



TRIBAL MANAGEMENT ♦ ♦ ♦ ♦ ♦ INSTITUTE ♦ ♦ ♦ ♦ ♦

Tuesday, March 19 – Friday, March 22, 2019 ♦ Kansas City Marriott Downtown ♦ Kansas City, MO



Program Administration and Continuous Improvement of Your Tribal CCDF Program

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Session Objectives

- Identify strategies for measuring program success, identifying areas of concern, and creating action plans to improve services.
- Develop plans for creating an ongoing assessment process to administer CCDF programs that supports program integrity, internal controls, and accountability.
- Participate in peer-networking opportunities to share management and leadership strategies





Check-In

As you settle in, read the statement in the box below.
Finish the statement on a post-it note.

A magnifying glass could be useful for
Continuous Improvement because ...



- Feel free to work with others.
- After you have finished, hold on to your post-it note to use during introductions.

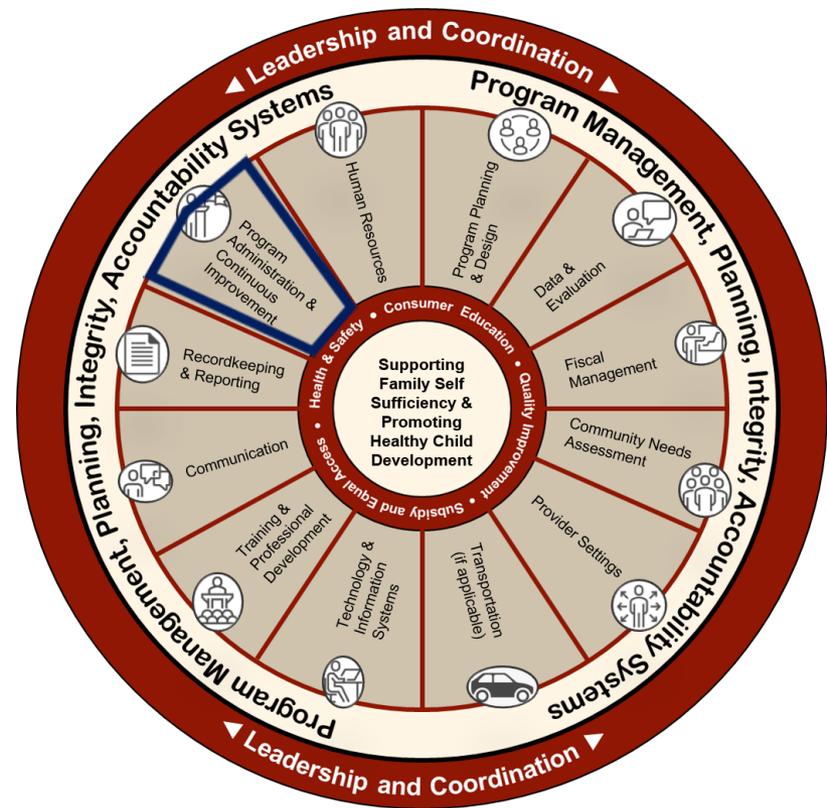


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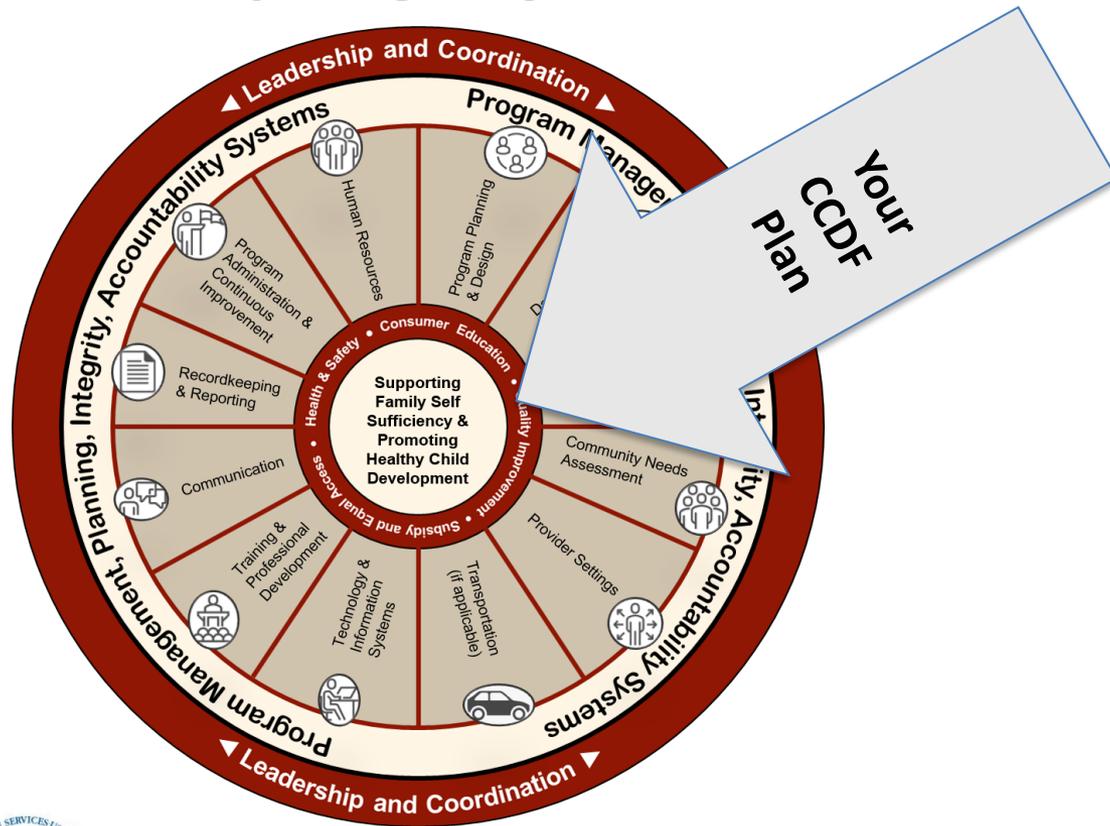


