



FIRST STEPS

Getting children ready for school.

SOUTH CAROLINA

2017 July Leadership Webinar



July 25, 2017 10:00-12:00 PM
To access this meeting by voice, please
dial 888-537-7715,
participant code 43126552#



Today's Agenda

1. Welcome from Director
2. Recap from State Board Meeting
3. DSS Vouchers – program update- Christie Jeffcoat
4. 'Choose Well' – Tiffany Fishburne
4. Finance Update
5. FY 18 Grant Agreements
6. ED Strategic Planning and Evaluation Committee
7. Data System update and new fiscal year reminders
8. Program Updates –PAT, 4k, EHS
9. Announcements and Key Dates

June 16 Board of Trustees

Replaced the 8% cap with a *maximum* administrative rate of 13% of state funds.

Eliminated the existing requirement that at least 25% of an Executive Director's salary be coded to administrative costs. This will be replaced by a true cost allocation model in which this figure reflects actual time documented on administrative functions.

Eliminated the existing "indirect programmatic" budget code. Consistent with the auditor's recommendation, all costs associated with programs and administration will be allocated accordingly.

Voted in concept to establish a "Core Services" budget category (and associated codes) with additional guidance from legal counsel and Legislative Staff.

Evidence-Based

Classified Training/Professional Development as Evidence-Based, in conjunction with strengthened standards language.

Expenditures on child care scholarships shall be considered evidence-based when formally linked with one or more additional evidence-based programs. Stand-alone scholarships, without formal connections to evidence-base companion strategies, shall be considered “evidence-informed.”

Discussion of adding quasi-experimental designs to evidence-based definition was tabled until August.

SOUTH CAROLINA VOUCHER PROGRAM AND SOUTH CAROLINA FIRST STEPS PARTNERSHIPS CHILD CARE INITIATIVE

History

Over the past 15 years, the SC Voucher Program and the SC First Steps County Partnerships have worked together in order to streamline the intake of applications, eligibility process, and payments for eligible voucher children who are attending enrolled ABC providers.

Process

Throughout the years, many county partnerships have chosen to purchase child care voucher slots from The SC Voucher Program. In addition to the dollar amount purchased, the SC Voucher Program gives the county partnership a 20% over allocation in slots.

Example: If a county were to have \$35,000 to purchase slots, that equates to 10 child care slots (amount purchased divided by \$3,500 per slot). In addition to the 10 slots, for participating with us, we give an additional 20% which equates to 2 additional slots (\$7000 in kind). Therefore, the county partnership would have 12 slots for child care.

BENEFITS

The benefit to running SC First Steps scholarships through the SC Voucher Program include:

- ❑ The 20% over allocation of slots
- ❑ All intake and eligibility is done by the SC Voucher Program staff.
- ❑ The SC Voucher Program pays directly to the child care provider.
- ❑ SC First Steps Partnerships can chose which child care providers they want a child to attend as long as they are an enrolled ABC provider.
- ❑ Reports can be made available to each partnership regarding the approved, denied and terminated clients.

SC Voucher Program Eligibility Criteria

In order to be eligible for child care through a voucher a parent must:

- Be working, in school, or in training a minimum of 15 hours per week.
- Must have a child of First Steps age (0-5 years old) in need of child care services.
- Must need child care a minimum of 15 hours per week.
- Must be 18 years old or an emancipated minor.
- Must be at or below 150% of poverty.
- Must pay a fee based on his/her income.

CLARIFICATIONS

- ❑ Eligibility for vouchers under this process does not require the applicant to pursue child support against the absent parent. That requirement is for applying for services under Family Independence (FI) only.
- ❑ County Partnerships may chose to have parents connect to certain providers. A list of providers in each county can be provided to the SC Voucher Staff.
- ❑ Any unused slots roll over between Fiscal years (ex. Slots purchased between July 1, 2016 and June 30, 2017that are unused will be carried over to the next SFY.
- ❑ SC Voucher Staff will be glad to come and meet with individual counties to explain more about how the voucher works if needed.

