

Child Care Aware District Work Plan
SFY 2025
July 1, 2024 - June 30, 2025

Goal Area 1: Operational Functionality

Goal 1a: Ensure effective and efficient operation of Child Care Aware of Minnesota District Site

Goal 1b: Data Privacy and Security

Goal 1a: Ensure effective and efficient operation of Child Care Aware of Minnesota District Site		
Required Service	Activities/Tasks	Deliverable
1. Ensure adequate staffing to perform all required functions.	a. Recruit, hire, train and maintain qualified staff to meet targets and timelines. b. Inform the STATE of all staffing changes. c. Implement a systematic orientation and onboarding process for all new hires. d. Implement a systematic off boarding process for all terminated staff (whether voluntary/involuntary) e. Ensure any computer access, including Develop, is terminated immediately upon a staff member's final day of employment. f. Provide access to a variety of high-quality professional development opportunities for staff to strengthen and enhance their professional knowledge and competencies, required in the work for - the STATE. g. Allow staff to participate in system improvement and coordination meetings such as short-term workgroups and advisory groups related to their job role(s) as requested by - the STATE.	1. When staffing changes occur or at a date determined in agreement with the STATE, provide an up-to-date organizational chart to the STATE including name, position/title, areas of responsibility, geographic location area, language spoken, phone number and email within five business days. 2. Provide to - the STATE a copy of an orientation, onboarding and off boarding plan no later than September 1, 2023. 3. Submit a report of the Individual Professional Development activities for each staff member at the site visit, including a summary of information and resources provided to employees on issues related to working effectively and respectfully

Goal 1a: Ensure effective and efficient operation of Child Care Aware of Minnesota District Site		
Required Service	Activities/Tasks	Deliverable
		with historically underserved and under-represented communities. 4. Ensure the Develop Organization Profile is up-to-date and reflects current employees
2. Adhere to the policies, procedures, and practices of the Child Care Aware MN system as developed and maintained by the Child Care Aware MN—Coordinating Office and the STATE.	a. Participate in the Child Care Aware MN—Coordinating Office and— the STATE site visits. b. New Staff will attend the first available new staff orientation offered by the Child Care Aware MN—Coordinating Office, or view the virtual orientation within 30 days of being hired. c. Ensure that all staff follow all standardized Child Care Aware procedures and policies, including the work plan between the agency and— the STATE. This includes but is not limited to the policies and procedures outlined in the following manuals: a. Child Care Aware Training Delivery Manual b. Eager to Learn Manual c. Parent Aware Policy and Implementation Manual d. Regional Grants Manuals e. Child Care Wayfinder Implementation Manual d. Attend all statewide Child Care Aware MN system and function area-specific meetings. e. Refer to - the STATE and Coordinating Office sample job duties and tasks when hiring.	1. Reviewed at the STATE site visit and noted in monitoring report.

Goal 1a: Ensure effective and efficient operation of Child Care Aware of Minnesota District Site		
Required Service	Activities/Tasks	Deliverable
	f. Ensure agency website includes the Child Care Aware affiliation information and graphics and is updated with correct contact information, links and related information. This includes the Child Care Aware Language Access Line information and customer service contact information. g. All CCA-branded materials will contain the toll-free number and information in Hmong, Somali, and Spanish about the material content.	

Goal 1b: Data Privacy and Security		
Required Service	Activities/Tasks	Deliverable
1. Local Data Privacy Official	a. Identify and name a Data Privacy Official in Data Sharing Agreement in contract. b. Data privacy official will take the annual - STATE online-ETL data privacy training, ensure that data privacy policies are implemented, and monitor annual training requirements of staff.	1. Data Privacy Official identified by July 31, 2023. 2. Data privacy training completion is monitored; records will be available to - the STATE upon request.

Goal 1b: Data Privacy and Security		
Required Service	Activities/Tasks	Deliverable
2. Data privacy policy and procedures	a. Written policies and procedures on data privacy must include collection, disclosure, protection, distribution, destruction, and retention of personal, private or confidential data. Policies should address password security and appropriate access to data regardless of where the information is stored. b. Ensure all contractor's policies and procedures are implemented within the organization and are in accordance with State policies and statutes. c. Any breach of data must be reported to the contract manager once verified a breach occurred, but no later than seven (7) calendar days in writing as part of the Data Sharing Terms and Agreement (Attachment C Agency must complete appropriate corrective action plans to minimize possibilities of reoccurrences.	1. Reviewed by– the STATE at site visit, or available if requested. Policies and procedure review will be noted in Monitoring Report.
3. Data integrity	a. Staff using the NDS2, Develop and other data systems are fully trained and able to perform all related job duties using the most current data entry procedures, as per STATE directives. b. Data entry should be completed following the timelines specific to the function area without delay. c. If issues are noted, support is given to staff. Monitoring includes ensuring staff use of the data systems and data privacy are specific and intended for the staff's role and responsibility. Staff are only	1. Data entry procedures and the agency's monitoring practices will be reviewed at site visits, or available upon request.

Goal 1b: Data Privacy and Security		
Required Service	Activities/Tasks	Deliverable
	permitted to access the level of data needed to complete the intended work.	
4. Staff access.	- Current staff, accessing data (via client contact, reports, data systems) as part of– the STATE contracted work, must complete the approved STATE-ETL data privacy training annually. - All staff using the NDS2 data system for the work of the STATE, upon hire, or user access change, must sign a user agreement. - Upon hire, new staff with access to private or protected information must complete data privacy training annually.	User agreements for staff will be reviewed at the annual site visit.
5. Staff access: Specific to Develop Data System.	- For access in Develop, the agency must then contact the Project Manager and support@develophelp.zendesk.com; to allow the appropriate level of access to Develop, with the Email subject line, Employee Access Needed. The email should include: - The person's name - Develop Individual ID - Type of account they need or type of work they'll be doing - Employment start date - Date they took Data Privacy & Security Training - Confirmation that they have a signed Develop user agreement on file with the agency.	- Staff access policy and procedures will be reviewed at site visits - Notification practices will be reviewed at site visit.

