

Strengthening State Systems to Promote Early Childhood Development January 18-19, 2007

State Team Planning Worksheet

Meeting purpose: To strengthen and advance partnerships at the State and Federal levels to enhance systems for early childhood development.

Meeting goals:

1. To strengthen state interagency teams in order to accelerate early childhood systems development.
2. To enhance collaboration and strengthen partnerships among child care, Head Start, and MCH, as well as education and other partners.
3. To explore strategies for institutionalizing state-level partnerships, to ensure the sustainability of integrated early childhood systems in a dynamic environment.

Overview of State Team and Cluster Learning Opportunities: This meeting was designed to provide state delegations with a variety of learning opportunities, including: plenary presentations, content-focused workshops, peer-to-peer sharing in clusters, and individual state team planning sessions.

In particular, the peer-to-peer learning in the cluster, team, and workshop times should help to strengthen and accelerate the early childhood systems efforts back at home. You will have faculty experts and facilitators available to support your work both in state teams and in clusters of teams.

- Cluster groups: Your state team has been assigned to a cluster which includes 2 to 3 other states with whom you will meet with throughout the conference for the purpose of sharing successful strategies, solving problems together, and building on-going relationships. Cluster groups were formed to promote peer-to-peer learning among states that have complimentary experiences in implementing birth-to-five systems and/or similar structural characteristics.
- Team time: Each team also will have 5 times to meet apart from other teams in their cluster. These are opportunities to define unmet needs, discuss resources, share ideas, and confirm plans.

Introductions and Orientation 10:30 – 11:45

10:30 – 11:00 am *Introductory Cluster Meeting:* Groups of 3-4 state teams will meet together with a facilitator for an overview of the state planning process that will unfold over the next two days. The session will begin with introductions and a brief warm-up activity. Facilitators will then provide an overview to the conceptual framework for the work of developing a “system of systems” approach. (Please refer to the handout “Core Elements of an Early Childhood Development System”.)

11:00 – 11:30 am Initial State Team Planning Meeting: This half hour is for your state team to meet individually to discuss your knowledge of the current status of your own “system of systems” using the diagram “Core Elements of an Early Childhood Development System” as a guide. (See pages 7-8.) Faculty and facilitators will circulate to answer any questions you have.

The core questions each state team will address during this time are:

- What is known about what has been developed in each of the seven component areas?
- What are the current gaps in each component area?

Each state team may use the planning form (I) below to organize your information.

11:30 – 11:45 am: Sharing with Cluster: During the last 15 minutes of this session, all of the state teams in each cluster will come back together for peer-to-peer sharing. Each state team will have 5 minutes to answer the following question:

- What is one area of particular strength or innovation in your birth to five early childhood system?

I. State Team Planning Form

Please briefly answer the following questions based upon your team’s knowledge about your early childhood state system.

For each team member, and for each component area: What do you know about ongoing initiatives/successful efforts to build an integrated birth to five system? What are the gaps in each component area?

The component areas include: (1) Governance, (2) Standards, (3) Research and Evaluation, (4) Financing, (5) Communications, (6) Monitoring, and (7) Provider Support

1. Governance:	
Capacity	Gaps
2. Standards:	
Capacity	Gaps

3. Research/Evaluation:	
Capacity	Gaps
4. Financing:	
Capacity	Gaps
5. Communications:	
Capacity	Gaps
6. Monitoring:	
Capacity	Gaps
7. Provider Support:	
Capacity	Gaps

Peer-to-Peer Cluster Topical Sessions

Overview: There will be three cluster sessions that each will focus on one of three topics. They will have a similar format, and all clusters will rotate through each of the topics

- Faculty Expert: state teams will spend around 10 minutes listening to a faculty-led presentation on one of the following topics: (a) financing, (b) governance, and (c) provider support/workforce development.
- Peer-to-peer sharing: Following the presentation you and your colleagues in the cluster will share successful strategies, barriers and obstacles, and generate solutions to problems related to each topic.

You may want to use the table below to keep track of **strategies you want to remember**. You will be asked to prioritize strategies to submit at the end of the last planning session.

II. Cluster Session Notes

Cluster Session 1 Topic: a) financing; (b) governance; (c) provider support (Circle one)
Cluster Session 2 Topic: a) financing; (b) governance; (c) provider support (Circle one)
Cluster Session 3 Topic: a) financing; (b) governance; (c) provider support (Circle one)

Cluster follow-up: State Team Planning: Following each topical cluster discussion you will discuss with your state team members your ideas for next steps related to each topic. Consider each of the following questions:

- What did you hear that has relevance to your state?
- What ideas do you have that can move this issue forward in your state?
- What are several next step strategies you can take when you get back home?

Each team will have a facilitator, and faculty will be available to provide you with additional support.

IV. Final State Team Meeting

January 19, 11:15 -12:15

Please use the REPORT BACK form on page 6 to document the outcome of your conversations regarding next-steps in your state team's work to build a birth-to-five system.

Each state team should save their action steps onto the form on the flash drive. Please return this flash drive before lunch to the box at the registration desk, or to Kay Johnson or Suzanne Theberge.