CONTACT INFORMATION

If your county is interested in participating with the SC Voucher Program by purchasing slots or desire a more detailed conversation about the process, please email or call:

Christi L. Jeffcoat, SC Voucher Program Control Center Supervisor

Christi.Jeffcoat@dss.sc.gov or 803-898-2741



Tiffany Fishburne, MPH, CHES

Coordinator, Community-Reaching Organizations

Email: tfishburne@newmorningfoundation.org

Office: 803.978.2486

Cell: 843.909.8080

Finance Update

FY 17 Reallocations are continuing to be processed as all year – send to RFM first –RFM will forward to TA for approval and TA will return to RFM for finalizing.

FY 18 Reallocations should be sent to Beverly and Annie (State Office Finance) – they will forward them to the RFM for processing –revised BSP and approved reallocation will be sent to ED.

If you have an urgent concern please call Annie/Beverly so that they are aware of need for immediate attention.

Annie: 803-734-8146, Beverly: 803-734-0413

August 15th ED Meeting – Manley Garvin staff will be introduced

YEAR-END CLOSING PROCESS

July 1st:

- Review eThORITY report [**Category Budgets vs. Expenses (DETAILED)**]
- Review any unpaid invoices thru June 30th
- If budget reallocations are required to pay invoices thru June 30th | prepare reallocation form
- Spend all prior year carry forward budget authority

July 31st:

- All invoices for payment/ in-kind documentation must be **in the office** of the RFM
- All budget reallocation forms must be finalized and **in the office** of the RFM

RFM Deadlines -

August 15th:

- Stop all payment of invoices in UMS
- Stop all in-kind entries into UMS

No Later than August 31st:

- Generate and submit all Year-End UMS reports

FY 18 Grant Agreements

- Grant Agreements will be sent electronically this year via email to Board Chair and ED.
- Print agreement, get board chair signature, scan and return via email only the grant agreement.
- State Executive Director will then sign your agreement and the full grant agreement with all attachments will be scanned and emailed back to Board Chair and Executive Director.

FY 18 Grant Agreement

Only change from FY 17 relates to allowing use of electronic transmission.

Section 37.

The undersigned represent and warrant that they are authorized to bind their respective entities to the terms and conditions of the Agreement. This Agreement may be executed in any number of counterparts (including by facsimile, by electronic mail in "portable document format (.pdf) form, or by any other electronic or photocopy means intended to preserve the original graphic and pictorial appearance of a document), all of which will be one and the same Agreement and which shall constitute an original signed Agreement for all purposes.

TIME SHEET REQUIREMENTS:

Political Activity and Timekeeping for staff serving concurrently as elected officials

Section 11. T

Partnership employees who serve in an elective office while employed by the Partnership in furtherance of this Agreement must document daily all hours/time spent in SC First Steps activities. These time sheets must be signed by the employee's supervisor and submitted to the SC First Steps Regional Finance Manager on a bi-weekly basis, and shall be maintained in the employee's Partnership personnel file, available for audit and inspection at the request of SC First Steps.

Dual employment process and timekeeping

Section 36.

2. Employees approved for dual employment must keep weekly time sheets documenting all hours spent each day on First Steps activities in furtherance of this Agreement. These time sheets must be submitted for each respective First Steps Partnership, signed by the employee's supervisor, and submitted to the First Steps Regional Finance Manager on a bi-weekly basis, and shall be maintained in the employee's Partnership personnel file, available for audit and inspection at the request of SC First Steps.