Tribal Child Care Management Systems Framework





Tribal Child Care Management Systems Framework

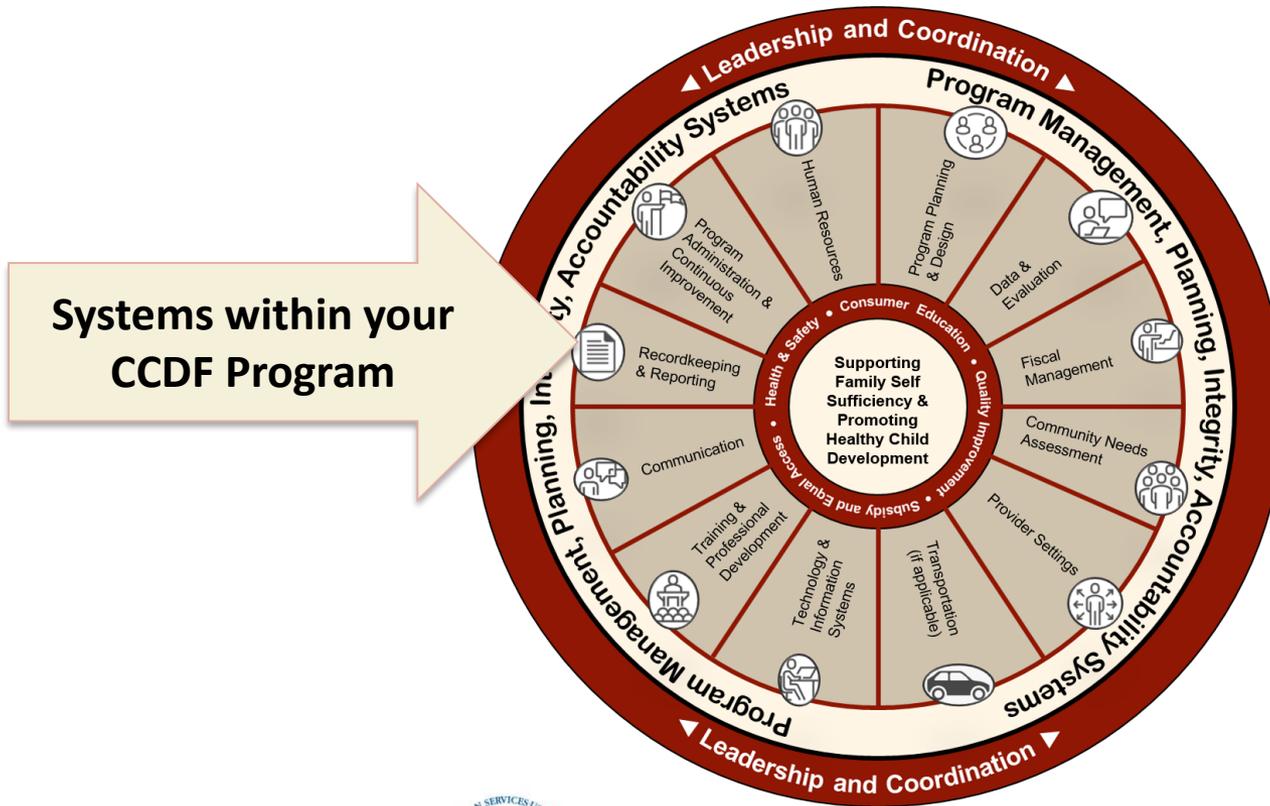


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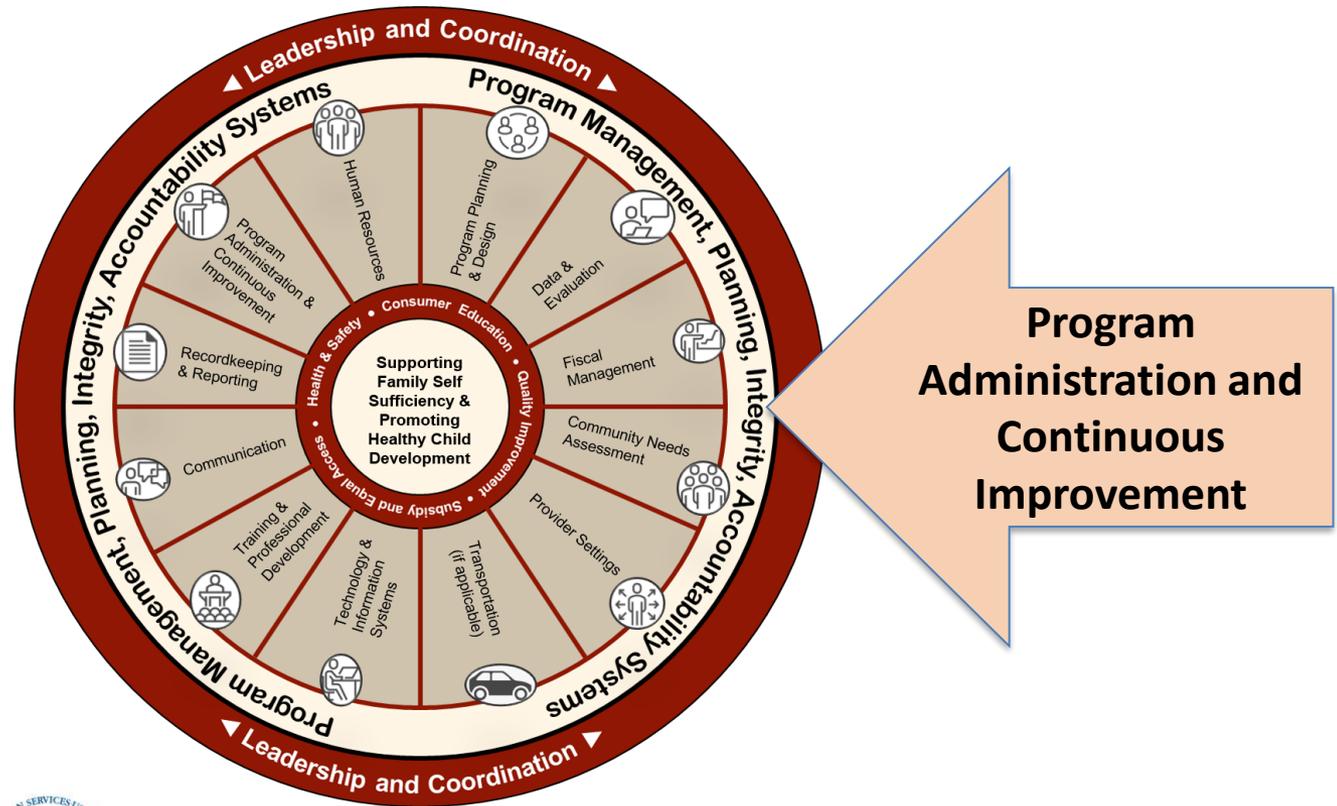


Tribal Child Care Management Systems Framework





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How do internal program assessment results support planning efforts to ensure continuous improvement of CCDF administration?



