



Annual Work Plan for Early Learning Hubs:

Plan Period: January 1, 2016 – December 31, 2016

Early Learning Hub Name: Early Learning Hub of Linn, Benton & Lincoln Counties

<u>Strategic Plan Goal:</u> Early Learning System is aligned, coordinated, and family centered						
<u>Objective:</u> The voice of families and communities served by the Hub guides the work of the Hub. Disparities in access to services and supports are reduced and services and supports are culturally responsive.						
<u>Key Metrics This Will Move:</u> 1-2.A Demonstrated meaningful engagement with children and families from all of the communities served by the hub. 1-3.A Demonstrated engagement with culturally-specific community based organization as partners in delivery of services to children and families.						
Key Activities		Date to Complete	Person(s) Responsible	Critical Partners Needed	Resources Needed	Status with Date
1.A.1	Elect a parent from Head Start Policy Council and a Home Visitor (i.e. Family Advocate) to act as a Hub Representative to increase interaction with the Hub and to get voices of parents heard at the Hub.	02/01/16	Parent Engagement Coordinator	Head Start Parents and Hub Representatives	Coordination Funds Provide incentives for parents participating in data collection and surveys	
1.A.2	Develop a diverse Parent Advisory Group	09/01/16	Parent Engagement Coordinator	Steering Committee partners and local culturally specific organizations	Coordination funds for transportation cost – gas cards	



Annual Work Plan for Early Learning Hubs:

Plan Period: January 1, 2016 – December 31, 2016

1.A.3	Apply for Northwest Health Foundation Communities Collaborate grant	10/09/15	Hub Coordinator and Project Manager	Steering Committee partners and local culturally specific organizations	No cost associated with grant application	
1.A.4	Hire a Parent Engagement Coordinator to attend parent meetings at local culturally specific organizations.	1/15/16	Hub Coordinator and Project Manager	Steering Committee partners and local culturally specific organizations to recruit and participate in interview panel	FTE & salary TBD after award announcement of NWHF grant	
<p><u>Notes/Explanations:</u> If awarded the Northwest Health Foundation Communities Collaborate grant the above activities have been included in the grant and the associated cost would be paid by the grant funds.</p>						



Annual Work Plan for Early Learning Hubs:

Plan Period: January 1, 2016 – December 31, 2016

Strategic Plan Goal: Early Learning System is aligned, coordinated, and family centered

Objective: Disparities in access to services and supports are reduced and services are culturally responsive.

Key Metrics This Will Move:

1-4.A Program participation data demonstrates increase in services to children and families from identified priority populations.

Key Activities		Date to Complete	Person(s) Responsible	Critical Partners Needed	Resources Needed	Status with Date
1.B.1	Hire an intern in partnership with Benton County Health Department to review and synthesize population data, develop easy to understand materials for dissemination	Intern to begin during Spring Term and work for 2 terms	Hub Project Manager and Data & Evaluation Co-Chairs	Benton County Health Department Epidemiologist & OSU Intern	Hub Coordination funds to pay the fee to supervise intern and possible stipend/salary for intern Printing cost for possible community fact sheets	
1.B.2	Identify common data points across Hub funded programs, collect meaningful data targeted to inform systems adjustments and investments.	Process to begin 3/1/16	Hub Project Manager and Data & Evaluation Co-Chairs	Benton County Health Department Epidemiologist & OSU Intern	Fee to supervise intern and possible stipend/salary for intern	
1.B.3	Use data to inform programming and funding decisions.	Ongoing	EL Hub Coordinator	Work Groups & Governing Board	Nominal	

Strategic Plan Goal: Early Learning System is aligned, coordinated, and family centered



Annual Work Plan for Early Learning Hubs:

Plan Period: January 1, 2016 – December 31, 2016

Objective: Family Resource Management function has been developed.

Key Metrics This Will Move:

1-5.A Hub demonstrates that their operating administrative overhead is below 15% annually.

Key Activities		Date to Complete	Person(s) Responsible	Critical Partners Needed	Resources Needed	Status with Date
1.C.1	Convene regional EL Hub Community of Practice (CoP) that brings together Family Resource Managers/Navigators across multiple agencies for cross training, professional development and program planning.	03/31/16 first convening of CoP with regular meeting schedule TBD by group	Family Resource Manager	Family Resource Managers CoP Community Health Navigators	Coordination funds for Meeting time, space, facilitation and meals/snacks	Ongoing
1.C.2	Develop consistent protocols, forms and data collection for Family Resource Managers.	08/30/16	Family Resource Manager with input from CoP	Family Resource Managers CoP Community Health Navigators	Coordination funds for Meeting time, space, facilitation and meals/snacks	
1.C.3	Partner with 211 and other key stakeholders to consolidate existing information and referral systems to ensure the information about community resources is current and accessible to all providers and	03/31/16	Family Resource Manager with input from CoP	Family Resource Managers CoP Community Health Navigators	TBD	