3. Employees must resubmit dual employment requests for approval annually.

Strategic Planning and Evaluation Update

Met April 26, July 20

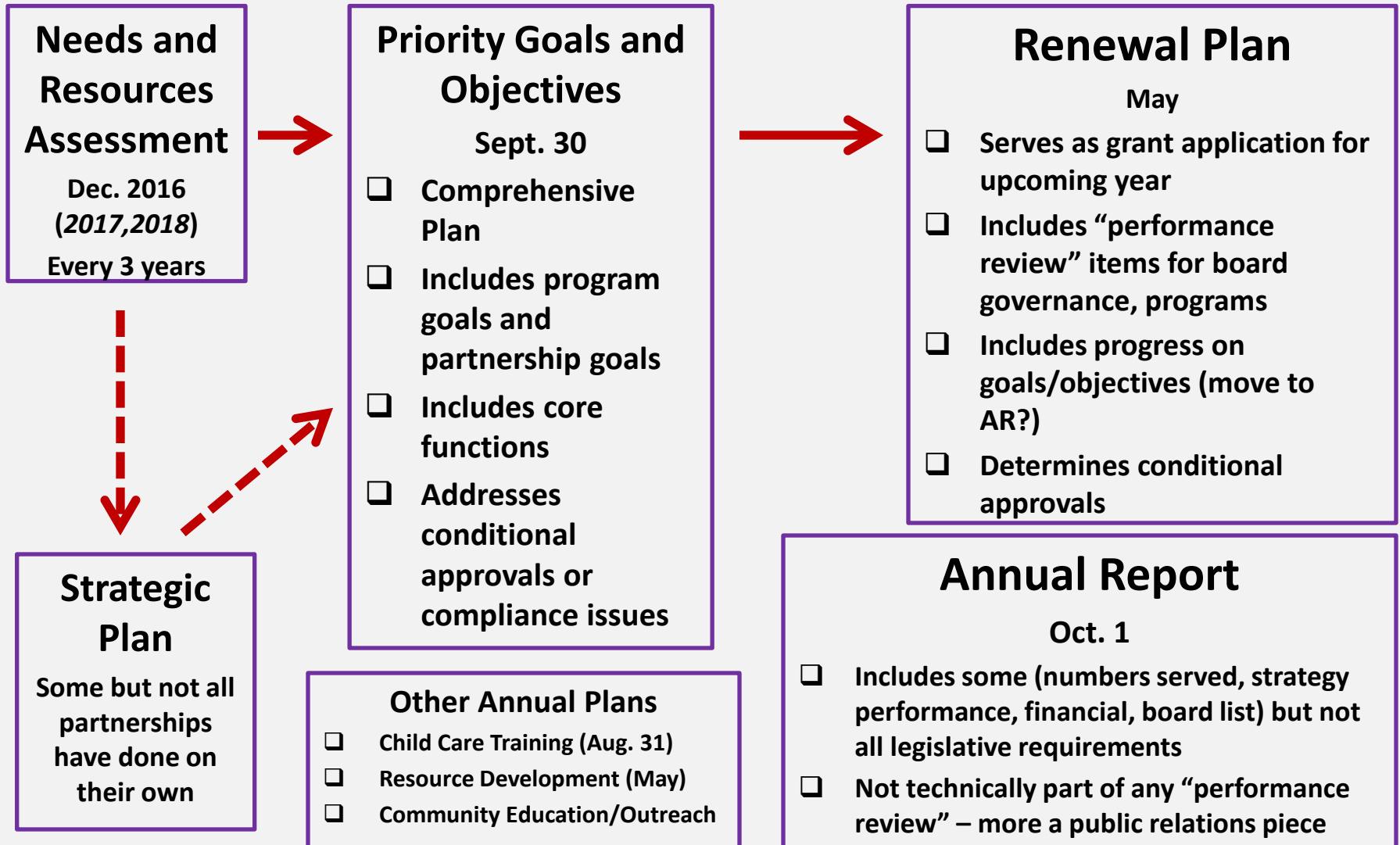
Revising Accountability Framework for local partnerships

- Comply with current law (2014 vers.)
- Comply with proposed changes (2018 est.)

