

Family and Community Engagement Committee

Co-Chairs: Maria Whelan & George Davis

Staffer: Natalie Tucker

The Family and Community Engagement Committee aims to increase access for children, families, and communities with the greatest need to high-quality early learning programs. The Committee's four subcommittees—Public Awareness, Capital Infrastructure, Hard to Reach, and Parent Engagement (pending approval) —work will focus on seven goals:

- 1) Increase the space capacity in communities to serve children in high quality classrooms, infant-toddler care, and education settings, especially in areas of greatest need (Capital Infrastructure Subcommittee)
- 2) Reduce transportation barriers in communities to serve children in high quality classrooms, infant-toddler care, and education settings, especially in areas of greatest need (Capital Infrastructure Subcommittee)
- 3) Serve more of the highest need families in early childhood programs (Hard-to-Reach Subcommittee)
- 4) Provide oversight and direction for the Maternal, Infant and Early Childhood Home Visiting (MIECHV) program public awareness campaign (Public Awareness Subcommittee)
- 5) Coordinate public awareness around the 14 Day Memo developed by the former Special Populations committee (Public Awareness Subcommittee)
- 6) Coordinate Public Awareness activities as appropriate for future funding initiatives awarded to Illinois birth-five programs (i.e., KIDS, Race to the Top Early Learning Challenge, TQRIS implementation) (Public Awareness Subcommittee)
- 7) Increase parent engagement in early learning programs, especially in communities that serve children with the greatest need.

We will know our work is successful when we can demonstrate evidence of increased access and use of high-quality early learning programs by the most at-risk children, families, and communities. This work plan outlines the objectives and action steps of the four subcommittees to reach these goals.

Capital Infrastructure Subcommittee

Co-Chairs: Mark McHugh and Martin Torres

Goal 1: Increase the space capacity in communities to serve children in high quality classrooms, infant-toddler care, and education settings, especially in areas of greatest need.

Objective 1	Action Steps	Responsibility	Timeframe/Status
Monitor, track, advise, and learn from the implementation of the Early Childhood Construction Grants (ECCG) program	1.1.1 Monitor the state-wide ECCG process and advocate for decisions and implementation as soon as possible. Maintain ongoing communication with the governor’s office and Capital Development Board.	Co-Chairs	Minimum monthly contacts
	1.1.2 Support Chicago Public Schools in administration of Chicago ECCG program, including assisting in the successful execution of the RFP to community-based early childhood organizations for ECCG program funds.	Capital Infrastructure Subcommittee	Pending release of CPS RFP
	1.1.3. Analyze application data requested from Governor’s Office of Early Childhood Development (OECD) regarding applications for statewide ECCG program funds to inform future funding cycles, including potential areas to be targeted and needs to be addressed.	Capital Infrastructure Subcommittee	Pending release of data from OECD
	1.1.4. Develop materials regarding ECCG history for dissemination within Illinois and to other states.	Staffer with Capital Infrastructure Committee and Co-Chair input	2013

Outcomes			
	1.1.2. Technical assistance provided to programs interested in applying to Chicago ECCG program (e.g., webinar, printed materials).	Staffer with support from external partners (i.e., IFF)	Pending release of CPS RFP
	1.1.3. Memo analyzing ECCG application data developed.	Staffer/ Capital Infrastructure Subcommittee	Pending release of data from OECD
Comments			

Objective 2	Action Steps	Responsibility	Timeframe/Status
Identify funding for additional early childhood slots created by programs through Early Childhood Construction Grants and other initiatives that increase capacity.	1.2.1. Continue advocacy with elected officials, the Illinois State Board of Education, the Illinois Department of Human Services, the Chicago Public Schools, and Head Start grantees to emphasize the importance of planning for additional slots created by the ECCG program.	Capital Infrastructure Co-Chairs and Subcommittee	Ongoing
Outcomes	1.2.1. Commitment by the legislature and administration to commit an adequate amount of CCAP and/or Preschool for All funds to support the level of capacity granted by the ECCG program.	DHS/ISBE Co-Chairs	Administration: 2012 for FY13; Legislature: 2013 for FY14; and annually thereafter.

