

**CARES Plus Information Conference Call
Tuesday, August 30, 2011**

PARTICIPANT DATA: EXTENDED DEADLINE

Originally, the deadline for submitting CARES Plus participants as candidates for the CLASS and MTP selection processes was August 10, 2011. Although there were a sufficient number of participants to conduct the random selection for the CLASS, many Lead Agencies informed us that if the deadline could be extended, they would be able to provide more participant candidates. As a result, First 5 California extended the deadline for all Lead Agencies to submit participant candidates until noon on August 31, 2011. First 5 California also opened the possibility for all CARES Plus counties to participate in Component D on a non-competitive basis.

Several counties decided to take advantage of that opportunity. Lead Agencies had two options on how to submit additional candidates:

- Option 1: Resubmit the data on all enrolled participants to date (including those names already submitted) plus the new enrollees, or
- Option 2: Submit the participant data for only those participants not yet sent to First 5 California.

Lead Agencies could choose either method for submittal of data, but had to clearly indicate which method was used so as to avoid duplicate records.

The random selection process occurred the week of September 6th. First 5 California will inform Lead Agencies of those participants selected for the CLASS observation and for Component D, *MyTeachingPartner*.

KEY CARDS AND DIMENSIONS GUIDES

Many counties have asked about when you will receive the key cards and *Dimensions Guides*. The Guides and key cards will be sent from our contractor, the Child Development Training Consortium (CDTC), to the Lead Agency within the first two weeks of September. The number of Guides and cards to be sent is based on the number of anticipated participants in that specific county. The *Dimensions Guide* is available in English and Spanish. Lead Agencies will receive 80% of the Guides in English and 20% in Spanish. The key cards are also written in both English and Spanish.

Many counties have asked if it would be possible for professional growth advisors as well as some of the program directors to view the online *Introduction to the CLASS* and the *Looking at CLASSrooms (LAC)* video library. We have decided to send enough key cards to each county so that all of the professional growth advisors as well as one or two project leads will be able to participate in the online *Introduction to the CLASS* as well as the *Looking at CLASSrooms (LAC)* video library.

If the Lead Agency does not receive enough key cards for this process, please let First 5 California know and we will arrange for more to be sent to you. Just as a reminder, a participant has one month after he/she registers to complete the *Introduction to the CLASS*. The *Introduction to the CLASS* must be completed before the LAC, and both must be completed before May 15, 2012.

ADDITIONAL COMPONENT C ADVISOR TRAININGS

For those CARES Plus participants in Component C, it is mandatory to receive the 6-hour *Live Introduction to CLASS* training. We recently offered 8 of these trainings statewide. Some counties had not yet enrolled all of their Component C Advisors by the deadline.

For that reason, Teachstone will offer two additional trainings in October:

- Santa Rosa – October 3, 2011
- Irvine – October 10, 2011

We will send out the flyer and registration forms to all of you via an e-mail and will also post this information on the CARES Plus web page.

Some have asked if these trainings can be offered in the evenings or on Saturdays. Unfortunately, this is not possible. We have also been asked whether the two-day CLASS Observation, or some of the other trainings offered by Teachstone or Teachstone trainers currently in California, can fulfill the Component C training requirement. The answer is that for all Component C Advisors, ONLY the 6-hour Live *Introduction to the CLASS* training will meet the Component C training requirement. However, if an Advisor has received the 6-hour live training within the past year and can provide a certificate to verify, he/she will be allowed to be an Advisor without additional training.

If a Component C participant is not able to attend one of the 10 trainings offered by First 5 California this year, he/she will need to wait until next year and take the training then in order to be qualified to serve as a Component C Advisor.

UPDATE ON THE ROLLOUT OF THE *LOOKING AT CLASSROOMS (LAC)* VIDEO LIBRARY

As promised earlier this year, the English and Spanish versions of the LAC will be released simultaneously. Both versions will be released in sections – by CLASS domains – throughout the fall as follows:

- Section 1: November 1st
- Section 2: November 16th
- Section 3: December 5th

RANDOM SELECTION PROCESS & NOTIFICATION OF SELECTED PARTICIPANTS

The random selection process for both CLASS observations and MTP participation will be completed using a scientific selection method.

