

## **CARES Plus Information Conference Call Tuesday, June 21, 2011**

### **GENERAL INFORMATION**

We have received a number of requests from counties for a CARES Plus contact list so that you could get in touch with one another.

Last Wednesday, June 15<sup>th</sup>, in an effort to compile a streamlined contact list for you, we sent you an email asking you to send us the contact information for one person from your lead agency so that we could compile this list and post it on the CARES Plus Implementation webpage.

Most of you have sent us your contact information, so we thank you for responding so quickly. If you have not yet sent in the name of your single point of contact, please send it via email to Shannon Holme at the following email address: [sholme@ccfc.ca.gov](mailto:sholme@ccfc.ca.gov).

Shannon's email address and the contact information we need is included in the June 15<sup>th</sup> email.

### **CARES PLUS COMMUNICATION PLAN**

CARES Plus is now in full launch mode. All the partners, contractors, and lead agencies are working in tandem in this ambitious launch effort.

One of the key essentials for the success of this program is a well-defined communication plan among all partners. A plan has already begun to emerge, and it includes the following:

1. First 5 California hosts biweekly CARES Plus conference calls with the lead agencies. These calls provide important details and information regarding all aspects of the program. For your convenience and reference, the summary notes from each conference call are posted to the CARES Plus Implementation webpage.
2. Through the CARES Plus mailbox at [caresplus@ccfc.ca.gov](mailto:caresplus@ccfc.ca.gov), lead agencies have the opportunity to submit questions 24/7, to which First 5 California staff respond as quickly as possible. The use of this mailbox has proven valuable for both the counties and First 5 California.
3. The CARES Plus Implementation webpage was created to serve as the hub of program information. It includes posts for the biweekly conference call summary notes, forms, flyers, and other breaking news. It receives many hits daily.
4. The weekly First 5 California conference calls with our CARES Plus contractors are designed to plan and address program logistics and implementation. These calls enable us to work out the myriad details needed to successfully launch a statewide program of this magnitude.

5. Among the most important contributors to the communication plan are the lead agencies. They communicate daily with CARES Plus participants, and that level of communication is essential to the success of the individual participants and the program itself.

## **ROLE OF THE COUNTIES**

It is important for all CARES Plus partners to be well-informed about our roles and responsibilities. Below is an outline of what we consider to be some of the key roles and responsibilities of the counties in rolling out CARES Plus.

### **1. Recruitment**

Many counties have already begun to recruit aggressively for program participants. This is just a reminder that during early August, lead agencies have been asked to provide First 5 California with the necessary information/data for all enrolled CARES Plus participants. (Refer to the PROOF Implementation webpage – PROOF Minimum Data Elements, May 27, 2011 – for the specific required data submission.) The participant data will be used to conduct the *CLASS* and *MTP* selection process, so the more participants enrolled by early August, the better we can assure the sample size. Toward that end, counties should continue to recruit. Participation in this program is an excellent opportunity for early learning teachers to improve their skills and enhance child outcomes as they learn more about the *CLASS* observation tool and its complementary professional development components, such as the *Looking at CLASSrooms (LAC)* video library. Moreover, it is a once-in-a-lifetime opportunity to be chosen to receive 10 months of state-of-the-art, one-on-one coaching through *MyTeachingPartner (MTP)*.

### **2. Dimension Guides and Distribution**

Lead agencies must distribute *CLASS Dimension Guides* to all participants. Each participant will receive a *CLASS Dimension Guide*, which is necessary for completing the online *Introduction to the CLASS* training. The lead agency will be responsible for distributing the appropriate Guide (English or Spanish) to each participant. Each lead agency will receive the number of Guides that corresponds to the number of participants that were estimated at the time of application. The Guides will be distributed annually, so the lead agency needs to prepare for the delivery of the Guides, to inventory the Guides, and to store undistributed Guides until needed.

