



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

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



What to Expect at the 2019 Tribal Management Institute

Melody Redbird-Post and Diana Gates, National Center on
Tribal Early Childhood Development

Susan Rohrbough, State Capacity Building Center

John Williams, National Center on Program Management and
Fiscal Operations



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Welcome

Office of Child Care (OCC)



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Webinar Objectives

- Highlight the vision and objectives of OCC's Tribal Management Institute
- Introduce the Tribal Child Care Management Systems Framework, which represents the management systems that are part of effective Child Care and Development Fund (CCDF) program administration
- Provide a summary of Tribal Management Institute session content and opportunities for participants to engage and interact with peers
- Review logistics and details about what participants can expect when they arrive at the institute



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Tribal Management Institute Vision

- To provide technical assistance to Tribal Lead Agencies on capacity building and enhancing supports for effective administration and program management to successfully implement the CCDF final rule requirements.
- To discuss efficient and effective use of CCDF program funds and construction and major renovation project guidance steps.



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Objectives

- Strengthen and refine individual leadership skills and effective management practices.
- Participate in peer-networking opportunities to share management and leadership strategies.
- Participate in learning opportunities that support the sharing of best practices in CCDF administration and oversight.
- Practice techniques that promote systems building and sustainability.



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Participants

- AI/AN CCDF Administrators (including tribal consortia and tribes who administer CCDF programs consolidated under P.L. 102-477)
- AI/AN CCDF grantee fiscal and management officials (for example, finance officers, accountants, tribal administrators)
- Federal staff and federally-funded ACF/OCC Training and Technical Assistance Center staff



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Institute Highlights

Opening Plenary:



Shannon Christian, Director, Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services



D.J. Vanas, Odawa Nation of Michigan, Native Discovery, Inc.



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Concurrent Session Highlights

- CCDF Program Planning and Design
- Communication Strategies
- Community Needs Assessment and Data and Evaluation
- Recordkeeping and Reporting
- Fiscal Operations (Part 1 of 2)
- Fiscal Operations (Part 2 of 2)
- Ongoing Monitoring and Continuous Improvement
- Human Resources
- Training and Professional Development



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Institute Highlights

- Two special construction/renovation sessions conducted by federal staff
- Opportunities to meet with many OCC federal staff from OCC Regional and Washington DC/Central Offices during regional Homeroom Debrief sessions.
- National Center on Child Care Data and Reporting staff “office hours” on site each day (Data Tracker Tool and ACF-700 reporting form)



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Institute Highlights

- Receive CEUs at no cost from United Tribes Technical College on completion of the plenary and workshop sessions
- Introduction of OCC's proposed Tribal Child Care Management Systems Framework



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National Center Collaboration

- **National Center on Program Management and Fiscal Operations**
- **National Center on Tribal Early Childhood Development**
 - Piloted a CCDF adaptation of the Head Start Management Systems Wheel in cohort 3 of OCC's Peer Learning and Leadership Network



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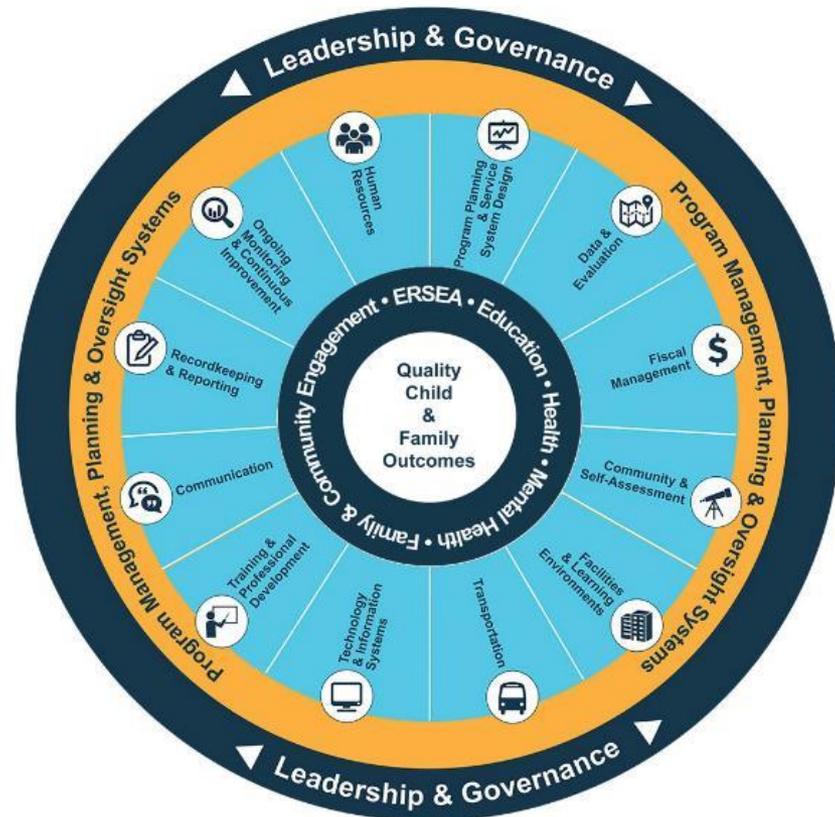


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Head Start Management Systems Wheel



Source: National Center on Program Management and Fiscal Operations (n.d.) *Head Start Management Systems Wheel*. Washington, DC: Office of Head Start. Retrieved from <https://eclkc.ohs.acf.hhs.gov/organizational-leadership/article/management-systems>



