

2015 -2016 Self Assessment Improvement Plan

System/Service	Area of Improvement	Action Steps	Responsible Staff	Timeline
Ongoing Monitoring System	Consistency in PSESD monitoring process across all Service Areas, including admin monitoring	Enhance PSESD internal monitoring procedures	Director of Operations Monitoring Workgroup (with representatives from each Service Area, Data Team, Admin)	August-October 2015
		Establish and message program-wide monitoring expectations		
		Crosswalk monitoring checklists across Service Areas to streamline and eliminate redundancy		August 2015
		Develop processes for ongoing communication of the monitoring results		October 2015-February 2016
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Communication System	Structures and processes for collecting input from subcontractors and communicating information to the subcontractors	Use service plans to establish a shared understanding of the foundational programmatic requirements	Early Learning Leadership Team	September-November 2015
		Develop clear and concise talking points/one-pagers for each School Readiness leverage area that makes connection between compliance and the ultimate outcomes we aim to achieve	Program Director (Communications) Early Learning Leadership Team	September-December 2015
		Organize, convene, and facilitate group/structure for staff input	Program Director (Communications) Early Learning Leadership Team	August-September 2015
		Identify additional communication tools and modalities to accompany the website, monthly newsletter, meetings, etc. (e.g. weekly digest)	Program Director (Communications) and Communications Coordinator	August-October 2015
HR System	Inconsistencies with the background check procedures	Review and improve background check policies, procedures, contractual language and practices	Director of Operations HR generalist	May – August 2015
		Assess the subcontractors’ background check policies, procedures, and practices ensuring full compliance	Director of Operations	May – August 2015
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ERSEA System	Enrollment of Children with Disabilities	Assess enrollment of children with disabilities by subcontractor in 14-15 year	Data Services Manager ERSEA Manager	August-September 2015
		Work with subcontractors at/above 10% minimum enrollment to identify successful recruitment/enrollment strategies	Director of Operations ERSEA Manager	October-December 2015

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		Work with subcontractors below 10% minimum to identify barriers to recruiting/enrolling children with disabilities	Director of Operations ERSEA Manager	October-December 2015
		Communicate successful recruitment/enrollment strategies for children with disabilities to support recruitment for 2016-17 school year	ERSEA Manager	January-March 2015
School Readiness Services	Connection between program priorities and implementation of services	Assess connections between School Readiness priorities and a broader program and agency work, re: Peer Programs, Healthy Habits, Attendance, etc.	Early Learning Leadership	January-March 2016
	Establish a shared understanding of the 90% minimum attendance requirement and connections between attendance, healthy habits, and school readiness	Develop messaging (and supporting scripts, talking points for different audiences – subcontractor staff, families) about vision for attendance, connection to school readiness and healthy habits, family as first and most important teacher	School Readiness Director ERSEA Manager Family Engagement Manager	August – September 2015
		Develop measures of chronic absence at the individual child-level to support connection to school readiness	Data Services Manager Data Team	September-December 2015
		Establish supports around cultural competency lens for attendance	School Readiness Director ERSEA Manager Region X Program Specialist	September 2015- January 2016
	Healthy Habits	Develop resources, provide trainings, and implement communication tools that connect obesity concerns to School Readiness and family goals around physical development and health	Health Services Director Nutrition Director	November 2015- March 2016
		Convene cross-service area group to review Peer Program focus areas and identify opportunities to integrate Healthy Habits/5-2-1-0 into Health Peer Program	PSESD Executive Director of Policy, Governance, School, Family, Community Partnerships	September- November 2015
	Teaching and Curriculum	Develop needs assessment for subcontractor leaders and staff on Education Service Areas supports to inform planning for curriculum and teaching support to sites	School Readiness Director Education Service Area Managers	August-October 2015
	School Readiness Goals	Develop supports for teachers to be able to engage with parents around goal-setting and support children’s progress toward goals – e.g. one pager, with examples of what it looks like to engage families around school readiness goals	School Readiness Director Education Service Area Managers Family Engagement Manager	September-October 2015
		Develop professional learning and supports around engaging families in the assessment process	School Readiness Director Education Service Area	September-October 2015

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			Managers Family Engagement Manager Region X Program Specialist	
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Family Engagement Services	Structures, measures, and professional learning supports	Develop Family Engagement Professional Learning Plan for internal (across all service areas) and external staff, existing and new staff to focus on vision, messaging, and implementation with examples, with Professional Learning Community (PLC) component for Family Support staff	Family Engagement Manager Region X Program Specialist	November-March 2016
		Develop resources/modules around PFCE framework, family goal-setting that subcontractors can access and adapt to support their work with families	Family Engagement Manager	November 2015-March 2016
		Develop measures of effectiveness for family engagement, connected to PFCE Framework outcomes, with input from families and site staff	Family Engagement Manager	January-May 2016
	Policy Council role to lead and represent all families	Identify strategies for recruiting active Policy Council members from sites with consistent representation	Early Policy and Advocacy Advisor	December 2015-March 2016
		Identify barriers to broader and/or more proportional representation on Policy Council	Early Policy and Advocacy Advisor	December 2015-March 2016
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Child Health & Safety Services	Consistency of the subcontractors' health recording practices	Request Regional Office TTA support to review the current status of the health recording expectations and provide recommendations for improvement	Health Services Director and manager	August-September 2015