1. First 5 California through CDTC will provide Lead Agencies with the names of the selected participants in their counties.
2. It is the responsibility of Lead Agencies to notify each participant of their selection.
3. Lead Agencies must explain how and why each participant has been chosen, along with a thorough explanation of what the participant should expect as a result of this selection.
4. Participant notification by Lead Agencies must be completed within **five working days of the receipt of the notification from First 5 California staff.**

Those participants chosen for a CLASS observation will receive a pre- and post-CLASS observation.

Those participants chosen for My Teaching Partner (MTP) will receive a pre- and post-CLASS observation in addition to the MTP, a 10-month one-on-one coaching professional development program.

Any changes to the sample selection must be:

- Approved in writing by First 5 California
- Reviewed on a case-by-case basis

ASSIGNING COACHES AND OBSERVERS

Through the Child Development Training Consortium (CDTC), First 5 California has contracted with and trained a cadre of highly qualified early learning specialists. These specialists were trained to be **both CLASS observers and MTP coaches**. Each specialist was required to reach reliability as an observer before being trained to be an MTP coach. This training was completed during August 2011. Accordingly, Teachstone is responsible for assigning observers and coaches to the randomly selected participants.

CLASS OBSERVATIONS

During Year 1 of CARES Plus, 500 teachers statewide will receive a CLASS observation; this includes both a pre- and post- observation.

CLASS observation scores, as well as the observer's identity, will be kept confidential.

MY TEACHING PARTNER (MTP)

MTP participants also will receive a pre- and post- CLASS observation as part of the 10-month coaching program. During Year 1 of CARES Plus, up to 1000 teachers will be observed. An observer cannot perform a CLASS observation on a teacher that she/he

will coach, and safeguards are in place to prevent this. As with all CLASS observations, the identity of the observer as well as the scores will be kept confidential.

However, the identity of the coach is essential to the teacher/coach relationship. So once the Lead Agency has contacted the MTP participant, the assigned coach will also contact the MTP participant to begin the 10-month coaching process. Because timing is critical, it is imperative that the Lead Agency begins to contact their randomly selected participants immediately.

THE WRITTEN NOTIFICATION PROCESS

- 1) Once all of a Lead Agency's county participants have been successfully contacted, please send an email to Michelle Kinner at kinnerm@yosemite.edu so the process of assigning of coaches to participants can begin.
- 2) Please also inform Michelle Kinner of any unanticipated changes, such as any participants who are no longer active in the program, so, if necessary, additional selections can be made. Remember, however, that any changes to the selection process must be approved by First 5 California on a case-by-case basis.
- 3) Depending on the staffing capacity of the Lead Agency, we suggest that participants be personally contacted to inform them of their selection. If this is not possible, a letter or email with a tracking system will suffice.
- 4) The information shared by the Lead Agency with the participants should fully explain the CLASS observation process. For those Component D participants, the MTP process should also be fully explained.
- 5) Additionally, it is the responsibility of the Lead Agency to contact the center director for the selected participant to explain the program and the use of video cameras will be required. CDTC has prepared a sample letter for you to use to inform all affected center directors/owners/operators. This process must be in writing and it must include the signature of the director approving the CLASS observation and/or MTP taping. If a lead agency has its own notification process, they are free to use it instead of the suggested letter. However, the process must be in writing and the documentation of the approval must be sent to Michelle Kinner, at kinnerm@yosemite.edu to be filed.
- 6) It is also the responsibility of the Lead Agency to provide the selected MTP/CLASS teacher with the CARES Plus Notification of Video Recording found at the CARES Plus Implementation page <http://www.cfc.ca.gov/Help/caresplus.asp>. It is available in both English and Spanish.
- 7) **CLASS and MTP teachers are responsible for notifying parents using the approved CARES Plus Notification Video Recording Letter. (See above) Written approval from parents is not required.**

8) Six documents have been posted to the CARES Plus Implementation Page to assist you in the participant notification process. They include:

- What to Expect from a CLASS Observation (posted 8-5-11)
- My Teaching Partner (MTP) Flyer English (posted 6-13-11)
- My Teaching Partner (MTP) Flyer Spanish (posted 6-13-11)
- My Teaching Partner – Additional Information for Teachers (posted 6-13-11)
- CARES Plus Video Recording Notification (English) (posted 5-13-2011)
- Cares Plus Video Recording Notification (Spanish) (posted 5-13-2011)

8) CDTC will provide each Lead Agency with suggested center director and parent notification and approval letters. They will be available in English and Spanish.