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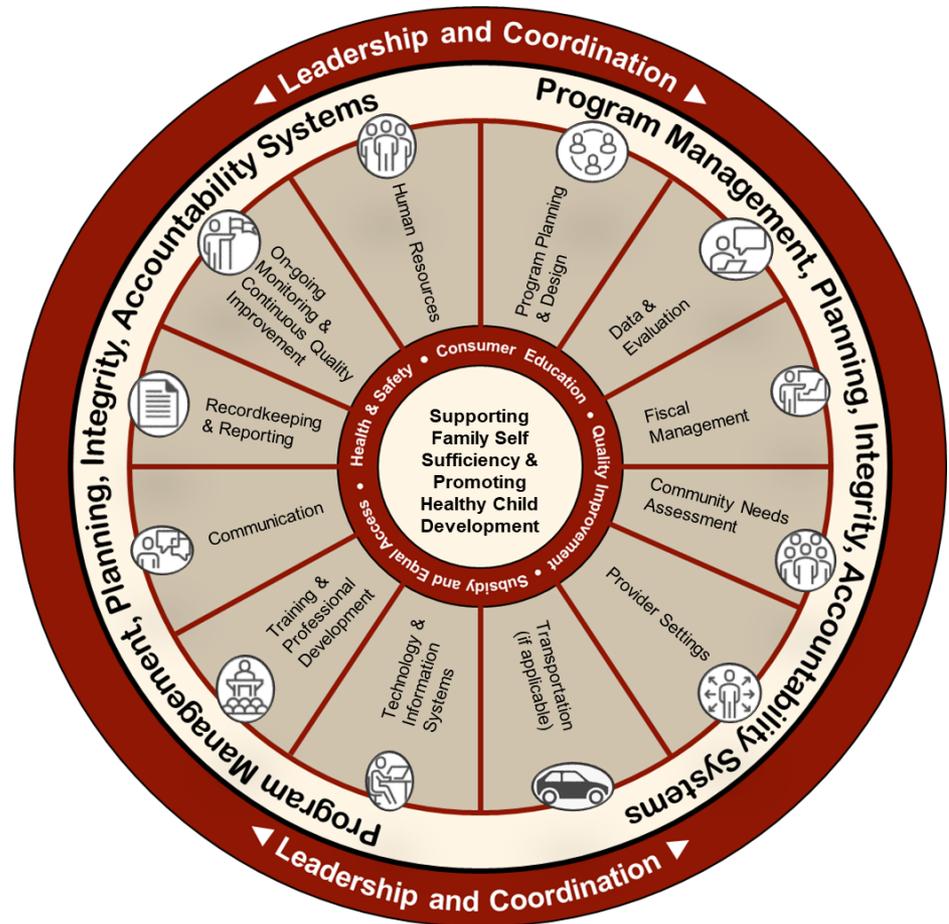


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Tribal Child Care Management Systems Framework



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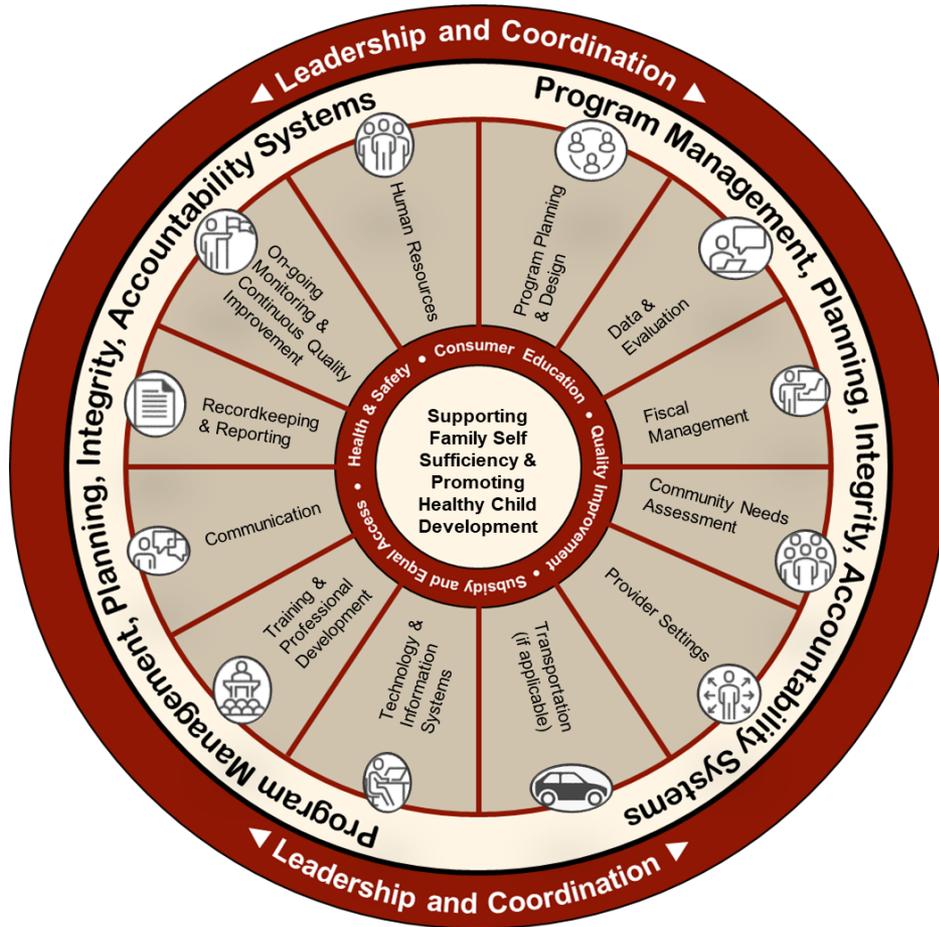




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Leadership and Coordination



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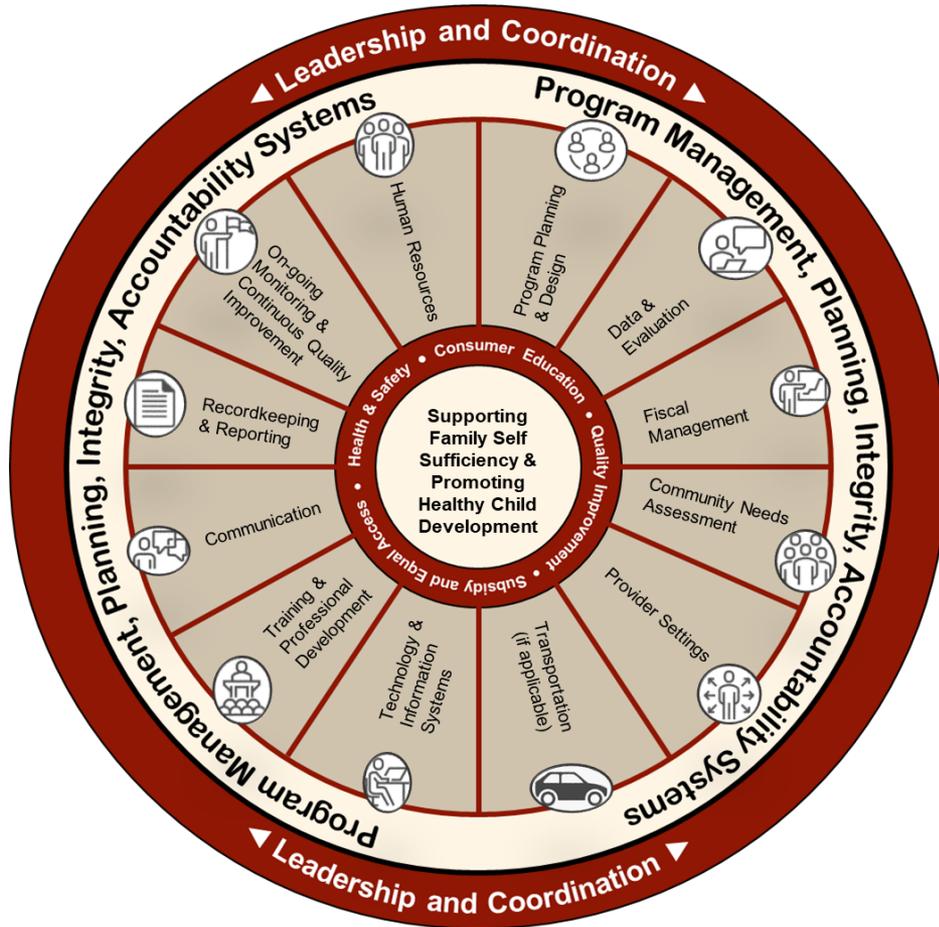