Changes needed

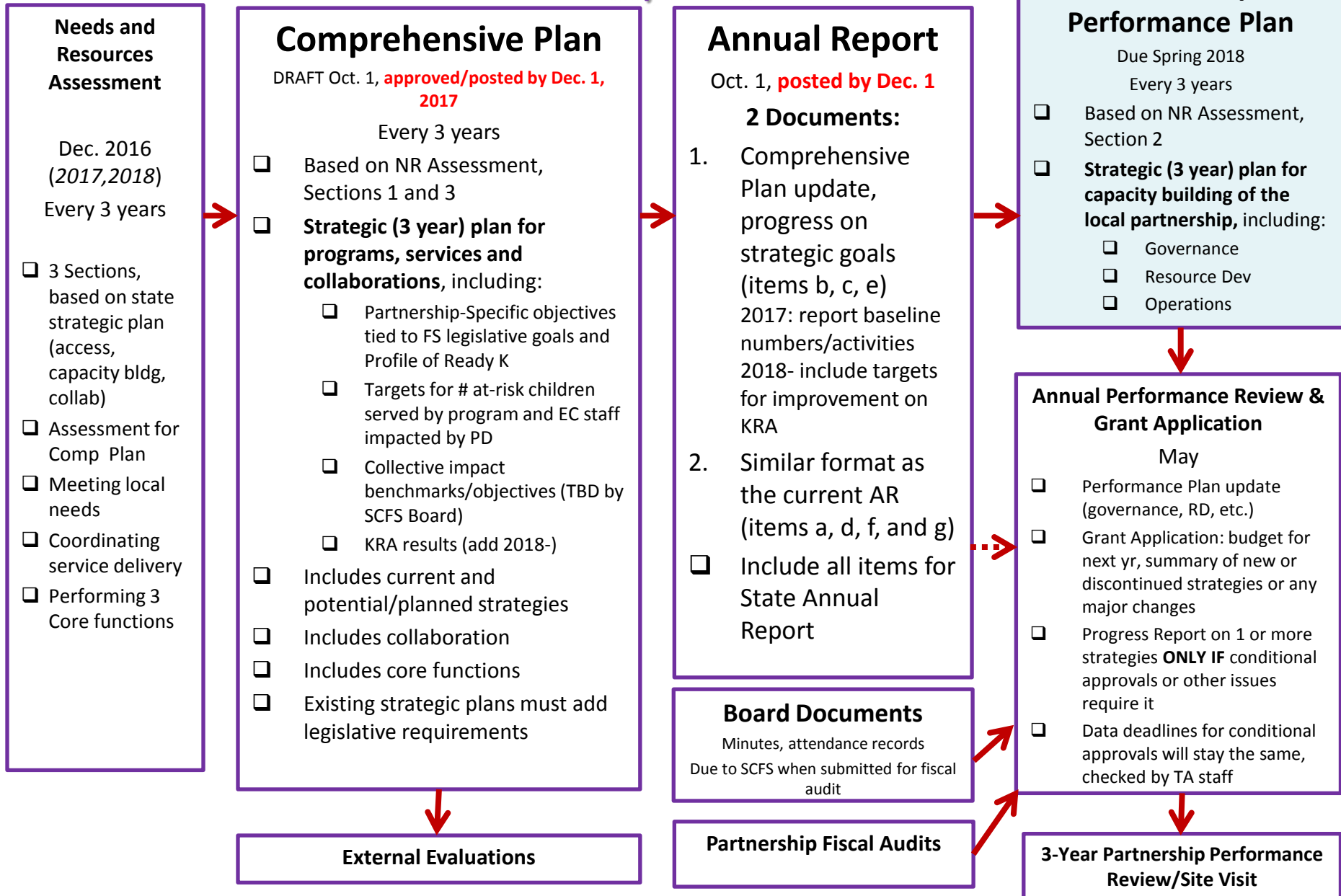
- Replace “Priority Goals” with Comprehensive Plan process (plan + annual updates), aligned to state strategic plan, post to web site
- Avoid duplication
- CQI vs. compliance

What partnerships are doing now ...



DRAFT Timeline for Partnership Accountability Framework

July 2017



Strategic Planning and Evaluation Update

Where we are now:

Annual Report template ready, due October 1:

- Annual Report document
- Numbers served spreadsheet
- Child Care Training Summary, 2016-17 (formerly part of Renewal Plan)
- Tutorial webinar for AR and numbers served: Aug. 22, 10am



Child Care Training Plan ready, due October 1:

- Committee changes included

Comprehensive Plan, due December 1:

- Under development: seeking advice from implementation science expert
- Working plan vs. summary for web site
- TA support for plan development
- Flexibility for partnerships with existing strategic plans
- Next committee meeting: Aug. 17, 10am

Partnership Calendar, 2017-18

- Will be released this week
- Monthly planning guide for compliance with FS standards

