National Center on Tribal Early Childhood Development

Early Childhood National Centers

Roadmap to Reauthorization Implementation Planning Tool

The Roadmap to Reauthorization Implementation Planning Tool is a companion document to the Roadmap to Reauthorization Self-Assessment Tools. This tool was designed to provide an easy-to-use planning form to help American Indian and Alaska Native (AI/AN) grantees create implementation plans based on priority areas identified through their self-assessments.

Instructions

Use the Roadmap to Reauthorization Self-Assessment Tool (for small-allocation grantees or for medium- and large-allocation grantees, as appropriate) to assess your progress toward meeting the requirements of the 2016 Child Care and Development Fund (CCDF) final rule and identify requirements that are a priority for your program. Then use this tool to develop an implementation plan for your program to meet your priority requirements. This tool includes multiple copies of the implementation plan template for you to develop separate implementation plans for up to four CCDF requirements. Your implementation plan will include the following:

♦ **Implementation steps:** Concrete action items or steps needed to meet the selected CCDF final rule requirement. For each step, you will identify the following:

  ▪ **Timeline:** A reasonable timeline to complete the implementation step.

  ▪ **Responsibility:** The person or people who will be responsible for completing the implementation step.

  ▪ **Evidence:** The policies, procedures, or practices used to show compliance or completion of the implementation step.

♦ **Resources needed for compliance:** The resources required to complete your proposed implementation steps.

♦ **Training and technical assistance (T&TA) request:** Requests for T&TA regarding the CCDF final rule requirement, the proposed implementation steps, or the resource needs identified.

Implementation Plan

Grantee name: _____ **Completed by (name):** _____ **Date:** _____

CCDF final rule requirement: _____

Current implementation stage based on self-assessment: □ No action □ Exploring □ Developing □ Initial implementation □ Full implementation

Goal: _____

Implementation Step	Timeline	Responsibility	Evidence
1.			
2.			
3.			
4.			

Resources Needed	T&TA Request
□ Communication plan □ Coordination with outside entity □ Develop or revise training □ Develop or revise policies and procedures □ Develop or revise forms □ Other (describe): □ No resources needed	

National Center on Tribal
Early Childhood Development

Early Childhood
National Centers

Implementation Plan

Grantee name: _____ **Completed by (name):** _____ **Date:** _____

CCDF final rule requirement: _____

Current implementation stage based on self-assessment: □ No action □ Exploring □ Developing □ Initial implementation □ Full implementation

Goal: _____

Implementation Step	Timeline	Responsibility	Evidence
1.			
2.			
3.			
4.			

Resources Needed	T&TA Request
□ Communication plan □ Coordination with outside entity □ Develop or revise training □ Develop or revise policies and procedures □ Develop or revise forms □ Other (describe): □ No resources needed	

Implementation Plan

Grantee name: _____ **Completed by (name):** _____ **Date:** _____

CCDF final rule requirement: _____

Current implementation stage based on self-assessment: ☐ No action ☐ Exploring ☐ Developing ☐ Initial implementation ☐ Full implementation

Goal: _____

Implementation Step	Timeline	Responsibility	Evidence
1.			
2.			
3.			
4.			

Resources Needed	T&TA Request
☐ Communication plan ☐ Coordination with outside entity ☐ Develop or revise training ☐ Develop or revise policies and procedures ☐ Develop or revise forms ☐ Other (describe): ☐ No resources needed	

Implementation Plan

Grantee name: _____ **Completed by (name):** _____ **Date:** _____

CCDF final rule requirement: _____

Current implementation stage based on self-assessment: ☐ No action ☐ Exploring ☐ Developing ☐ Initial implementation ☐ Full implementation

Goal: _____

Implementation Step	Timeline	Responsibility	Evidence
1.			
2.			
3.			
4.			

Resources Needed	T&TA Request
☐ Communication plan ☐ Coordination with outside entity ☐ Develop or revise training ☐ Develop or revise policies and procedures ☐ Develop or revise forms ☐ Other (describe): ☐ No resources needed	

The National Center on Tribal Early Childhood Development, A Service of the Office of Child Care

9300 Lee Highway
Fairfax, VA 22031

Phone: 877-296-2401
Email: nctecd@ecetta.info

Subscribe to Updates
http://www.occ-cmc.org/occannouncements_sign-up/

ADMINISTRATION FOR
CHILDREN & FAMILIES