorship, accreditation and assistance with permits will be publicized. (See Goal 3 and Strategy 2.3 Coordinate Activities).-				
1	Identify & create list of known opportunities.			Sept. 07	Sept. 07
2	Target outreach to identify additional resources			Sept. 07	Dec. 07
3	Develop a consolidated list of opportunities			Dec. 07	Jan. 08

Focus Area: Workforce Development

Goal 3: Education and training opportunities for child care providers will be coordinated and publicized.

Objective 3.1 A master calendar of trainings for child care providers of will be operational by fiscal year 2007-2008.

Strategy 3.1 A master calendar will be developed based on survey results and will include topic, date, place, sponsor, units/hours and contact information.

TASK #	Description	Resources Needed	Who	Start	End
1	Create Workforce subcommittee to oversee Master Calendar	Workforce Subcommittee	Workforce Subcommittee	Sept. 06	Sept. 06
2	Develop draft survey specific to training topics (Link with Strategies 2.4 & 2.5)			Oct. 06	Nov.06
3	Present to the Council			Nov. 06	Dec. 06
4	Determine how to disseminate survey			Dec. 06	Feb. 07
5	Issue survey			April 07	April 07
6	Compile and analyze the results			May 07	Aug. 07
7	Develop list of ranked topics for training consideration			Aug. 07	Sept. 07
8	Determine if training exists			Sept. 07	Sept. 07
9	For training needs that exist link to master training calendar			Sept. 07	Nov. 07
10	Identify gaps and training alternatives			Nov. 07	Dec. 07
11	Acquire new training	DEFERRED			
12	Coordinate possible trainings				
13	Determine parameters for information on the calendar (target population, topic, time, fees, location etc.)			Sept. 06	Oct. 06
14	Collect information from all partners based on established parameters			April, 07	April, 07
15	Consolidate information into master calendar			Sept. 07	Sept.. 07
16	Council will review calendar for ease of reading, alignment with parameters etc.			Sept. 07	Sept. 07
17	Disseminate calendar via listserv			Sept. 07	Oct. 07
18	Load calendar to website twice a year			Sept. 07	Feb. 08
19	Test for effectiveness with partners			May 08	May, 08

Focus Area: Child Care Capacity

Goal 4 Child Care options will address geographic locations, languages, culture, parental needs, and the inclusion of children with special needs/disabilities and their families.

Objective 4.1 Create strategies to meet the currently identified child care needs, through county-wide focus groups (building on existing data).

Strategy 4.1 By utilizing existing data and a list of strategies, focus groups will be held with parents to match child care options to specific child care needs in Plumas County.

TASK #	Description	Resources Needed	Who	Start	End
1	Determine which Council Members would like to serve on the subcommittee.	Capacity Subcommittee	Capacity Subcommittee	Sept.06	Sept. 06
2	Gather existing data sources including the 2006 Needs Assessment and highlight child care capacity needs.			Oct. 06	Nov. 06
3	Develop a list of possible strategies to meet the unique needs of various communities in Plumas County.			Nov. 06	Jan. 07
4	Present list to full committee and determine focus group approach			Feb. 07	March 07
5	Schedule focus groups across the county with the help of LPC members	<b>DEFERRED</b>			
6	Conduct focus groups across the County and have participants react to draft list of strategies to meet the unique community needs.				
7	Compile and analyze results				
8	Identify strategies based on group opinions and data results				
9	Present data to full Council				
10	Prioritize needs and develop approach to match child care capacity needs				

Goal 5: System Effectiveness moved to January 2008 and beyond.

Focus Area: Council Effectiveness

**Goal 6** The Council will evaluate their effectiveness on an annual basis.

Objective 6.1 At least 90% of all objectives will have been met as a definition of effectiveness.

Objective 6.2 75% of council members will report satisfaction regarding the level of participation, involvement and effectiveness of Council activities (e.g. effective, respectful meetings, products, etc.)

Strategy On an annual basis the Council will review their effectiveness by conducting a self assessment and completion and/or progress toward strategic plan objectives.

TASK #	Description	Resources Needed	Who	Start	End
1	Develop template for tracking data and progress	SEI template for self assessment		Sept. 06	Oct. 06
2	Insert baseline data			Oct. 06	Oct. 06
3	On a quarterly basis update the data			Oct., Jan. April, July.	Quarterly Cycles
4	Draft self assessment tool to include satisfaction survey			Oct. 06	Dec.06
5	Issue to Council with update on progress			March 07	March 07
6	Compile results and prepare summary report			March 07	April 07
7	Present summary report			April 07	April 07
8	Review strategic plan on an annual basis			May each year	April each year
9	Identify changes in strategic plan			May each year	April each year
10	Set direction for coming year			May each year	April each year
11	Develop and approve new implementation plan			June each year	May each year

## Implementation Plan Timeline 2006-2007 by Strategies and Tasks

The chart below takes the detail above and presents a visual summary of the timelines for the key strategies and tasks in the implementation plan. The timeline tables have been developed to assist each Plumas County Child Care & Development and Planning Subcommittee track periods of activity and due dates.