| FIRST STEPS GETTING CHILDREN READY FOR SCHOOL SOUTH CAROLINA | | Partnership and Program Accountability Standards Monthly Calendar | | |
|--|--|--|-------------|-------|
| <i>Bolded items are deadline requirements of SCFS.</i> | | Partnership Name | | ??? |
| ??? | Schedule on Annual Basis | Due By | Assigned To | Notes |
| | Local board elections (make sure to update SCFS and your legislative delegation whenever changes are made to your board membership, per FS legislation) | | | |
| | Schedule partnership board meetings, committee meetings for the program year | | | |
| | Board orientation | | | |
| | Review of policy documents with board (By-Laws/COI Policy/Whistleblower Policy/Confidentiality Statement) and make sure staff and board members have signed all required policy documents (recommend all partnership and vendor staff sign Confidentiality Form annually) | | | |
| | Board development training (governance, resource dev); contact your TA for more info | | | |
| | Partnership Annual Meeting event | | | |
| | State-Local Team Meetings: local partnership ED, SCFS TA, BabyMet, and 4K/HS staff as applicable. Other local partnership staff and board members, as well as staff from partner organizations, may also be included. | | | |
| | Find out dates for Regional Technical Assistance Coordination Team Meetings, other local/regional network meetings | | | |
| | Week of the Young Child events (April): April 16-20, 2018 | | | |
| | Be sure to add the following dates, each year: | | | |
| | ED monthly webinars: third Tuesday of the month at 10am | | | |
| | ED meetings: typically 4 times per year, dates TBD | | | |
| | State board meetings | | | |
| | SCFS Parenting calls: on demand | | | |
| | (NEW!) PAT Implementation Calls: 4th Thursday, starting Aug. 24 | | | |
| | Parenting conference: October 10-11, 2017 | | | |
| | 4K Academy: August 7-11, 2017 (new teachers Aug. 7-8, new directors Aug. 9, all directors Aug. 10-11, all teachers and assistants Aug. 14-17) | | | |
| | Early Childhood Summit: Nov. 20, Dec. 1, or Dec. 8 | | | |
| | Together SC (formerly SCANPO) Conference: March 5-7, 2018 in Hilton Head | | | |
| | TogetherSC training: Wednesday webinars, other events www.togetherSC.org | | | |
| | | | | |
| | | | | |
| ??? | July | Due By | Assigned To | Notes |
| | (PAT Affiliates) Submit draft APR to Mary Ann for feedback. PAT Portal closes Aug. 15 | 7/15 | | |
| | Submit all prior year invoices to RFM (goods/services must be rec'd by June 30) | 7/31 | | |
| | Submit all reallocations to RFM, ensure all carry-forward is spent | 7/31 | | |
| | Submit all in-kind documentation to RFM | 7/31 | | |
| | Data entry complete for prior year, Qtr 4 (April-June) deadline | 7/31 | | |
| | Sign and return Partnership Grant Agreement to SCFS | 8/15 | | |
| | Review the current year's First Steps partnership standards with board and staff | | | |
| | Review the current year's First Steps program standards with staff and vendors, make sure all staff have copies | | | |
| | Prepare current year contracts and MOAs with vendors, submit signed contracts and MOAs to the RFM and SCFS | 8/31 | | |
| | Monitor the recruitment of clients to your programs, check that pre-assessments are | | | |

Data System Update

- New year start-up (deadline **September 1**)
 - register vendors, register programs, enter Projected to Serve (PTS)
 - PTS requests “unduplicated counts”, include training hours
 - Instructions on SCFS web site: LP Resources/Accountability
 - Login request form on data system site under “Forms”
 - **Webinar on start-up and client rollover: Aug. 2, 10am**
- New CTK data entry for Summer 2017
 - Entry of “staff” (CTK home visitors and 5K teachers) and attendance at CTK 2017 training
 - Indicate CTK home visitor and 5K teacher, by child
 - Instructions on SCFS web site: LP Resources/CTK
- ASQ:SE2
- ECERS-3

Data System Update

- 3 new risk factors (effective July 1)
 1. Incarcerated parent
 2. Death in immediate family
 3. Military family
- 2 remain as “high-risk characteristics”:
 1. Immigrant/refugee family
 2. Child removed from preschool setting
- Risk Factor report adds new risk factors AND high-risk characteristics (not in RF total)
- TO COME: Filter by race, gender

Data System Update

Data System Training:

- Data system site under “Videos”
- Local training upon request

Other interesting items:

- Children’s Trust/SC Kids Count data contest: win \$1,000!
- CCCCD Training Registry: working on FS “flag”

Parents as Teachers



Parents as Teachers



Home Visitation Growing

- PAT is growing this Program year by 5 new MIECHV Sites, the EHS-CCP sites within SCFS-EHS, Union County First Steps and expanding in Fairfield and Dillon through the rural HV project. ESSS is also expanding through the Rural HV project. SC wins by serving more families!!