	1.2.2. Recommendation(s) to FCE Committee and Early Learning Council on positions to take on operational funding with the governor’s office.	Capital Infrastructure Subcommittee	2012
	1.2.3. Materials that provide guidance on funding sources to early childhood programs interested in increasing their capacity developed.	Capital Infrastructure Subcommittee	2013
Comments			

Objective 3	Action Steps	Responsibility	Timeframe/Status
Develop strategies for continued expansion of early childhood facilities space	1.3.1. Seek input from a range of stakeholders across the state, including community-based and school district providers on potential strategies to support expansion of high-quality early childhood facilities.	Capital Infrastructure Subcommittee	2012
	1.3.2. Recommend to the FCE Committee and Early Learning Council, if appropriate, changes in law and rule that create a	Capital Infrastructure	Ongoing

	permanent stream of capital and related operational funding to meet the need for high quality early childhood centers into the future.	Subcommittee	
	1.3.3. Work with researchers from IECAM, Chapin Hall, and other relevant organizations and universities to refine existing data sources and analyses. Recommend what new information should be collected and/or analyses should be conducted over the next two years to further refine capital planning and funding decisions. Coordinate cross-work with other relevant ELC entities, such as the Hard to Reach work group and the Data, Research and Evaluation Committee.	Capital Infrastructure Subcommittee	2012-2014
	1.3.4. Explore opportunities for new dedicated space for early childhood services among charter school operators.	Capital Infrastructure Subcommittee	2012-2014
	1.3.5. Utilize existing research and data and lessons learned from the ECCG program to inform future policy advocacy efforts and share information with other advocacy organizations and key stakeholders working to promote the expansion of high-quality early childhood facilities.	Capital Infrastructure Subcommittee	2013-2014
	1.3.6. Identify potential non-state funding sources to fund additional projects and/or to support government match requirements.	Capital Infrastructure Subcommittee	2013-2014
Outcomes	1.3.1. Institutionalize consideration of early childhood services as an aspect of community need within Illinois' charter school	Capital Infrastructure	2012-2013

	authorization process.	Subcommittee	
	1.3.2. New law authorizing annual commitments of early childhood capital dollars.	Capital Infrastructure Subcommittee	2013-2014
	1.3.3. New rules creating a process that connects capital funding, operational funds, prioritization of need and implementation of new and renovated early childhood facilities.	Capital Infrastructure Subcommittee	2013-2014
Comments			

Goal 2: Reduce transportation barriers in communities to serve children in high quality classrooms, infant-toddler care, and education settings, especially in areas of greatest need.

Objective 1	Action Steps	Responsibility	Timeframe/Status
Establish within the Space Capacity Subcommittee members with the capacity and vision for addressing transportation barriers across the state, including diverse communities (i.e. rural vs. urban barriers)	2.1.1 Review current membership and membership gaps and identify key players, representing diverse communities to invite to the Subcommittee.	FCE Committee/Capital Infrastructure Subcommittee Co-Chairs; Governor's Office	September 2012
	2.1.2 Contact key players and invite to a Subcommittee meeting.	FCE Committee/Capital Infrastructure Subcommittee Co-Chairs	October-November 2012

	2.1.3 Complete a needs assessment of transportation strengths and weaknesses across the state with considerations for differing population densities.	Capital Infrastructure Subcommittee	November 2012
	2.1.4 Develop objectives and action steps to guide future subcommittee work.	Capital Infrastructure Subcommittee	January 2013
Outcomes	2.1.1 The Subcommittee will be formed and include active members with the knowledge and capacity to address transportation barriers across the state including barriers in rural and urban communities.	FCE Committee/Capital Infrastructure Subcommittee Co-Chairs	November
	2.1.2 The Subcommittee will develop specific goals, objectives, and action steps based on the needs assessment and present to the FCE Committee.	Capital Infrastructure Subcommittee	
	2.1.3 The FCE Committee will present the additional goals, objectives, and action steps to the Early Learning Council.	FCE Committee Co-Chairs	
Comments	Note: The FCE Committee co-chairs identified transportation as a major barrier in hard to reach families' access to high-quality early learning programs. At this time, Early Learning Council committees have not addressed this work. Pending approval of the Early Learning Council, the Capital Infrastructure Subcommittee will add goals and objectives on reducing transportation barriers.		

Hard-to-Reach Families Subcommittee

Co-Chairs: Tom Layman & TBD

Goal 3: Serve more of the highest need families in early childhood programs.

