

City and County of San Francisco
San Francisco Children and Families Commission
1390 Market Street, Suite 318
San Francisco, CA 94102

Fifth Amendment

THIS AMENDMENT (this “Amendment”) is made as of **January 1, 2015**, in San Francisco, California, by and between **Children’s Council of San Francisco** (“Grantee”), and the City and County of San Francisco, a municipal corporation (“City”), acting by and through its San Francisco Children and Families First Commission (DBA First 5 San Francisco).

RECITALS

WHEREAS, City and Grantee have entered into the Agreement (as defined below); and

To manage preschool subsidies and provide fiscal services for the Preschool for All program.

WHEREAS, City and Grantee desire to modify the Agreement on the terms and conditions set forth herein to increase the contract amount;

NOW, THEREFORE, Grantee and the City agree as follows:

1. Definitions. The following definitions shall apply to this Amendment:

1a. Agreement. The term “Agreement” shall mean the Agreement dated **July 1, 2012** between Grantee and City, as amended by the:

First amendment, dated **March 11, 2013**,
Second amendment, dated **July 1, 2013**,
Third amendment, dated **September 19, 2013**, and
Fourth amendment, dated **March 28, 2014**.

1b. Contract Monitoring Division. Contract Monitoring Division. Effective July 28, 2012, with the exception of Sections 14B.9(D) and 14B.17(F), all of the duties and functions of the Human Rights Commission under Chapter 14B of the Administrative Code (LBE Ordinance) were transferred to the City Administrator, Contract Monitoring Division (“CMD”). Wherever “Human Rights Commission” or “HRC” appears in the Agreement in reference to Chapter 14B of the Administrative Code or its implementing Rules and Regulations, it shall be construed to mean “Contract Monitoring Division” or “CMD” respectively.

1c. Other Terms. Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.

2. Modifications to the Agreement. The Agreement is hereby modified as follows:

2a. Section 5.1. Section **5.1 Maximum Amount of Grant Funds** of the Agreement currently reads as follows:

In no event shall the amount of Grant Funds disbursed hereunder exceed **ELEVEN MILLION SEVEN HUNDRED AND THRITY THOUSAND** Dollars (**\$11,730,000.00**) in the period from **JULY 1, 2012** to **JUNE 30, 2013**.

In no event shall the amount of Grant Funds disbursed hereunder exceed **TWENTY-NINE MILLION** Dollars (**\$29,000,000.00**) in the period from **JULY 1, 2013** to **JUNE 30, 2015**.

Nor shall the amount of Grant Funds disbursed hereunder exceed **FORTY MILLION EIGHT HUNDRED AND FOUR THOUSAND SIX HUNDRED TWENTY EIGHT** Dollars (**\$40,730,000.00**) in the period from **JULY 1, 2012** to **JUNE 30, 2015**.

Such section is hereby amended in its entirety to read as follows:

In no event shall the amount of Grant Funds disbursed hereunder exceed **FORTY-SEVEN MILLION FOUR HUNDRED AND FORTY-NINE THOUSAND TWO HUNDRED AND NINE** Dollars (**\$47,326,791.00**) in the period from **JULY 1, 2012** to **JUNE 30, 2015**.

Grantee understands that, of the maximum amount of funds stated under Section 5.1 of this Agreement, **the augmentation amount of \$6,719,209 will not be available and may not be used in program budgets attached to Appendix B of this Agreement without an approved resolution by the San Francisco Board of Supervisors.** Grantee further understands that no payment of any portion of this augmentation amount will be made unless and until such funds are certified as available by First 5 San Francisco and the Controller's Office. Grantee agrees to fully comply with these laws, regulations, policies, and procedures.

2b. Section 5.5. Section **5.5 Advance of Funds** of the Agreement currently reads as follows:

Grantee shall be entitled to an advance payment in an amount not to exceed **\$2,932,500 for JULY, \$2,346,000 for October, \$2,346,000 for January, and \$2,932,500 for April of the current fiscal year.** These funds shall be deemed payable to the Grantee upon execution of this Agreement, certification by the Controller and receipt by Agency of a Funding Request. Any advance payment from Agency shall be returned in whole or in part, by Grantee upon request by Agency or at Agency's sole discretion deducted in whole or in part, by Agency from disbursements rendered to Grantee as described above. The Agency shall have the sole discretion to determine the timing and amount of each such deduction, but in no event shall any advance payment remain outstanding after June 30, 2013.