Update on Professional Development

- PAT Foundational & MI Training in Columbia– Aug. 7-11 Registration is full and has closed.
- Another FMI is being planned in SC for one of the last 2 weeks in September. BE on the look out for information about registration.
- PAT Teen Curriculum training open for registration. Will be held in Beaufort on September 13-14th.
- Parenting Conference --**October 10-11th** in Columbia—Registration will be out in August so **SAVE THOSE DATES!**

Parents as Teachers



Parents as Teachers



Quality & APR Update

- **Congratulations and Best Wishes** to the 8 new PAT Affiliates that have begun the QEIP process for FY 18 –they are in Cohort 3!
- **APR review has begun!** Delores Rock is back and working on those that have either completed QEIP in April or the ones participating in FY 18. Please get your APR in as soon as possible so we can get all reviewed and into the National office by mid- Sept.
- **THANK-YOU** to all for your intense work with families, for maintaining and continuing to work on quality around implementation and for your support each year of our Parenting Conference! You are the ones who make this work happen and ensure the success of your families in the process!



4K UPDATES

An email invitation has been sent to all Executive Directors and QE TAs with a registration link. Please join us!

Leadership Academy, Keynotes

Thursday, August 10

- **Susan McDonald**, author of *Inspiring Early Childhood Leadership: Eight Strategies to Ignite Passion and Transform Program Quality*.
- **Chris Boggiano**, is one of the creators of the Starling and founders of VersaMe.

Friday, August 11

- **Kevin Roden** and **ReadyRosie**. Parent engagement tool to leverage the power of video modeling and mobile technology
- **Kim Hughes** delve deeper into Conscious Discipline© strategies with us.



Teacher Academy Week, Keynotes

Monday, August 14- Building Language Day

- **Dr. Julie Washington** - Developing language
- **Chris Boggiano**- Growing early literacy and language in our 4K classes with Starling devices

Tuesday, August 15- Conscious Discipline Day!!

- **DJ Batiste** – From preschool expulsion to HS graduate

Wednesday, August 16

- **Kevin Roden** – How to engage our parents and families with the on-line modeling tool, **ReadyRosie**.

Thursday, August 17

- **Shawn Brown** will be live with The Super Fun Show!

Register on the email link by Thursday, July 27!

Early Head Start-Child Care Partnership Grant Award



- \$16.2 million over 4 ½ years
- 162 additional children- 20 additional classrooms -11 counties
- Received 30 applications for round 2 –20 centers will be selected (site visits underway)
- Recruitment for children will begin in September

Total EHS-CCP Funding: \$34.7 million, 14 counties, 416 slots

SC First Steps to School Readiness Early Head Start - Child Care Partnerships (EHS-CCP)

EHS-CCP: Round 1:

