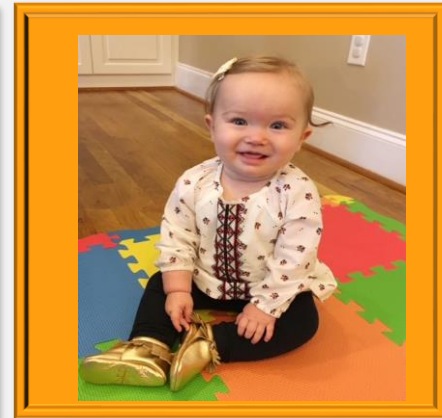


2019 March Leadership Webinar

March 19, 2019

10:00am - 11:30 am

To access this meeting by voice, please dial
888-537-7715,
participant code 43126552#



Today's Agenda

1. Welcome
2. Legislative Update
3. Funding Formula Recommendations/ Finance Update
2. Online Communication – Domain Registration/Email
3. Grant Application and Review Process
4. Accountability Standards
5. Preschool Development Grant – Focus Groups
6. 5 Year External Evaluation – Next Steps
7. 4K - Recruitment and more....
8. PAT – Training support and more...
9. Non-profit Management Support
10. Announcements / Key Partnership Dates

Finance Update

Funding Formula Allocation Committee (Mark)

- Webinar held March 14th to review committee recommendations and solicit feedback from Local Partnership ED's- draft document sent out via email.
- Board Finance and Administration Committee meets March 20th to prepare recommendation for State Board Meeting on April 26th.

New Accounting Software

- MMO is in the negotiation stages of final selections.
- When the final decision is made and accepted by the vendor, we will inform everyone with the great news.

Administrative Spending Limit - 13% of state funds

- Reminder that Admin. Cap is based on expenditures – need to track expenditures (especially vendors that are not invoicing regularly) to be sure budgeted funds will be expended by June 30th in order to maintain your admin. costs under 13%
- Any new programs must go before Program and Grants Committee (April 3 meeting) for approval before funds can be reallocated to a new program

Encumbered Funds & Fund 55 Year End Balances

- Monitor total expenditures so that carry forward will not exceed 15% of your allocation for fund 55 – next year vendor contract amounts show as “encumbered”

Finance Update

Process for Verifying Staffing Time Study results with Budget Spending Plan Cost Allocation

- **Keep your time study in mind.** You may choose any 12 weeks to submit as your report.
- Once you've completed your time study, please email the time sheets along with summary analysis to your program officer and SC First Steps fiscal staff (Annie & Valerie).
- If time sheet %'s are in line with BSP cost allocation %'s, then no further documentation is necessary.
- If time sheet %'s are **not** in line with BSP cost allocation %'s, then BSP must be adjusted to reflect proper time allocated to each program based on actual time sheets. The finance office will assist you in making the appropriate adjustments.

Finance Update

Federal and State Mileage Rates for 2019

- Federal as of January 1, 2019 = 58 cents per mile
- State as of January 1, 2019 = 54 cents

Communications with RFM

- Please be sure to communicate with Annie & Valerie with any concerns pertaining to Manley Garvin. We will then contact Linda at Manley Garvin with all issues and concerns.
- It's imperative to maintain an open line of communication along with following protocol.

Reallocations

- Just a reminder – **DO NOT** delete the formulas in Column E of the program pages if linked to time/space allocation. Any changes must be made on the allocation worksheet or as a direct cost.

Online Communication

1. DOMAIN REGISTRATION

Each local partnership is encouraged (but not required) to maintain a public website. However, for the purposes of email communication and to secure any future web presence, each local partnership should register and maintain a unique domain name in accordance with the criteria below:

- The primary domain name should include the full name of the county followed immediately by “firststeps”.

Examples: www.smithcountyfirststeps.org

www.smithfirststeps.org

(For simplicity, we recommend omitting the word “county” if possible.)

- Any domain names currently in use that do not meet this criteria may be maintained as a secondary domains and programmed to redirect to a new primary domain that meets the criteria above.
- As a nonprofit, the primary domain extension of each local partnership should be “.org” However, for the purposes of securing your online identity and increasing web traffic, other common extensions (.com and .net) may also be registered and programmed to redirect to the primary domain.