Such section is hereby amended in its entirety to read as follows:

Grantee shall be entitled to an advance payment in an amount not to exceed **\$4 million for JULY, \$4 million for October, \$4 million for January, and \$4 million for April of the**

current fiscal year. These funds shall be deemed payable to the Grantee upon execution of this Agreement, certification by the Controller and receipt by Agency of a Funding Request. Any advance payment from Agency shall be returned in whole or in part, by Grantee upon request by Agency or at Agency's sole discretion deducted in whole or in part, by Agency from disbursements rendered to Grantee as described above. The Agency shall have the sole discretion to determine the timing and amount of each such deduction, but in no event shall any advance payment remain outstanding after June 30, 2015.

2c. Appendix B. Appendix B – Definition of Grant Plan is hereby appended to include the following:

See attached Appendix B 2014-2015

2d. Insurance. Section 10 is hereby replaced in its entirety to read as follows:

Article 10. Insurance.

a. Without in any way limiting Grantee's liability pursuant to the "Indemnification" section of this Agreement, Grantee must maintain in force, during the full term of the Agreement, insurance in the following amounts and coverages:

1) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than \$1,000,000 each accident, injury, or illness; and

2) Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; policy must include Abuse and Molestation coverage, and

3) Commercial Automobile Liability Insurance with limits not less than \$1,000,000 each occurrence, "Combined Single Limit" for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.

4) Fidelity Bond that shall be maintained throughout the term of this contract, at its expense a blanket fidelity bond covering all officers and employees, in an amount not less than 15% of the total contract amount with any deductible not to exceed \$1,000, including City as additional obligee or loss payee as its interests may appear.

b. Commercial General Liability and Commercial Automobile Liability Insurance policies must be endorsed to provide:

1) Name as Additional Insured the City and County of San Francisco, its Officers, Agents, and Employees.

2) That such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought.

c. All policies shall be endorsed to provide thirty (30) days' advance written notice to the City of cancellation for any reason, intended non-renewal, or reduction in coverages. Notices shall be sent to the City address set forth in the Section entitled "Notices to the Parties."

d. Should any of the required insurance be provided under a claims-made form, Grantee shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three years beyond the expiration of this Agreement, to the effect

that, should occurrences during the contract term give rise to claims made after expiration of the Agreement, such claims shall be covered by such claims-made policies.

e. Should any required insurance lapse during the term of this Agreement, requests for payments originating after such lapse shall not be processed until the City receives satisfactory evidence of reinstated coverage as required by this Agreement, effective as of the lapse date. If insurance is not reinstated, the City may, at its sole option, terminate this Agreement effective on the date of such lapse of insurance.

f. Before commencing any Services, Grantee shall furnish to City certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Approval of the insurance by City shall not relieve or decrease Grantee's liability hereunder.

g. If a subcontractor will be used to complete any portion of this agreement, the grantee shall ensure that the subcontractor shall provide all necessary insurance and shall name the City and County of San Francisco, its officers, agents, and employees and the grantee listed as additional insureds.

2e. Replacing “Earned Income Credit (EIC) Forms” Section with “Consideration of Criminal History in Hiring and Employment Decisions” Section. Section 7.3 “Earned Income Credit (EIC) Forms” is hereby replaced in its entirety to read as follows:

7.3. Consideration of Criminal History in Hiring and Employment Decisions.

a. Grantee agrees to comply fully with and be bound by all of the provisions of Chapter 12T “City Grantee/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions,” of the San Francisco Administrative Code (Chapter 12T), including the remedies provided, and implementing regulations, as may be amended from time to time. The provisions of Chapter 12T are incorporated by reference and made a part of this Agreement as though fully set forth herein. The text of the Chapter 12T is available on the web at www.sfgov.org/olse/fco. A partial listing of some of Grantee’s obligations under Chapter 12T is set forth in this Section. Grantee is required to comply with all of the applicable provisions of 12T, irrespective of the listing of obligations in this Section. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 12T.

b. The requirements of Chapter 12T shall only apply to a Grantee’s or Subcontractor’s operations to the extent those operations are in furtherance of the performance of this Agreement, shall apply only to applicants and employees who would be or are performing work in furtherance of this Agreement, shall apply only when the physical location of the employment or prospective employment of an individual is wholly or substantially within the City of San Francisco, and shall not apply when the application in a particular context would conflict with federal or state law or with a requirement of a government agency implementing federal or state law.