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Brainstorming Session:



What CCDF program information should we examine as a part of an internal program assessment?



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Timeline: How Often Should We Look At This Information?

- Using the list you generated during your discussion, please talk in your group on how often should this information be examined?
- Then write your answer next to the item.
Example: Quarterly, Annually, etc.





What Can You Do?



- **Plan**—ask what, when, and who
- **Do**—put the plan into action
- **Check**—Look at the data and information gathered and ask what it is telling you
- **Act**—implement change and monitor results

Adapted from: W. Edwards Deming Institute. (n.d.). PDSA cycle [Web page]. Retrieved from <https://deming.org/explore/p-d-s-a>



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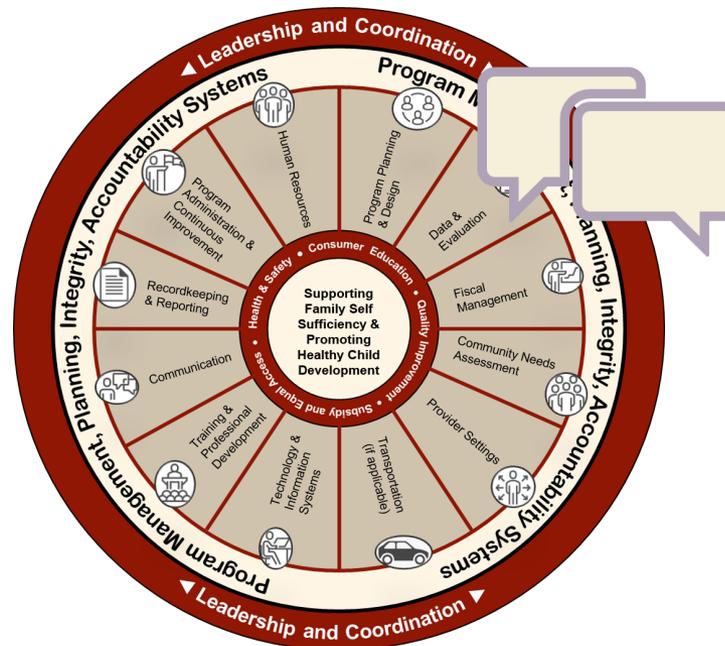
Guidelines for an Assessment Process

- Invest in planning. Decide what you want to learn from your assessment.
- Integrate the program assessment into ongoing activities of the program.
- Ensure that leadership participates in the assessment.
- Involve as many staff as possible.
- Be realistic about the burden on leadership and staff.
- Ensure that the assessment is relevant to and respectful of the cultural backgrounds and individuality of participants.