Annual Work Plan for Early Learning Hubs:

Plan Period: January 1, 2016 – December 31, 2016

	families.			211 Representative		
1.C.4	LBCC/Samaritan collaboration project for pre-natal/parenting class registration & ASQ outreach.	Ongoing	Hub Coordinator, GB Co-Chair, Director CCR&R, Director OPEC Hub	LBCC, Samaritan, IHN and all other related agencies	Funds from CCO outlined in MOU	
1.C.5	Connect with local chambers to attend chamber business functions such as “Greeters & Chamber after Hours” to inform and provide resources & inquire about chamber priorities.	Beginning in February of 2016	Hub Coordinator	Hub Partner Agencies & Governing Board Members	Nominal cost Time to attend meetings and to research local chamber events schedules	
1.C.6	Talk to key business partners in an effort to align business goals with Early Learning goals.	Beginning in February of 2016	Hub Coordinator	Local area businesses	Nominal	
1.C.9	Develop criteria to recognize local businesses for support of the EL Hub.	06/30/16	Hub Coordinator	Hub Partner Agencies & Governing Board Members	Printing Cost	



Annual Work Plan for Early Learning Hubs:

Plan Period: January 1, 2016 – December 31, 2016

Strategic Plan Goal: Early Learning System is aligned, coordinated, and family centered

Objective: All five sectors can demonstrate alignment of agendas, strategies and resources

Key Metrics This Will Move:

1-1.E The hub utilizes mechanisms to share funding and blend/braid resources actively.

Key Activities		Date to Complete	Person(s) Responsible	Critical Partners Needed	Resources Needed	Status with Date
1.D.1	Administer performance-based contracts across the region informed by metrics, indicators, and targets that provide evidence of blending and braiding of funds.	Ongoing	EL Hub Coordinator	LBCC Finance, Governing Board	Staff time	



Annual Work Plan for Early Learning Hubs:

Plan Period: January 1, 2016 – December 31, 2016

Strategic Plan Goal: Children arrive at kindergarten ready and supported for success

Objective: Families are supported as their child's first and most important teacher.

Children arrive at kindergarten with the social-emotional skills that will support their success in school.

Key Metrics This Will Move:

2-1.A The hub has demonstrated shared activities among early learning providers, families, and K-3 partners.

Key Activities		Date to Complete	Person(s) Responsible	Critical Partners Needed	Resources Needed	Status with Date
2.A.1	Develop a KPI Steering Committee to include a representative from each of the 12 school districts in the region, Head Start staff and the CCR&R director.	1/30/16	P-3 Coordinator	ESD, K-12 staff, Lincoln County Early Childhood Coordinator	Kindergarten Partnership & Innovation Funds	
2.A.2	Inventory schools that currently have space available to co-locate a preschool, should funds be available.	04/01/16	EL Hub Coordinator & KPI Steering Committee Members	K-12 staff, Partnership & Innovation Action Team	Nominal Cost	
2.A.3	Work with Steering Committee to determine district priority, best school location for KPI implementation, and fund level needed to support district project.	1/30/16	EL Hub Coordinator	KPI Steering Committee Members	Kindergarten Partnership & Innovation Funds	



Annual Work Plan for Early Learning Hubs:

Plan Period: January 1, 2016 – December 31, 2016

2.A.4	Partner with Public Library to host a social/planning session for shared professional development topics as a launch point for local P-3 professional learning communities – invite preschool teachers, kinder teachers and elementary school principals.	03/01/16	EL Hub Coordinator & KPI Steering Committee Members	K-12 staff & Early Learning Providers with local library staff	Kindergarten Partnership & Innovation Funds	
2.A.5	Visit models of PreK/schools partnerships – learn from their models – David Douglas School District at Earl Boyles Elementary and Gladstone School District at PreK and Kinder building Gladstone Center for Children and Families and the Yoncalla Early Works site in N. Douglas County.	03/01/16	EL Hub Coordinator	KPI Steering Committee Members	Kindergarten Partnership & Innovation Funds	
2.A.6	Connect with Pendleton Early Learning Center to discuss their model.	03/01/16	EL Hub Coordinator	KPI Steering Committee Members	Kindergarten Partnership & Innovation Funds	



Annual Work Plan for Early Learning Hubs:

Plan Period: January 1, 2016 – December 31, 2016

Strategic Plan Goal: Children arrive at kindergarten ready and supported for success

Objective: Children arrive at kindergarten with the social-emotional skills that will support their success in school.

Key Metrics This Will Move:

2-2.A Increase the number of children from Early Head Start, Head Start, OPK, Relief Nurseries, Healthy Families Oregon and/or other waiting lists served by a Hub partner program.