c. Grantee shall incorporate by reference in all subcontracts the provisions of Chapter 12T, and shall require all subcontractors to comply with such provisions. Grantee’s

failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.

d. Grantee or Subcontractor shall not inquire about, require disclosure of, or if such information is received, base an Adverse Action on an applicant's or potential applicant for employment's, or employee's: (1) Arrest not leading to a Conviction, unless the Arrest is undergoing an active pending criminal investigation or trial that has not yet been resolved; (2) participation in or completion of a diversion or a deferral of judgment program; (3) a Conviction that has been judicially dismissed, expunged, voided, invalidated, or otherwise rendered inoperative; (4) a Conviction or any other adjudication in the juvenile justice system; (5) a Conviction that is more than seven years old, from the date of sentencing; or (6) information pertaining to an offense other than a felony or misdemeanor, such as an infraction.

e. Grantee or Subcontractor shall not inquire about or require applicants, potential applicants for employment, or employees to disclose on any employment application the facts or details of any conviction history, unresolved arrest, or any matter identified in subsection 7.3(d), above. Grantee or Subcontractor shall not require such disclosure or make such inquiry until either after the first live interview with the person, or after a conditional offer of employment.

f. Grantee or Subcontractor shall state in all solicitations or advertisements for employees that are reasonably likely to reach persons who are reasonably likely to seek employment to be performed under this Agreement, that the Grantee or Subcontractor will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of Chapter 12T.

g. Grantee and Subcontractors shall post the notice prepared by the Office of Labor Standards Enforcement (OLSE), available on OLSE's website, in a conspicuous place at every workplace, job site, or other location under the Grantee or Subcontractor's control at which work is being done or will be done in furtherance of the performance of this Agreement. The notice shall be posted in English, Spanish, Chinese, and any language spoken by at least 5% of the employees at the workplace, job site, or other location at which it is posted.

h. Grantee understands and agrees that if it fails to comply with the requirements of Chapter 12T, the City shall have the right to pursue any rights or remedies available under Chapter 12T, including but not limited to, a penalty of \$50 for a second violation and \$100 for a subsequent violation for each employee, applicant or other person as to whom a violation occurred or continued, termination or suspension in whole or in part of this Agreement.

3. Effective Date. Each of the modifications set forth in Section 2 shall be effective on and after **the date of this Amendment.**

4. Legal Effect. Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, Grantee and City have executed this Amendment as of the date first referenced above.

CITY

GRANTEE


Recommended by:

First 5 San Francisco

Children's Council of San Francisco



Laurel Kloomok
Executive Director



Sandee Blechman
Executive Director

Approved as to Form:

Dennis J. Herrera
City Attorney

By: 

Sherri Sokeland Kaiser
Deputy City Attorney

Appendix B
2014-2015

**Children's Council Preschool for All Budget
2012-13 through 2014-15**

	2012-13 ACTUAL EXPENSES	2013-14 ACTUAL EXPENSES	2014-15 REVISED BUDGET
PERSONNEL			
Subsidy Payment Manager	\$19,905	\$19,912	\$15,357
I/T Specialist	\$20,833	\$0	\$0
Provider Payment Coordinator	\$0	\$20,844	\$22,903
A/P Accountant	\$0	\$0	\$8,907
SF3C Manager	\$0	\$6,882	\$14,390
Need & Eligibility Specialist	\$0	\$44,177	\$46,563
Database Programmer	\$0	\$9,735	\$0
SUBTOTAL:	\$40,738	\$101,550	\$108,120
FRINGE BENEFITS			
Health Benefits	\$11,100	\$30,251	\$32,090
SUBTOTAL:	\$11,100	\$30,251	\$32,090
PROFESSIONAL SERVICES			
FCCQN Training	\$0	\$71,876	\$426,206
SUBTOTAL:	\$0	\$71,876	\$426,206
SUBCONTRACTS			
PFA Providers	\$10,776,110	\$12,784,898	\$16,000,000
Training and Technical Assistance	\$882,088	\$1,563,398	\$4,518,000
SUBTOTAL:	\$11,658,198	\$14,348,296	\$20,518,000
PROGRAM MATERIALS			
None	\$0	\$0	\$0
SUBTOTAL:	\$0	\$0	\$0
OTHER PROGRAM EXPENSES			
Office Support (software and share supplies)	\$1,156	\$1,700	\$2,800
Bank/payroll Fees	\$274	\$893	\$240
Staff Training & Conferences	\$67	\$800	\$1,000
SUBTOTAL:	\$1,497	\$3,393	\$4,040
ADMINISTRATIVE COSTS			
Audit	\$378	\$600	\$384
Insurance	\$264	\$425	\$252
Admin Postage & Reproduction	\$407	\$1,162	\$1,900
Rent and Utilities	\$8,928	\$18,000	\$17,200
Telephone	\$564	\$700	\$1,200
Admin Staff Salaries & Benefits	\$7,926	\$16,750	\$16,814
SUBTOTAL:	\$18,467	\$37,637	\$37,750
TOTAL BUDGET REQUEST:	\$11,730,000	\$14,593,003	\$21,126,206
ORIGINAL TOTAL FOR 3 YEARS:	\$40,730,000		
REVISED TOTAL FOR 3 YEARS:	\$47,449,209		
CONTRACT AUGMENTATION AMOUNT:	\$6,719,209		