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Program Management, Planning, Integrity, Accountability Systems



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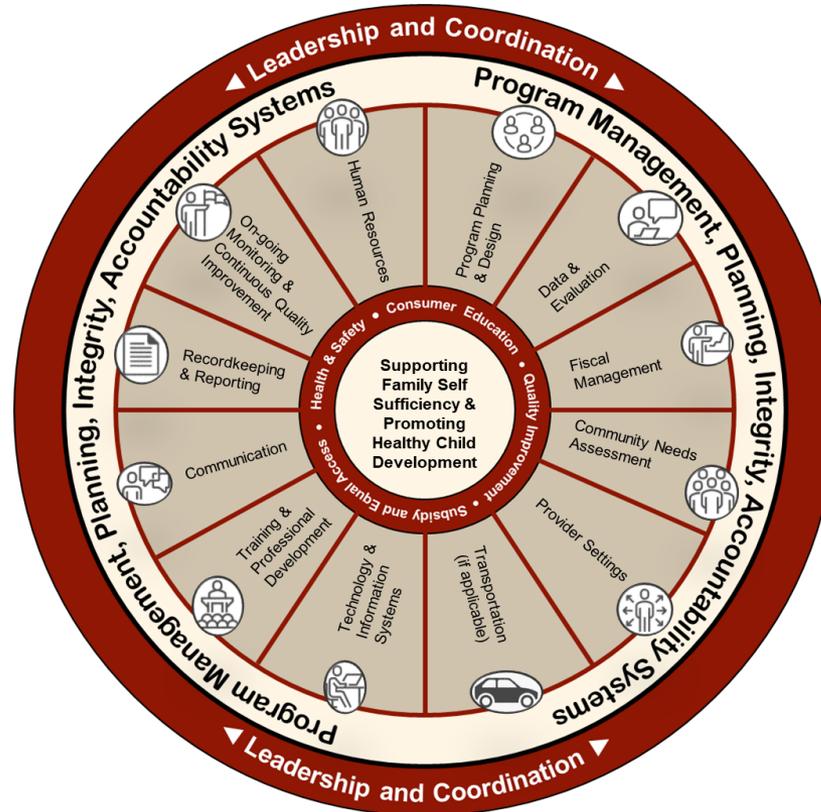


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Program Planning and Design
 Data and Evaluation
 Fiscal Management
 Community Needs Assessment
 Provider Settings
 Transportation (if applicable)



Technology and Information Systems
 Training and Professional Development
 Communication
 Recordkeeping and Reporting
 Ongoing Monitoring and Continuous Quality Improvement
 Human Resources



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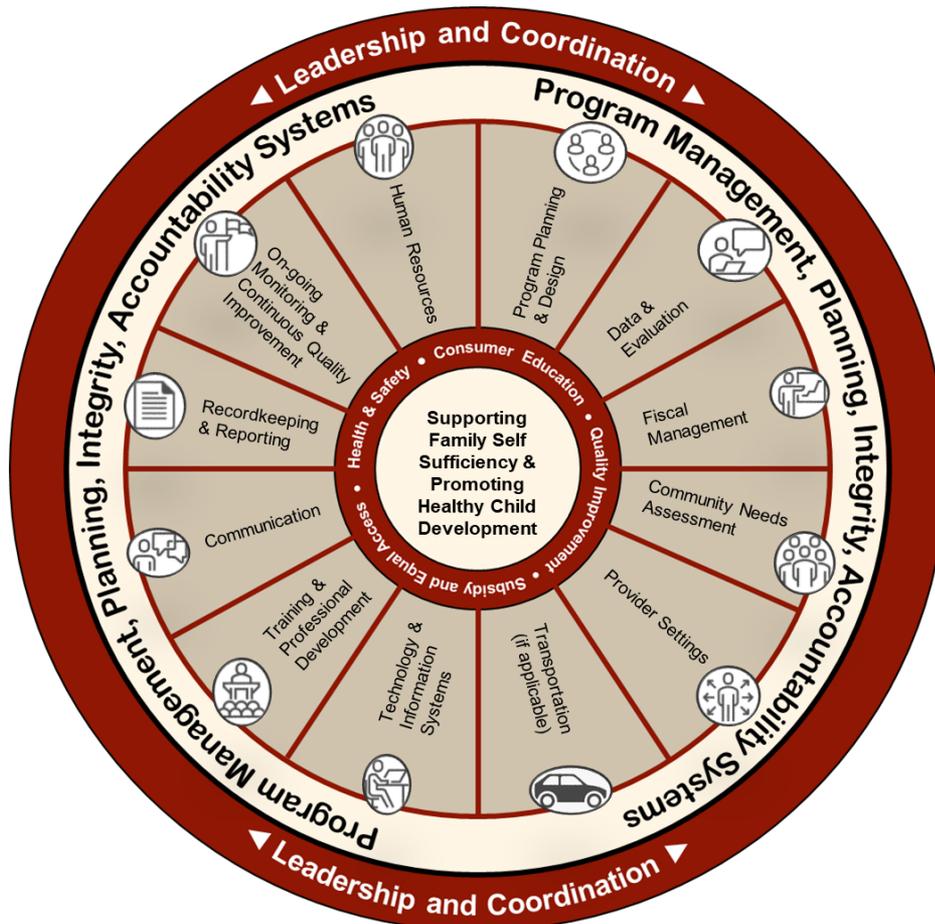




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Implementation of CCDF Final Rule Requirements:

- Health and Safety
- Consumer Education
- Quality Improvement
- Subsidy and Equal Access