## **INTRODUCTION TO THE CLASS – ONLINE ACCESS**

Teachstone has created key cards that will allow participants to access the online versions of both the *Introduction to the CLASS* and the *LAC*. Lead agencies will be given a key card with logon instructions and a URL registration link. They also will receive a *Dimensions Guide* for each CARES Plus participant in their program during FY 2011/12. The key card will be used to register for the online *Introduction to the CLASS*. (This will be an annual process).

Once the lead agencies have received these items, they will distribute them directly to each participant. Each lead agency will receive the number of key cards that corresponds to the number of participants that were estimated at the time of application. The key cards are in English and Spanish, so the same card is used to log on in either

language. Participants choose the appropriate language at the time of login. The *Dimension Guides* will also be available in English and Spanish.

Lead agencies are required to create a distribution plan for the cards that must include an inventory control process. We encourage you to create a document for each participant to sign stating: that the card is to be used by CARES Plus participants only; that the card is good for a single logon; and that the card has a replacement value of \$100. The lead agency is responsible for ensuring the appropriate use of the cards and for any lost or stolen cards.

The online version of *Introduction to the CLASS* will go live on Monday, September 12, 2011.

The participant must have access to a computer with Internet access and an email address to start the registration process. The CARES Plus participant will use the key card to begin the self-register for the program.

**Screen One:** Once logged on to the URL, the participant will register and select either the English or Spanish version of *Introduction to the CLASS*.

**NOTE:** A participant may select only **one language**. The corresponding *Dimensions Guide* (English or Spanish) is needed to complete the online course, as participants receive prompts that correspond to a specific page in each Guide. The pagination in the two Guides is not identical, so it is important to use the same language Guide as the online language version.

**Screen Two:** A participant will enter the following data elements:

- First Name
- Last Name
- Email address
- Re-enter email address
- County name (chosen from a drop-down list pre-filled from list)
- **Location/Center** name (this element may be added to further identify the participant)
- Address
- Key card number

Once all of this data has been entered, the participant will click the “Submit” button. Upon submission of the form, the database will check for an account that might already exist with this email address. If no duplicate account exists:

- The key card will be marked as used in the database
- A *CLASS* account will be created
- The user’s profile will be updated to show access to the online Intro to *CLASS* and the language chosen.

Users will be put into groups based on their county. An email will be generated to the user with their login information and instructions for accessing the site. An email will be sent in English or Spanish depending on the language chosen at the time of registration.

The confirmation screen will contain information about receiving an email with further instructions and what to do if they do not receive an email.

FY 2011/12 participants must complete the *Introduction to the CLASS* prior to December 31, 2011.

### **LOOKING AT CLASSrooms – ONLINE ACCESS**

After completing the online *Introduction to the CLASS*, and beginning on October 12, 2011, users will receive access to *Looking at CLASSrooms (LAC)* videos. Users who have completed the *Introduction to the CLASS* will subsequently receive an email to inform them that they now will have access to the *LAC* online program. The user will have 6 months to complete the *LAC*.

### **5. Camera Kits for CLASS and MTP**

First 5 California is purchasing the video camera kits that will be used by those participants who are selected to participate in the *CLASS* observation and/or the *MTP*. The cameras come fully assembled and with detailed instructions in both English and Spanish on how to operate them. First 5 California will be working with lead agencies to determine the best and most efficient distribution process for the camera kits.

The estimated **number of participants** for year 1 is a critical number. Therefore, if the number of participants that you estimated in your application has changed significantly since that time, please send Lupe Almer an email at [lalmer@ccfc.ca.gov](mailto:lalmer@ccfc.ca.gov) with the new estimated number of participants by June 30, 2011. If we do not hear from you by that date, we will use the estimate from your original application and send you the corresponding number of *CLASS Dimension Guides* and key cards.

### **INTRODUCTION TO THE CLASS FOR NON-COMPONENT C ADVISORS**

First 5 California is offering an in-person, six-hour version of the *Introduction to the CLASS* to all Component C participants. This training is scheduled to take place either in late August or early September. Each of the in-person sessions can accommodate a maximum of 25 participants. Eight sessions are currently being planned statewide. Our goal is to fill each session to its maximum capacity. First priority for attending this training will be Component C advisors. However, if there are any unused slots, they will be offered to other CARES Plus advisors who are not part of Component C. Please be prepared to have the names of any interested non-Component C advisors on a waiting list for inclusion. Since the timeline for all of this is so tight, it may not be possible to inform you of availability until the last minute, so preparing your waiting list ahead of time will be helpful. The trainings will be held regionally, and the number of unused slots will be given to agencies based on a percentage of the number of participants in that program. Additional details are forthcoming.

