

CHILD CARE

State Capacity Building Center

# An Overview of the *Early Childhood Systems Building Resource Guide*

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# Purposes of Today's Session

- ◆ Introduce the *Early Childhood Systems Building Resource Guide*
- ◆ Share its organization and approach
- ◆ Learn how the guide can help grantees do the following:
  - Finalize needs assessment and strategic plan
  - Consider how to build and sustain effective systems



# *Early Childhood Systems Building Resource Guide*

- ◆ The guide is designed to serve state-level systems leaders.
- ◆ The guide was developed by the Child Care State Capacity Building Center and revised in April 2019
- ◆ It addresses the following topics: leadership, strategic planning, sustainability, strategic relationships, stakeholder communications, program design and implementation, strategic financing, and evaluation and improvement.

# *Early Childhood Systems Building Resource Guide*

- ◆ Chapters provide guidance, draw on established resources, provide examples, and include resources to get more information and dig deeper.
- ◆ It can be viewed online; each chapter is also available as a downloadable PDF file.



# Early Childhood Training and Technical Assistance System

FOR FAMILIES

SEARCH

## Early Childhood Systems Building Resource Guide

UNDERSTANDING SYSTEMS  
BUILDING

SYSTEMS GUIDES

RESOURCE LIBRARY

### Home

The Early Childhood Systems Building Resource Guide is designed to support Child Care and Development Fund (CCDF) State Administrators (SAs) in their pursuit of system-building initiatives.

The work required in planning for, implementing and sustaining systems in ECE is multi-dimensional, with each element contributing to the effectiveness and sustainability of a systems building endeavor.



**Understanding Systems Building** provides an overview of frameworks and research-based models to implement and sustain systems building efforts, increase quality, alignment, and efficiency across the early childhood system serving young children and their families.



**System Building Resource Guides** provide practical examples and links to key resources that inform CCDF Administrators' efforts, to apply key concepts and translate them into actionable steps to implement and sustain effective early childhood systems.



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UNDERSTANDING SYSTEMS BUILDING

SYSTEMS GUIDES

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Leadership

Strategic  
PlansSustaining  
GainsStrategic  
RelationshipsStakeholder  
CommunicationsDesign and  
ImplementationFinancing  
StrategicallyEvaluation and  
Improvement

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## State Systems Guides

Practical guides are available, providing practical information that state leaders can use to support early childhood systems building. Guides are available as follows:

***Systems Building Resource Guide 1: Leadership*** shares leadership approaches and issues that are often in play during times of change, including: Change Management, Teams and Change, Governance, Decisionmaking, Conflict Resolution, Public-Private Partnerships, and also provides Resources.  [Print Guide 1](#)

Strategic planning is an essential part of early childhood systems building, providing a State and its partners with a coherent vision and roadmap. ***Systems Building Resource Guide 2: Strategic Plans*** provides an overview of key concepts linking strategic planning and systems building (i.e., delineating what strategic planning is and why it is important to systems building), strategic planning in a nutshell (i.e. key elements, quick tips for strategic planning, and dangers to avoid in the planning process), an organizational design approach that helps to accelerate the work getting done, examples of statewide and city-specific strategic plans, and resources.  [Print Guide 2](#)

Leadership

**Strategic  
Plans**Sustaining  
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# Chapters

1. Leadership
  2. Strategic Plans
  3. Sustaining Gains
  4. Strategic Relationships
  5. Stakeholder Communications
  6. Program Design and Implementation
  7. Financing Strategically
  8. Program Evaluation and Continuous Quality Improvement
- ◆ The guide also includes the Capacity Building Self-Assessment Tool

# Chapter 1: Leadership

- ◆ First Things First—We Must Lead Ourselves
- ◆ SCARF model (individual triggers)
- ◆ SEEDS model (biases)
- ◆ Change Management
  - Key Strategies for Leading Change
  - Avoiding Resistance to Change and Innovation
- ◆ Teams and Change
  - Tuckman Model of Group Development



# Chapter 1: Leadership

- ◆ Decisionmaking Models
  - Approaches including democratic, autocratic, consultative, and consensus
- ◆ Conflict Resolution
  - Response styles such as avoidance, accommodation, compromise, competition, and collaboration
- ◆ Resources