Goal 1b: Data Privacy and Security		
Required Service	Activities/Tasks	Deliverable
	b. Upon notice of termination of employment, the agency must remove access for the individual and will notify the Project Manager and support@develophelp.zendesk.com to terminate access to Develop. This must occur no later than the day of termination with the subject line: Employee Termination of Access Needed. The email must include: 1) The person's name 2) Develop Individual ID 3) Employment end date. c. In the case where an employee accepts a new role within the organization, the agency must contact the Project Manager and support@develophelp.zendesk.com to change or end the current User levels in Develop, with Subject line: Employee Change in Access Needed. This must occur no later than the date of their last day of the previous position. The email must include: 1) The person's name 2) Develop Individual ID 3) Change of Role description (such as no longer working as a Coach, but will be a Trainer Scheduler; no longer working as a Trainer Scheduler; etc.) 4) Date of change of job duties	

Goal 1b: Data Privacy and Security		
Required Service	Activities/Tasks	Deliverable
	5) In the case of a new role within Develop, indicate that a New User Agreement has been signed.	
6. Staff access: NDS2	a. Prior to gaining access to NDS2, all users must complete a User Agreement and complete - the STATE Data Privacy Training. b. User Access: Contact Child Care Aware of Minnesota to end or change User Account Access. The request should be sent to Anna Mahan-Miller, annam@childcareawaremn.org , or their successor, and in the case of a termination or ending user role, no later than the last day of employment. The email should include: 1) the staff person's name 2) personal identifier 3) change of role description 4) date of change for individual 5) in the case of a new role, an indication a new user agreement has been completed.	1. User agreements for staff will be reviewed at the annual site visit.
7. Staff Access: Salesforce (One-Stop/Wayfinder)	a. Prior to gaining access to Salesforce, all users must complete a User Agreement and complete - the STATE Data Privacy Training. b. User Access: User Access. Contact Child Care Aware of Minnesota to end or change User Account Access. The request should be sent to Matt Carlson, mattc@Childcareawaremn.org , or their successor, as soon as known, and in the case of a termination or ending user role, no later than the last day of employment. The email should include:	1. User agreements for staff will be reviewed at the annual site visit

Goal 1b: Data Privacy and Security		
Required Service	Activities/Tasks	Deliverable
	1) the staff person's name 2) personal identifier 3) change of role description 4) date of change for individual 5) in the case of a new role an indication a new user agreement has been completed.	
8. Data sharing and dissemination	a. Disseminate available data from NDS2 on the local child care market to appropriate stakeholders, in compliance with data privacy rules. b. Respond to data requests from the media, community organizations, providers, and other stakeholders from the service area. c. Requests for data relevant to the county or Region can be answered at the Regional level. d. Requests for data pertaining to a broader geographical area should be referred to the Child Care Aware MN—Coordinating Office. e. Refer all other requests to the Child Care Aware MN—Coordinating Office and - the STATE. f. For data related to Parent Aware, follow the data practices manual.	9. Using the template in the CDS STATE Data Privacy Manual, keep a running list of data requests, including the type of data, the date on which it was released, and the recipients of the data.

Goal Area 2: Develop

Goal 2a: Support and Promote Develop

Goal 2a: Support and Promote Develop		
Required Service	Activities/Tasks	Deliverable

Goal 2a: Support and Promote Develop		
Required Service	Activities/Tasks	Deliverable
1. Provide customer service to individuals and organizations using the Develop data system and all related functions.	a. Provide competent and timely customer services to any Develop users who seek assistance b. If incoming queries for technical assistance and support fall outside existing Develop functionality, direct the user to submit a ticket to the Develop Help Desk via support@develophelp.zendesk.com c. Maintain data privacy.	1. Report on successes and challenges of providing customer service at the STATE site visit.
2. Promote and contribute to a well-coordinated and functioning network of Develop support.	a. Utilize the Develop Help Desk Document, to be provided by the STATE to learn system functioning and provide customer assistance and support. b. In coordination with the Coordinating Office, select a Develop Advocate and work with CO Develop liaison to: - o Propose successes, challenges, needs and ideas for Develop within the Child Care Aware system function areas. - o Prioritize needs from the system and submit to– the STATE. - o Test updates, fixes and enhancements in Develop. c. Alert Develop staff any time issues arise that cause a “stop work” situation by writing to support@develophelp.zendesk.com. Copy - the STATE Project Manager on this email. d. Alert Develop staff when the Develop data system is not functioning properly and/or is causing sustained, significant delays in workflow by writing to support@develophelp.zendesk.com. Copy - the STATE Project Manager on this email.	1. Adhere to the Develop Advocate plan created by the Coordinating Office and - the STATE. 2.

Goal 2a: Support and Promote Develop		
Required Service	Activities/Tasks	Deliverable
	e. All employees that use Develop or offer TA on Develop should have current Individual Memberships and have accurately reported and verified their employment.	

