Experiment 5 (AR)

Prototype of Activity Planning Document
Define/Link Goals
Define Objectives
Define Tasks

Link ECLKC resources

Schedule Activities

Grantee Info

Grantee Contact

GS Aware of request?

EC Specialist Contact

Source of Request:
Grantee-initiated
Region-initiated

Grantee Aware of request?

Reason for request:
(New Management
New Grantee or Program

Deficiency
Noncompliance
Area of Concern
Under Enrollment

Ongoing Monitoring

National Initiative/Priority
Priority 1
Priority 2

Regional Initiative/Priority
Priority 1
Priority 2
Priority 3

Planning
Professional Development
School Readiness
Promoting Quality?

CONTENT AREA
Topics

Goals

Monitoring Report if relevant

Additional Info

REGION: All
STATE: All
DATE RANGE: Start End
Source: All
Purpose: All
Type of Specialist(s): All
TA Areas All
Add another area
Topic: All
Add another topic
Format: All

TSP AGENDA
Google

FROM AGENDA:

Anticipated Outcome:

TSR # 409
The grantee will receive TTA on the Culture of Safety to support effective child health and safety practices and identify specific continuous program improvement including the areas of: grantee systems, staff development, family partnerships and child engagement.

The grantees will also identify relevant TTA needs

TSR # 512
Grantee's Management Team will develop and implement a coordinated approach in the use of data informed dialogue to support planning, training and coaching/professional development efforts on:
(a) impacting facilities and learning environments while demonstrating responsive care aligned with social-emotional support;
(b) improving the organizations culture of safety
(c) quality teacher-children interactions, effective teaching practices

Event Outcomes:
TSR # 409:
Grantee will provide updates on impact on culture of safety due to Covid-19 center closures, including general staff, child and family wellness. Grantee will receive additional TTA support and resources on Covid-19, Trauma Informed Care and Culture of Safety.

Grantee will share updates on Culture of Safety Implementation plan in the areas of health, nutrition and safety and family engagement with special emphasis on impact of Covid-19 and grantee's current virtual Service Delivery Plan.
Note: This will include process consultation on program planning strategies to ensure COS is enhanced/maintained during transition period to centers post Covid-19 crisis.

TTA and grantee will assess additional TTA needs, as applicable to general new Training Service Requests.

TSR # 512
Grantee will receive process consultation on development and/or enhancement of a virtual staff professional development plan on CLASS and Coaching.
Note: TTA will share examples from other grantee.

Grantee will provide updates on NCECDTL Coaching Needs Assessment and will receive feedback and recommendation from TTA.

Grantee will receive and review additional CLASS and Coaching tools and resources.

What is the difference between anticipated outcomes and Event Outcomes?

What is the difference between anticipated outcomes and Event Outcomes?

Are Event Outcomes - Activity Objectives?

***Design Problem:**
Activities can include goals from multiple requests and requests can lead to multiple activities - Being goal-centric helps track progress - BUT - what is the best way for descriptions and background info to travel with requests through planning and reporting?

Activity: TTA-91552

TTA Activity Planning
TSR #409 and #512

Specialist Name

TTA is requested for:

Grantee:
Children and Children First

Grant(s): 09CH010854
Location: SAN FRANCISCO
CA 94110

Point of Contact: Ms. Name
Role: Head Start Director
Phone: (555) 555-5555 x5555
Email: name@domain.org

Comes from profile of logged in user?
Could be SSO/Shared profile with HSES?

TTA is requested by:

Requested by: Name
Role: Program Specialist
Phone: 555-555-5555
Email: name@domain.org

Specialists:

Grantee Specialist: Name
Early Childhood Specialist:

In this activity there are goals from multiple requests. How common is that? How does GS keep track of goals and requests?

How does context/description travel through planning and reporting?

This could be "Area of Concern" or "National/Regional Priority/Initiative" as response to COVID

How do we account for over-arching areas like data? IS data a topic choice under each Area?

Primary and secondary areas?

Are these areas accurate? How would GS describe the topics covered?

What would be attached/linked here?

Grantee's current virtual Service DeliveryPlan?