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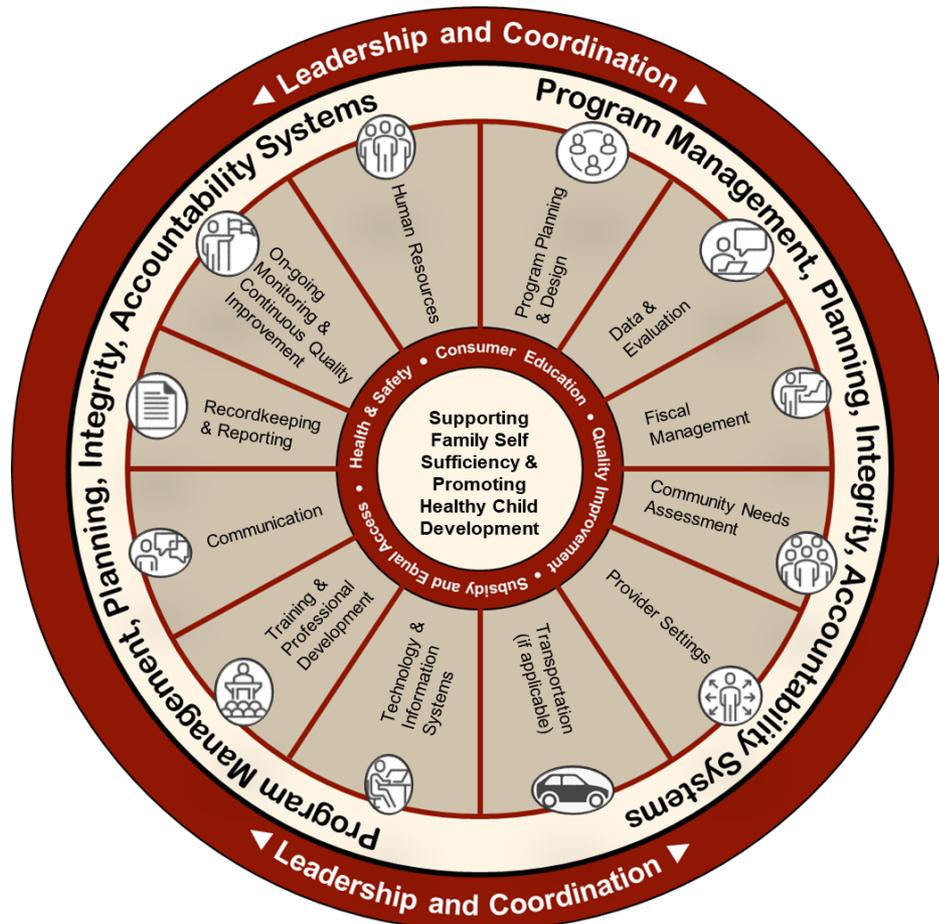




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Program Goals:

- Supporting Family Self-Sufficiency
- Promoting Healthy Child Development



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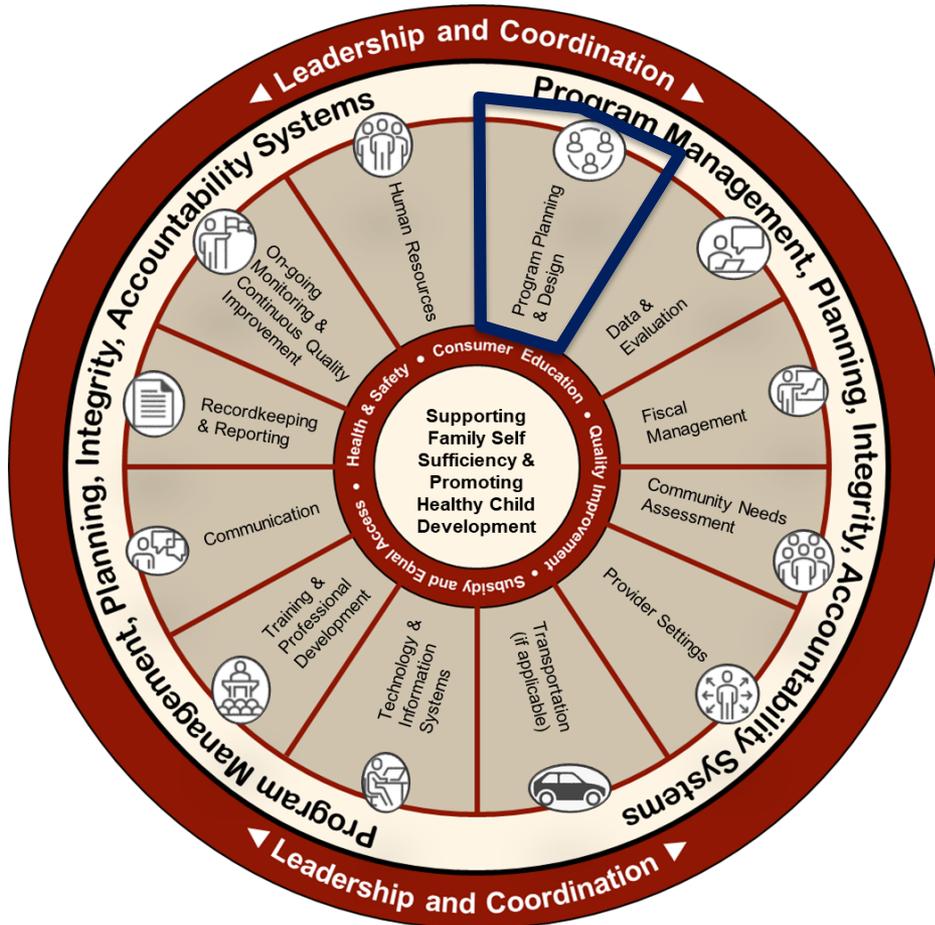




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Concurrent Session 1: CCDF Program Planning and Design