Goal Area 3: Diversity, Equity & Inclusion

Goal Area 3: Diversity, Equity & Inclusion		
Required Service	Activities/Tasks	Deliverable
1. Provide organizational commitment to diversity, equity, and inclusion	a. In collaboration with - the STATE and the Coordinating Office, develop an equity plan in accordance with required services under this contract, which includes but is not limited to: I. Identification of supports in place for staff who experience racial bias such as microaggressions, and acts of racism II. Professional development opportunities for staff to obtain the needed skills and competencies for building racial consciousness and addressing systemic racism, informed by the CO needs assessment of the CCA system and in alignment with CO-contracted work with the Dendros Group III. Considerations of the demographics of the agency staff and communities served IV. Identification of a point person for DEI	1. By January 31, 2024, submit the equity plan on a format to be determined, including: I. Identified resources and timeline needed to implement the plan II. Any identified or anticipated barriers to implementing the plan 2. At the annual site visit, submit an agency equity policy aligned with and inclusive of the components of the Equity Policy 3. Include progress of implementation on mid year and end of year reports.

Goal Area 3: Diversity, Equity & Inclusion		
Required Service	Activities/Tasks	Deliverable
	V. Accountability protocol to measure grantees' progress towards achieving equity plan goals	
2. Design and implement a plan to ensure that agency policies and services are responsive and accessible, particularly to underserved, priority populations which include communities of color, migrants, tribal, immigrants and refugees, geographically isolated (rural), low socio-economic status, English language Learners (ELL) and providers serving children with disabilities.	a. Review agency policies and service implementation protocols for accessibility, noting any areas for improvement or revision. b. Seek feedback from child care and early learning programs, with particular emphasis on reaching underserved priority populations, through multiple outreach methods to determine barriers and methods to address those barriers, which may include use of existing surveys offered through the Coordinating Office or other entities c. Based on feedback, design and implement a plan for addressing the identified barriers.	1. Provide– the STATE with a copy of any updated policies and implementation protocols on an annual basis. 2. Include progress of design and implementation in midyear and end of year reports

Goal Area 4: Partnering and Collaboration

Goal 4a: Partnerships with organizations

Goal 4b: Coordinating Office

Goal 4c: District-Region Coordination

Goal 4d: Parent Aware

Goal 4a: Partnerships with organizations		
Required Service	Activities/Tasks	Deliverable

Goal 4a: Partnerships with organizations		
Required Service	Activities/Tasks	Deliverable
1. Coordinate, enhance, and/or create partnerships with local community organizations, - the STATE grantees and partner agencies.	a. According to Minnesota Statute, Child Care Aware sites must assist in fostering coordination, collaboration, and planning among child care programs and community programs such as: • School Readiness • Head Start • Early Childhood Family Education • Local interagency early intervention committees • Early Childhood Screening • Special education services • Other early childhood care and education services and programs that provide flexible, family-focused services to families with young children to the extent possible. b. Collaborate and coordinate service delivery and customer service efforts regularly with other STATE grantees and partners, including: • All other CCA districts, regions, and the Coordinating Office of CCAMN. • Eager to Learn • Trainer and RBPD Specialist Support (TARSS) • First Children's Finance (FCF) • Center for Inclusive Child Care (CICC) • Achieve-MN Center for Professional Development • Center for Early Education and Development (CEED) • MNTRECC • Minnesota Initiative Foundations	1. A summary of collaboration, including outcomes and meeting frequency towards the promotion of Child Care Aware services will be reviewed at the site visit.

Goal 4a: Partnerships with organizations		
Required Service	Activities/Tasks	Deliverable
	• County Licensing agencies and associations • Licensing (OIG) • CCAP c. Each grantee is responsible for being familiar with the current services offered by other grantees, intended audiences, how to access services and when to refer for services. d. In coordination with Child Care Aware agencies in the District and Coordinating Office staff, initiate meetings and build relationships with county CCAP and county Licensing staff to share information about and promote Child Care Aware services.	

Goal 4b: Coordination with Coordinating Office		
Required Service	Activities/Tasks	Deliverable
1. Coordinate services with the Child Care Aware of Minnesota-Coordinating Office (CO).	a. Seek and receive technical assistance from the CO on delivered Child Care Aware services b. Sign agreed upon Memorandum of Understanding with Child Care Aware of Minnesota Coordinating Office c. As requested, participate in Communications Advisory Team to advise the CO on system needs and provide input on communication materials. d. Promote and disseminate all Child Care Aware related services within their service area, including the use of approved and standardized materials	1. Reviewed by - the STATE at site visit and noted in Monitoring Report.

Goal 4b: Coordination with Coordinating Office		
Required Service	Activities/Tasks	Deliverable
	that meet style and messaging guidelines from the CO. e. Utilize CCA marketing materials for all customer service and communications. f. Promote www.ParentAware.org and the toll-free hotline. g. Attend and participate in monthly statewide meetings, listening sessions with CO staff and regular video check-ins with CO staff. h. For Racial Equity Leader Coaches, coordinate with the CO on statewide equity initiatives.	
2. Promote the Provider Business Update (PBU), Parent Aware Update Tool and Market Rate Survey (MRS).	a. With support from the Child Care Aware MN—Coordinating Office: • Post information about the purpose and value of the Provider Business Update and Market Rate Survey on organization website. • Remind Parent Aware-participating providers about the purpose and value of the Provider Business Update and Market Rate Survey, including vacancy and child care rate information. b. Communicate with local partners about how Provider Business Update and Market Rate Survey data can benefit them.	1. Reviewed by the STATE at site visit and noted in Monitoring Report.

Goal 4c: District-Region Coordination		
Required Service	Activities/Tasks	Deliverable
1. Convene and facilitate District Planning meetings.	a. Provide ideas for innovation, refinement, team building, DEI, and flexibility for all Child Care Aware services at these meetings, especially Parent Aware and coordinated training delivery. b. Meet three times per year, at a minimum. c. All staff must attend District Planning meetings to the best of their ability. d. Invite Language Access Line staff to a minimum of one District Planning meeting per year. e. Invite MNTRECC Program Manager to meetings. f. Ensure district planning meetings are accessible for remote attendance.	1. Reviewed by the STATE at site visit and noted in Monitoring Report.
2. Provide support for the Regional Sites.	a. Provide information, lists, labels and other requests according to agreed-upon processes within their District.	1. Reviewed by the STATE at site visit and noted in Monitoring Report.
3. For agencies holding District and Regional contracts, Regional staff must understand and share information about services delivered by the District with licensed child care providers in regional service area	a. Attend District Planning meetings b. Promote District services, including: • Providing training and professional development services • Promoting regional grants, including the recruitment of members for the grant review committee c. Assist with recruitment of programs for Parent Aware	1. Reviewed by the STATE at site visit and noted in Monitoring Report.