Objective 1	Action Steps	Responsibility	Timeframe/Status
<p><i>Demographics.</i> Develop a conceptual framework that defines hard-to-reach families and identifies demographic data sources consistent with the definition.</p> <p><i>“Who are hard-to-reach families & why are they hard to reach?”</i></p>	<p>3.1.1. Make a list of hard-to-reach populations targeted or prioritized by the major funding streams. Edit the list to reflect the neediest or hardest-to-reach as viewed by the subcommittee.</p>	<p>Hard-to-Reach Subcommittee</p>	<p>Complete by August 31, 2012</p>
	<p>3.1.2. Ask researchers from Chapin Hall, IECAM and other places to identify demographic data sources and limitations in reference to the populations listed. Discuss ways to collect relevant data to determine if funding streams are serving more such families over time.</p>	<p>Hard-to-Reach Subcommittee, Chapin Hall & IECAM</p>	<p>September 2012</p>
	<p>3.1.3. Write report on recommended framework and data sources. Present to FCE Committee and, if appropriate, Early Learning Council.</p>	<p>TBD</p>	<p>October 2012</p>
<p>Outcomes</p>	<p>3.1.1. Report on framework and data sources is delivered to the full committee.</p>	<p>Hard-to-Reach Subcommittee</p>	<p>October 31, 2012</p>
<p>Comments</p>	<p>Need help from Governor’s office to identify and invite researchers to one or two meetings during September.</p>		

Objective 2	Action Steps	Responsibility	Timeframe/Status
<p><i>Approaches.</i> Develop a list of program and system approaches, modifications, or models that engage hard-to-reach families. Identify administrative & funding barriers.</p> <p><i>“What works to engage hard-to-reach families and what can we do differently?”</i></p>	<p>3.2.1. Review definitions and categories of hard-to-reach families developed under Objective 1 and decide whether Objectives 2 and 3 can realistically address all categories or be limited to those with highest priority.</p>	<p>Hard-to-Reach Subcommittee</p>	<p>November 2012</p>
	<p>3.2.2. Follow the evaluation of the SAC grants and distill lessons learned.</p>	<p>Hard-to-Reach Subcommittee</p>	<p>Periodic updates from evaluator</p>
	<p>3.2.3. Collect information on other models for engaging hard-to-reach families and develop a list of such programs to serve as a resource guide. Identify the specific hard-to-reach population that would be served by each program or strategy. Strategies may include removal of administrative barriers, provision of supplemental services or modification of program design. Work with funding systems to plan implementation of selected strategies.</p>	<p>Hard-to-Reach Subcommittee & funding system administrators</p>	<p>November 2012 - January 2013</p>
<p>Outcomes</p>	<p>3.2.1. Resource list of programs and strategies is delivered to the full committee.</p>	<p>Hard-to-Reach Subcommittee</p>	<p>Jan. 31, 2013</p>
<p>Comments</p>			

Objective 3	Action Steps	Responsibility	Timeframe/Status
<p><i>Policy and funding.</i> Recommend policy and/or funding changes to serve more hard-to-reach families. Address administrative barriers and funding disincentives.</p> <p><i>“What policy and funding changes would make programs accessible to the identified families?”</i></p>	<p>3.3.1. Review demographic and program reports generated for Objectives 1 and 2. Identify potential policy and/or funding changes that would advance those recommendations. Present recommendations to the FCE Committee and Early Learning Council, if appropriate.</p>	<p>Hard-to-Reach Subcommittee</p>	<p>February, 2013</p>
	<p>3.3.2. Working with the FCE Committee co-chairs and/or Early Learning Council, discuss the feasibility of policy and funding changes with state administrators.</p>	<p>Hard-to-Reach Subcommittee, FCE Committee co-chairs, and state administrators</p>	<p>March 2013</p>
	<p>3.3.3. Finalize recommendations in a report to the FCE Committee and Early Learning Council, if appropriate.</p>	<p>Hard-to-Reach Subcommittee</p>	<p>March 2013</p>
Outcomes	<p>3.3.1. Policy and funding recommendations are delivered to the FCE Committee .</p>	<p>Hard-to-Reach Work Group</p>	<p>March 31, 2013</p>
	<p>3.3.2. FCE Committee transmits selected recommendations to the Early Learning Council.</p>	<p>Full committee co-chairs</p>	<p>May 30, 2013</p>
Comments			