SUMMARY REPORT

FCCQN Capacity Building
Program

Signed 7/14 - 6/15
Status Grant Term



Date Signed: 10/31/2014 5:00:30 PM
CBO Signatory: Michael Williams
Title:

Contact Information**Agency Name**

Children's Council of San Francisco

Program Name

FCCQN Capacity Building

Street

445 Church Street

City

San Francisco CA

State Zipcode

94114

Phone 1 Phone 2 Fax

415-276-2900

Web Site

www.childrencouncil.org

Last Audit Date Tax I.D. No.

10/10/2014 94-2221305

Service Locations**Site Name #1**

Children's Council of San Francisco

Subcontrator?

No

Site Street Address

445 Church Street

Ward Zip Code

94114

Program Description

Increase the capacity of the Family Child Care Quality Network staff to provide relevant and efficacious support and technical assistance and for participants in the Network to increase their program effectiveness and quality, in alignment with the CA Race to the Top Quality Continuum Framework.

Board Members**Member Name**

Elena Schmid

Renita Sinn

Jim Kirk

Title Phone

415-276-2900

415-276-2900

415-276-2900

LEAD AGENCY BUDGET**Personnel**

1. Title: Provider Support (Training) Manager
Name: Jessica Boehme
Function:

Plan, coordinate, and deliver FCCQN
Consultant and Provider training

F.T.E.	Request	Other-Cash	Other-In-Kind	Total Salary
0.4%	\$32,700.00	\$0.00	\$0.00	\$32,700.00

2. Title: FCCQN Manager
Name: Dawn Perry
Function: Oversee FCCQN Consultants, administer grant services, meet grant reporting requirements

F.T.E.	Request	Other-Cash	Other-In-Kind	Total Salary
0.3%	\$29,445.00	\$0.00	\$0.00	\$29,445.00

3. Title: FCCQN Consultant Supervisor
Name: open
Function: Coordinate Consultant PD and tasks, oversee data collection, track provider progress

F.T.E.	Request	Other-Cash	Other-In-Kind	Total Salary
1%	\$60,000.00	\$0.00	\$0.00	\$60,000.00

4. Title: FCCQN Quality Consultant
Name: TBD
Function: Provide direct technical assistance and coaching to caseload of FCCQN providers.

F.T.E.	Request	Other-Cash	Other-In-Kind	Total Salary
0.75%	\$37,500.00	\$0.00	\$0.00	\$37,500.00

\$159,645.00 \$0.00 \$0.00 \$159,645.00

Fringe Benefits

1. Benefit Name: Total Benefits
Calculations: \$122,145 x 30.6%

Salary	Percentage	Comm. Request	Other-Cash	Other-In-Kind	Total
\$48,851.00	100%	\$48,851.00	\$0.00	\$0.00	\$48,851.00

\$48,851.00 \$48,851.00 \$0.00 \$0.00 \$48,851.00

Professional Services

1. Title: Horizons in Learning
Function: 2.5 day training and expenses - Intentional Coaching

F.T.E.	Request	Other-Cash	Other-In-Kind	Total Salary
0%	\$6,000.00	\$0.00	\$0.00	\$6,000.00

2. Title: Horizons in Learning
Function: 1 day training and expenses - Smart Group Facilitation

F.T.E.	Request	Other-Cash	Other-In-Kind	Total Salary
0%	\$2,500.00	\$0.00	\$0.00	\$2,500.00

