

07-19-17 ECEAP Contracting Work Group Summary

Updates

Kelli Bohanon, ECEAP Administrator, provided some updates regarding ECEAP, DEL and DEL partnership:

Administration:

- DEL announced the counties where new ECEAP slots were awarded on July 18th. The announcement is here: <https://del.wa.gov/node/672>
- The next RFA is due to be released in the January.
- Over the coming months ECEAP state office is being re-organized to re-shape some functions and streamline processes.
- DEL has reviewed the changes to the contracting and amendment processes suggested by the Contracting Work Group, implementing some now, planning others and deferring others as noted in the *Potential ECEAP Contracting and Amendment Process Changes* handout from Nicole Lor (see attachment).
- A “contract change” webinar will be held in the first part of August to help contractors work with DEL to streamline some of our processes and minimize the need for amendments

Legislation:

- In its final budget package, the legislature approved funding for Child Care Aware of Washington to continue ECEAP Pilot Pathway training in communities to help child care centers and family child area.
- If the capital budget passes, DEL will work with Commerce to make the competitive funds available quickly this school year.
- Senate Bill 5504 passed allowing sharing of background checks among OSPI and DEL.

Required Contractor/Subcontractor Capacities

Garrison shared the handout - *Potential Distribution of Administrative and Program Functions across ECEAP System* and *Worksheet* noting that *ECEAP Functions and Capacities Survey* (see attachment) did not reflect agreement on required capacities in some areas. In some cases, staff at different levels within an organization had different views.

First, Work Group colleagues explored *WHICH of these capacities (or others) MUST the subcontractor and subcontractor have in place before a subcontract is executed? Then they considered what factors drive costs for each capacity (i.e., # allocated staff)?* Work Group colleagues then offered comments (incorporated into the attached *Required Contractor and Subcontractor Capacities* document). Highlights offered in the whole group include:

- PSESD uses a readiness process that applies criteria and provides a score that informs the move from start-up to management.
- Subcontractors need dedicated staff (readiness coordinator) who can help them prepare to deliver and sustain early learning, family support and health coordination services.
- Contractors and subcontractors will need the full capacities listed, but there should be a “step” system with a threshold noted (e.g., “embrace family support services” as threshold, but the “how to” could come further down the continuum of development).
- Do not spend Early Achievers money (at PSESD this is about \$90K for 2800 ECEAP slots) on ECEAP – Instead use the money to get child care providers ready for ECEAP (there was not agreement on this).
- Have regional readiness teams to support readiness and first year operations.
- It would be helpful for DEL to provide funds for substitutes during the exploration and first year to help FCCH’s to do the things they need to consider what ECEAP will mean for them and get their services established.

Regionally-Focused Administrative Functions

1. Garrison presented the *Revised State, Regional and Local Functions and Capacities Matrix* showing cost-saving, cost-incurring and unclear functions and capacities. He noted that to increase success during expansion while also mitigating costs we want to: 1) clarify which functions are new or strengthened and may require additional resources; and, 2) identify current functions that are using more resources than necessary for less effect (e.g. developing marketing materials).

We worked in small groups to identify ways to strengthen required regionally-focused administrative capacities while mitigating cost. We considered the delineation of strengthened vs. additional functions and those that provide the most opportunity for conserving resources while getting more benefit and offered suggestions incorporated into the attached *Revised Statewide, Regional, and Local Functions and Capacities*. A new version of *Required Contractor and Subcontractor Capacities* will reflect a continuum of readiness for subcontractors with clear “requirement” thresholds.

Some highlights from our table conversations included:

1. Comprehensive services might be more cost-effectively provided for small providers through regional hubs.
2. Facility licensing might move more quickly if regional entities could help facilitate meeting of requirements.
3. We might be able to use a 30-hour class and certificate approach for Head Start/ECEAP for parents to work in child care and augment the workforce pathway.
4. We need to add a state function to explore/address structural barriers to higher education attainment.
5. We need ways for potential new providers to assess their community needs and readiness (Spokane experience) to help them see the big picture. [Note: consider the Rural Home Visiting Program approach to community and contractor readiness].
6. Leadership and infrastructure are key!
7. We need to look again at what cultural competence means in the readiness pathway.

Worked well	Change next time
<ul style="list-style-type: none">✓ Having DEL staff work with us✓ Having time to think together✓ Adequate time to dig into issues	<ul style="list-style-type: none">✓ Larger font on documents✓ Chocolate and fruit to help us during the afternoon lag✓ Highlight in ALL CAPS with we need to bring (e.g., lunch) or do something (e.g., prepare for immediate response)✓ Send “appointment” with things to bring in addition to email.

Volunteers

Ethna Flanagan volunteered to work in a sub-group focused on required capacities and funding pass through guidance. Tara Evans volunteered for that sub-group or the regionally-focused functions.

Attachments

Potential ECEAP Contracting and Amendment Process Changes
ECEAP Functions and Capacities Survey
Revised Statewide, Regional, and Local Functions and Capacities