Goal 4d: Parent Aware		
Required Service	Activities/Tasks	Deliverable
1. Promote Parent Aware as a resource to families and as quality improvement tool for child care programs.	a. In consultation with and using standardized tools and processes developed by the Child Care Aware MN—Coordinating Office, the STATE in coordination with District Recruiters, promote Parent Aware through activities that may include: • Dissemination of information at community meetings. • Promoting the ParentAware.org website in the community to both families and child care providers. • Parent Aware presentations using standardized tools to family child care associations, child care center directors, county licensors, Child and Adult Care Food Program monitors and sponsors, etc. b. Follow established procedures for review and approval of Parent Aware marketing materials. c. Participate in Parent Aware Racial Equity initiatives, as staff capacity allows	1. In year-end report, share successes and challenges

Goal Area 5 (District): Professional Development

Goal 5a: Plan (training scheduling and local trainer recruitment and ongoing support)

Goal 5b: Support (professional development customer service and training event support)

Goal 5c: Advise (career goal advising of all types)

Goal 5d: Empower to Educate

Goal 5a: Plan		
Required Service	Activities/Tasks	Deliverable
1. Deliver training events in District at a cost and method to be determined by - the STATE.	Follow all of the policies and procedures in the most updated version of the Child Care Aware Training Delivery manual, including: a. Coordinate and deliver training events for the district and in coordination with neighboring districts, CCA Coordinating office recommendations, MNTRECC based on local training needs and audience, including: • Pre-service and in-service training for family child care, child care centers, Legally Non-Licensed (LNL) Providers to meet licensing, and CCAP requirements. • Training that meets Parent Aware requirements as determined in the Written in the Stars documents (all pathways). • Training events in the eight required CDA training areas as needed in local communities. • Create customized training plans for associations, county licensing groups and centers as needed to meet group needs for STATE owned course delivery. • Empower to Educate Training Package • Online pilot training events b. Disseminate information on training events to LNL providers using the information from - the STATE three times a year.	1. On June 30 and December 30, submit biannual Professional Development Reports to the Coordinating Office, copying - the STATE, regarding the Child Care Aware professional development system including trainer recruitment/support and training delivery for local audiences including tribal communities, identified areas of strength and areas of needed improvement. Reports should identify sources of stakeholder input used for training needs assessment that informs scheduling and customized training coordination

Goal 5a: Plan		
Required Service	Activities/Tasks	Deliverable
	c. In coordination with the CO, assess the training needs and challenges of the District through surveys, community meetings and input from stakeholder. d. Market and promote all professional development services according to the most recent CCA Training Delivery Manual with emphasis on reaching child care providers/early educators in historically underserved and underrepresented communities using the Child Care Aware marketing materials, logos and graphics to identify the network affiliation. District PD supervisors should attend monthly PD meetings and remain engaged and aware of the daily PLAN/SUPPORT/ADVISE duties/workload and bring themes and trends to the district coordinator meetings as appropriate for consultation and problem solving.	
2. Recruit and Support Trainers to deliver STATE owned courses for Child Care Aware.	Follow all of the policies and procedures in the most recent Child Care Aware Training Delivery manual including: a. Create and implement a trainer recruitment and retention plan which includes • collaboration with the Coordinating Office and Trainer and RBPD Support Services (TARSS). • Strategic planning • Materials • Marketing strategies. • Timeline	1. In the biannual PD report submit summary of trainer recruitment and support activities including trainer gaps to the STATE and the CO including efforts to recruit bilingual/bicultural trainers. (See #2 above) 2. On January 31, 2025, submit a trainer recruitment plan

Goal 5a: Plan		
Required Service	Activities/Tasks	Deliverable
	Referral to Trainer Academy, if the person being recruited needs that, and if their recruitment and retention plan should include the Trainer Academy b. Hold a minimum of two (2) local trainer meetings a year with the purpose of providing relevant trainer professional development, networking, and support. c. Manage Child Care Aware trainer contracts in coordination with all other districts in a manner, which fosters use of trainers across districts and provides similar contractual expectations and compensation/reimbursement system wide. d. Refer trainers to TARSS who need additional support. e. Contact trainers who have completed a new TOT within 5 business days of notification from TARSS that they have successfully completed the TOT to begin the CCA trainer screening process outlined in the CCA Training Delivery Manual.	
3. Complete specific professional development courses to enhance their knowledge, skills, and abilities.	a. When the revised/new courses become available in Develop: Plan staff must take - the STATE owned, online Trainer orientation course, Adult Learning Module 1 related to training delivery and adult learning principles as well as the Minnesota Knowledge and Competency Framework for Trainers within the first year of their service.	1. Completion of courses will be reviewed at site visit.