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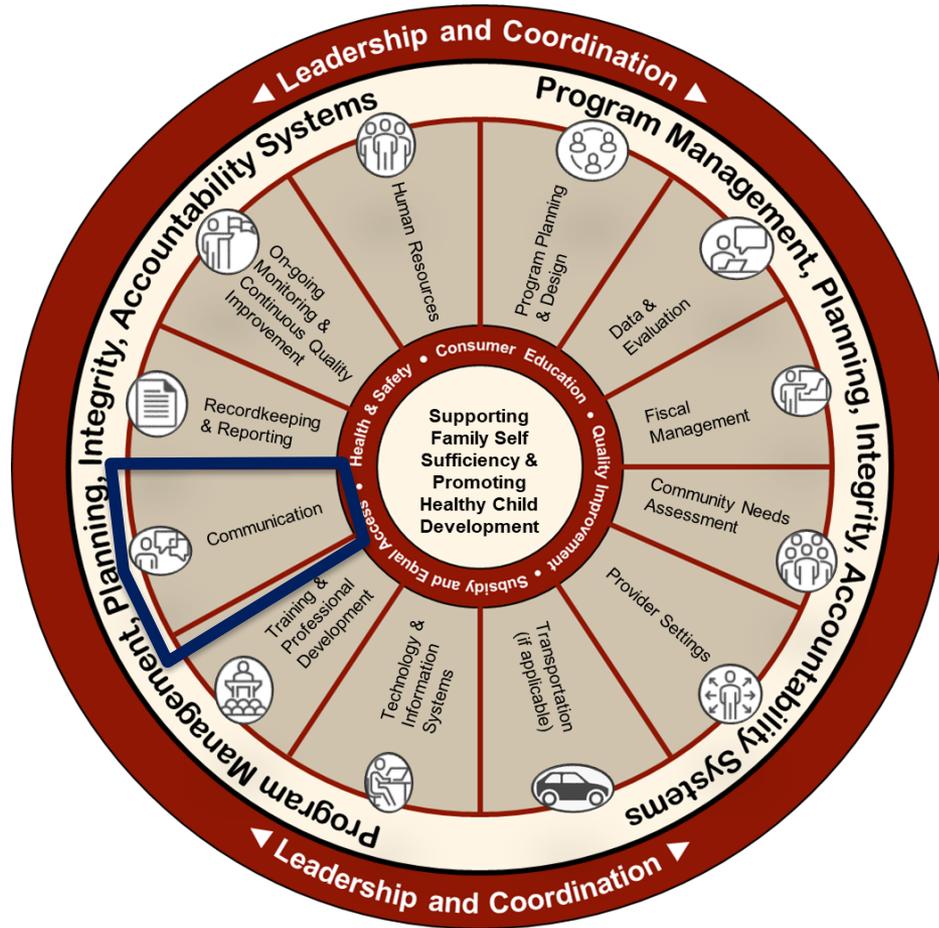




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Concurrent Session 2: Communication Strategies



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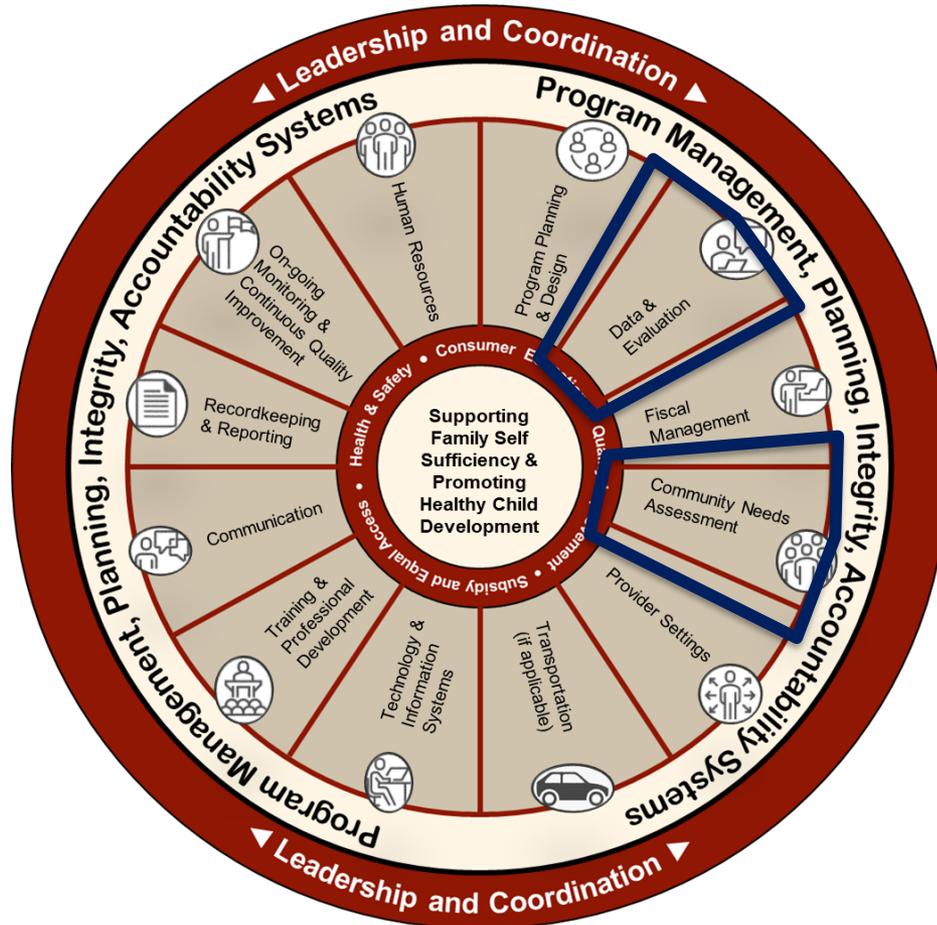




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Concurrent Session 3: Community Needs Assessment and Data and Evaluation



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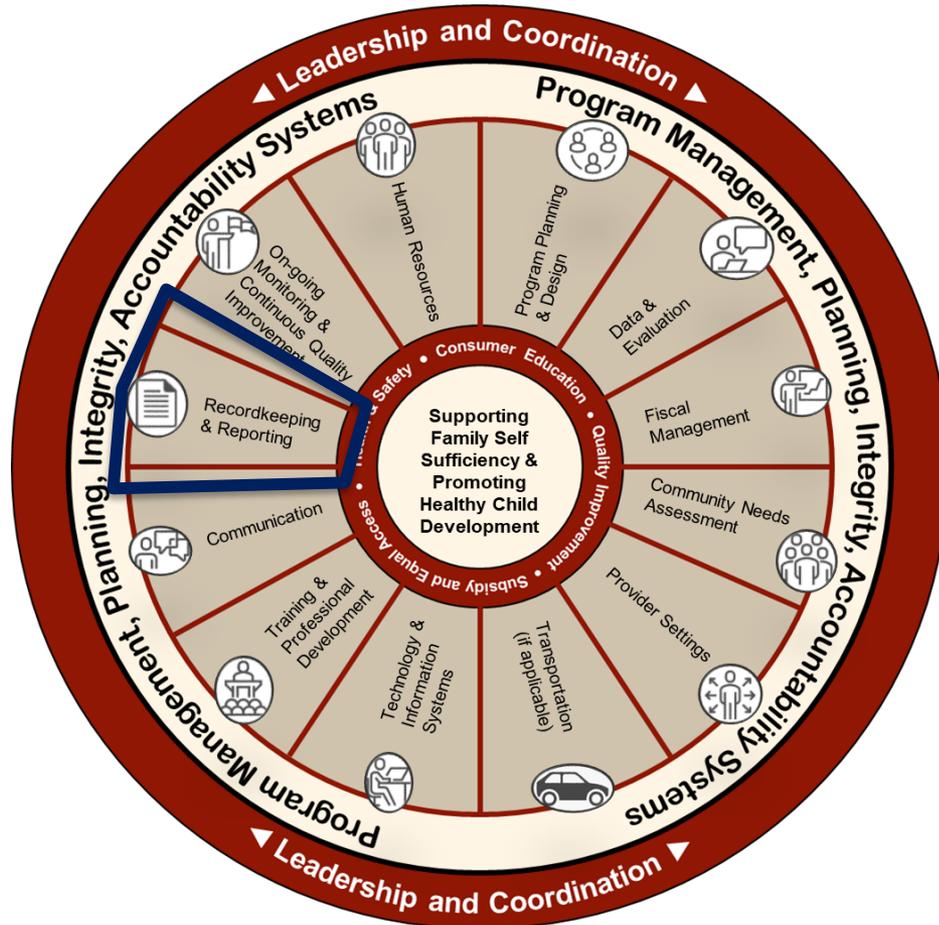