3. Title: Consultants
Function: Trainers for Consultant and Provider Training

F.T.E.	Request	Other-Cash	Other-In-Kind	Total Salary
0%	\$10,000.00	\$0.00	\$0.00	\$10,000.00

\$18,500.00 \$0.00 \$0.00 \$18,500.00

Subcontracts

- 1. Agency: Wu Yee Children's Services
 Function: administration, planning support
 Calculation:

Program Costs	Admin Costs	Request Total	Other-Cash	Other-In-Kind	Total
\$14,000.00	\$0.00	\$14,000.00	\$0.00	\$0.00	\$14,000.00

\$14,000.00 \$0.00 \$14,000.00 \$0.00 \$0.00 \$14,000.00

Program Materials

- 1. Expense: Training Materials
 Calculations: CLASS Dimension Guides 250 books x \$20

Request Total	Other-Cash	Other-In-Kind	Total
\$5,000.00	\$0.00	\$0.00	\$5,000.00
- 2. Expense: Workshop materials for Provider Training
 Calculations: 21 training sessions

Request Total	Other-Cash	Other-In-Kind	Total
\$13,654.00	\$0.00	\$0.00	\$13,654.00
- 3. Expense: Printing/copying/translation
 Calculations: resource materials

Request Total	Other-Cash	Other-In-Kind	Total
\$2,000.00	\$0.00	\$0.00	\$2,000.00
- 4. Expense: Training Materials & Supplies
 Calculations: food, beverages and other supplies -- \$150 per workshop x 21 workshops

Request Total	Other-Cash	Other-In-Kind	Total
\$6,350.00	\$0.00	\$0.00	\$6,350.00
- 5. Expense: Training Supplies for Consultants
 Calculations: food, beverages and other supplies - \$100 x 10 sessions including Horizons training

Request Total	Other-Cash	Other-In-Kind	Total
\$1,000.00	\$0.00	\$0.00	\$1,000.00
- 6. Expense: FCCQN Provider materials
 Calculations: materials for quality improvement Network provider programs

Request Total	Other-Cash	Other-In-Kind	Total
\$55,000.00	\$0.00	\$0.00	\$55,000.00
- 7. Expense: Supplies for Cohorts
 Calculations: program and meeting supplies, provider incentives for 15-18 providers

Request Total	Other-Cash	Other-In-Kind	Total
\$4,000.00	\$0.00	\$0.00	\$4,000.00
- 8. Expense: Supplies and materials
 Calculations: supplies for universal screening and educational planning processes and for the development and implementation of assessments and/or prep. workshop

Request Total	Other-Cash	Other-In-Kind	Total

\$10,000.00	\$0.00	\$0.00	\$10,000.00
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9. Expense: Training Facility Costs

Calculations: 100 x 24 meetings

Request Total	Other-Cash	Other-In-Kind	Total
\$2,400.00	\$0.00	\$0.00	\$2,400.00

10. Expense: Supplies for Curriculum Kits for Lending Library

Calculations: \$500 x 30 kits = \$15,000 (plus replacement items @ \$5,000)

Request Total	Other-Cash	Other-In-Kind	Total
\$20,000.00	\$0.00	\$0.00	\$20,000.00

11. Expense: Supplies for 3 Network meetings

Calculations: 3 x approx. \$1,600 each

Request Total	Other-Cash	Other-In-Kind	Total
\$5,000.00	\$0.00	\$0.00	\$5,000.00

\$124,404.00	\$0.00	\$0.00	\$124,404.00
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Other Program Expenses

1. Expense: Conference

Calculations:

Request Total	Other-Cash	Other-In-Kind	Total
\$5,380.00	\$0.00	\$0.00	\$5,380.00

\$5,380.00	\$0.00	\$0.00	\$5,380.00
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Administrative Costs

1. Cost Name: ADMINISTRATIVE COSTS

Calculations: \$257,377 X 15% plus \$129,955 x 15%

Request Total	Other-Cash	Other-In-Kind	Total
\$55,426.00	\$0.00	\$0.00	\$55,426.00

\$55,426.00	\$0.00	\$0.00	\$55,426.00
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Budget Summary

Expenses by line item:

	Amount
Personnel	\$159,645.00
Fringe Benefits	\$48,851.00
Professional Services	\$18,500.00
Subcontracts	\$14,000.00
Program Materials	\$124,404.00
Other Program Expenses	\$5,380.00
Administrative Costs	\$55,426.00
Total	\$426,206.00

PERFORMANCE MEASURES**Service**

Quality Consultant skill building in coaching and reflective practice.

