

## Succession Planning Contact List Overview and Instructions

The Succession Planning Contact List is a tool to help Child Care and Development Fund (CCDF) administrators map out who their key contacts are both within and external to the CCDF Lead Agency. It is designed so that current CCDF administrators can have a quick guide on who their key contacts are for important information related to the program. It can also be used as a helpful guidebook for administrators that are new to their role, and it helps ensure continuity during staff transitions. The Excel tool contains common examples and suggestions of key personnel related to the CCDF program and is customizable for each state/territory/tribe. It also contains a section on early childhood information technology systems so that CCDF administrators can identify and understand the functions of these systems and access program data as necessary.

### Instructions

The Excel contact list has four tabs. Columns are provided to capture function and contact information relevant to each role. You may add columns to collect additional information you want or need. Below are descriptions of staff you would include in each tab.

**Department Leadership** – This section is to be completed if your Lead Agency is housed within a larger department (ex. The Office of Early Childhood within the State Department of Human Services). This section may not apply if your Lead Agency is independent of a larger department.

Examples of key department leadership staff may include the:

- **Department Leadership Team** – This includes high-level leadership within the department where the Lead Agency is housed (ex. human/social services).
- **Department Budget Staff** – This includes staff that provide oversight to the entire department budget. These staff may develop budget requests on behalf of Lead Agency programs.
- **Performance Management/Data Staff** – This includes staff that collects, analyzes, and oversees departmental data and research to track performance and outcomes within the departments and potentially the Lead Agency.
- **Legislative Liaisons** – These positions are typically responsible for promoting, recommending and tracking legislation or legislative activities that impact the department and potentially the Lead Agency.

**Lead Agency Staff/Leadership** – This section will include staff within the Lead Agency that have pertinent information on managing early childhood programs, providers and funding.

Examples of key staff may include the:

- **Lead Agency Leadership Team** – This includes the team that provides leadership to the entire Lead Agency. This may be to whom the CCDF administrator reports or oversees.

- **Program Integrity Staff** – This includes staff responsible for oversight of fraud, waste and abuse within the CCDF program. Staff duties include tracking improper payments and error rates.
- **CCDF Program Data Staff** – This includes staff that likely manage early childhood data systems, as well as staff responsible for managing/analyzing administrative data on the CCDF program. These staff may also be responsible for meeting federal reporting requirements (such as the ACF-800 or 801).
- **Child Care Licensing Unit** – This includes staff responsible for monitoring and licensing child care facilities in a state/territory/tribe. This staff is also likely responsible for criminal background checks.
- **Subsidy Administration Team** – This includes staff that are responsible for administering the CCDF program and providing/tracking subsidy payments to providers.
- **Quality Improvement Staff** – This includes staff that are responsible for administering and overseeing quality improvement activities required by the CCDF program. The staff may be responsible for overseeing quality improvement contracts or quality reimbursement systems.

**Other Related Partners or Agency Staff** – This section should include contact information for early childhood partners that are important for the Lead Agency to interact with.

Examples of key partners/staff may include the:

- **Governor's Office CCDF Analysts/Advisors** – These staff typically provide policy, budgetary or legislative guidance on the CCDF program to the Governor.
- **Legislative Office CCDF Analysts/Advisors** – These staff typically provide policy and budgetary guidance on the CCDF program to the Legislature.
- **Other Related Program Administrators** – This can include program administrators from a broad array of related programs that coordinate with CCDF, such as the Temporary Assistance for Needy Families (TANF) program, workforce programs, IDEA Parts B and C, Early Intervention, Head Start, and early childhood mental health.
- **Local Leadership** – This includes local child care leadership such as field, county, and regional representatives.
- **IG or Law Enforcement** – This includes law enforcement or other officials that would be engaged in cases of fraud or misuse of CCDF funds. This could also include regulatory bodies that handle hearings and appeals for child care fraud or misuse of funds.
- **Legal Counsel** – This includes both internal departmental legal counsel and external legal counsel, such as the Attorney General's Office.
- **Child Care Resource and Referral Network Leads (CCR&R)** – This includes key staff within CCR&R networks that help coordinate and refer families to services. These partners may also collect useful data on families served through CCDF.

**Early Childhood IT Systems and Administrators** – This section should include important and accessible IT systems for gathering data on early childhood programs administered by the Lead Agency (e.g. payment systems, eligibility systems, etc.).