



Indicators of Hub Effectiveness for Biennial Monitoring Visit

Measuring Hub Effectiveness

An Early Learning Hub functions as the coordinating body identifying early learning resources and services, coordinating and aligning the delivery of those resources and services to children 0 through 6 and their families in order to achieve kindergarten readiness, stable and attached families and system coordination.

An Early Learning Hub has several key functions that demonstrate they are meeting their purpose and making progress in their communities. These functions are:

- The hubs coordinating body is inclusive of every system partner including and not limited to health, DHS, business, K-12, early learning providers, parents, home visiting, relief nurseries, local tribes.
- The hubs coordinating bodies are contributing members whose input and feedback is included in all decisions and actions the hub takes
- The hub with its partners identifies, analyzes and utilizes regional data to understand and clearly articulate their priority populations and disparities for these populations.
- They engage their communities, families, and partners to assess what specific needs these identified populations have.
- They develop strategies and activities to address the disparities within these populations and make specific investments to produce positive outcomes for these populations.
- Partners have a clear role in implementing strategies and activities that are focused on these outcomes.
- Investments are clearly aligned to strategies and activities for priority populations.
- The hub uses a process of continuous data analysis and community engagement to measure and evaluate their activities and make adjustments accordingly.
- The hub is driving change as demonstrated by the hub metrics.
- The hub region is demonstrating through data positive outcomes for children and families furthest from opportunity.
- The hub can readily demonstrate it meets contractual and fiscal obligations as outlined in the contract with the ELD .

In determining the effectiveness of an early learning hub; the ELD will utilize a dashboard that includes:

- **Green**-Effectively meeting the purpose set forth for hubs by the ELC, ELD and contract.
- **Yellow**-This hub although meeting some standards has areas in need of improvement and will be working with staff to develop a performance improvement plan.
- **Red**-This hub is not meeting the critical standards; will be working with staff to develop a performance improvement plan that if not met in the time set forth may lead to corrective action and possible revocation of contract for 17-19.

Assessment of early learning hub effectiveness will include the following elements:

- **Early Learning partner survey**
- **Governance council member survey**
- **Narrative questions to be answered prior to and discussed during biennial monitoring visits.**
- **Demonstrates movement in hub metrics**
- **Checklist of required contractual documentation to be completed prior and discussed as needed during monitoring visit.**
- **Analysis of hub support team including facilitators, grant managers and contract manager.**

Narrative Questions to be completed and submitted to the ELD 2 weeks prior to your scheduled visit. Please be as specific as possible and provide relevant examples. Question 1 has multiple parts please fully answer each piece.

1. Since becoming a hub how have you become clear on who the specific focus populations are?
 - What specific disparities did you uncover?
 - Describe what process you went through, who was involved and what their roles were.
 - Once focus became clear please describe your community engagement process to begin to address these disparities and focus populations.
 - What was your process for developing strategies and activities to address your findings?
 - What changes have you recorded both at the program and population levels since you began your work?
2. Give very specific examples of how you utilize data, what data you are using, who is at the table and what decisions, strategies or activities you have made in relation to the data?
3. Give specific examples of how you are engaging families in your region? How has this influenced your work? Give specific examples.
4. Explain how your decision making process works for determining strategies, activities and funding allocations? How are your partners and governance body involved?

5. How do you track and measure performance? Give specific examples
6. How is the equity lens been ingrained in your work? Give specific examples including strategies and activities you have developed and why.
7. What are your most exciting and innovating strategies and activities that are being conducted with KPI funding? Which populations are you targeting and what changes have you seen due to this work?
8. What have been your most significant strategies or activities across the board? What have you seen in the data that makes you know these strategies are responsible?
9. What strategies or activities would you want to see replicated across the early learning hub system?
10. Do you have all relevant early learning and system partners at the table? Who is missing? If there are partners missing-why has that happened and what is your plan to engage them?
11. Give specific examples of your community engagement work.

