

ELAC Work Plan Development Process

A. Introduction

The ELAC Work Plan is a working document and tool for identifying and sequencing issues for ELAC guidance and opportunities for joint action by state and local early learning partners. This document describes the Work Plan development process and timeline.

Key Considerations

The following key considerations will guide the Work Plan development:

- Create the plan as a working document, so topics may be added and updated as needed.
- Focus on fewer and major system issues/topics to allow more time for deliberation.
- Informed by priorities of the [WA Early Learning Partnership](#) and Early Learning Regional Coalitions.
- Lessons learned from the previous year will inform the timing and process for developing the next ELAC Work Plan.
- Criteria for topics include being high impact, timely and entities charged with action have the capacity to act.

I. ELAC Work Plan Development Process

The Work Plan will be developed in three steps:

1. August: Generate Ideas for Work Plan Topics

DEL will gather topics for consideration from ELAC Members, Regional Advisors and DEL Leadership.

- a. What topics would you like to ELAC to provide guidance or take action on next year?
- b. What are you interested in staying updated or briefed on next year?

2. October: Confirm Topics and Consider Descriptions and Goals

DEL will draft an initial list of topics to consider in the template below.

- a. Description of the topic and goals for the year;
- b. Guidance needed;
- c. Early ideas for joint action
- d. Other ways stakeholders are currently engaged in the topic area; and
- e. Topics for briefings and updates.

Topic Description and Goals	Guidance Needed	Current Stakeholder Engagement
<p>Work Plan Topic 1</p> <p>Describe the topic area, initiative or program and goals for the year.</p> <p><u>Example Goals:</u></p> <ul style="list-style-type: none"> ▪ Complete policy review ▪ Serve ___ # children or providers ▪ Create/update policy/plan/outreach strategy 	<p>What advice/input/guidance is needed from ELAC?</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> ▪ Advice on policy/plan/strategy ▪ Input on how ___ is working in local communities. 	<p>List existing stakeholder workgroups, subcommittees, oversight groups and mandated public comment processes</p>
	<p>Opportunity for Joint Action</p> <p>What action are you asking partners to take together to improve services and results for children and families?</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> ▪ Increase shared state and local understanding of ___. ▪ Create shared outreach tools for ___. ▪ Build capacity for ___. 	
<p>Topics for Briefings & Updates</p> <ul style="list-style-type: none"> ▪ Examples: Preschool Expansion, Standards Alignment, Universal Developmental Screening, etc. 		

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3. December: Adopt the Work Plan

The ELAC Executive Committee will work with DEL staff to develop a draft Work Plan for ELAC to consider. The Work Plan will be in the template below, which will include:

1. Topics with guidance needed and actions are sequenced by month and organized around regular ELAC meeting dates.
2. Color code Work Plan topics and actions throughout the year.
3. Note short term work groups to develop recommendations and plans in **BOLD** type.
4. Briefings and updates will be provided during meetings and in written reports throughout the year as information is available or requested.

Meeting	Guidance Needed	Opportunity for Joint Action	Briefings & Updates
Month	<u>Work Plan Topic 1</u> <ul style="list-style-type: none"> ▪ Advice on policy/plan/strategy. ▪ Convene a work group of ELAC and partners to develop recommendations. 	<u>Work Plan Topic 2</u> <ul style="list-style-type: none"> ▪ Create shared outreach plan and tools. 	<u>Topic</u> <ul style="list-style-type: none"> ▪ Receive a briefing or updates.