Early Childhood Evaluation Advisory Subcommittee Meeting

April 16, 2018
3:30-5:00 p.m.

First 5 San Mateo County
1700 S. El Camino Real, #405
San Mateo, CA 94402

Committee Members/F5SMC Commissioners: David Canepa, Neel Patel, Louise Rogers
Grantee Representatives: Heather Cleary, Peninsula Family Service; Tracey Fecher, Community Gatepath
Staff: Michelle Blakely, Jenifer Clark

Minutes: Jenifer Clark

AGENDA

	Item	Presenter
1.	Agenda Review & Announcements	Clark
2.	Approval of the February 12, 2018 Early Childhood Evaluation Advisory Subcommittee Meeting Minutes (**Attachment 2**)	Rogers/All
3.	Discussion: Systems Change Survey Administration (**Attachment 3**)	Clark
4.	Discussion: Qualitative Study of Access to Child Care for Children with Special Needs (**Attachment 4**)	Clark
5.	Next Steps	Rogers/All
6.	Adjourn	Chair
Next Meeting Date(s): *June 18th*		

FIRST 5 SAN MATEO COUNTY

Early Childhood Evaluation Advisory Subcommittee
Meeting Minutes
February 12, 2018

Commissioners Present:	David Canepa (via phone), Louise Rogers
Commissioners Absent:	Neel Patel
Grantee Representative(s):	Carol Elliot
Staff:	Michelle Blakely, Jenifer Clark, Kitty Lopez

1. **Agenda Review & Announcements**
   The agenda was approved with no changes.

2. **Elect Committee Chair for Calendar Year 2018**
   The Committee needs to elect a new chair now that Pam Frisella has transitioned to the Finance & Administration Committee. Louise Rogers has been nominated and agreed to serve in this capacity, however with one voting member absent we were unable to hold a formal vote. It was determined that this vote would be held at the next Commission meeting.

3. **Approval of the August 2017 Early Childhood Evaluation Advisory Subcommittee Minutes**
   Minutes were approved with no changes.

4. **Discussion: Updated Reporting Requirements for F5 California Annual Report**
   The group discussed changes to the First 5 California Annual Report requirements. They are changing the way organizations and services are categorized within the report, with the goal of providing legislators and policy-makers with clearer communication about how Prop 10 funds flow through local commissions, grantee agencies, and to clients. Additionally, the State Commission is now asking for client demographics to be reported for each local First 5 Commission as a whole, rather than by service type. These changes will be programmed into Persimmony. Jenifer Clark has been participating in a workgroup that is providing feedback on the new requirements and suggesting clarifications in the user manual that will be provided to County Commission staff. Issues discussed included:

   - How to assess the degree of duplication when reporting clients who may be served by more than one F5-funded program
   - The inclusion of specific program models in the report
   - How (and from whom) demographic data must be collected
   - How the State Commission will use the information to advocate for additional resources for young children and their families

5. **Discussion: Revised F5SMC Program Reporting**
The group also discussed changes to the F5SMC Scope of Work and Workplan documents. These changes have been vetted through two rounds of grantee feedback, and are intended to comply with the new F5CA Reporting Requirements, simplify data entry into Persimmony, and maintain the ability to develop detailed program plans and track progress on multiple deliverables. Jenifer Clark is holding training webinars and conducting in-person technical assistance sessions on how to use the revised documents. These documents will be implemented as part of contracts for the new funding cycle covering fiscal years 2018-19 through 2019-20.

6. **Next Steps:**
Next Scheduled Meeting: April 16, 2018, from 3:30-5pm, at the F5SMC Offices.

Draft 2018 F5SMC Systems Change Survey

In 2011 and 2013, F5SMC administered a survey to gather grantee perspectives on San Mateo County's System of Care for young children and their families and the providers who support them. The survey has provided valuable insight into the availability of services, the quality of the collaborations between partners, and the ways in which F5SMC fosters systems integration and strengthening.