Online Communication

2. EMAIL

- All local partnership staff should have an email address at the local partnership's primary domain.

Example: director@smithfirststeps.org

- If you currently have a website, you may be able to set up email through your web hosting service.
- If you do not currently have a website (and even if you do) you can also set up email, using your domain, through Google (Gmail). Apply for G Suite for Nonprofits and receive access to G Suite Basic, using your domain, at no charge.

RESOURCES COMING SOON

Guide to Domain Registration
Guide to G Suite for Nonprofits

Funding Formula Grant Application and Review Process

- Initial Grant Application Submitted May 10
- Review by Program Officers and Finance Staff - ongoing feedback provided
- State Board approval of grant application amounts and proposed programs - June 20
- Supplemental materials for grant review submitted by July 15
 - Program outcomes summary (for programs without case data or child care data in the FSDC)
 - FY19 board meeting materials (minutes, attendance)
- FY19 program data entered in FSDC by July 31
- Corrective Action Plans submitted to State Board – August 15

2019 Time Line - Funding Formula

Grants

March 20 - Finance and Administration Committee reviews funding formula recommendations and projected FY20 grant allocations for full board adoption at April board meeting

March 21 - *Projected* Funding Formula Grant Allocations sent out

March 26 – Funding Formula Grant Application (Renewal Plan) sent out

March 27 - Optional Webinar to review grant application 10-11 AM

April 3 - Program and Grants Committee meets to review FY20 Accountability Standards and Funding Formula Grant application process

April 26 – State Board of Trustees Meeting

Review and adoption of FY20 Program Standards and Projected Allocations

May 10 - Final date for FY 19 Renewal Plan submission

June 13 - Program and Grants Committee reviews grant applications

June 20 – State Board of Trustees Meeting

Funding Formula Grant applications approved

July 15 - Program outcomes summary and FY19 board packet due to Program Officer

July 31 – Deadline to enter FY19 data in FSDC

August 15 – State Board of Trustees Meeting

Funding Formula Grant Corrective Action Plans approved

FY20 Accountability Standards

- Additional Program Standards Added for:
 - Reach out and Read (ROAR)
 - Healthy Families
 - MotherRead/FatherRead
 - Incredible Years
 - Quality Counts
- Waiting Lists
- KRA
- EI&R
- Governance

PDG: Local Partnerships

Opportunities for Local Partnerships to Receive Grant Funding:

Countdown to K expansion

400 350 slots statewide, fully funded ~~with 10% admin~~

535 slots requested!

Priority to districts without CTK (slots available to existing programs also)

Strong priority: home visitor or 5K assistant is the child's 5K teacher

School/teacher recruitment materials available

Contact Janice (jkilburn@scfirststeps.org)

PASOs Connections for Child Development

3 sites selected: Beaufort, Charleston, and Lexington

Community Health Worker in each county to provide outreach to Latino families including developmental screenings and parent education

Contact Jon (jartz@scfirststeps.org)

PDG: Local Partnership Grant Opportunity

Needs Assessment and Strategic Planning: \$3,000 per county

1. Participate & recruit other stakeholders to attend Regional Leadership Team meetings

- 4 regions (based on DSS regions), 3 meetings per region
- Purpose: define community aspirations related to services for children 0-5 and identify gaps
- Timeline: meetings in late March, late April, late May

2. Recruit parents, caregivers, and other early childhood stakeholders to participate in online needs assessment survey

- Each partnership will receive custom survey links in early April
- Timeline: April-May 2019
- County level results provided Summer 2019

3. Convene Focus Groups (2)

- Parents (1 required): can divide into multiple groups
 - Include parents who are **not** current or former program participants.
 - Important to hear from parents who are eligible but not currently accessing publicly funded early childhood services (4K, Head Start/EHS, child care voucher, First Steps, BabyNet/preschool special ed., home visiting).
- Child care providers (centers and home-based providers)
- Other community members
- Questions and reporting format will be provided by university researchers (est. March 28), **orientation webinar early April**
- Can use \$ for incentives
- Timeline: March-May (submit report by mid-May)

4. Help with local resource data

- Local school district programs for children before 5K
- Intensive parent training and support available in your county
- Timeline: May 2019

PDG: Local Partnership Grant Opportunity

Needs Assessment and Strategic Planning

PreSchool Development Grant Needs Assessment Regional Meetings

March 2019

To better understand the needs of young children and their families in South Carolina, regional meetings are occurring to gather feedback from stakeholders. Information from these meetings will be used to inform a strategic plan focused on promoting positive outcomes for South Carolina children and families.