Needs Activity Setup?

Yes No

Performance Measure 1

One-to-one reflective supervision sessions with FCC Quality Consultants

Data Source and Reporting Instructions

Supervisor log/report total number of unduplicated sessions

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
27	27	27	27	108

Performance Measure 2

Bi-monthly Consultant team meetings

Data Source and Reporting Instructions

sign-in sheets/report total number of unduplicated sessions

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
2	2	2	2	8

Performance Measure 3

Training on Intentional Coaching and reflective practice with Horizons in Learning

Data Source and Reporting Instructions

PD Matrix/training completion

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
0	1	0	0	1

Performance Measure 4

Quality Consultants completing Intentional Coaching and reflective practice training

Data Source and Reporting Instructions

PD Matrix/report total number of Consultants completing

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
0	12	0	0	12

Performance Measure 5

Quality Consultants report increase in efficacy on coaching self-assessment

Data Source and Reporting Instructions

self assessment/total number of Quality Consultants reporting increased efficacy

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
0	0	0	10	10

Service

Quality Consultants engage in training to increase knowledge and awareness of Core Elements of the QRIS Matrix

Needs Activity Setup?

Yes No

Performance Measure 1

Training - CA Learning Foundations

Data Source and Reporting Instructions

PD Matrix/number of sessions completed

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
0	1	1	0	2

Performance Measure 2

Training - ASQ

Data Source and Reporting Instructions

PD Matrix/number of sessions completed

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
1	0	0	0	1

Performance Measure 3

Training - Protective Factors/Strengthening Families

Data Source and Reporting Instructions

Number of sessions completed

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
2	1	1	1	5

Performance Measure 4

Consultants completing all Core Elements training

Data Source and Reporting Instructions

PD Matrix/total number of Consultants completing training

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
0	0	0	10	10

Service

Quality Consultants skill building in small group facilitation

Needs Activity Setup?

 Yes No**Performance Measure 1**

Training with Horizons in Learning

Data Source and Reporting Instructions

PD Matrix/number of sessions completed

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
0	1	0	0	1

Performance Measure 2

Quality Consultants completing training

Data Source and Reporting Instructions

PD Matrix/total number of Quality Consultants completing training

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
0	10	0	0	10

Service

Network Members engage in training to increase knowledge and awareness of Core Elements of the QRIS Matrix

Needs Activity Setup?

Yes No

Performance Measure 1

Training - QRIS Core Elements offered in three languages

Data Source and Reporting Instructions

Training log/number of sessions conducted

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
3	3	3	3	12

Performance Measure 2

Training - Inclusion practices and ADA compliance offered in three languages

Data Source and Reporting Instructions

Training log/number of sessions conducted

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
0	0	3	0	3

Performance Measure 3

Training - ASQ

Data Source and Reporting Instructions

Training log/number of sessions conducted

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
0	0	0	6	6

Performance Measure 4

Network members completing 21 hours of professional development

Data Source and Reporting Instructions

Training log/number of providers completing 21 hours of professional development

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
0	50	50	80	180

Service

Develop pilot cohort program for Network members to support implementation of best practices related to CLASS, FCCERS, and/or other QRIS-related topics

Needs Activity Setup?

Yes No

Performance Measure 1

Number of meetings held to develop program

Data Source and Reporting Instructions

Sign-in sheets, meeting notes/report number of meetings held

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total

1	2	0	0	3
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Performance Measure 2

Final document of proposed plan

Data Source and Reporting Instructions

Document/final document

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
0	0	1	0	1

Performance Measure 3

Number of meetings held with three cohorts

Data Source and Reporting Instructions

Sign in sheets, progress notes/number of meetings held

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
0	0	3	9	12

Performance Measure 4

Survey of participating Network members

Data Source and Reporting Instructions

Document/final document

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
0	0	0	1	1

Service

Quality Consultants will provide supports, linkages, and services to Network Members to ensure continuous quality improvement

Needs Activity Setup?

 Yes No**Performance Measure 1**

Minimum number of Network Members receiving direct or indirect support

Data Source and Reporting Instructions

Progress notes/report number of unduplicated providers receiving support

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
180	45	25	0	250

Performance Measure 2

QIPs entered in WELS system

Data Source and Reporting Instructions

WELS report/report number of QIPs entered in WELS

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
150	25	25	50	250

Service

Develop plan to provide universal screening for children by FCCQN

Needs Activity Setup?