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Concurrent Session 4: Recordkeeping and Reporting



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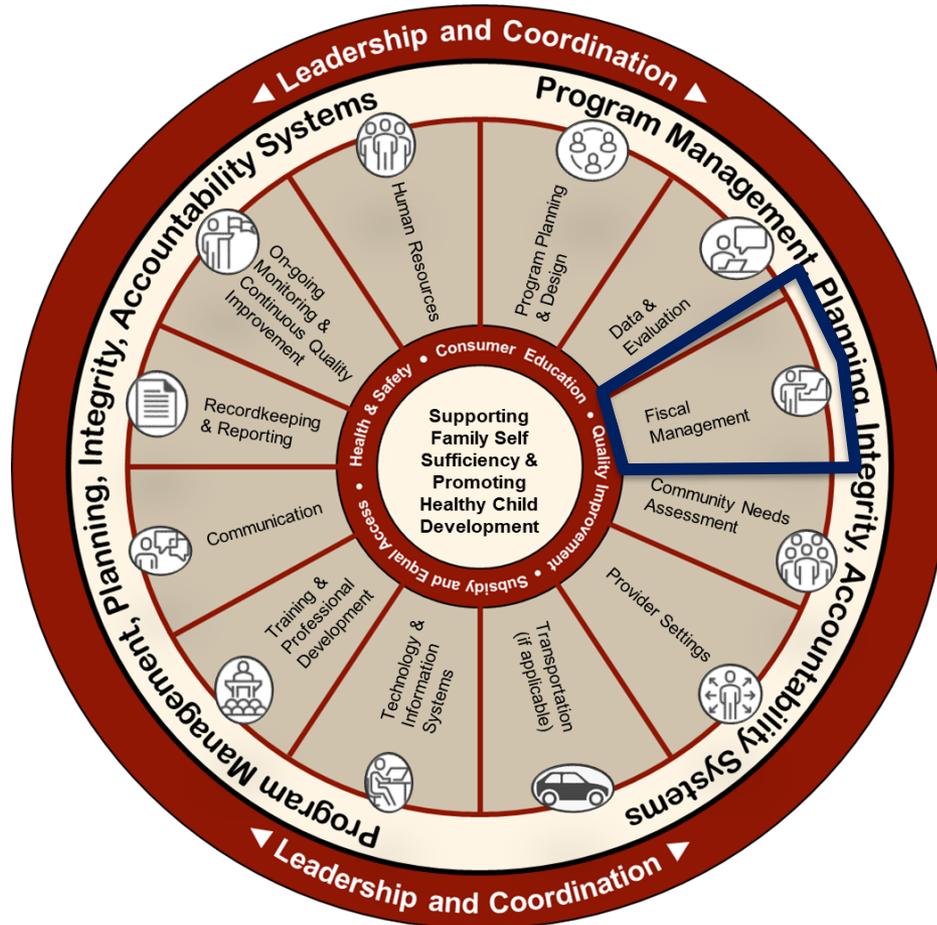




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Concurrent Session 5: Fiscal Operations, Part I



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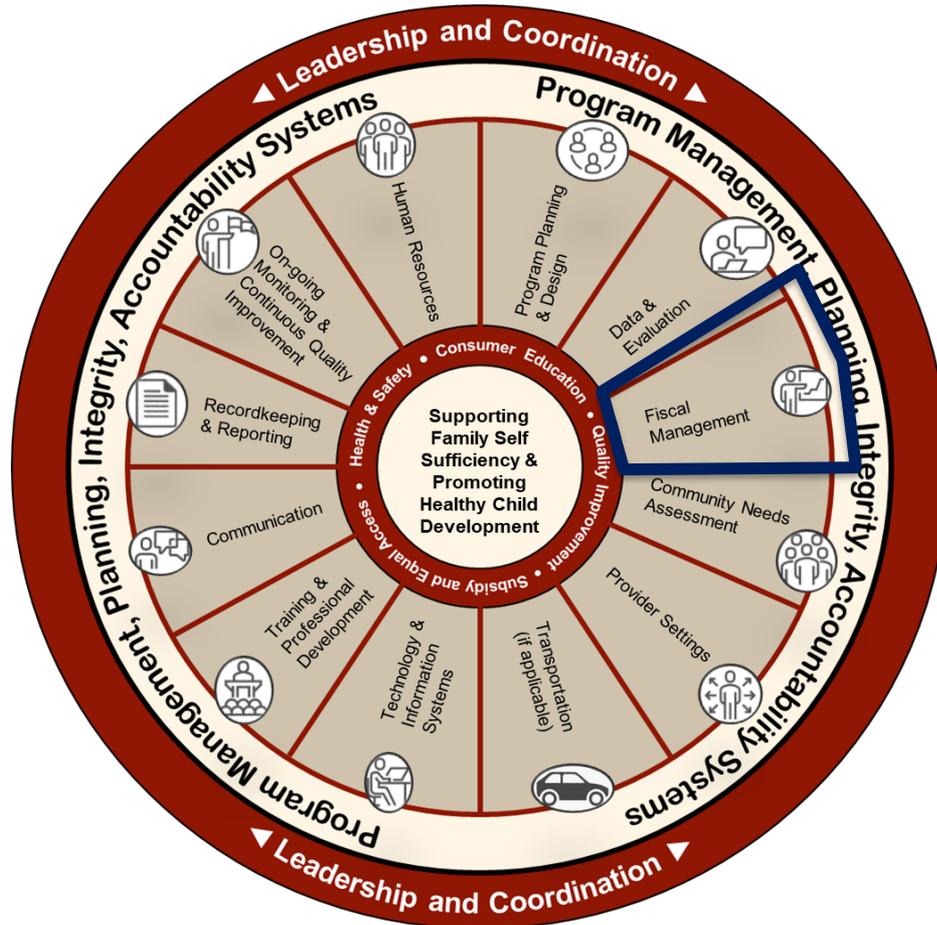