Twelve meetings in differing locations across the state will occur in March, April, and May 2019.

Please distribute this information widely to encourage participation in these meetings. Please register using the link provided. All meetings are open to anyone interested. The meetings as well as surveys, focus groups, interviews, and document review will be used to develop a comprehensive needs assessment defining priorities for South Carolina. The March meeting dates and locations are provided. April and May meeting dates and locations are forthcoming.

March 21, 2019 from 10:00am to 12:00pm
Spartanburg County First Steps
900 South Pine Street
Spartanburg, SC
Contact Person: Dr. Sandra Linder (sandram@clmson.edu)

March 25, 2019 from 10:00am to 12:00pm
South Carolina State University (Turner Hall A Wing, Room 121A)
300 North College Street NE
Orangeburg, SC
Contact People: Dr. Kelley Mayer White (whitekm@cofc.edu) and Dr. Reginald Williams (will19@scsu.edu)

March 27, 2019 from 1:00pm to 3:00pm
Northeastern Technical College (Room 212)
1201 Chesterfield Highway
Cheraw, SC
Contact Person: Dr. Tammy Pawloski (TPawloski@fmarion.edu)

March 27, 2019 from 1:00pm to 3:00pm
York County Main Library (Moore Room)
138 East Black Street
Rock Hill, SC
Contact Person: Dr. Leigh Kale D'Amico (damico@mailbox.sc.edu)

**REGISTER
ONLINE NOW**

**CLICK HERE TO
REGISTER**

<https://www.surveymonkey.com/r/2019RegMeet>

Regional Meeting locations

- **March:** Cheraw, Orangeburg, Rock Hill, Spartanburg
- **April:** Anderson, Beaufort, Conway, Graniteville (Aiken)
- **May:** Columbia, Florence, Greenville, North Charleston



PDG: Local Partnership Grant Opportunity

Needs Assessment and Strategic Planning

- Deadline to respond: Friday, March 15
- Responses to date: 30 (29 yes, 1 no)
- Please respond to your Program Officer ASAP.
- If your partnership cannot participate, please provide suggestions for local organizations who may be willing to provide these services for your county.

SC First Steps External Evaluation

- Institute for Families in Society (IFS)
 - Cheri Shapiro, PhD, Director
 - Ana Lòpez-De Fede, Ph.D., Associate Director
 - Kathy Mayfield Smith, Associate Director
- Core for Applied Research (CARE)
 - Pam Gillam, Ph.D., Director
 - Spencer Moore, Ph.D., Associate Professor, Arnold School of Public Health

Key Evaluation Questions

- What is the impact of SCFS intensive services on school readiness at 5k?
- What is the impact of services supporting parent competence and confidence?
- What is the impact of SCFS on child care quality?
- *To what degree does SCFS serve as a hub for early childhood services?*

Evaluation Methods

- *A mixed-methods* approach will be used for the evaluation
 - Quantitative
 - Qualitative
- Combination of analysis of large data sets with interviews and information from key stakeholders
 - Parents, providers, staff, leaders
- Use of Social Networks Analysis
 - Provides us a method to measure number, strength, and quality of connections between organizations at the state and local levels
 - Be on the alert for requests for information regarding who your partners are as a first step!

SC First Steps 4K News

- Postcards are going out to income and residence eligible students on April 1 for the 2019-2020 School Term.
- Student applications for 2019-2020 are now available at our 4K approved centers.
- Students that are rising Kindergartners may apply for open slots in 4K classrooms for the summer of 2019. Check with centers in your counties for their service option choice.