 Yes No

Performance Measure 1

Conduct meetings with stakeholders

Data Source and Reporting Instructions

Sign in sheets/report number of meetings held

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
0	0	2	1	3

Performance Measure 2

Develop plan and processes

Data Source and Reporting Instructions

Document/final document

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
0	0	0	1	1

Service

Program managers develop plan to increase access to educational attainment for Network Members

Needs Activity Setup?

 Yes No**Performance Measure 1**

Stakeholder meetings to gather input

Data Source and Reporting Instructions

Meeting notes/report number of meetings held

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
3	0	0	0	3

Performance Measure 2

Survey Network Members to gather input

Data Source and Reporting Instructions

Document/completed survey

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
0	1	0	0	1

Performance Measure 3

Final document of plan

Data Source and Reporting Instructions

Document/report document completion

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
0	1	0	0	1

Performance Measure 4

Develop necessary assessments and/or workshop on preparation and skills for success in college-level ECE courses

Data Source and Reporting Instructions

Document/final assessment documents and/or workshop description

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
0	0	1	0	1

Performance Measure 5

Compile assessment findings and/or survey Network Members attending pilot workshop on skills for success in college-level ECE courses

Data Source and Reporting Instructions

Document/assessment and/or survey report

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
0	0	0	30	30

Service

FCCQN Quality Consultant to support Network Members in aligning to QRIS (and will work specifically with Early Head Start/FCCQN members if Federal proposal is approved?

Needs Activity Setup?

Yes No

Performance Measure 1

Number of Network Members served on caseload

Data Source and Reporting Instructions

WELS/QIPs in WELS

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
0	15	5	5	25

Performance Measure 2

Hire Quality Consultant

Data Source and Reporting Instructions

Employment agreement/report number hired

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
0	1	0	0	1

Service

Coordinate one PITC cohort in each of three languages resulting in 3 academic units per FCCQN participant

Needs Activity Setup?

Yes No

Performance Measure 1

Total number of Network Members enrolled in cohort course

Data Source and Reporting Instructions

Enrollment forms/report number of participants enrolled

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
0	0	55	0	55

Performance Measure 2

Number of participants successfully completing course

Data Source and Reporting Instructions

Attendance sheet, final grade/report number of participants on track for completing course

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
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0 0 0 40 **40**

Service

Materials for FCCQN Network Members to improve environments related to FCCERS and CLASS

Needs Activity Setup?

Yes No

Performance Measure 1

Number of providers receiving support with materials

Data Source and Reporting Instructions

WELS/report number of participants receiving support

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
0	30	20	20	70

Performance Measure 2

% of providers demonstrating improvement on FCCERS and CLASS

Data Source and Reporting Instructions

WELS/FCCERS and CLASS assessment scores

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
0	0	0	80	80

Service

Network Members engage in training to increase knowledge and awareness of quality interactions with children

Needs Activity Setup?

Yes No

Performance Measure 1

Number of providers completing 3 sessions

Data Source and Reporting Instructions

Attendance sheets/report number of participants completing sessions

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
0	0	20	0	20

Performance Measure 2

% of providers reporting implementation of strategies learned

Data Source and Reporting Instructions

Document/self-report on survey

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
0	0	0	75	75

Service

Develop curriculum kits for Lending Library to support enhancement of FCCQN programs related to FCCERS and CLASS

Needs Activity Setup?

Yes No

Performance Measure 1

Number of kits developed

Data Source and Reporting Instructions

Kit descriptions/report number of kits developed with subject area

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
0	10	20	0	30

Performance Measure 2

Number of times kits are accessed

Data Source and Reporting Instructions

Check out document/report number of times kits are loaned

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
0	10	20	30	60

Performance Measure 3

Number of unduplicated providers accessing kits

Data Source and Reporting Instructions

Check out document/report unduplicated number of providers accessing kits

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
0	10	20	20	50

Performance Measure 4

% of providers reporting satisfaction with use of kits

Data Source and Reporting Instructions

Document/self-report survey

07/14-09/14	10/14-12/14	01/15-03/15	04/15-06/15	Total
0	0	0	80	80

ACTIVITIES

Group Services

Coaching for Success Webinars

Focus Area:

Service Area:

Strategic Plan Goal:

Significant Modalitie(s): Classes/Workshops

Activity Description: Coaching webinars for FCCQN consultants and managers