# Chapter 2: Strategic Plans

- ◆ Strategic Planning and Systems Building
- ◆ Elements of a Strategic Plan
- ◆ Key Partners
- ◆ Dangers to Avoid
- ◆ Accelerating Implementation
- ◆ State and local examples
- ◆ Resources



# Chapter 3: Sustaining Gains

- ◆ Sustainability and Systems Building
- ◆ Steps in Sustainability Planning and Implementation
- ◆ People: Participants, Partners, and Consultants
- ◆ Policy, Legislation, and Regulation
- ◆ Overcoming Challenges
- ◆ Resources



# Chapter 4: Strategic Relationships

- ◆ Strategic Relationships and Systems Building
- ◆ Value-Added of Strategic Relationships
- ◆ Initiating and Sustaining Strategic Relationships
- ◆ Quick Tips for Child Care and Development Fund (CCDF) Administrators
- ◆ Resources



# Chapter 5: Stakeholder Communications

- ◆ Benefits of Communicating and Engaging with Stakeholders
- ◆ Core Principles to Inform Stakeholder Engagement and Communication
- ◆ Practical Tips for Engaging Stakeholders
- ◆ Messaging Tips
- ◆ Communications Plans



# Chapter 5: Stakeholder Communications

- ◆ Examples of Communications Plans
- ◆ Making the Most of Stakeholder Meetings
- ◆ Results-Based Facilitation
- ◆ Key Considerations for Meeting Planning, Implementation, and Follow-Up
- ◆ Resources

# Chapter 6: Program Design and Implementation

- ◆ Guiding Principles for Planning
- ◆ Implementation Science from a State Systems Perspective
- ◆ Competency, Organization, and Leadership Drivers and Assessing Their Performance
- ◆ Examples of Drivers
- ◆ Elements of Planning and Implementing
  - Teams
  - Data and Monitoring
  - Plan-Do-Check-Act
- ◆ Resources



# Chapter 7: Financing Strategically

- ◆ Revenue Generation Strategies
- ◆ Maximizing the Impact of Public Funding
- ◆ Financial Management
- ◆ Financial Forecasting
- ◆ Resources



# Chapter 8: Program Evaluation and Continuous Quality Improvement

- ◆ Why Evaluate Programs?
- ◆ Common Concerns About Evaluation and Considerations for Addressing Them
- ◆ Guiding Principles for Preparing for Evaluation
- ◆ What Is a Program Evaluation?
- ◆ Evaluation Tools to Guide Outcome-Based Thinking and Decisionmaking

# Chapter 8: Program Evaluation and Continuous Quality Improvement

- ◆ Learning from Data and Creating a Culture of Quality Improvement
- ◆ Using Data for Change
- ◆ Applying an Equity Lens
- ◆ Resources

# Capacity Assessment Tool

- ◆ It is in the Resource Library portion of the *Early Childhood Systems Building Resource Guide*.
- ◆ It is being converted to a chapter.
- ◆ The tool was developed as part of the Child Care State Capacity Building Center (SCBC) Impact Project so states can self-evaluate core areas of capacity and make decisions about what to work on.

# Capacity Assessment Tool

- ◆ Developed as a rubric with dimensions and subdimensions.
  - DIMENSION 1: Culture and Climate
  - DIMENSION 2: Engagement and Partnerships
  - DIMENSION 3: Financial Resources
  - DIMENSION 4: Infrastructure
  - DIMENSION 5: Knowledge and Skills

# Interested? Find the *Early Childhood Systems Building Resource Guide*

[https://childcareta.acf.hhs.gov/systemsbuiding/?utm\\_source=webinar&utm\\_medium=webinar&utm\\_campaign=SBRG\\_ELRC](https://childcareta.acf.hhs.gov/systemsbuiding/?utm_source=webinar&utm_medium=webinar&utm_campaign=SBRG_ELRC)



# SCBC Resources: Consumer Education



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SEARCH

RESOURCES

FOR GRANTEES  
& PROVIDERS

CENTERS &  
PARTNERS

PROFESSIONAL  
DEVELOPMENT

STATE DATA &  
STATISTICS

## Consumer Education Resources



Consumer Education is designed to help parents access information in order to make informed child care choices and to strengthen requirements to protect the health and safety of children in child care.