Source request:
Grantee Requested

Reason for request:
Area of Concern

Content Areas:
Health

Topics:
Culture of Safety

Grantee Systems, Staff Development, Family Partnerships and Child Engagement

Documents:
None

Description

Background

• The Program re-organized management staff roles and responsibilities in the Education Services area. There are many new staff members within the Education services leadership team (Area Managers, site supervisors, coaches).
• TIA (GS/ECS) has also been working with the Management team on the Leadership Challenge to increase the capacity of the management team members and in strengthening their use of data across service areas for program planning.
• The Program has a difficult time with teacher turnover, thus providing professional development and meeting staff qualifications remains an issue

Issues

• Grantee request support to strengthen the connection between their service area data, the culture of safety and effective leadership strategies to ensure a coordinated approach to implement responsive care, quality teacher/child interactions, effective teaching practices/curriculum implementation and quality learning environments.
• Grantee request support in developing a plan for providing professional development that supports social-emotional strategies, creating supportive and safe environments as well as teaching strategies to support high-quality teacher-child interactions.

When are these details set?
Who schedules/plans activities?

Date(s) of TTA Activity:
04/24/20
11:00AM

Location:
877-954-4704
Pin: 709647#

Method:
☐ On-site
☐ Email
☐ Telephone
☐ Webinar

Format:
Single Grantee

Audience:
Executive Director/Program DirectorManagement Staff

This TSR is from 2018 - how long are these active?

How many activities stem from a TSR?

From TSR # 409 - 10/23/18

Goal:
The grantee will receive TTA on the Culture of Safety to support effective child health and safety practices and identify specific continuous program improvement including the areas of: grantee systems, staff development, family partnerships and child engagement.

The grantees will also identify relevant TTA needs

Topics: Health: Culture of Safety

+ Add Topic

Objective:

how will you meet this goal?

Tasks

Add a task

Links to resources

Link
Link
Add a link

Upload materials

File
Add a resource

+ Add Objective

What if topics were associated with goals and not Activites?

How does GS go from goals (anticipated outcomes) in TSR to objectives (event outcomes)?

How does GS plan agenda?

How does GS find and organize resources?

Where do materials come from? ECLKC? Where else?

Are resources/materials task specific?

TSR 512 was revised twice - what are the revisions? Is that common?

From TSR # 512 - 8/19/19

Goal:
Grantee's Management Team will develop and implement a coordinated approach in the use of data informed dialogue to support planning, training and coaching/professional development efforts on:

(a) impacting facilities and learning environments while demonstrating responsive care aligned with social-emotional support;
(b) improving the organizations culture of safety
(c) quality teacher-children interactions, effective teaching practices

Topics:
Program Management: Grantee Systems, Staff Development
Family & Community: Family Partnerships and Child Engagement

+ Add Topic

Objective:

how will you meet this goal?

Tasks

Add a task

Links to resources

Link
Link
Add a link

Upload materials

File
Add a resource

+ Add Objective

How to capture emerging goals?

Where will this come from? HSES?

Could come from HS program directory in ECLKC?
https://eclkc.ohs.acf.hhs.gov/grantee-profiles/mission-neighborhood-centers-inc-ca

How are these connected?

Need Description
Reason, background, topics, content areas are input at the request stage and pre-populated here.

Event Description

IF we can get contact info from HSES could that be linked here?

Objective Setting
Goals input at the request stage and are pre-populated here. GS define objectives, tasks, and link resources

Can tasks set here build the activity agenda?

Activity: TTA-91552

TTA Activity Report
TSR #409 and #512

Specialist Name

Activity: TTA-91552

TTA is requested for:

Grantee:
Children and Children First

Grant(s): 09CH010854
Location: SAN FRANCISCO
CA 94110

Point of Contact: Ms. Name
Role: Head Start Director
Phone: (555) 555-5555 x5555
Email: name@domain.org

TTA is requested by:

Requested by: Name
Role: Program Specialist
Phone: 555-555-5555
Email: name@domain.org

Specialists:

Grantee Specialist: Name
Early Childhood Specialist:

Source request:
Grantee Requested

Reason for request:
Area of Concern

Content Areas:
Health

Topics:
Culture of Safety

Grantee Systems, Staff Development, Family Partnerships and Child Engagement

Documents:
None

Description

Background

• The Program re-organized management staff roles and responsibilities in the Education Services area. There are many new staff members within the Education services leadership team (Area Managers, site supervisors, coaches).
• TIA (GS/ECS) has also been working with the Management team on the Leadership Challenge to increase the capacity of the management team members and in strengthening their use of data across service areas for program planning.
• The Program has a difficult time with teacher turnover, thus providing professional development and meeting staff qualifications remains an issue

Issues

• Grantee request support to strengthen the connection between their service area data, the culture of safety and effective leadership strategies to ensure a coordinated approach to implement responsive care, quality teacher/child interactions, effective teaching practices/curriculum implementation and quality learning environments.
• Grantee request support in developing a plan for providing professional development that supports social-emotional strategies, creating supportive and safe environments as well as teaching strategies to support high-quality teacher-child interactions.