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Concurrent Session 6: Fiscal Operations, Part II



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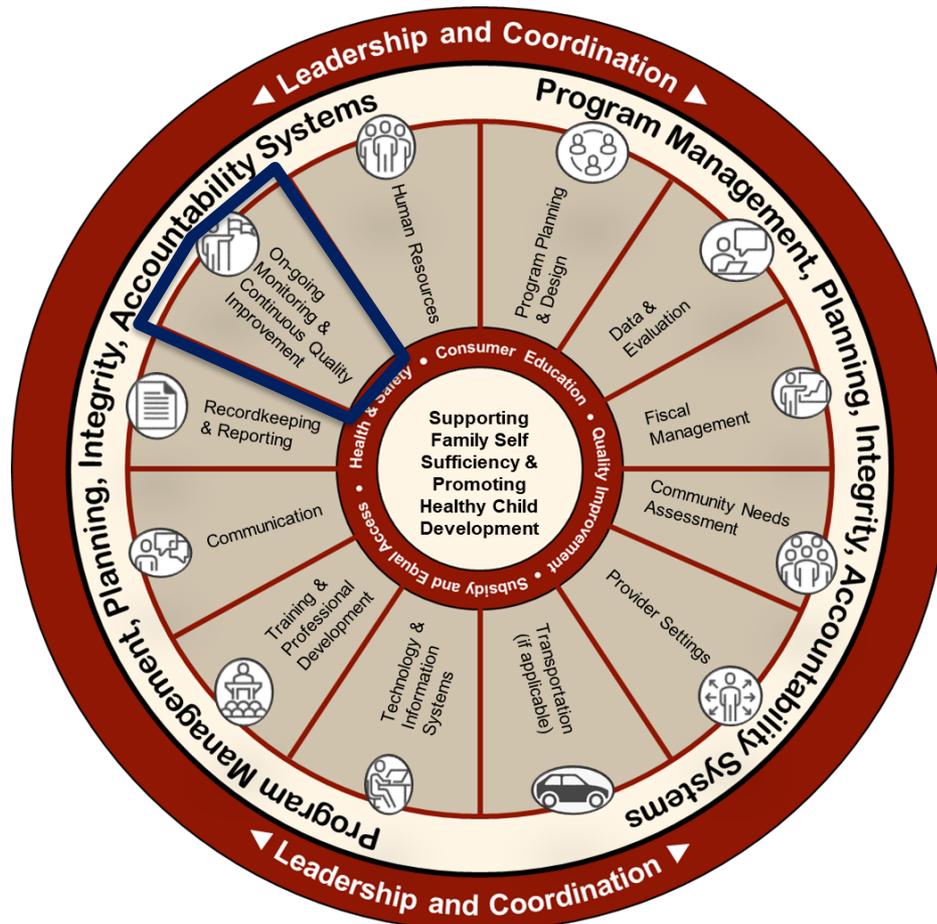




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Concurrent Session 7: Ongoing Monitoring and Continuous Quality Improvement



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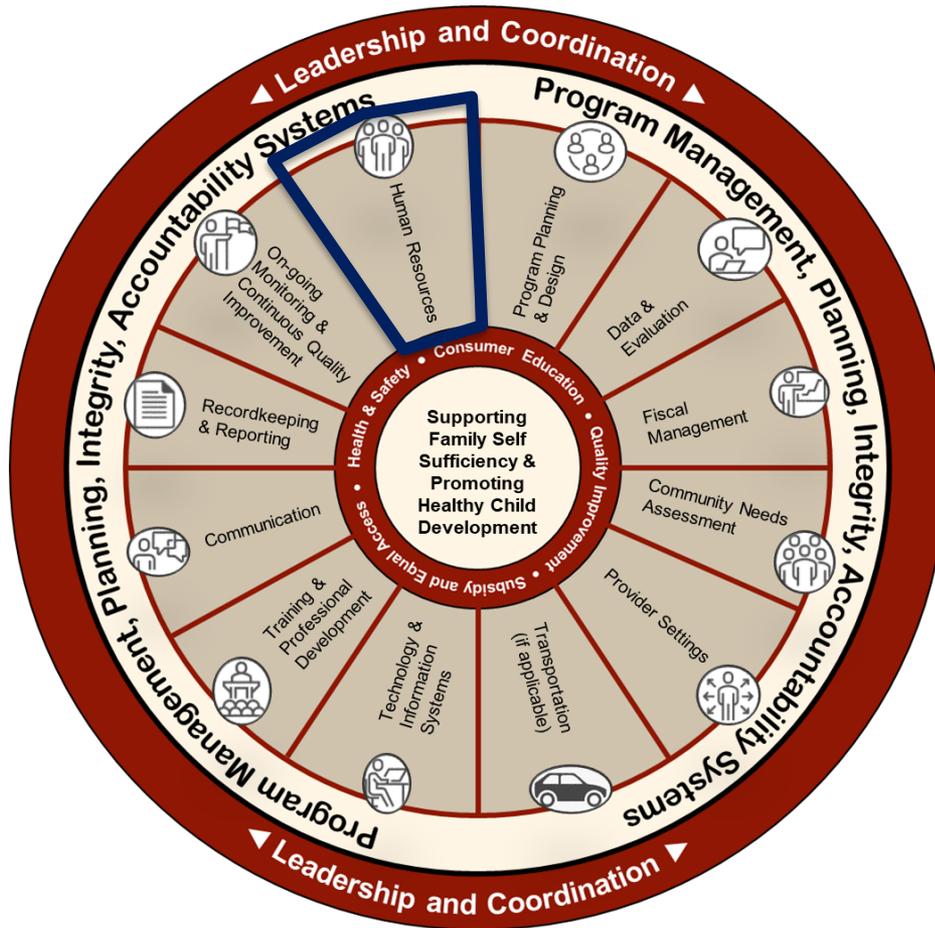




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Concurrent Session 8: Human Resources