## EFFECTIVENESS & ACCESS PLAN, AND USE OF FORM F

One of the requirements from the CARES Plus Request for Application (RFA) was to develop a draft Effectiveness & Access (E&A) Plan; the draft was included as part of your original CARES Plus application. The RFA (Section D.7.d, page 41) provided a series of questions/prompts to answer, and it also stated that a final E&A Plan is due at the end of Phase I of CARES Plus (by July 15, 2011).

The date for the submission of your E&A Plan is fast approaching. In response to requests from counties for a specific template that can be used in the creation of the final E&A Plan, we have instead created **Form F** for counties to use for the submission of the final plan. This form is designed to highlight those items that have changed from your original application. The form – Effectiveness and Access (E&A) Plan, Updates and Changes, Form F – has been posted on the CARES Plus Implementation webpage this week at:

<http://www.cffc.ca.gov/Help/caresplus.asp>

This user-friendly form mirrors the format and numbering sequence of the E&A items listed on page 41 of the RFA. It prompts the user to provide information only for those items that have changed since the submission of your county's original application and draft plan. The form has been created in Microsoft Word, and your text responses can be inserted directly into the expandable text boxes on the form. There is also a **cover sheet** that must accompany Form F that requires a lead agency signature certifying the changes. Both Form F and the cover sheet are posted under "New Forms" on the Implementation webpage.

**NOTE:** If you have already completed a separate final E&A Plan by following the prompts from page 41 of the RFA, please submit your plan with Form F and your signed cover sheet. Then, on Form F, rather than re-entering text describing the changes from your original application, you need only to mark the appropriate box in each section (yes or *no*) and indicate "Please see attached."

Please submit Form F and the accompanying cover sheet (along with any additional E&A Plan information) as follows:

Return one signed copy to:  
First 5 California  
2389 Gateway Oaks Drive, Suite 260  
Sacramento, CA 95833  
Attn: CARES Plus Application

Send one electronic copy to:  
[caresplus@ccfc.ca.gov](mailto:caresplus@ccfc.ca.gov)

If you have questions regarding the use of Form F or the submission of your final E&A Plan, please contact Mary Anne Riehl-Campos at [mriel-campos@ccfc.ca.gov](mailto:mriel-campos@ccfc.ca.gov) or (916) 263-1091, or submit your questions to [caresplus@ccfc.ca.gov](mailto:caresplus@ccfc.ca.gov).

# PROOF

## 1. PROOF minimum data elements

These were posted on the PROOF webpage. (Note: there is a new link to the PROOF webpage included on the CARES Plus Implementation webpage.) There are 17 “minimum data elements.” This is the same information that was sent to the distribution list via email on May 27, 2011. The 17 data elements are listed in the sequence of data entry, which will help streamline your workload.

## 2. PROOF standard reports

These have been posted on the PROOF webpage. This is the same information that was sent to the distribution list via email on June 10, 2011.

## 3. Key Dates

- **August 1, 2011** – Launch of PROOF system in support of CARES Plus
- **Early August 2011** – Counties enter participant data (17 minimum data elements) into PROOF, the CARES Plus database
- **March 1, 2012** – All participants must be entered into PROOF, and all data input must be complete in PROOF for previous fall semester of quarter data. *Reference: RFA Section III.B.2, page 32; and Section VI.O, page 49.*
- **October 1, 2012** – All data input must be complete in PROOF for previous winter quarter and/or spring semester of quarter data. *Reference: RFA Section III.B.2, page 32; and Section VI.O, page 49.*

## 4. Training Dates

These dates will be announced shortly, via both the PROOF webpage and the CARES Plus email distribution list.