Goal 5b: Support		
Required Service	Activities/Tasks	Deliverable
1. Provide support for the delivery of training events.	a. Following all policies and procedures in the most recent CCA Training Delivery Manual including, and in coordination with the district PLAN and ADVISE staff assist with: • Course preparation for training events • Enter events into Develop as needed • Troubleshoot cancellations and site issues • Track training event attendance	1. In the biannual PD report, submit a summary of identified areas of needed improvements, gaps in training delivery and strengths to and the CO.
2. Provide customer service to providers and programs for professional development-related needs.	a. Field customer calls and emails by providing prompt professional technical assistance and support, and when necessary, refer to Develop Help Desk. b. Assist early educators in identifying course needs and refer to Professional Development Advisor (PDA) or Workforce Advisor as needed. c. Track early educator training demand gaps and inform Plan staff of additional training needs. d. Complete the STATE owned Trainer Orientation, Minnesota Knowledge and Competency Framework for Trainers courses within the first year of service. In addition, complete the Child Care Aware Trainer Orientation course	1. In the biannual PD report, summarize Customer Service requests, and submit aggregated information to - the STATE and the CO.

Goal 5c: Advise		
Required Service	Activities/Tasks	Deliverable
1. Provide professional development advising to child care programs	a. Follow all policies and procedures in the most recent CCA Training Delivery Manual b. For all early educators and programs participating in Parent Aware as described in the Parent Aware Implementation Manual and Parent Aware Policy Manual, facilitate a career planning discussion with providers to help them create a professional development plan with actionable steps. c. Using the Minnesota Knowledge and Competency Frameworks, analyze learning records and recommend training that supports a career pathway and meets the Parent Aware and licensing requirements for early educators s and programs. d. Provide advising and assistance with professional development plans for all RBPD advising categories including Track II variances, higher education, CDA, Licensing and general advising. e. Provide information on CDAs, degree programs and Minnesota Center for Professional Development virtual career guidance resource. f. Provide information on financial assistance options for continuing education, including TEACH and REETAIN, low-cost training opportunities in Develop, National CDA's and refer as necessary. g. As appropriate, provide information on English classes for English Language Learner providers and those seeking options for completing a high school diploma or GED.	1. Document RBPD Events in Develop within the timeframe outlined in the Parent Aware Implementation Manual. 2. Document workforce, CDA, higher education, and licensing RBPD events within timeframe outlined in the Training Policy Manual. 3. With District Supervisors and– the STATE, review RBPD events monthly.

Goal 5c: Advise		
Required Service	Activities/Tasks	Deliverable
2. PDA Endorsement and training requirements.	a. Meet the requirements for <i>Professional Development Advisor Endorsement</i> , as outlined by Achieve-MNCPD.	1. Maintain current endorsement, as documented in Develop.

Goal 5d: Empower to Educate		
Required Service	Activities/Tasks	Deliverable
1. Provide advising to individuals who are pursuing career pathways in child care and early childhood education as part of Empower to Educate.	a. Follow all policies and procedures in the most recent CCA Training Delivery Manual b. Participate and attend individual district check-ins and monthly statewide team meetings. c. Work in collaboration with the Coordinating Office Empower to Educate team d. Connect Empower to Educate participants to resources regarding information on licensing, Develop accounts and Individual Memberships, wraparound resources, and career and education advising. e. Connect Empower to Educate participants to statewide workforce development training programs and resources including but not limited to: • CCAoMN Training Delivery System • Empower to Educate Free Training Package • Child Development Associate (CDA) credential • Higher Education	1. Document RBPD Events within the timeframe outlined in the Capacity Building Manual.

Goal 5d: Empower to Educate		
Required Service	Activities/Tasks	Deliverable
	f. Following the principles of Relationship-Based Professional Development and appreciative advising, support Empower to Educate participants and provide resources to create Individual Professional Development Plans, set goals and determine and understand previous experiences, current need, and priority of services g. Assist participants with job skills training and career advancement including but not limited to the following services and support: • Provide resources to support Empower to Educate participants to advance on the MN Career Lattice following Learning Record review. • Connect job seekers and employers to the Achieve Job Board and other job boards or recruiting services h. Ensure equitable access to Empower to Educate services for individuals from all racial and ethnic groups in service delivery area.	
2. Develop relationships and collaborate with district and community partners.	i. Support efforts to recruit and retain a qualified and diverse early childhood workforce in collaboration with Child Care Wayfinder. j. Work collaboratively and facilitate streamlined referrals between district colleagues and programs including Wayfinder Navigators and Professional Development Advisors (PDAs). k. Develop and facilitate partnerships with local workforce development initiatives and organizations including but not limited to:	Document relevant data per the ongoing Empower to Educate data collection and evaluation plan and timeframe and procedures outlined in the Empower to Educate Implementation Guide.

Goal 5d: Empower to Educate		
Required Service	Activities/Tasks	Deliverable
	• High school career programming • 2- and 4-year colleges • Workforce centers • CDA credential programming	
3. PDA Endorsement and training requirements.	I. Meet the requirements for <i>Professional Development Advisor Endorsement</i> , as outlined by Achieve-MNCPD.	1. Maintain current endorsement, as documented in Develop.

Goal Area 6 (District): Grant Administration

Goal 6a: Distribute Regional Grants

Goal 6b: Distribute Parent Aware Quality Improvement Support Dollars

Goal 6c: Distribute One Star Automatic Rating signing bonuses

Goal 6a: Distribute Regional Grants		
Required Service	Activities/Tasks	Deliverable
1. Using Develop implement Regional Grants process for early childhood and school-age care programs using Develop.	a. Follow the policies and procedures in the Child Care Aware Grants manual, and adhere to relevant Minnesota Statutes governing Child Care Services Grants. b. Develop a grants administrative and marketing plan that indicates how the District will expend the Child Care Services Grants, with input from the Grant Review Committee, including: • Selection process of the above committee that ensures a balance from each region	1. Submit marketing plan to - the STATE, copying Coordinating Office, by August 15 of each year. 2. On a template created by - the STATE and included in the year-end report due annually on July 31, report on grants distributed.

