



# TRIBAL MANAGEMENT INSTITUTE

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



## Tribal Management Institute Resources

### Program Planning and Design

- ◆ Child Care State Capacity Building Center, Systems Building Resource Guide 1: Leadership <https://childcareta.acf.hhs.gov/systemsbuilding/systems-guides/leadership>
- ◆ Child Care State Capacity Building Center, Systems Building Resource Guide 6: Program Design and Implementation <https://childcareta.acf.hhs.gov/systemsbuilding/systems-guides/design-and-implementation>
- ◆ National Center on Early Head Start – Child Care Partnerships, Partnership Basics: Strategies for Creating Successful Partnerships <https://childcareta.acf.hhs.gov/resource/partnership-basics-strategies-creating-successful-partnerships>
- ◆ National Center on Parent, Family and Community Engagement, Foundation for Quality Series, Consumer Engagement: Strategies for Engaging Families [https://childcareta.acf.hhs.gov/sites/default/files/public/strategies-for-consumer-engagement-508-final\\_0.pdf](https://childcareta.acf.hhs.gov/sites/default/files/public/strategies-for-consumer-engagement-508-final_0.pdf)

### Communication Strategies

- ◆ Child Care State Capacity Building Center, Systems Building Resource Guide 5: Communications Style Inventory: <https://childcareta.acf.hhs.gov/systemsbuilding/systems-guides/stakeholder-communications/resources>
- ◆ Child Care State Capacity Building Center, Systems Building Resource Guide 5: Stakeholder Communications: <https://childcareta.acf.hhs.gov/systemsbuilding/systems-guides/stakeholder-communications/communication-plans>
- ◆ Child Care State Capacity Building Center, Systems Building Resource Guide 5: Stakeholder Communications: Key Considerations for Meeting Planning: <https://childcareta.acf.hhs.gov/systemsbuilding/systems-guides/stakeholder-communications/making-most-stakeholder-meetings/key-considerations>
- ◆ Child Care State Capacity Building Center, Systems Building Resource Guide 5: Stakeholder Communications <https://childcareta.acf.hhs.gov/systemsbuilding/systems-guides/stakeholder-communications>





## Community Needs Assessment, and Data and Evaluation Resources

- ◆ National Head Start Training and Technical Assistance Resource Center, Five Steps to Community Assessment: A Workbook for Head Start and Early Head Start Programs Serving Hispanic and Other Emerging Populations <https://eclkc.ohs.acf.hhs.gov/program-planning/article/five-steps-community-assessment-workbook-head-start-early-head-start>
- ◆ Early Childhood Learning and Knowledge Center, Community Assessment – Resources <https://eclkc.ohs.acf.hhs.gov/browse/keyword/community-assessment>

## Recordkeeping and Reporting

- ◆ [National Center on Child Care Data and Reporting](#) (NCDR)
- ◆ [National Center on Tribal Early Childhood Development](#) (NCTECD)
- ◆ Office of Child Care, Overview of Reporting Requirements for Tribes <https://www.acf.hhs.gov/occ/resource/overview-of-all-reporting-requirements-for-tribes>
- ◆ Office of Child Care, ACF-700 Tribal Annual Report requirements and guidance <https://www.acf.hhs.gov/occ/resource/acf-700-tribal-annual-report>
- ◆ ACF-696T Financial Report requirements and guidance <https://www.acf.hhs.gov/occ/resource/acf-696t>

## Fiscal Management

- ◆ Child Care State Capacity Building Center, Systems Building Resource Guide 7: Financing Strategically <https://childcareta.acf.hhs.gov/systemsbuilding/systems-guides/financing-strategically>
- ◆ Executive Office of the President of the United States, Office of Management and Budget, Compliance Supplement, 2 CFR Part 200, Appendix XI <https://www.whitehouse.gov/wp-content/uploads/2018/05/2018-Compliance-Supplement.pdf>
- ◆ National Center on Tribal Early Childhood Development, American Indian and Alaska Native Child Care and Development Fund: Guide to Financial Management, Grants Administration, and Program Accountability [https://childcareta.acf.hhs.gov/sites/default/files/public/american\\_indian\\_alaska\\_native\\_ccdf\\_fiscal\\_guide\\_0.pdf](https://childcareta.acf.hhs.gov/sites/default/files/public/american_indian_alaska_native_ccdf_fiscal_guide_0.pdf)



## Program Administration and Continuous Improvement

- ◆ National Center on Tribal Early Childhood Development, American Indian and Alaska Native Child Care and Development Fund Monitoring Toolkit  
<https://childcareta.acf.hhs.gov/resource/american-indian-and-alaska-native-child-care-and-development-fund-monitoring-toolkit>
- ◆ National Center on Child Care Quality Improvement and National Association for Regulatory Administration, Best Practices Self Assessment Tool  
<https://www.naralicensing.org/assets/docs/Publications/BestPractices/nara%20best%20practices%20assessment%20tool%20final%20blank%20form.pdf>
- ◆ National Center on Tribal Early Childhood Development, Policies and Procedures Checklist for Child Care and Development Fund Tribal Lead Agencies  
<https://childcareta.acf.hhs.gov/resource/policies-and-procedures-checklist-child-care-and-development-fund-tribal-lead-agencies>
- ◆ Child Care State Capacity Building Center, Systems Building Resource Guide 8: Program Evaluation and Continuous Quality Improvement  
<https://childcareta.acf.hhs.gov/systemsbuilding/systems-guides/evaluation-and-improvement>