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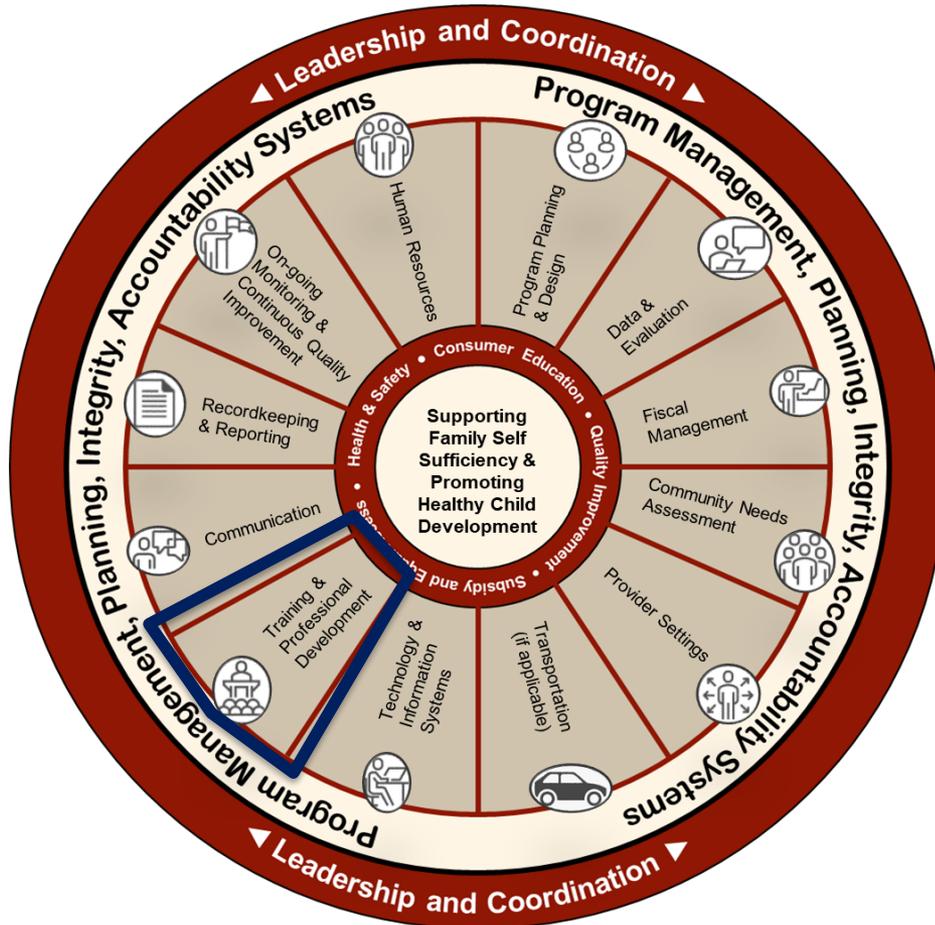




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Concurrent Session 9: Training and Professional Development



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Logistics Information



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Registration Website

U.S. Department of Health & Human Services Administration for Children & Families Office of Child Care

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Register Now.

Kansas City Marriott Downtown
March 19–22, 2019



Kansas City Marriott Downtown
200 West 12th Street
Kansas City, MO 64105
Hotel Phone: 816-421-6800

Hotel Reservations

Please make your reservations before the group block cutoff

<https://www.occ-cmc.org/TribalMgmt2019/default.aspx>



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Location

Kansas City Marriott Downtown March 19–22, 2019



Kansas City Marriott Downtown
200 West 12th Street
Kansas City, MO 64105
Hotel Phone: 816-421-6800
Hotel Website: [Marriott Hotel](#)
Reservations Phone: 1-877-303-0104
Reservations Website: [Hotel Reservations](#)
Code if reserving by phone: Tribal Management Group



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Travel Information

Travel Info

Airport

Kansas City International Airport (MCI)
1 International Square
Kansas City, MO 64153
Website: <http://www.flykci.com/>

The Kansas City International Airport is 19 miles and is approximately a 22-minute drive or taxicab ride to the Kansas City Marriott Downtown.



Ground Transportation

- **SuperShuttle Kansas City**

A discounted SuperShuttle fare has been arranged for those attending the Tribal Management Institute (TMI). The discount applies to shared SuperShuttle service to and from the Kansas City Marriott Downtown. The TMI group discount saves \$6 per person on each round trip/shared ride purchase.

To book a discounted \$34 round trip SuperShuttle shared ride click on this link: <https://group.supershuttle.com/group-page/tribal-management-institute/> or call 1-800 BLUE VAN (1-800-258-3826) to book a reservation by phone. The discount code is ALYTV. There is a \$3 fee for making a reservation over the phone with an agent. The discount code is good for rides booked March 11 – 29, 2019.

When you arrive at MCI, and collect your luggage, proceed to the Ground Transportation Office located just across from each baggage claim to check in for your ride to the Kansas City Marriott Downtown.



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Hotel Information

Hotel

Location



Kansas City Marriott Downtown
200 West 12th Street
Kansas City, MO 64105
Phone: 816-421-6800
Website: [Kansas City Marriott website](#)

Make Your Hotel Reservations

You can make sleeping room reservations by going to this website:
<https://book.passkey.com/e/49828093>.
You can also make your reservations by calling 1-877-303-0104 and code to

Hotel Information

The Kansas City Marriott Downtown has been recently renovated with a new lobby, along with its 22 floors, 933 rooms, and 38 suites as well as 95,000 square feet of meeting space with 35 meeting rooms. The hotel is situated in a fantastic location and is a short walk from the Power & Light District, a premier destination for entertainment and nightlife. The guestrooms are spacious and feature floor-to-ceiling windows, pillowtop bedding, an ergonomic workspace, and high-speed Internet access. There is also complimentary wireless Internet access in the lobby and public areas.

Dining Services

- 24-hour room service
- Sundry/convenience store
- Breakfast—buffet, continental, or full American-style, with prices from \$16
- Fresh Bites Dining—a modern take on room service (delivery or pickup only), with the service being open for breakfast, lunch, and dinner

For a more complete list of onsite and nearby restaurants, please visit the [Dining page](#).

Full-Service Business Center

- Fax service
- Copy service
- Network/Internet printing



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Bringing It All Together

- Proposed Tribal Child Care Management Systems Framework Summary
- Action planning template
- Session resource lists



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Thank You to Our Partners!

- Child Care State Capacity Building Center
- National Center on Child Care Data and Reporting
- National Center on Subsidy Innovation and Accountability
- National Center on Early Childhood Quality Assurance
- National Center on Early Childhood Development, Teaching and Learning



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Reflections and Closing

- We appreciate your feedback on our webinar!
- Are there any questions from anyone?



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