Allendale
Aiken- 2
Anderson
Bamberg
Barnwell -2
Bennetsville
Bishopville
Camden
Chapin
Cheraw
Columbia area - 5
Conway
Dillon
Florence-2
Hampton
Hartsville
Lugoff
Marion
Mullins
Myrtle Beach- 3
Orangeburg- 2
Ridgeland
Seneca
Spartanburg-2
Sumter-2
Timmonsville
Union
Walhalla
Walterboro
West Columbia

43 billboards in 31 communities

FREE4KSC.ORG



Still time for the SC Read In- April 2!

READ IN 2019 will be on Tuesday, April 2 on our SC Statehouse grounds. Registered groups will gather between 9:15-9:30 at the SC State Library on Senate St.

The information and registration link is:

<http://readsc.org/read-in>

You will find a template on that page to reach out to your representatives and senators. Read In SC is a great day to engage your community's elected officials.

SC Parents as Teachers



Parents as Teachers



National Update

The Parents as Teachers 2019 Conference Planning Committee is now seeking workshop proposals that reflect the best thinking, experience and ideas in the industry. Deadline to apply is March 22nd.

National PAT Conference is Oct. 14-17th
St. Louis, Missouri
Celebrating 35 Years!



SC Parents as Teachers



Parents as Teachers



- IECMH Webex was held in January. Let us know if you need the guidelines and if you are applying
- QEIP (Quality Endorsement Implementation Process) Cohort 4 will submit their Self Study on April 1st, 2019. We have 4 Affiliates completing and wish them the very best. It is hard work and their efforts will help improve their programs