We are planning to do another administration of this survey in the final quarter of 2018, which will help inform our upcoming Strategic Planning process.

Proposed new content is highlighted in grey. Proposed content to be deleted is in strikethrough.

A. Participant Information

1. Please estimate the amount (%) of time you spend on each of the following activities in a typical week at your agency/place of employment.

Type of activity	Percent time in typical week
Providing direct services to children and families	
Providing direct services to service providers	
Overseeing the work of staff at your agency	
Collecting, entering, analyzing, or managing data	
Program planning, design, and quality improvement activities	
Other activities	
TOTAL	**100%**

About how many hours each month do you spend…	none	0<5 hours	5<10 hours	10 or more
Working with staff from other agencies to coordinate care for shared clients?				
Collaborating with other agencies on program and service planning?				
Engaging in policy development or advocacy for the population you serve?				

B. Characteristics of the System of Care

As you complete this section, answer each item in reference to services and activities for San Mateo families with children ages 0 through 5. If you are unsure about the availability or quality of any of the categories, please mark "Don't know". This might be the case if you work primarily with children and families rather than service providers, or vice versa.

	Current Availability	Current Quality	
	Choices: Readily Available; Somewhat Available; Mostly Unavailable; Don't know	Choices: Very High, Higher than Average, Average, Lower than Average, Very Low, Don't Know	**Commented [JC1]:** Changed options from "Limited Availability" and "Not Available" to "Somewhat Available" and "Mostly Unavailable"
Availability and **Quality** of the following types of services **countywide** for **children and families:**			**Commented [JC2]:** New Question about Quality (in addition to availability)
a. Developmental screenings for young children			
b. Developmental assessments for young children			
c. Oral health services for young children			
d. Affordable early learning programs and activities			
e. Inclusive early learning programs and activities for young children with disabilities and other special needs			
f. Mental health services for young children			
g. Mental health services for parents of young children			
h. Support for children and families during the transition to kindergarten			
i. Culturally and linguistically appropriate services			
j. Care coordination or case management for families who need extra support navigating service systems			
k. Intensive services for low-income families or families at risk due to domestic violence, mental health issues, or substance use.			
l. Services for children with an identified (diagnosed) developmental disability or other special need			
Availability and **Quality** of the following types of services **countywide** for service **providers who work with children ages 0-5 and their families:**			
m. Culturally and linguistically appropriate resources and support			
n. Professional development opportunities for early learning providers			
o. Training and support on the use of developmental screenings and assessments			
p. Training on specialty topics such as special needs, early mental health, early literacy, family engagement, legal issues.			
q. Training and support around early childhood mental health,			

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trauma, and trauma-informed care			
r. Training and support around family engagement practices			
s. Training and support around the Quality Rating and Improvement System			
t. Training and support around working with children with special needs and their families			
u. Professional learning communities and peer support networks			
v. Training and support on other specialty topics (e.g. early literacy, early math, legal issues, reflective practice, self-care)			

	A: Current Status	B: Change in the past 12 months	C: Change due to F5SMC
	Choices: Adequate; Inadequate; Don't know	Choices: Decreased; No Change; Increased; Don't know	Choices: Not at all; Somewhat; Mostly; Don't know; Not applicable (no change)
Adequacy of the following aspects of the San Mateo County system of care for children 0-5, their families, and service providers:			
a. Extent to which service providers work closely together to coordinate care for shared clients			
b. Interagency efforts to align service delivery for similar populations			
c. Community members' awareness about the importance of the first 5 years of a child's life			
d. Existence of local policies and practices that promote early childhood health and development and family well-being			
e. Capacity to serve young children with, or at risk for, disabilities and other special needs			
f. Exchange of information and data sharing across agencies and/or programs			
g. Use of evidence-based or evidence-informed practices			
Participation in policy, advocacy, and funding efforts at the regional or State level			

C. Inter-Agency Interactions & Collaboration

2. Agencies work together in a number of different ways and for different purposes. Using the scale provided, please indicate the nature of the relationship/type of interaction between you personally and staff at each of the agencies listed below.