## Human Resources

- ◆ National Center on Early Childhood Development, Teaching, and Learning: Staff Recruitment and Retention Brief: <https://childcareta.acf.hhs.gov/resource/staff-recruitment-and-retention>
- ◆ National Center on Afterschool and Summer Enrichment: Strengthening, Supporting, and Sustaining the Out-of-School Time Workforce Practice Brief  
<https://childcareta.acf.hhs.gov/resource/strengthening-supporting-and-sustaining-out-school-time-workforce>
- ◆ U.S. Small Business Administration, Business Guide <https://www.sba.gov/business-guide>
- ◆ Child Care Aware of America Training and Education Essentials  
<http://www.childcareaware.org/training-education-essentials/>

## Training and Professional Development

- ◆ Early Childhood Learning and Knowledge Center, Professional Development, Professional Development Systems <https://eclkc.ohs.acf.hhs.gov/professional-development/article/professional-development-systems>
- ◆ Early Educator Central: Pathways to Credentials and Degrees for Infant-Toddler Educators website <https://earlyeducatorcentral.acf.hhs.gov/>



- ◆ National Association for the Education of Young Children, Build It Better: Indicators of Progress to Support Integrated Early Childhood Professional Development Systems  
[http://www.naeyc.org/files/naeyc/Build%20It%20Better\\_For%20Web.pdf](http://www.naeyc.org/files/naeyc/Build%20It%20Better_For%20Web.pdf)

## Plenary Resources

### **For the Next Seven Generations: Exploring and Applying Strategic Planning in CCDF Tribal Lead Agencies**

- ◆ Child Care State Capacity Building Center, Systems Building Resource Guide 2: Strategic Plans  
[https://prod.ecttas.icfcloud.com/systemsbuilding/sites/default/files/media/SystemsBuildingResourceGuide2\\_PrintFile.pdf](https://prod.ecttas.icfcloud.com/systemsbuilding/sites/default/files/media/SystemsBuildingResourceGuide2_PrintFile.pdf)

### **Data-Driven Decision Making: Using Data to Create Aligned Contribution and Building a Visual Representation of Results in the Center**

- ◆ Friedman, Mark. *Trying Hard is Not Good Enough: How to Produce Measurable Improvements for Customers and Communities*. Parse Publishing, 2015.
- ◆ Friedman, Mark. Turning Curves: An Accountability Companion Reader. Parse Publishing, 2015.
- ◆ McIntyre-Lanner, Anne. Stop Spinning Your Wheels: Using Results –Based Accountability to Steer Your Agency to Success. Fourth Quadrant Publishing, 2016.
- ◆ Pillsbury, Jolie Bain. Results Based Facilitation: Book Two – Advanced Skills (2<sup>nd</sup> Edition). Sherbrooke Consulting, 2016.
- ◆ “The Theory of Aligned Contributions: An Emerging Theory of Change Primer”, by Jolie Bain Pillsbury. Retrieved: March 4, 2019,  
<http://www.sherbrookeconsulting.com/products/TOAC.pdf>

## Additional Resources

- ◆ National Center on Tribal Early Childhood Development, American Indian and Alaska Native Child Care and Development Fund, A Guide for New Administrators  
[https://childcareta.acf.hhs.gov/sites/default/files/public/aian\\_new\\_administrators\\_guide\\_0.pdf](https://childcareta.acf.hhs.gov/sites/default/files/public/aian_new_administrators_guide_0.pdf)
- ◆ National Center on Tribal Early Childhood Development, American Indian and Alaska Native Child Care and Development Fund Administrator’s Resource Notebook  
<https://childcareta.acf.hhs.gov/american-indian-and-alaska-native-ccdf-administrators-resource-notebook>



- ◆ National Center on Tribal Early Childhood Development, Minimum Health and Safety Standards: A Guide for American Indian and Alaska Native Child Care and Development Fund Grantees  
[https://childcareta.acf.hhs.gov/sites/default/files/public/hs\\_minimum\\_standards.pdf](https://childcareta.acf.hhs.gov/sites/default/files/public/hs_minimum_standards.pdf)
- ◆ National Center on Tribal Early Childhood Development, American Indian and Alaska Native Child Care and Development Fund: Guide to Subsidy Administration for Medium- and Large-Allocation Grantees  
[https://childcareta.acf.hhs.gov/sites/default/files/public/subsidy\\_administration\\_guide.pdf](https://childcareta.acf.hhs.gov/sites/default/files/public/subsidy_administration_guide.pdf)
- ◆ National Center on Tribal Early Childhood Development, Topical Resource Pages for American Indian and Alaska Native Child Care and Development Fund Grantees (including consumer education, coordination, health and safety, quality improvement, and subsidy eligibility and equal access) <https://childcareta.acf.hhs.gov/topical-resource-pages-american-indian-and-alaska-native-child-care-and-development-fund-grantees>