SC Parents as Teachers

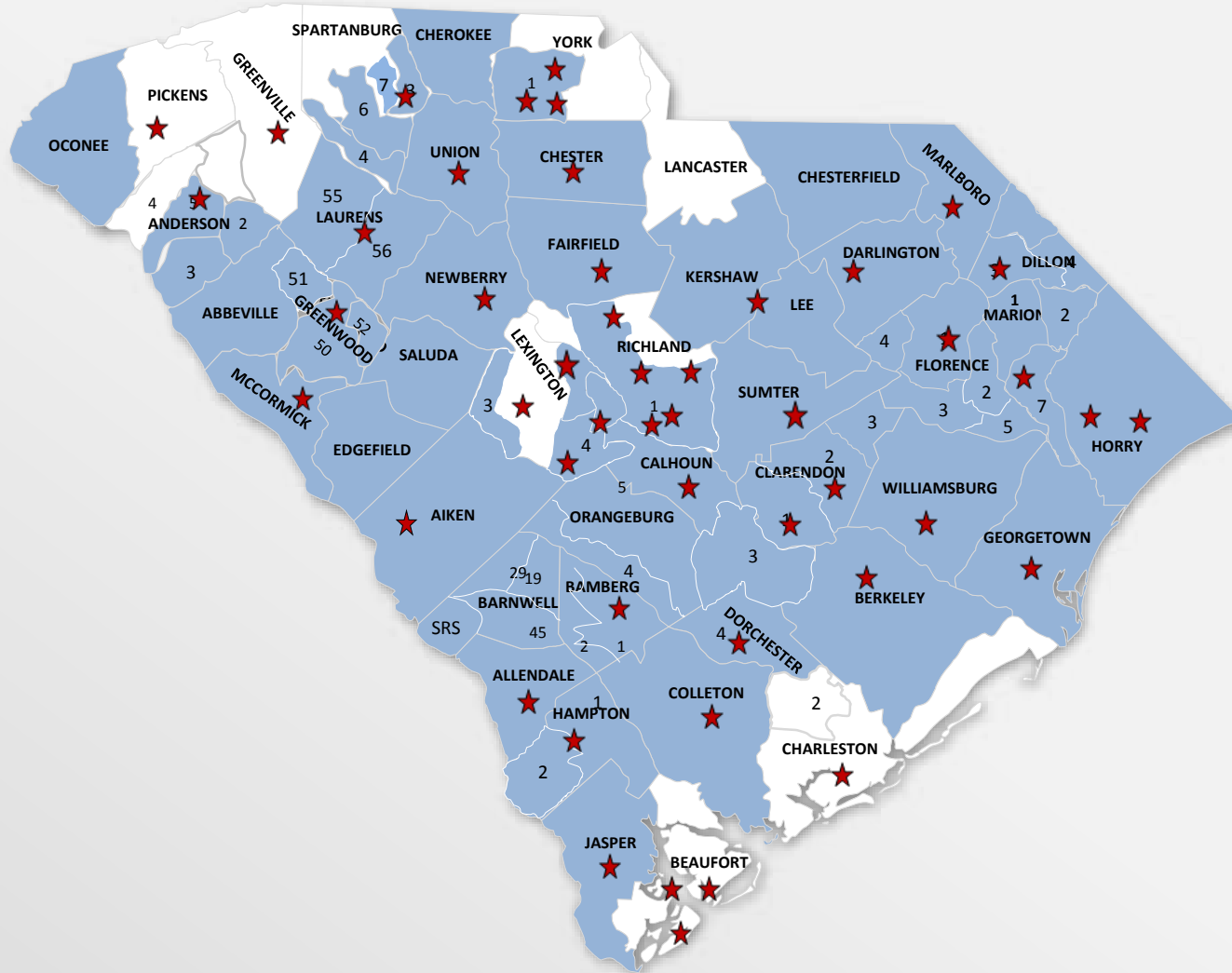


Parents as Teachers



- March 18-22 PAT FMI Training in Columbia, SC
Going on this week
- April 11 – ACIRI Training –Columbia –registration soon
- April 12 – LSP Training—Columbia
- TBD –ASQ-3 and ASQ-SE2
- June 8-10 FMI Training in Raleigh NC- On website soon

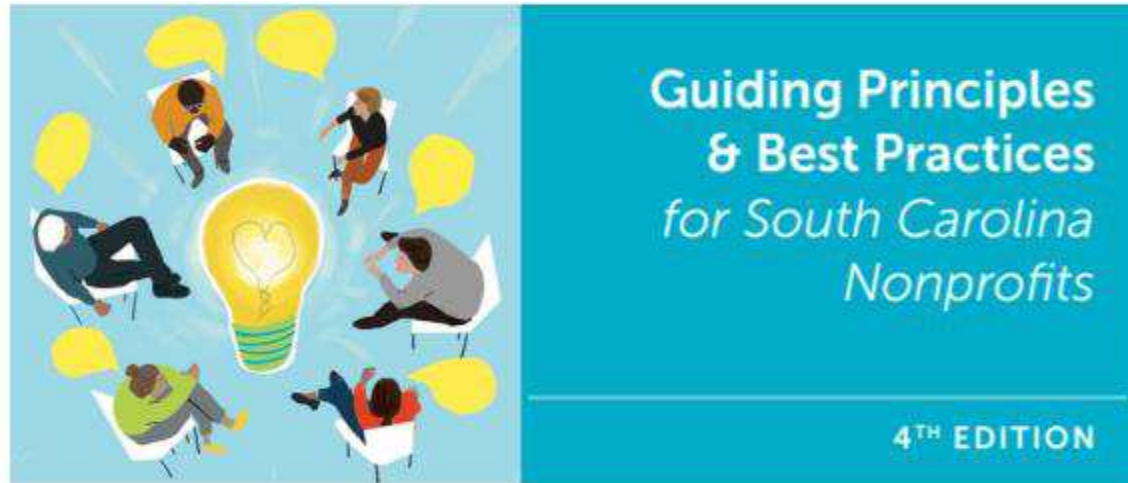
South Carolina PAT Affiliates 2018-2019



47 Affiliates Serving 35 Counties

Nonprofit Management Support

New Learning Community Opportunity



Announcements

Third quarter data check coming up! Review reports monthly.

Suggested reports for end of year compliance:

Parenting Intensity Detail: *Are parent educators getting their visits in? Are caseloads full?*

Connections Detail Report: *do at least 50% of clients have connections entered?*

KIPS/ACIRI Detail Report, ASQ Report: *Are pre and post screenings and assessments done?*

Scholarships Report: *Are scholarship clients properly entered?*

Child Care Intensity Summary Report: *Are providers being visited? Are baseline ERS done?*

Training videos for new users to Case Data and Child Care Data now available on the FSDC web site.

Data System Updates:

NEW Well-Child Visit Report now online! Check it out, report bugs to Betty

ERS entry is fixed!