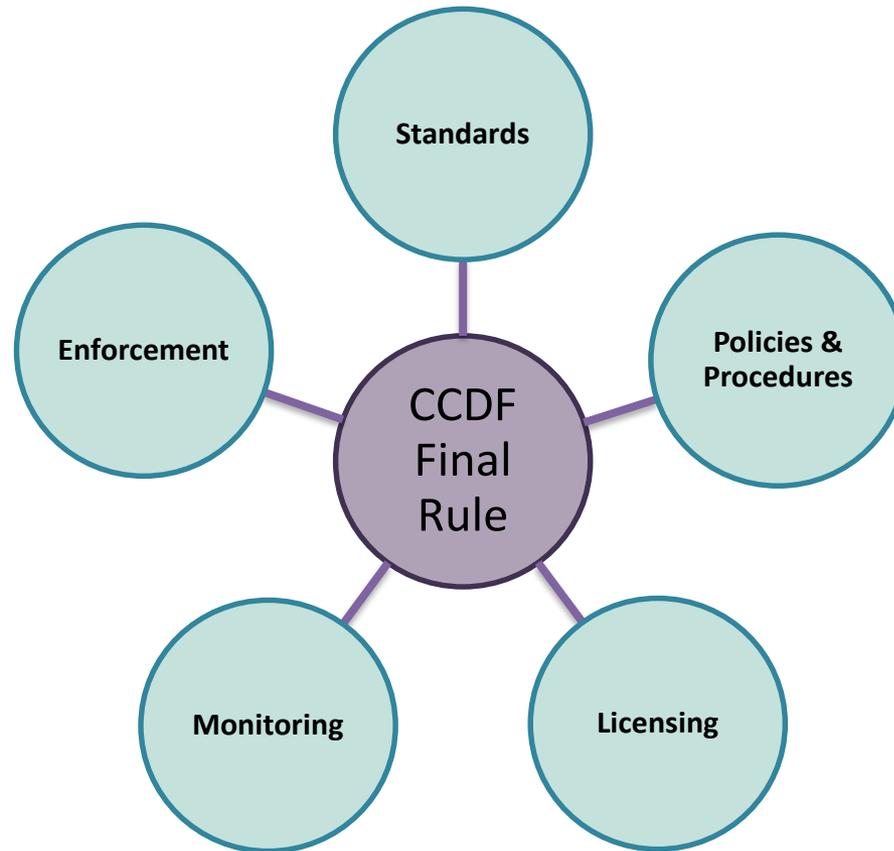


How are the results of internal program assessment shared with staff and program leadership?





Health & Safety System





Monitoring Requirements

As per the Final Rule, *45 CFR Part 98, Subpart I*, **ALL** Tribal Lead Agencies must:

- have requirements for health, safety & fire monitoring, as follows:

- **Licensed*** or regulated CCDF providers
 - *One prelicensure inspection*
 - *An annual unannounced inspection*
- **License-exempt** CCDF providers
 - *An annual inspection*

**AI/AN CCDF grantees are not required to have licensing requirements for child care.*

- **or** describe an **alternative monitoring approach**

Compliance will be determined with review and approval of 2020–2022 CCDF Plans

Child Care and Development Fund, 45 C.F.R. §§ 98.42, 98.83 (2016).



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Why Should We Monitor?



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Group Activity: Analyze This



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Answer the Following Questions About the Data in Your Group

• What does the data show?

• What's not working well?

• What aspects of what is working can be used to find a solution?

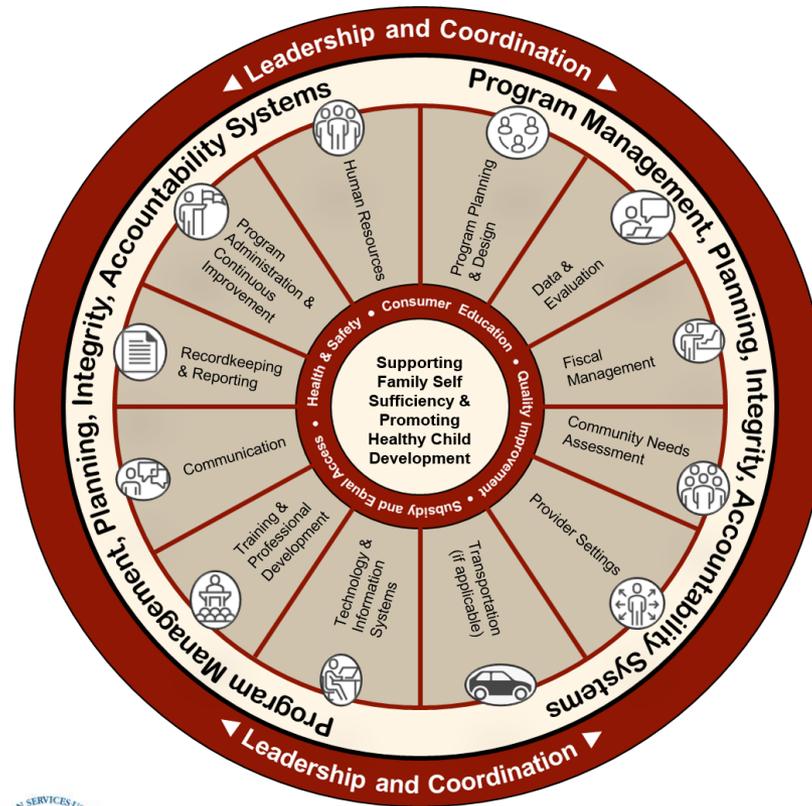
• What changes would you propose?

• How will we make sure the changes are working?





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Food for thought:



Think about what aspects of internal program assessment processes work well and what areas could use improvement?



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Taking the Training Home

- What is one key takeaway you have from this session?
- How do you plan to put that takeaway into action once you're home?
- What technical assistance might you need to support you in implementing your takeaway?





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Thank You



**National Center on Tribal
Early Childhood Development**



**NATIONAL CENTER ON
Early Childhood Quality Assurance**



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