What is captured at an event that is not on the agenda? Attendance? What else?

Date(s) of TTA Activity:
04/24/20
11:00AM

Location:
877-954-4704
Pin: 709647#

Format:
☐ On-site
☐ Email
☐ Telephone
☑ Webinar

Audience:
Executive Director/Program DirectorManagement Staff

From TSR # 409 - 10/23/18

Goal:
The grantee will receive TTA on the Culture of Safety to support effective child health and safety practices and identify specific continuous program improvement including the areas of: grantee systems, staff development, family partnerships and child engagement.

The grantees will also identify relevant TTA needs

Topics: Health: Culture of Safety

+ Add Topic

Objectives:

How doers GS get from goals to objectives?

1. Grantee will provide updates on impact on culture of safety due to Covid-19 center closures, including general staff, child and family wellness. Grantee will receive additional TTA support and resources on Covid-19, Trauma Informed Care and Culture of Safety.

Tasks

☐ Grantee updates on impact of Covid-19 center closures and assessment of specific needfor additional resources or TTA.

Notes
What happened at the activity?

☐ Review goals for grantee receiving TTA support on trauma informed care to better equip teaching/family services staff to provide TIC and enhancing TIC toolbox in light of impact of Covid-19.

Notes
What happened at the activity?

Add a task

Links to resources

Link
Link
Add a link

Upload materials

File
Add a resource

And from objectives to tasks?

How are agendas planned?

How do GS communicate and track what's done at activities?

Who is involved in conversation ECs/GS/PS?

How do GS identify relevant resources and materials?

Should comments/notes be at the task level? Or objective? Or both?

Is this is a conversation area for PS/GS/ECS etc?

Next Steps:

Add Next Step

Mark Complete

How are new activities generated?

How are they followed up on and tracked?

How is progress towards goals tracked now?

When are objectives (Activity outcomes?) marked complete?

When/how are requests closed? Goals marked completed

2. Grantee will share updates on Culture of Safety Implementation plan in the areas of health, nutrition and safety and family engagement with special emphasis on impact of Covid-19 and grantee's current virtual Service Delivery Plan.

Note: This will include process consultation on program planning strategies to ensure COS is enhanced/maintained during transition period to centers post Covid-19 crisis.

Tasks

☐ Review grantee's Culture of SafetyImplementation Plan in the areas of healthnutrition and safety and family enagementwith special emphasis on impact of Covid-19and grantee's current virtual Service DeliveryPlan. TTA will provide feedback andrecommendations. Note: This will includeprocess consultation on program planningstrategies to ensure COS is enhanced andmaintained during transition period back tocenters post Covid-19 crisis.

Notes
What happened at the activity?

Add a task

Links to resources

Link
Link
Add a link

Upload materials

File
Add a resource

Next Steps:

Add Next Step

Mark Complete

How do new objectives get set?

How do they feed into request/planning cycle?

+ Add Objective

From TSR # 512 - 8/19/19

Goal:
Grantee's Management Team will develop and implement a coordinated approach in the use of data informed dialogue to support planning, training and coaching/professional development efforts on:

(a) impacting facilities and learning environments while demonstrating responsive care aligned with social-emotional support;
(b) improving the organizations culture of safety
(c) quality teacher-children interactions, effective teaching practices

Topics:
Program Management: Grantee Systems, Staff Development
Family & Community: Family Partnerships and Child Engagement

+ Add Topic

Objectives:

1. Grantee will receive process consultation on development and/or enhancement of a virtual staff professional development plan on CLASS and Coaching.

Note: TTA will share examples from other grantee.

Tasks

☐ Provide process consultation to support grantee in developing and/or enhancing virtual staff professional development plan on CLASS and Coaching, to include revisiting NCECDTL Coaching Needs Assessment and providing feedback/recommendations.

Notes
What happened at the activity?

Add a task

Links to resources

Link
Link
Add a link

Upload materials

File
Add a resource

Next Steps:

Add Next Step

Mark Complete

+ Add Objective