Objective 4	Action Steps (Note that these steps are scheduled in conjunction with Objective 3 steps)	Responsibility	Timeframe/Status
<p><i>Resource allocation.</i> Explore ways to achieve a better match between resources and needs.</p> <p><i>“The goal of serving all young children is far off. How can we target the limited resources to those families most in need?”</i></p>	3.4.1. Compare population data to program utilization data to identify underserved high need populations.	Hard-to-Reach Subcommittee Chapin Hall, IECAM, with communication with the Data, Research, and Evaluation Committee	February, 2013
	3.4.2. Develop a vision for equitable distribution of existing resources given the state’s demographic make-up.	Hard-to-Reach Subcommittee	February 2013
	3.4.3. Identify potential policy and/or funding changes that would drive a gradual re-allocation of slots to the underserved high-need families.	Hard-to-Reach Subcommittee, with communication with the Systems Alignment Committee	March 2013
	3.4.4. Working with the FCE Committee co-chairs, discuss the feasibility of policy and funding changes with state administrators.	Hard-to-Reach Subcommittee, FCE Committee co-chairs, and state	March 2013

		administrators	
	3.4.5. Finalize recommendations in a report to the FCE Committee.	Hard-to-Reach Subcommittee	March 2013
Outcomes	3.4.1. Policy and funding recommendations are delivered to the FCE Committee	Hard-to-Reach Subcommittee	March 31, 2013
	3.4.2. FCE Committee transmits selected recommendations to the Early Learning Council.	FCE Committee co-chairs	May 30, 2013
Comments			
Public Awareness Work Group			

Co-Chairs: Joan Vitale and Kathy Villano

Goal 4: Provide oversight and direction for the Maternal, Infant and Early Childhood Home Visiting (MIECHV) program public awareness campaign

Objective 1	Action Steps	Responsibility	Timeframe/Status
Review draft campaign plan developed by Stifel Consulting			
	4.1.1 Disseminate and review materials from Stifel Consulting	Public Awareness Subcommittee	June 2012
	4. 1.2 Collect work group feedback and provide to the Governor’s Office	Public Awareness Subcommittee Co-Chairs	July 3, 2012

Outcomes	4.1.1. The Subcommittee will inform the Governor’s Office for disseminating with key stakeholders	Public Awareness Subcommittee Co-Chairs	July 3, 2012
Comments	Joan Vitale is chairing MIECHV Public Education campaign.		

Objective 2	Action Steps	Responsibility	Timeframe/Status
Provide support to the public awareness campaign	4.2.1 Provide feedback on selecting an organization to run the MIECHV public awareness plan	Public Awareness Subcommittee Co-Chairs	Ongoing
	4.2.2 Monitor timeline and deliverables of the campaign as outlined in the Public Education Campaign Plan for Illinois’ MIECHV Program	Public Awareness Subcommittee	Ongoing (begin July 2012)
	4.2.3 Monitor the campaign’s progress in reaching the three goals outlined in the Public Education Campaign Plan for Illinois’ MIECHV Program: Build Awareness, Drive Messages, and Enlist Participation.	Public Awareness Subcommittee	Ongoing (begin July 2012)
	4.2.4 Monitor timeline and deliverables of the campaign as outlined in the Public Education Campaign Plan for Illinois’ MIECHV Program	Public Awareness	Ongoing (begin July 2012)

		Subcommittee	
Outcomes	4.1.1. Have a high quality public education campaign for MIECHV	Public Awareness Subcommittee Co-Chairs	Ongoing
Comments			

Goal 5: Coordinate public awareness around the 14 Day Memo developed by the former Special Populations committee

Objective 1	Action Steps	Responsibility	Timeframe/Status
Develop content for the brochure	5.1.1 Review materials from the 14 day material and identify key points and language to be included in the brochure	Selected members of Public Awareness work group; ISBE representative(s)	TBD
	5.1.2 Draft key sections of the brochure	Donna Nylander; Staffer	TBD
	5.1.3 Solicit approval from the Illinois State Board of Education about phrasing of draft in alignment with the original memo	Donna Nylander; Staffer	TBD

Outcomes	5.1.1. A downloadable and print copy of the 14 day memo public awareness information	TBD	TBD
Comments			