Strategy / Tasks	September, 06	October, 06	November, 06	December, 06	January, 07	February, 07	March, 07	April, 07	May, 07	June, 07	July, 07	August, 07	September, 07	October, 07	November, 07	December, 07	Ongoing
<b>1.1 Inclusion Plan.</b>																	
Tasks 1																	
2																	
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10																	
<b>1.2 a Inclusion Training</b>																	
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2																	
3																	
4																	
5																	
<b>1.2 b Master Calendar/Inclusion</b>																	
1																	
2																	

Strategy / Tasks	September, 06	October, 06	November, 06	December, 06	January, 07	February, 07	March, 07	April, 07	May, 07	June, 07	July, 07	August, 07	September, 07	October, 07	November, 07	December, 07	Ongoing
<b>2.1 Quality Indicators</b>																	
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<b>2.2 Parent Education Campaign</b>																	
1																	
2																	
3																	Jan-Feb. 08
4																	
5																	
6																	
7																	
8																	
9																	March 08- May 08
<b>2.3 Environmental Rating Scales</b>																	
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2																	
3																	

Strategy / Tasks	September, 06	October, 06	November, 06	December, 06	January, 07	February, 07	March, 07	April, 07	May, 07	June, 07	July, 07	August, 07	September, 07	October, 07	November, 07	December, 07	Ongoing
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2.4 Survey on ERS use																	
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2.5 a Coordinate survey development.																	
1																	
2.5b Opportunities will be publicized																	
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3																	

Strategy / Tasks	September, 06	October, 06	November, 06	December, 06	January, 07	February, 07	March, 07	April, 07	May, 07	June, 07	July, 07	August, 07	September, 07	October, 07	November, 07	December, 07	Ongoing
3.1 Master Calendar																	
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19																	May, 08
4.1 Focus Groups (Capacity)																	
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3																	
4																	
# 5 Deferred to 08+																	

Strategy / Tasks	September, 06	October, 06	November, 06	December, 06	January, 07	February, 07	March, 07	April, 07	May, 07	June, 07	July, 07	August, 07	September, 07	October, 07	November, 07	December, 07	Ongoing
6 Council Effectiveness																	
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### Implementation Plan Timeline 2006-2009 By GOALS & OBJECTIVES

<b>Goal and Objectives</b>		1/2007	6/2007	6/2008	6/2009
<b>6 Goals, 12 Objectives, 12 Strategies and 83 tasks in the implementation phase.</b>					
<b>Goal 1. Children with special needs and disabilities will have access to quality child care.</b>					
Objective 1.1: Inclusion Awareness Plan will be developed by June 30, 2007 (1 strategy 10 tasks).					
Objective 1.2: Inclusion awareness training and participation in them will increase 10% by June 30, 2008 (2 strategies 7 tasks.)					
<b>Goal 2: The quality of child care in Plumas County will continue to improve.</b>					
Objective 2.1: Quality indicators will be defined by June 30, 2007 (1 strategy 7 tasks).					
Objective 2.2: By June 30, 2008, 75% of parents and community members utilizing licensed child care will be more knowledgeable about the components of quality child care as a result of LPC member activities (1 strategy 9 tasks).					
Objective 2.3: 80% of licensed child care providers (center-based and family child care) will be trained in the use of a validated environmental rating scale by June 30, 2007 (1 strategy 10 tasks).					
Objective 2.4: 50% of licensed child care providers (center-based and family child care) will utilize the Environmental Rating Scales by June 30, 2008 (1 strategy 4 tasks).					

<b>Goal and Objectives</b>  <b>6 Goals, 12 Objectives, 12 Strategies and 83 tasks in the implementation phase.</b>		1/2007	6/2007	6/2008	6/2009				
Objective 2.5 The number of center-based and family child care providers participating in mentorship, accreditation or obtaining permits will increase 30% by June 30, 2009 (2 strategies 4 tasks).				<b>Goal 3: Education and training opportunities for child care providers will be coordinated and publicized.</b>					
Objective 3.1: A master calendar of trainings for child care providers of will be operational by fiscal year 2007-2008 (1 strategy 17 tasks).				<b>Goal 4: Child Care options will address geographic locations, languages, culture, parental needs, and the inclusion of children with special needs/disabilities and their families</b>					
Objective 4.1: Create strategies to meet the currently identified child care needs, through county-wide focus groups (building on existing data)-1 strategy 4 tasks.				<b>Goal 5: In collaboration with key stakeholders, the Council will create a shared vision that results in strengthened partnerships and leveraged results for child care and development.</b>					
Objective 5.1 In collaboration with key stakeholders a shared vision of child care and development will be created by June 30, 2008 (1 strategy 8 tasks).	<b>DEFERRED</b>								
<b>Goal 6: The Council will evaluate their effectiveness on an annual basis.</b>									
Objective 6.1 At least 90% of all objectives will have been met as a definition of effectiveness (1 strategy 11 tasks)									
Objective 6.2 75% of council members will report satisfaction regarding the level of participation, involvement and effectiveness of Council activities (e.g. effective, respectful meetings, products, etc.)									