States and Territories are working to meet the requirements in the Child Care and Development Block Grant (CCDBG) Act of 2014 (P.L. 114-186) and the Child Care and Development Fund (CCDF) Final Rule (45 C.F.R. Section 98) published in 2016 and to maximize these efforts by implementing best practices for engaging families through effective consumer education. Well-crafted consumer education that is strength-based and culturally, linguistically, and otherwise responsive to the needs of communities they serve, can reach large numbers of diverse families and ensure the widest possible access to information and services.

These resources can provide guidance to states and territories as they develop and implement effective consumer education resources for families.

[View Additional Consumer Education Resources and the CCDF Requirements on the Office of Child Care site](#)

# SCBC Resources: CCDF Fundamentals



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## Fundamentals of CCDF Administration

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CCDF TRAINING

SEARCH

INTRODUCTION  
TO CCDF

LEADERSHIP &  
COORDINATION

OUTREACH &  
EDUCATION

FINANCIAL  
ASSISTANCE

EQUAL  
ACCESS

STANDARDS &  
MONITORING

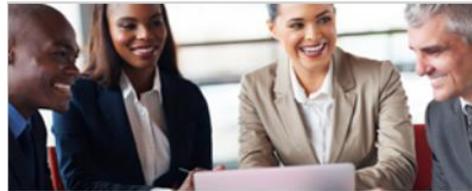
CHILD CARE  
WORKFORCE

QUALITY  
IMPROVEMENT

GRANTEE  
ACCOUNTABILITY



Introduction to the Child Care and  
Development Fund (CCDF)



Define CCDF Leadership and  
Coordination with Relevant Systems



Promote Family Engagement through  
Outreach and Consumer Education



Provide Stable Child Care Financial  
Assistance to Families



Ensure Equal Access to Child Care for  
Low-Income Children



Establish Standards and Monitoring to  
Ensure Health and Safety

# SCBC: Infant/Toddler Resource Guide



Early Childhood Training and  
Technical Assistance System

FOR FAMILIES

INFANT/TODDLER CARE VIDEOS

## Infant/Toddler Resource Guide

STATE LEVEL POLICY  
PROFESSIONALS

PD & TA  
PROFESSIONALS

INFANT/TODDLER CARE  
PROVIDERS

PROVEEDORES DE CUIDADO DE  
BEBÉS Y NIÑOS PEQUEÑOS



### Developing a Statewide Network of Infant/Toddler Specialists

Technical Assistance Guide  
for States and Territories

Revised 2017

#### Developing a Statewide Network of Infant/Toddler Specialists: Technical Assistance Guide for States and Territories

The Technical Assistance Guide for States and Territories focuses on the development of statewide networks of infant/toddler specialists.

## About the Infant/Toddler Resource Guide

### What is the purpose of this guide?

This Resource Guide offers a host of materials to support the development and implementation of policies and practices for high-quality care for infants and toddlers. Whether you are a Child Care and Development Fund (CCDF) Administrator developing policies, a child care provider seeking information and guidance, or a professional development provider seeking innovative training materials, this site is for you. Development of this guide is new and actively growing, so check in frequently to see what resources have been added to support your work with infants, toddlers, and their families.

### Who are the intended users?

We are including resources for three primary audiences:

- CCDF Administrators, staff, and state policy professionals
- Child care resource and referral administrators, training organization directors and trainers, higher education institution administrators and early childhood/child development faculty, and technical assistance organization

# SCBC: Prevention of Suspension and Expulsion

U.S. Department of Health & Human Services Administration for Children & Families Office of Child Care Early Childhood Training and TA System



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## Building a Comprehensive State Policy Strategy to Prevent Expulsion from Early Learning Settings

[Building a Comprehensive State Policy Strategy to Prevent Expulsion from Early Learning Settings](#) provides a review of expulsion research, discusses dimensions of expulsion, and provides the Expulsion Policy Strategy Tool—a practical tool designed to support states and territories in designing and implementing a multifaceted policy approach to developing a continuum of supports for programs, families, and children.

### Topics/Subtopics:

- Leadership
- Strategic Relationships
- Stakeholder Communications
  - Engaging with Stakeholders
  - Family Engagement

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