We define interactions in the following ways[1]:

0= No interaction; No interaction. Not currently involved with this agency in any way.

1=Networking; A little interaction or Interaction based solely on referrals. Limited communication with this agency's staff; all decisions made independently of each other; minimally defined goals for working together and serving participants.

2=Coordination; Interaction is frequent. Frequent communication; some shared decision making; some shared information and resources; some defined goals for working together and serving participants.

3=Collaboration; Very frequent interaction. Frequent communication characterized by mutual trust; joint decision making is common/consensus is often reached on decisions; shared information and resources, mutually defined goals for working together and serving participants.

F5SMC-funded Agencies/ Programs	Level of Interaction
	Choices: 0 = No interaction 1 = Networking 2 = Coordination 3 = Collaboration
Agencies and programs will be listed here	

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[1] Adapted from Frey, B.B., Lohmeier, J.H., Lee, S.W., & Tollefson, N. (2006). Measuring collaboration among grant partners. *American Journal of Evaluation, 27,* 3, 383-392.

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3. Looking at those agencies where you have **Coordination** or **Collaboration**, why have you or your agency had more contact with these partners? That is, what facilitates this relationship? (Rank your top three reasons from the list below.)

F5SMC-funded Agencies/ Programs	Facilitators of collaboration
Note: list will pre-populate with only those that were Coord/Collab (i.e., 2 or 3 in Q#4)	Choices: ○ Similar or complementary program goals and services; send and/or receive referrals from each other ○ history of working together successfully (May include formal processes such as a Memorandum of Understanding, but this is not required) ○ Shared resources (e.g., office space, staff, joint funding) ○ Share information readily ○ Attend same multi-agency meetings for joint training or program planning ○ Participate in same multi-agency service teams to coordinate services for shared clients ○ Shared policy or advocacy related goals ○ Mandated by F5SMC due to contract structure or deliverables (e.g. Lead/Subcontractor relationship; common SOW activities) ○ Other – Specify:

4. Looking at the agencies where you have **No Interaction** or **Networking**, why have you or your agency had little or no contact with these partners? That is, what barriers to collaboration do you face? (Rank your top three barriers from the list below.)

F5SMC-funded Agencies/ Programs	Barriers to collaboration
Note: list will pre-populate with only those that were No inter/Network (i.e., 0 or 1 in Q#4)	Choices: ○ No pre-existing relationship ○ prior challenging experience working together ○ Dissimilar program goals, services, or populations served ○ Limited information sharing ○ Lack of staff time or resources to support interagency meetings or communication ○ Dissimilar policy and advocacy related goals ○ Other – Specify:

- Please indicate **up to three programs or agencies not listed above** with which you and your agency have frequent interaction and ongoing coordination or collaboration regarding service provision or advocacy/policy development to support children ages 0 to 5 and their families. Type the agency name in Column A and your primary contact's name in Column B. (Please list in order of most frequent contact.)

  In Column B, identify the **three (3) main reasons** you and your agency frequently interact, coordinate or collaborate with each of the agencies you listed. That is, what facilitates these relationships?

A. Agency Name	B. Agency Contact	C. Facilitators of collaboration
Program 1 Name:	Program 1 Contact:	Choices: ○ Similar or complementary program goals and services; send and/or receive referrals from each other ○ history of working together successfully (May include formal processes such as a Memorandum of Understanding, but this is not required) ○ Shared resources (e.g., office space, staff, joint funding) ○ Share information readily ○ Attend same multi-agency meetings for joint training or program planning ○ Participate in same multi-agency service teams to coordinate services for shared clients ○ Shared policy or advocacy related goals ○ Other – Specify:
Program 2 Name:	Program 2 Contact:	
Program 3 Name:	Program 3 Contact:	

D. **What do you see as the greatest challenges confronting expectant parents and families with young children in San Mateo County? Please rank the six most critical issues from the list below:**