Goal 6a: Distribute Regional Grants		
Required Service	Activities/Tasks	Deliverable
	within the District includes key stakeholders and meets - the STATE recruitment guidelines. • Grants orientation and workshop meetings, including on-line options and number of meetings. • Coordinated communication with Regional sites to inform staff of child care providers receiving grants. • A coordinated process with MNTRECC on tribal applications, the self-assessment tool and learning plans section of grants application and dual eligibility of tribal providers. • Marketing and publicity for grants. • Outreach and access to refugees and immigrant communities, CCAP registered providers and other historically underserved, under-represented communities and tribal populations.	

Goal 6b: Distribute Parent Aware Quality Improvement Support Dollars		
Required Service	Activities/Tasks	Deliverable

Goal 6b: Distribute Parent Aware Quality Improvement Support Dollars		
Required Service	Activities/Tasks	Deliverable
1. Administer quality improvement grant funds to Parent Aware participants in the District, following standardized process established by the STATE and the Child Care Aware MN—Coordinating Office.	a. Ensure Parent Aware participants receive supports via the procedures set forth in the Parent Aware Implementation Manual. b. With direction from the STATE, utilize Develop to administer Parent Aware Grants	1. On a template created by - the STATE and included in the annual year-end report due July 31, report on grants distributed.

Goal 6c: Distribute One Star Automatic Rating signing bonuses		
Required Service	Activities/Tasks	Deliverable
1. Beginning July 1, 2024, as funding allows, distribute signing bonuses to child care providers who have never been Rated and have signed a participation agreement to participate in a Full-Rating or Building Quality Cohort and started the process by meeting with a Coach, or have earned a Rating through the Expedited or Accelerated Rating Pathway.	a. Following guidance from the STATE and the Coordinating Office, distribute signing bonuses to eligible providers: b. In coordination with Rating Team and Coaches, track applications, allocations, and data on providers using an template provided by the Coordinating Office c. Payments will be made no later than August 30, 2024 for providers awarded in the July 2024 cohort, and no later than February 28, 2025 for providers awarded in the January 2025 cohort.	1. On a template created by the STATE, report to the STATE on numbers of signing bonuses allocated based on the following periods: a. Report for June 30, 2024, due on July 31, 2024 b. Report for Sept. 2024, due Oct. 31, 2024 c. Report for Dec. 2024, due Jan. 30, 2025.

Goal Area 7 (District): Recruitment

Goal 7a: Parent Aware Recruitment

Goal 7a: Parent Aware Recruitment		
Required Service	Activities/Tasks	Deliverable
1. Recruit licensed family child care and child care center programs for Parent Aware.	a. Working with - the STATE, the Parent Aware recruiter will participate in orientation, trainings, meetings, and webinars provided by the Child Care Aware MN—Coordinating Office. b. Coordinate recruitment efforts with MN Initiative Foundations, where applicable, and with Early Learning Scholarship recruitment efforts that touch child care programs. c. Coordinate recruitment efforts with Region, MNTRECC, and other District recruiters to recruit programs for Parent Aware Informational and Orientation Sessions. d. Assist Quality Coaches, Professional Development Advisors and other CCA staff as appropriate to reach out to Rated programs with Ratings that are Expiring, or that are eligible to Re-Rate for higher Rating. e. Prioritize recruitment of new and Re-rating licensed child care programs that are registered with the Child Care Assistance Program. f. Target outreach and communication about Automatic One Star Rating signing bonuses to programs that have never been Rated, based on the number of bonuses available by Region.	1. Participation rates will be reviewed at site visit.

Goal 7a: Parent Aware Recruitment		
Required Service	Activities/Tasks	Deliverable
2. Adhere to Parent Aware Recruitment policies and procedures as developed by Child Care Aware of Minnesota-Coordinating Office and - the STATE.	a. In coordination with the CO and - the STATE, implement standardized Parent Aware recruitment model, which includes: • Use of standardized materials and process to determine materials. • Strategies for marketing to and recruiting a broad range of eligible early childhood programs to participate in Parent Aware. • Use of Develop. • Reaching underserved and underrepresented communities. • Communication and coordination with Coaches and Professional Development teams, and other local CCA staff as appropriate to leverage the relationship-based model and increase awareness of Parent Aware. b. Using a template to be developed by the CO, the STATE and work group complete and submit a semi-annual Districtwide recruitment summary.	1. Include summary of work and successes and challenges in year-end report due July 31 of each year.

Goal Area 8 (Region): Parent Aware Quality Coaching, Racial Equity Leader Coaching, and CLASS Coaching

Goal 8a: Parent Aware Quality Coaching, Racial Equity Leader Coaching, and CLASS Coaching

Goal 8a: Parent Aware Quality Coaching, Racial Equity Leader Coaching, and CLASS Coaching		
Required Service	Activities/Tasks	Deliverable