254 slots

12 counties



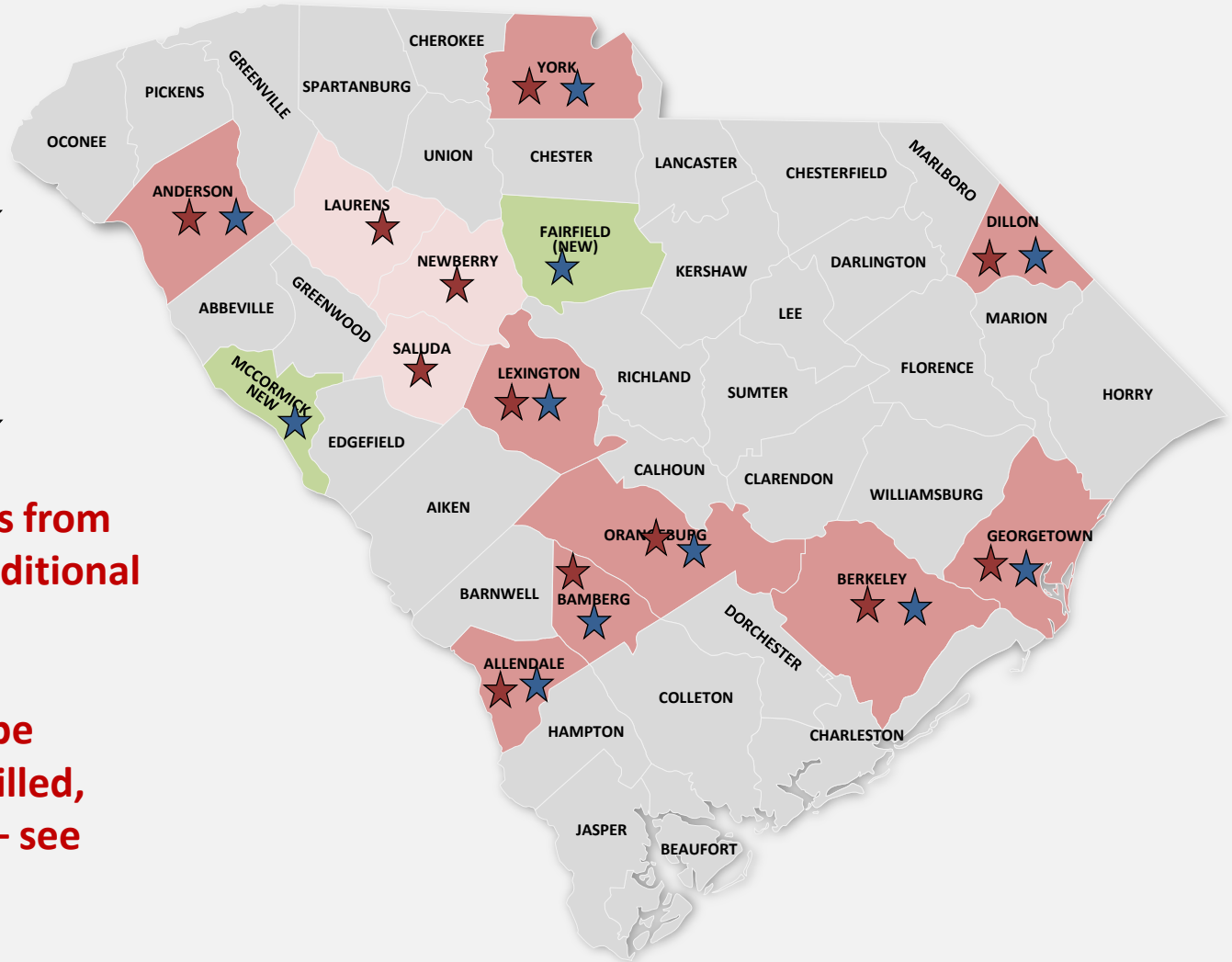
EHS-CCP: Round 2:

162 additional slots

11 counties (9 counties from Round 1 and 2 new additional counties)



21 new positions will be added – 4 have been filled, interviews underway – see First Steps website



Announcements

- **Board Governance Resources:** <http://scfirststeps.com/governance/>
“Tips in Ten” – new addition
- **CTK – Back to School Celebrations:**
 - August 3, 5:00 - 7:00 Rock Hill
 - August 4, 5:00 – 8:00 Columbia
 - August 11, 6:00 – 8:00 Greenville
- **Race Matters Webinar Series:**
https://scchildren.org/about_us/get_involved/event_calendar/race-equity/
 - July 31, 10 – 11:30 a.m.
Data Matters – Disaggregating Data by Race and Ethnicity
 - August 14, 1 – 2:30 p.m.
Health Equity in Action – Case Studies from the Carolinas

FY 17 Calendar of Events

July 26 – Early Childhood Convening – Conway, 5:30 to 8 PM

<https://horrychildrencount.eventbrite.com>

July 27 - Early Childhood Convening – Greenville, 5:30 to 8 PM

<https://greenvillechildrencount.eventbrite.com>

August 4 – Champions For Children Conference

<http://www.scinclusion.org/media/1029/2017-fillable-registration-form.pdf>

August 7- 17 – 4K Academy

Aug. 7-9 – New Teachers

Aug. 9 – New Directors

Aug. 10-11 – All Directors

Aug. 14-17 – All Teachers and Para-Educators

August 18 – State Board of Trustees Meeting

Key Partnership Dates

August 15- Tuesday, 1:30 to 4 PM – First Baptist Church
First Steps Executive Directors Meeting – (Manley Garvin
staff will be in attendance)

August 15 – Signed FY 18 Grant Agreements due back to
the state office

September 19 – Tuesday, 10 AM – Monthly First Steps
Leadership Webinar

October 1 – Annual Report, Numbers Served Matrix,
Child Care Training Plan and Data Table all due to state
office