All/Active/Exited added to Group Meeting, Connections Detail reports

NEW Parenting Staff Demographics Report

Announcements

CHOOSE WELL REGIONAL MEETINGS:

- **Wednesday, March 20** - Pee Dee Region, SiMT (Southeastern Institute of Manufacturing and Technology) , 1951 Pisgah Rd, Florence, SC 295013.
- **Tuesday, March 26** - Upstate Region, DHEC Auditorium, 220 University Ridge, Greenville, SC
- **Tuesday, April 2** - Midlands Region, SCHA, 1000 Center Point Rd., Columbia, SC 29201

Please register for your regional meeting so that we can continue to connect the clients we serve with the contraceptive care services they desire!

<https://app.smartsheet.com/b/form/10da526a0dd843c0b1473566d2a889ae>

Are there any other Partnerships interested in participating in the Choose Well Initiative? If so please contact Dr. Kim Archung, Program Officer so that you can get registered with Choose Well.

Announcements

SC Human Affairs Commission – End Racism Day – March 21

- Partnership with Nickelodeon Theater – 6 PM
- Viewing of Film: *Life and Nothing More*

For tickets: <http://nickelodeon.org/films/life-and-nothing-more/>

MORE Justice Community Forum – March 21, 6:30 PM

- Impact of punitive school discipline and high rates of suspensions
- School climate and how Positive Behavior Interventions and Supports (PBIS) is a proven tool to better support our teachers and keep our students in the classroom and learning
- Reid Chapel AME Church, 704 Gabriel Street, Columbia 29203

Announcements

Resilient Families and Thriving Communities

- [Building Hope for Children Conference](#)
- Hyatt Regency, Greenville, S.C.
- September 5-6, 2019

National Smart Start Conference – April 29 to May 2,
Greensboro, North Carolina

Key Partnership Dates

- March 22 - Child Care Quality Enhancement networking, Friday, 10 am, Columbia
- March 27—Funding Formula Grant Application Webinar, 10 AM
- April 2 – SC READ IN, State House Grounds
- April 16 – Monthly ED Webinar, 10:00 AM

Date?	March	Due By
	Review needs and resources assessment; plan for next year's program strategies; prepare Formula Grant Application	5/10/2019
	Progress Check: 2018-2020 Comprehensive Plan . Is the partnership on track with the objectives and action steps it planned to work on/complete in 2018-19? Are there any changes to programs or funding needed for 2019-20 that should be included in the Renewal Plan? Consider providing a Comprehensive Plan progress update to the partnership board.	
	Attend Together SC (formerly SCANPO) Conference	3/11/2019
	Monthly data check, all strategies (data entered w/in 30 days of service)	
	Monitor program staff and vendors for compliance with program standards, progress toward strategy objectives	
	Plan for post-assessments across all strategies	
	Obtain school district letters certifying non-supplantation and in-kind for next year (if applicable)	5/10/2019
	Progress check: Resource Development Plan. Participate in online giving day promotions if available in your area. Develop next year's plan.	
	Monthly check: Community Education/Outreach Plan, develop next year's plan	
	Monthly check: EThority reports	
	Plan for WOYC events April 8-12 and SC Read-In (date TBD)	
	Progress check: state-local teams	

Date?	April	Due By
	Week of the Young Child events April 8-12	4/8/2019
	Review needs and resources assessment; plan for next year's program strategies; prepare Formula Grant Application	5/10/2019
	Quarterly check: vendor contracts, vendor invoices, in-kind documentation; amend contracts and reallocate budget as needed	
	All data through April 30 entered in the FSDC by the Renewal Plan deadline	5/3/2019
	Monitor program staff and vendors for compliance with program standards, progress toward strategy objectives	
	Plan for post-assessments across all strategies	
	Progress check: Resource Development Plan. Participate in online giving day promotions if available in your area. Develop next year's plan.	
	Monthly check: Community Education/Outreach Plan - develop next year's plan, and stay in touch with your legislators.	
	Monthly check: Ethority reports	
	Obtain school district letters certifying non-supplantation and in-kind for next year (if applicable)	5/10/2019
	Begin negotiating vendor contracts and MOAs for the new program year	6/30/2019
	Progress check: state-local teams	