Goal 8a: Parent Aware Quality Coaching, Racial Equity Leader Coaching, and CLASS Coaching		
Required Service	Activities/Tasks	Deliverable
1. Understand and follow the Parent Aware Implementation Manual and Parent Aware Policy Manual.	a. Attendance at Parent Aware trainings and technical assistance from the Child Care Aware of Minnesota—Coordinating Office is required for all Parent Aware Quality Coaches and CLASS Coaches.	1. The CO will report attendance to - the STATE.
2. Obtaining and maintaining RBPD Endorsements	a. Staff who provide coaching need to go through the process of becoming and maintaining approval as a Parent Aware Quality Coach, as outlined by Achieve-MNCPD. b. Staff who provide coaching need to through the process of becoming a Pre-K CLASS Coach at least once, and take Putting Interactions in Practice courses every other year. c. Maintain the number of Quality Coaches with a Pre-K CLASS coach endorsement as outlined by Achieve-MNCPD, per region to meet caseloads demands, with a minimum of one Pre-K CLASS coach per region.	1. Parent Aware Quality Coach and Pre-K CLASS endorsements will be reviewed annually at the site visits and indicated in the Monitoring Tool
3. Provide Quality, Racial Equity, and CLASS coaching to child care programs participating in Parent Aware.	a. Provide coaching and technical assistance for programs participating in the Full-Rating Pathway, including the Building Quality, Parent Aware and Quality improvement cohorts, following the guidelines outlined in the Parent Aware Implementation Manual: a. Document RBPD events in Develop within the timeframe outlined in the Implementation Manual. b. Staff review EQUIP plans and approve expenditures. Managers ensure staff complete the work in timelines required.	1. Supervisors and coach review Electronic Quality Improvement Plans following the timelines outlined in the Implementation Manual. 2. With supervisor review RBPD events and hours monthly for compliance with accountability sections in the Parent Aware Implementation Manual, and ensure required hours are met.

Goal 8a: Parent Aware Quality Coaching, Racial Equity Leader Coaching, and CLASS Coaching		
Required Service	Activities/Tasks	Deliverable
	b. Provide CLASS coaching for programs participating in the Full-Rating Pathway and Expedited Pathway and qualify for a Pre-K CLASS observation. a. Document RBPD events in Develop within the timeframe outlined in the Implementation Manual. b. Supervisors regularly review data entry quality and timeliness to ensure requirements are met. c. Work in collaboration with Recruiters, Professional Learning Teams, Grant Administrators, and CLASS coaches. d. Refer participating programs to other services as appropriate. Services such as: • Business Consultants • Health and Safety Coaches • Inclusion Coaches • Infant/Toddler Coaches • Mental Health Consultants. e. Follow protocol established by the STATE and the CO to provide Parent Aware Quality Coaching, Racial Equity Leader Coaching, and/or CLASS coaching outside of Regional service area to assist other Parent Aware Quality Coaches and/or CLASS coaches. f. Use - the STATE “coaching calculator” to plan coach caseloads g. For Racial Equity Leader Coaches:	

Goal 8a: Parent Aware Quality Coaching, Racial Equity Leader Coaching, and CLASS Coaching		
Required Service	Activities/Tasks	Deliverable
	a. Complete additional training offered by the CCAMN system or other partners as required b. Provide Quality Coaching, CLASS Coaching, and technical assistance to culturally and linguistically diverse providers, and c. Work with the CO on coordination of statewide equity initiatives. d. Work collaboratively with other CCA agencies to ensure equitable statewide access to coaching services, including online support remotely.	
3. Participation in 3 rd Party Observations	a. Participate in annual reliable 3rd party observations offered by the appropriate STATE grantee on implementing Building Quality. b. Utilize field observations to support coaches in their skill development.	1. The STATE will pull a report annually of current Parent Aware Quality Coaches and compare against list of coaches observed by CEED.
5. Participation in mental health consultation sessions	a. Participate in mental health consultation sessions offered in the Region's District. b. Participate in annual trainings hosted by - the STATE in conjunction with the Behavioral Health Division	1. Attendance will be reviewed at site visit and noted in Monitoring Report.
6. Participation in on-line Learning Communities	a. Coaches with a Pre-K CLASS endorsement must participate monthly in the CLASS on-line Learning Community offered by the appropriate - STATE grantee.	1. Reviewed by the STATE at site visit and noted in Monitoring Report.

Goal Area 9 (Region): Child Care Wayfinder

Goal 9a: New provider outreach and recruitment

Goal 9b: New provider assistance

Goal 9c: Current provider assistance

Goal 9d: RBPB Endorsement

Goal 9a: New provider outreach and recruitment		
Required Service	Activities/Tasks	Deliverable
1. Develop and implement a local outreach and recruitment strategy.	Following the guidelines outlined in the Child Care Wayfinder Implementation Manual: - Utilizing resources and materials provided by the Child Care Aware Coordinating Office, create a local outreach and recruitment strategy, informed by: - State-wide market research - Region-specific factors that include supports to historically marginalized communities. - Revise local outreach and recruitment strategy, informed by: - Replicable strategies implemented successfully in other Districts and Regions - Changing local needs and demographics. - Use of child care supply and demand data, as provided by - the STATE - Work in collaboration with the Child Care Aware Coordinating Office staff to:	1. On a STATE-designed template available from the Child Care Aware of Minnesota Coordinating Office, submit a report on January 31 and July 31 of each year.

Goal 9a: New provider outreach and recruitment		
Required Service	Activities/Tasks	Deliverable
	Develop outreach and recruitment marketing products in response to local needs. d. Ensure equity for all racial and ethnic groups in Minnesota is central to implementation of the outreach and recruitment strategy.	
2. Identify and recruit individuals interested in becoming a licensed child care provider.	Following the guidelines outlined in the Child Care Wayfinder Implementation manual a. Build partnerships with local entities who may have relationships and connections with potential providers. b. Collaborate with partners to ensure clear communication is developed about what services each agency is conducting around capacity building and how referrals would occur between programs. Partners may include but are not limited to: a. First Children's Finance b. Minnesota Initiative Foundations c. County licensing for family child care d. State licensing for child care centers c. Refer potential providers to new provider assistance services in the CCA system, including Workforce Develop Advising provided by the Districts, and to assistance provided by partners. Partners may include but are not limited to: a. First Children's Finance b. Minnesota Initiative Foundations c. County licensing for family child care	1. On a STATE-designed template available from the Child Care Aware of Minnesota Coordinating Office, submit a report on January 31 and July 31 of each year.