Please be prepared to share the following document with the ELD during our monitoring visit:

- A copy of most recent audited financial statements
- Copies of subcontracts with providers
- Copies of invoices and receipts specifically for Title IVB subcontracts in 2016.
- Backup documentation for expenditures as reported in last quarterly report
- Copies of all MOU's and DOC's listed in your contract attachment 1
- Documentation of compliance with public meeting law

Contracting Draft Work Plan

7.1.16

May, 2016	Activities: <ul style="list-style-type: none">▪ Finalize contracting process timeline▪ Finalize PP manual▪ Finalize Site visit protocols and schedule for summer▪ Draft monitoring visit plan▪ Finalize hub survey
June, 2016	Activities: <ul style="list-style-type: none">▪ Hubs finalize equity assessment▪ Hubs begin working on year 2 work plans-will include strategies/activities from equity assessment findings
July, 2016	Activities: <ul style="list-style-type: none">▪ Hubs working on year 2 work plans
August, 2016	Activities: <ul style="list-style-type: none">▪ Strong Draft work plans to ELD for review
September, 2016	Activities: <ul style="list-style-type: none">▪ Final Work plans due for approval

October, 2016	Activities: <ul style="list-style-type: none"> ▪ Hubs begin Data analysis work. ▪ ELC approves incentive metrics
November, 2016	Activities: <ul style="list-style-type: none"> ▪ Amendments to DOJ for incentive metrics ▪ Survey out to hub partners (Nov-Jan) ▪ Survey out to Governance members (Nov-Jan)
December, 2016	Activities: <ul style="list-style-type: none"> ▪ Amendments to Hubs for incentive metrics for signature
January, 2017	Activities:
February, 2017	Activities: <ul style="list-style-type: none"> ▪ Legislative Session begins-hubs visit with legislators
March, 2017	Activities: <ul style="list-style-type: none"> ▪ Monitoring visits begin

April, 2017	<p>Activities:</p> <ul style="list-style-type: none"> ▪ Monitoring visits continue. ▪ ELC discusses metrics recommendations ▪ ELC gets first information on any corrective action plans, probationary or revocation recommendations
May, 2017	<p>Activities:</p> <ul style="list-style-type: none"> ▪ ELC approve revised metrics ▪ ELC action on any corrective action plans, probationary or revocation of hub contracts
June, 2017	<p>Activities:</p> <ul style="list-style-type: none"> ▪ Data analysis from hubs due 6/30 ▪ Contracting in person meeting if needed? ▪ Work plans start ▪ Hub survey launched (biannually)
July, 2017	<p>Activities:</p> <ul style="list-style-type: none"> ▪ Legislative session ends-new funds amounts determined ▪ Work plans in progress ▪ Planning for new metrics ▪ Contract changes to Kim for final review
August, 2017	<p>Activities:</p> <ul style="list-style-type: none"> ▪ Plan on new metrics ▪ Final metric baselines and targets due 8/1 and sent to DOJ ▪ Contract revisions finalized and sent to DOJ 8/1 ▪ Strong draft work plans due to ELD for review ▪ Possible in person learning collab if not in June
September, 2017	<p>Activities:</p> <ul style="list-style-type: none"> ▪ Final Work plans due for approval ▪ Contracts out to hubs for signature Sept 1

October, 2017

Activities:

- New contracts in place

OREGON EARLY LEARNING HUB

POLICIES & PROCEDURES MANUAL

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KPI Timeline of Activities

November 13, 2015	All 12 districts in our Hub region were invited to receive an Introduction and Overview of KPI.
November 18, 2015	Attended monthly Superintendent's meeting at ESD to discuss KPI funding for our region and interest from Districts in participating.
December 11, 2015	Proposed funding formula was introduced to districts for feedback.
December 16, 2015	ESD Superintendent presented the funding formula to all Superintendent's for feedback. Superintendents were all in agreement with the proposed formula.
January 7, 2016	Funding formula was presented to Hub Governing Board for approval to begin contracting for funds.
January 20, 2016	Hub Director attended Superintendents meeting to discuss next steps in contracting process and began setting individual meetings with districts.
Feb – Mid March	Met with Districts individually to assist with development of their KPI projects and budgets.
Mid March - May	Began contracting process with districts after approving proposed KPI projects and budgets. Continued meeting with Districts that were struggling to define a project.

Budget - 0.0% Down Down