- Housing and/or transportation
- Access to stable employment/decent wages/family-friendly workplaces
- Access to high quality, affordable options for child care
- Immigration/legal issues
- Navigating service systems/lack of knowledge of available services
- Access to health care
- Family or community violence
- Access to mental health/behavioral health/substance abuse services for either children or parents
- Social isolation/stress/depression/anxiety
- Lack of knowledge about child development
- Access to healthy foods and opportunities for physical activity
- Access to affordable, high quality, and developmentally appropriate enrichment activities
- Other (specify):

E. **Over the next few years, where would you like to see First 5 San Mateo County focus its Policy, Advocacy, Communications, and Systems Improvement efforts?**

Open-ended narrative response? Or provide a checklist as well as allow an open-ended response?

F. **Additional Comments**

In the box below, please write any additional information you would like us to know about the impact of F5SMC on countywide systems to support young children, their families, and service providers.

**Proposed Qualitative Study on Access to Child Care for
Children with Special Needs**

<u>Study Components</u>

1. Review of literature/data on child care access for children with special needs (will use whatever data is available, local, state, national, etc.)
2. Key Informant Interviews:
    a. Marcela (4Cs Inclusion Specialist)
    b. Carolina (Gatepath Care Coordination)
    c. Sarah Dobkin (ECMHC)
    d. Cynthia Fong-Wan (EQ+IP C-SEFL Coach)
    e. Someone at HSA regarding CalWORKS child care placements, the alternative payment program, and/or child care access for children in the foster care system. Jennifer Rogers?
3. Focus Groups
    a. Providers (Those who have been contacted by 4Cs regarding enhanced referrals; those who have participated in SEFEL and/or ECMHC program offerings)
    b. Parents who have participated in the 4Cs enhanced referrals program; who have received care coordination from Gatepath regarding child care placement; who have received child-specific consultation from ECMHC
    c. CCPC Inclusion Committee—Attend one of their meetings and conduct a Systems Level Focus Group
4. Analysis of barriers to service access from F5SMC data on children with developmental delays or diagnosed special needs

**DRAFT: Key Informant Interview Protocol for Qualitative Study on Access to Child Care for
Children with Special Needs**

Intro:

As you know, children with special needs often have trouble finding early learning settings that will
accept them and can meet their needs. [INSERT ADDITIONAL INTRODUCTORY LANGUAGE]

1. Please describe the agency you work for, your role at that agency, and the work that you do to
   help improve access to early learning environments for children with special needs.

   a. Prompts: Do you work directly with the families who are seeking child care/preschool?
      Do you work directly with the early learning programs/providers who may be enrolling
      the children? If so, how? If not, who does? Are you typically looking for an initial
      placement for a child? Trying to find a placement because the child has been asked to
      leave their current setting? Trying to support a provider who has a child/children with
      special needs already enrolled in her program?

2. What types of special needs are most common among the children you work with in this
   capacity?

3. What types of providers do you typically work with? FCCH providers? Center-based providers?
   Private programs? Publicly-funded programs such as Head Start or CSPP?

4. What are the reasons that families are seeking care for their children with special needs?

   a. Prompts: So the adults can work? To get a break? For their child's social or emotional
      development? For their child's cognitive, intellectual, or academic development?

5. What types of concerns do family members have about early learning environments for their
   children with special needs?

   a. Prompts: Concerns about the physical environment? About the social-emotional
      environment? About behavioral management? About support for their child's cognitive
      and intellectual development? About cost? About transportation? About the provider?
      About the other children or families in the program?

6. When you talk to providers, what kinds of concerns do they have about having a child with
   special needs into their program?

   a. Prompts: Concerns about the physical environment? About the social-emotional
      environment? About behavioral management? About support for the child's cognitive
      and intellectual development? About resources? About liability? About the family?
      About the other children or families in the program?

7. What do you think would make it easier for children with special needs to find and stay enrolled
   in an early learning setting that meets their needs?

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