Goal 9a: New provider outreach and recruitment		
Required Service	Activities/Tasks	Deliverable
	d. State licensing for child care centers d. Ensure new provider outreach and recruitment meet the needs of different types of potential providers, is provided in preferred languages and where possible, leverages partnerships with culturally relevant organizations and trusted messengers who can support providers navigating the process.	

Goal 9b: New provider assistance		
Required Service	Activities/Tasks	Deliverable
1. Develop and implement a local new provider assistance strategy.	Following the guidelines outlined in Child Care Wayfinder Implementation manual) a. Utilizing resources and materials provided by the Child Care Aware Coordinating Office, create a local new provider assistance strategy focused on guiding potential providers through the start-up process, informed by: • Region-specific recruitment data and demographics, including historically marginalized communities and providers for whom English is not their primary language. • Partnership with culturally relevant organizations and trusted messengers	On a - STATE-designed template available from the Child Care Aware of Minnesota Coordinating Office, submit a report on January 31 and July 31 of each year.

Goal 9b: New provider assistance		
Required Service	Activities/Tasks	Deliverable
	to support providers navigating the process. • State-wide market research b. Revise local new provider assistance strategy, informed by: • Replicable strategies implemented successfully in other Districts and Regions • Changing local needs and demographics. c. Collaborate with partners which may include but are not limited to: • First Children’s Finance • Minnesota Initiative Foundations • County licensing for family child care • State licensing for child care centers d. Ensure equity for all racial and ethnic groups in Minnesota is central to implementation of the new provider assistance strategy.	
2. Provide technical assistance, resources and support to individuals interested in starting a licensed child care program.	Following the guidelines outlined in the Capacity Building Implementation Manual: a. Assess interest and understanding of the different program types and career options in child care. b. Provide information on resources available, such as start-up grants, training, business supports and Parent Aware, and refer to District Workforce Development Advisors when appropriate	On STATE designed template available from the Child Care Aware of Minnesota Coordinating Office, submit a report on January 31 and July 31 of each year.

Goal 9b: New provider assistance		
Required Service	Activities/Tasks	Deliverable
	c. Provide an overview of licensing process and timeline, including: • An understanding of requirements that will be needed in order to be granted a license • An understanding of items that will be needed prior to submitting an application • Access to start-up grants d. Provide individualized assistance based on need, including coaching or mentoring, communities of practice and navigation of the licensing and business start-up process. e. Support potential providers in addressing barriers. f. Collaborate with partners to ensure clear communication is developed about what services each agency is conducting around capacity building and how referrals would occur between programs. Partners may include but are not limited to: a. First Children's Finance b. Minnesota Initiative Foundations c. County licensing for family child care d. State licensing for child care centers g. Ensure new provider assistance meets the needs of different types of new providers, is provided in preferred languages and where possible, leverages partnerships with culturally relevant organizations and trusted messengers	

Goal 9b: New provider assistance		
Required Service	Activities/Tasks	Deliverable
	who can support providers navigating the process.	

Goal 9c: Current provider assistance		
Required Service	Activities/Tasks	Deliverable
1. Develop and implement a current provider assistance strategy.	Following the guidelines outlined in the Child Care Wayfinder Implementation manual: a. Utilizing resources and materials provided by the Child Care Aware Coordinating Office, create a local current provider assistance strategy focused on retention and expansion of existing providers, informed by: • State-wide retention and expansion data • Region-specific retention and expansion data b. Revise local new provider assistance strategy, informed by: • Replicable strategies being implemented successfully in other Districts and Regions • Changing local needs. c. Provide individualized assistance based on need, including coaching or mentoring,	On a STATE designed template available from the Child Care Aware of Minnesota Coordinating Office, submit a report on January 31 and July 31 of each year.

Goal 9c: Current provider assistance		
Required Service	Activities/Tasks	Deliverable
	communities of practice and navigation of the licensing and business process. d. Ensure equity for all racial and ethnic groups in Minnesota is central to implementation of the current provider assistance strategy.	
2. Provide technical assistance, resources and support to currently licensed providers in order to sustain their program.	Following the guidelines outlined in the Child Care Wayfinder Implementation Manual: a. Assess sources of difficulty and approaches to addressing the difficulty that the provider has already attempted, including assistance and supports already received. b. Provide information on resources available, including those offered by partners c. Provide individualized assistance based on need, including coaching or mentoring, communities of practice and navigation of the licensing and business process. d. Ensure current provider assistance for providers having difficulty sustaining their program meets the needs of different types of providers, is provided in preferred languages and where possible, leverages partnerships with culturally relevant organizations and trusted messengers who can support providers navigating the process.	On a - STATE -designed template available from the Child Care Aware of Minnesota Coordinating Office, submit a report on January 31 and July 31 of each year.

Goal 9c: Current provider assistance		
Required Service	Activities/Tasks	Deliverable
3. Provide technical assistance, resources and support to providers interested in expanding.	Following the guidelines outlined in the Child Care Wayfinder Implementation Manual: - Assess the community's need for expanded child care options in partnership with First Children's Finance - Assess the provider's expansion needs, including: - Changes to an existing license - New construction or renovation of current facilities - Finding and securing a new facility - Provide information on resources available - Ensure current provider assistance for providers interested in expanding their program meets the needs of different types of providers, is provided in preferred languages and where possible, leverages partnerships with culturally relevant organizations and trusted messengers who can support providers navigating the process.	On a - STATE -designed template available from the Child Care Aware of Minnesota Coordinating Office, submit a report on January 31 and July 31 of each year.

Goal 9d: RBPB Endorsement		
Required Service	Activities/Tasks	Deliverable
1. Wayfinder Endorsement and training requirements.	Meet the requirements for <i>Assistance Network Wayfinder Endorsement</i>, as outlined by Achieve-MNCPD.	1. Maintain current endorsement, as documented in Develop.