IMPORTANT DATES

- The deadline for submitting participant data was noon, August 31, 2011.
- The random selection process was scheduled to occur during the week of September 6, 2011.
- Lead agencies will be notified of the results during the week of September 12, 2011.
- Lead agencies have **five working days** after notification to inform their participants.
- CDTC will assign CLASS observers and MTP coaches to the selected participants.

SECONDHAND SMOKE ONLINE TRAINING

This training is one of the core requirements for all CARES Plus participants.

The training has gone through several reviews. The content of the training is complete. However, there are still a few technical problems that are being identified and corrected. We are hopeful the training will be available to CARES Plus participants by the end of September. Once the training is available, we'll send an email to all of you regarding how it can be accessed.

Individuals who completed the training during the pilot phase that ended on June 17, 2011, will not need to retake the training. Each county will be able to access information online regarding individuals who have completed the CARES Plus Secondhand Smoke Training.

EFFECTIVENESS & ACCESS PLANS UPDATE

The CARES Plus Final Effectiveness & Access (E & A) Plans and Form Fs were due to First 5 California on July 15. Thank you for forwarding your Final E & A Plans in the form and timeline requested. First 5 California staff are currently in the process of reviewing all E & A Plans, and we are contacting some counties for additional information or details for clarification. Once the review of the Final E & A Plans is complete, First 5 California will send each county contact an email letter to confirm approval.

PROOF UPDATE

- PROOF New User forms are available at <http://www.cafc.ca.gov/evaluation/pro0f.asp>. Please remember to have the Single Point of Contact sign the User Account Form, and have the PROOF user sign the Confidentiality Agreement. Forms need original signatures and can be either emailed to PROOFsupport@cafca.gov or faxed to 916-263-1360.
- New user accounts will be set up and emailed a few days before the system goes live.
- Thank you to everyone who participated in the training sessions in August and September. Additional training sessions will continue to be announced through the CARES Plus listserv and at <http://www.cafc.ca.gov/evaluation/pro0f-training.asp>. Thank you for completing the surveys at the end of the trainings. This feedback helps us improve our training sessions.
- During the training sessions, a number of questions were raised. A Q&A document is in development and will be posted soon.
- As First 5 California gets closer to finalizing the Go Live date for PROOF, it will be announced through the CARES Plus listserv.
- Additional requests for training or questions about PROOF can be directed to Millie Barajas or sent to evaluation@cafca.gov.

FISCAL UPDATES

- Beginning mid-September, Dung Tran will be assuming the fiscal coordinator role for the CARES Plus Program. (This role was formerly held by Erik Miyao).
- First 5 California is currently reviewing the FY 2011-12 Phase I – Planning and Development funding requests. Upon approval of the requests, First 5 California will send out revised Local Area Agreements to reflect the extension of the Phase I authority beginning July 1, 2011, through December 31, 2011, and the approved dollar amount for use during that same period.
- FY 2010-11 Phase I Expenditure reports were due on Monday, August 1, 2011. First 5 California is currently processing the expenditure reports.
- FY 2011-12 Phase II Expenditure report forms for the first quarter ending September 30, 2011, will be posted around mid-September. The first FY 2011 Phase II expenditure report is due to First 5 California by October 31, 2011.
- During the July 2011, CARES Plus conference call on fiscal requirements, audit requirements – specifically use of the Supplemental Schedule for First 5 California Funding – were reviewed. A Sample Supplemental Schedule will be posted on the CARES Plus Implementation web page under the New Forms section.

- The required annual financial audit is a reimbursable administrative cost subject to the administrative costs limits.