Objective 2	Action Steps	Responsibility	Timeframe/Status
Identify resources to cover the costs of reproduction	5.2.1 Create a scope of work for the brochure development and an estimate of costs	Public Awareness Subcommittee Co-Chairs Staffer	July 2012
	5.2.2 Work with the Governor's Office to identify resources to develop brochure	Public Awareness Subcommittee Co-Chairs Staffer, Governor's Office	July 2012
	5.2.3 Work with a publication service to produce a hard copy and downloadable document	Public Awareness	Fall/Winter 2012

		Subcommittee Co-Chairs Staffer	
Outcomes	5.1.1. Secure approximately \$10,000 for reproduction and dissemination costs		TBD
Comments			

Objective 3	Action Steps	Responsibility	Timeframe/Status
Disseminate the Brochure	5.3.1 Identify websites that the brochure should be included on (e.g., ISBE, INCCRRA, CPS, Illinois Early Learning Council)	Public Awareness Subcommittee	TBD
	5.3.2 Investigate available list serves for who is included and additional people may need to be targeted	Public Awareness Subcommittee	TBD
	5.3.3 Disseminate the brochure to ISBE, INCCRRA, CPS, and Illinois Early Learning Council and ask that it be posted on their websites	Public Awareness Subcommittee	TBD

Outcomes	5.1.1. The brochure will be available to multiple audiences		
Comments			

Goal 6: Coordinate Public Awareness activities as appropriate for future funding initiatives awarded to Illinois birth-five programs (i.e., KIDS, Race to the Top Early Learning Challenge, TQRIS implementation)

Objective 1	Action Steps	Responsibility	Timeframe/Status
Public Awareness about KIDS	6.1.1 Coordinate with ISBE about specific instruments for KIDS	Public Awareness Subcommittee	TBD
	6.1.2 Coordinate with ISBE about statewide consultant for KIDS	Public Awareness	TBD

		Subcommittee	
	6.1.3 Coordinate with ISBE about pilot sites for KIDS	Public Awareness Subcommittee	TBD
Outcomes			
Comments			

Objective 2	Action Steps	Responsibility	Timeframe/Status
Inform Committee about new initiatives occurring in other committees	6.2.1 Provide updates on new initiatives to Committee and co-chairs at each FCE Committee meeting	Public Awareness Subcommittee Co-Chairs	Ongoing

Outcomes			
Comments			

Goal 7: Increase parent engagement in early learning programs, especially in communities that serve children with the greatest need.

Objective 1	Action Steps	Responsibility	Timeframe/Status
Establish the Parent Engagement Subcommittee with members who have the knowledge, capacity, and vision for increasing parent engagement across the state with a particular focus on hard to reach communities.	7.1.1 Review current membership and membership gaps and identify key players, representing diverse communities, to invite to the Subcommittee.	FCE Committee/Space Capacity Subcommittee Co-Chairs; Governor's Office	
	7.1.2 Contact key players and invite to a Subcommittee meeting.	FCE Committee/Space Capacity Subcommittee Co-Chairs	
	7.1.3 Identify and secure two Subcommittee Co-Chairs.	FCE Committee/Parent Engagement	

		Subcommittee	
	7.1.4 Develop a working definition of parent engagement and/or involvement to guide the subcommittee work.	FCE Committee/Parent Engagement Subcommittee	
	7.1.5 Complete a needs assessment of parent engagement strengths and weaknesses across the state with considerations for differing population densities.	Parent Engagement Subcommittee	
	7.1.6 Develop goals, objectives, and action steps to guide future subcommittee work.	Parent Engagement Subcommittee	
Outcomes	7.1.1 The FCE Committee will establish a subcommittee that includes active members with the knowledge and capacity to increase parent engagement in early learning programs.	FCE Committee	
	7.1.2 The Subcommittee will develop objectives and action steps to guide future work in meeting Goal 2, and present to the FCE Committee	Parent Engagement Subcommittee	
	7.1.3 The FCE Committee will present the Subcommittee’s goals/objectives/action steps to the Early Learning Council for approval.	FCE Committee Co-Chairs.	
Comments	Note: Pending approval of the Early Learning Council, the FCE proposes to establish a subcommittee focused on parent engagement/involvement.		