Key Activities		Date to Complete	Person(s) Responsible	Critical Partners Needed	Resources Needed	Status with Date
2.B.1	Provide training for Family Resource Manager CoP on how to access CCR&R and 211	05/31/16	Family Resource Manager	CCR&R, 211, Family Resource Manager CoP	CCO Funds Outlined in MOU	
2.B.2	Expand current early childhood committees in Linn, Benton and Lincoln counties to create continuity, regularity and with releases, share and determine who can serve waiting families	06/30/16	EL Hub Coordinator	All providers	Funds for meeting coordination	
2.B.3	Us Hub website or list serve for partner agencies to post openings or availability to serve.	08/01/16	EL Hub Assistant	LBCC's Hub list serve CCR&R (Family Connections)	Nominal staff time	



Annual Work Plan for Early Learning Hubs:

Plan Period: January 1, 2016 – December 31, 2016

Strategic Plan Goal: Children arrive at kindergarten ready and supported for success						
Objective: Early care and education programs and providers are equipped to promote positive child development. Disparities in outcomes for children of color and from low income families are reduced.						
Key Metrics This Will Move: 2-3.A Increase in number of 3, 4, and 5-star QRIS providers serving children from “hot spots” and communities of color and an increase in the number of children served in hot spots and communities of color.						
Key Activities		Date to Complete	Person(s) Responsible	Critical Partners Needed	Resources Needed	Status with Date
2.A.1	Target providers who are at C2Q for additional support for portfolio completion.	Ongoing	Hub Coordinator with CCR&R Directors	CCR&Rs – QRIS staff	Funds for a center-based and/or family provider focus network based on local need	
2.A.2	Targeted recruitment of Latino Providers to participate in the QRIS process.	Ongoing	Hub Coordinator with CCR&R Directors	QI's, CCR&Rs	Great Start Funds	
2.A.3	Develop a training cohort, with training specific to the needs of Latino providers.	03/01/16	Hub Coordinator with CCR&R Directors	CCR&Rs and culturally specific organizations serving the Latino community	Great Start Funds	



Annual Work Plan for Early Learning Hubs:

Plan Period: January 1, 2016 – December 31, 2016

2.A.4	Provide set 1 and set 2 professional development trainings based on providers needs for achieving QRIS professional development targets.	Ongoing	Hub Coordinator with CCR&R Directors	CCR&Rs	Great Start Funds	
2.A.5	Once licensed provider commits to quality, assign them to a work group to provide support on portfolio development	Ongoing	Hub Coordinator with CCR&R Directors	Star rated programs willing to be mentors and CCR&Rs	Mentor Stipends	
2.A.6	Public awareness campaign about what QRIS is and means to families – add link to Hub website for families to access that shows ratings	Ongoing	Hub Coordinator with CCR&R Directors	CCR&Rs and WOU	Great Start Funds for communications materials	



Annual Work Plan for Early Learning Hubs:

Plan Period: January 1, 2016 – December 31, 2016

Strategic Plan Goal: Children arrive at kindergarten ready and supported for success

Objective: Children arrive at kindergarten with the social-emotional skills that will support their success in school.

Key Metrics This Will Move:

2-4.A Increase in percent of children who receive a developmental screen before the age of 3

Key Activities		Date to Complete	Person(s) Responsible	Critical Partners Needed	Resources Needed	Status with Date
2.A.1	Develop and strengthen pathways that assure ASQs not provided in the medical setting are forwarded to primary care providers.	08/01/16	Hub Project Manager with CCO	CCO and ECE providers	Great Start Funds and CCO Funds Outlined in MOU	
2.A.2	Pilot joint training (medical & non-medical providers) in the use of the ASQ that includes a work session on sharing of ASQ results between settings.	02/01/16	Hub Project Manager with CCO	CCO, Health Departments, HCI work group chairs	Great Start Funds for ASQ trainings and CCO Funds Outlined in MOU	
2.A.3	System to collect ASQ information <ul style="list-style-type: none"> • Create a process for moving community completed ASQ's to physicians. • Explore shared database as a potential long term strategy. 	Ongoing	Hub Project Manager with CCO	CCO, Health Departments, HCI work group chairs	Great Start Funds and CCO Funds Outlined in MOU	



Annual Work Plan for Early Learning Hubs:

Plan Period: January 1, 2016 – December 31, 2016

2.A.4	Identify all family serving agencies and engage them in ASQ collection effort	03/01/16	Hub Coordinator	Use ECCC workgroup to ID programs not yet collecting	Nominal	
2.A.5	LBCC/Samaritan collaboration project for pre-natal/parenting class registration & ASQ outreach	Ongoing	Family Resource Manager	LBCC, Samaritan, IHN and all other related agencies	CCO Funds Outlined in MOU	



Annual Work Plan for Early Learning Hubs:

Plan Period: January 1, 2016 – December 31, 2016

Strategic Plan Goal: Families are healthy, stable and attached

Objective: Working families have access to safe and affordable child care that promotes positive child development.