Here are some suggested steps to organize your planning time during this last session:

1. Review the next step strategies your team has developed in each of the three topical areas.
2. Prioritize the three most important steps in each topical you will implement when you return home
3. Review the diagram Core Elements of an Early Childhood Development System and decide how you can continue the birth-to-five focus back home.

The answers to questions 2 and 3 (above) will be synthesized during the break and shared with the entire group during the final session of the meeting. This information will also guide the development of future collaborative technical assistance efforts.

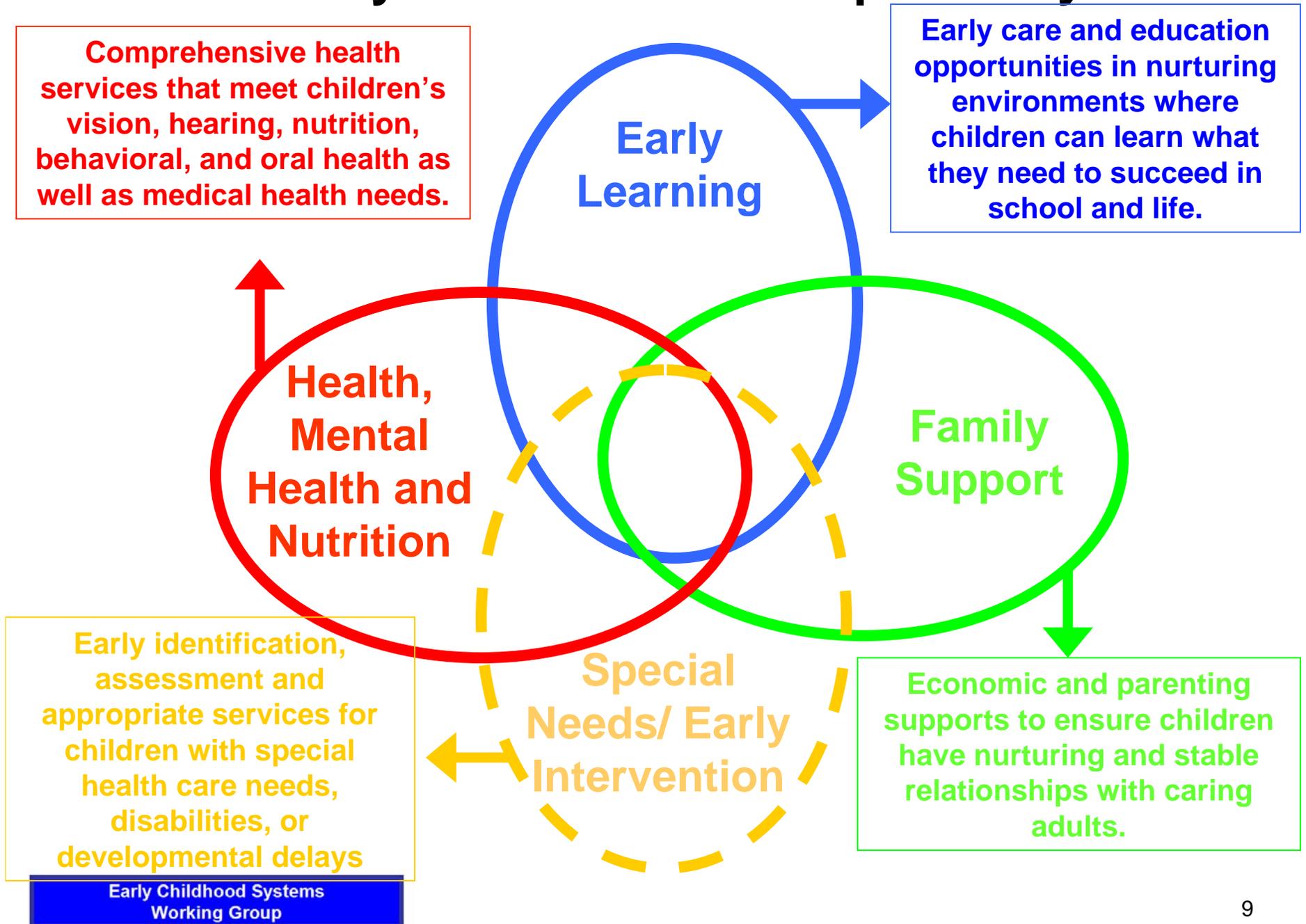
Thank you so much for all your hard work.

Report Back Form (based on final team meeting)

Save this form on the flash drive and return it to the box on the registration desk, Kay Johnson, or Suzanne Theberge before lunch.

1. Key Strategies	
<i>Finance</i>	
<i>Governance</i>	
<i>Provider support</i>	
<i>Other</i>	
2. Top 3 priority action steps	
<i>Finance</i>	
<i>Governance</i>	
<i>Provider support</i>	
<i>Other</i>	
3. Follow up ideas	
<i>Finance</i>	
<i>Governance</i>	
<i>Provider support</i>	
<i>Other</i>	

State Early Childhood Development System



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