Key Metrics This Will Move:

3-1.A Increase in percentage of children in Employment Related Day Care (ERDC) in a 3, 4 or 5-star QRIS program.

Key Activities		Date to Complete	Person(s) Responsible	Critical Partners Needed	Resources Needed	Status with Date
3.A.1	DHS and Child Care Licensing/QRIS at WOU establish an automatic link so that application to accept ERDC funds is sent once provider achieves 3-5 star-rating	12/31/16	Hub Coordinator	DHS QRIS Certifiers	Family Support Funds	
3.A.2	DHS “navigators” provide families with most up-to-date list of approved providers (with 3-5 star-ratings)	Ongoing	Family Resource Manager	Paul Adent & Sandy Chase @ DHS Agency Directors and CCR&Rs – QRIS staff	Family Support Funds	
3.A.3	Target DHS providers who are at C2Q for additional support for portfolio completion.	Ongoing	Hub Coordinator with CCR&R Directors	CCR&Rs – QRIS staff	Family Support funds for a center-based focus network	

Strategic Plan Goal: Families are healthy, stable and attached



Annual Work Plan for Early Learning Hubs:

Plan Period: January 1, 2016 – December 31, 2016

Objective: Parents and families have the confidence, knowledge and skills to support healthy attachment and the positive development of the children in their care.

Families have adequate resources to meet their needs, such as housing and transportation, access to healthy communities, and supports to strengthen their resilience to stress

Key Metrics This Will Move:

3-2.A Increase in the number of children and families served by DHS (e.g., through TANF or child welfare) who are receiving early learning, parent education or family support services.

Key Activities		Date to Complete	Person(s) Responsible	Critical Partners Needed	Resources Needed	Status with Date
3.A.1	Convene stakeholders in Lincoln County to explore co-location of Housing development and Relief Nursery services through funding from Oregon Housing and Community Services.	02/01/16	EL Hub Coordinator & Lincoln County Partners	Lincoln County Stakeholders, Linn & Benton County Relief Nurseries for peer support.	Funds for stakeholder meetings meals & supplies. Partner with grant applicant when Oregon Housing & Community Services when RFP is released.	
3.A.2	MOU's between TANF and relevant agencies (providing parent ed/early learning/family support services) to bring agency reps in to Orientations and classes	03/01/16	Paul Adent & Sandy Chase @ DHS Agency Directors	DHS/TANF Relief Nurseries FS & C LBCC/Parent Ed. Libraries Head Start	Nominal	
3.A.3	Use Lebanon Library "invitation"	06/30/16	Hub	Carol Dinges,	Funds for Library Gift	



Annual Work Plan for Early Learning Hubs:

Plan Period: January 1, 2016 – December 31, 2016

	strategy to track how many DHS families get to Library for gift bags		Coordinator	Lebanon Library & Tammi Martin, DHS/TANF	bags	
3.A.4	Differential Response Overview training for all serving families	Ongoing	Hub Coordinator	DHS state trainers – Hub to coordinate partners	Family Support Funds for meeting coordination	
3.A.5	Providers present overview of services and referral process at self-sufficiency and child welfare case manager meetings	Ongoing	Hub Coordinator	Family Resource Manager CoP and DHS Agency Directors	Family Support Funds for meeting coordination	



Annual Work Plan for Early Learning Hubs:

Plan Period: January 1, 2016 – December 31, 2016

Strategic Plan Goal: Families are healthy, stable and attached						
Objective: Families have positive physical and mental health, supported by access to high-quality health services.						
Key Metrics This Will Move:						
3-3.A Increase in the percentage of children on OHP who make it to 6 or more well-child visits by 15 months of age.						
Key Activities		Date to Complete	Person(s) Responsible	Critical Partners Needed	Resources Needed	Status with Date
3.A.1	Explore the creation of an electronic “passport” that tracks well child visits with an *incentive (i.e. books) given at each of the 6 visits by age 15 months.	To begin in the later part of the year 8/30/16 with work carrying over into the 2 nd year.	Family Resource Manager	LBCC, Samaritan, IHN and all other related agencies	CCO Funds Outlined in MOU for tracking system & Family Support Funds for incentives	
3.A.2	LBCC/Samaritan collaboration project for pre-natal/parenting class registration & well-child visit follow-up	Ongoing	Family Resource Manager	LBCC, Samaritan, IHN and all other related agencies	CCO Funds Outlined in MOU	



Annual Work Plan for Early Learning Hubs:

Plan Period: January 1, 2016 – December 31, 2016

Notes/Explanations: We anticipate additional strategies on this metric in year 2. We hope to do information gathering about current need for support toward improving this metric in the different communities within our region.