



## FIRST THINGS FIRST

# ARIZONA EARLY CHILDHOOD DEVELOPMENT & HEALTH BOARD NAVAJO/APACHE REGIONAL PARTNERSHIP COUNCIL **DRAFT Meeting Minutes**

The Navajo/Apache Regional Partnership Council held a Regular Meeting on April 8, 2015 beginning at 3:00 p.m. The meeting was at White Mountain Regional Medical Center, 118 South Mountain Avenue, Springerville, Arizona 85938.

### **Welcome and Roll Call of Regional Council Members/Call to Order**

Chair Mannis called the meeting to order at 3:02 p.m. The members introduced themselves. Members present were Chair Mannis, Vice Chair Meyer, Kim Avery, Ryan Cluff, Doug Harris, Byron Lewis and Victoria Schmitt. Member Claude Endfield attended by phone. Members Thia Ebert-Loomis and Nestor Montoya were absent.

### **Member Report and Updates**

Chair Mannis told the Council that Kristalei Baskins has resigned her position on the Council effective March 25, 2015 and asked for any suggestions for parents interested in applying for the Council.

Chair Mannis asked for member updates. Member Lewis said that through North Country about 400 children have been enrolled and throughout the area about 9000 people are enrolled in health insurance through the Affordable Healthcare Marketplace. Member Avery reported that there will be an Apache County Child Care Town Hall meeting on May 14, 2015 at 6:00pm at the Eagar Town Council Chambers. Member Schmitt said she was happy to attend her first meeting with the Business Advisory Council. Member Endfield mentioned registration is starting for Early Childhood Education classes at Northland Pioneer College. Tuition for Summer classes is half price.

### **Call to the Public**

No calls to the public at this time.

### **Disclosure of Conflicts**

No members declared conflicts of interest.

### **Approval of January 14, 2015 Regular Meeting Minutes**

Chair Mannis asked for a motion for the minutes. Member Meyer moved to approve the minutes of the Regular Navajo/Apache Regional Partnership Council Meeting on January 14, 2015 as presented. Member Schmitt seconded. Motion passed.

### **Community Partner Presentations**

#### **Delta Dental Foundation of Arizona Projects**

#### **Heber/Overgaard Lions Club Tooth Fairy Project**

Donna Harris from the Overgaard Ponderosa Lions Club presented an update regarding the Delta Dental Foundation of Arizona Grant. She said some of the programs the Lions Club grant locally supports are Mommy and Me Headstart programs, the Tooth Fairy visits to playgroups, child care facilities, classrooms, and libraries. Books, stickers, smile bags, and dental health demonstrations are provided at these visits. She said they also provide programs for older kids through high school.

#### **Navajo County Public Health Services District/Navajo-Apache-Gila Oral Health Coalition**

Connie Baine, Regional Coordinator for the Navajo-Apache-Gila counties Oral Health Coalition provided an overview and update about the Coalition. She said the Coalition helps to develop oral health infrastructure in the region, including recruitment of enhanced dental teams to provide service in a public health setting. Part of the mission of the Oral Health Coalition is to promote the establishment of dental homes, which the First Things First oral health program includes.

#### **White Mountain Safe House Presentation**

Stephanie Player from the White Mountain Safe House presented information about the Safe House. She said they provide services to anyone who is or has been in a domestic violence situation. Some of their services include shelter, 24 hour crisis line, individual and group support, and domestic violence education for individuals and community groups. They are funded primarily through private donations and fundraisers but also receive grant funding from several sources. Member Harris asked Stephanie to talk a

little about the TV4 program that she hosts, Compassion Speaks, where representatives from community non-profits talk about their organization and upcoming events. She invited anyone interested to contact her. Member Mannis asked if she had a teen program and she said there is a teen dating violence program in the Whiteriver school district and she is interested in expanding it to other school districts.

### **Navajo/Apache Regional Program Updates**

#### **Parent Outreach and Awareness Nutrition Education**

Margine Bawden, with University of Arizona Cooperative Extension presented the update for Parent Outreach and Awareness Nutrition Strategy. She said that they have already had 61 workshops and they are going very well. She said one of the challenges is trying to replace a training staff member who has left, however they a staff member who has temporarily picked up the slack and they feel they will meet their contracted units. She said that moving into SFY2016 they will be providing early literacy and have included a curriculum that can be incorporated into the nutrition component and will provide a good interactive experience.

#### **Community Based Professional Development Early Childhood Education Professionals**

Becky Benda-Dodd with Summit Healthcare presented the update for the Community Based Professional Development strategy. She said that they have a partnership with First Children's Finance. They have three parts to the grant: the cohort pilot project, the Town Hall, and the Business Advisory council. The cohort is the 4 centers that were on the Quality First waiting list when the program began. She reported that three of the centers are on track to complete their modules in the Program for Infant Toddler Care this fiscal year, and one will finish it during next fiscal year. All are working on their financial planning and have received individual site visits to discuss their business plans. The Town Hall took place in December, 2014 and generated a Community Child Care Plan. It also resulted in the creation of the Business Advisory Council, with two meetings held so far. Another outcome was to inspire the child cares community in Apache County to have their own Town Hall meeting. She also announced that the Greater Than Arizona website is now live. The link is [www.greaterthanaz.net](http://www.greaterthanaz.net).

#### **Professional Careers Pathway Project Dixie Harvey, Central Arizona College**

Dixie was not able to be at this meeting.

#### **Quality First Coaching**

Allie McKay and Elise Gooi from the Association for Supportive Child Care provided information about the Quality First Coaching program. Ms. Gooi said they are still looking for a permanent coach for this region and asked for help in getting the word out. Ms. McKay provided information about the rating system and assessment tools used by the program. She said there are 4 participating Quality First Centers in the Region, one 4 Star, two 3 Star and one waiting for assessment. She said one success is that provider engagement has increased. One of the challenges she gave is that the 3 – 5 Star programs reassessed this year are adjusting to model changes that are different from their previous assessment.

At this time Chair Mannis recognized a call to the public from the Springerville Head Start Program. Diana Arnold introduced Amelia Hernandez, Mandy Whiting, and Stacy Griffith, and each of them thanked the Regional Council for funding the FTF Professional REWARD\$ program. They are all taking advantage of available resources to earn credits at Northland Pioneer College toward their CDA certificates.

#### **Child Care Health Consultation**

Regional Director Dobler-Allen gave the update for the Child Care Health Consultation program. She provided an overview of the 3-tier system used by the program. She reported that there is on-going collaborative visits and communication with each of these child care facilities.

#### **Second Reading of Amended Regional Council Governance Document**

Regional Director Dobler-Allen presented the Regional Governance Document. She said that the Council has reviewed and discussed all sections and all requested changes have been made. This is the second reading and if no further changes are made the Council may approve this Governance document. Member Lewis moved to approve adopting the Regional Governance Policy as updated by FTF General Counsel and including the following items specific to the Navajo/Apache RPC:

1. Chair and Vice Chair Elections will be held in June for the following fiscal year.
2. Meeting dates, times and locations will be set in June for the following fiscal year.

Member Meyer seconded. Motion passed.

#### **Amend Meeting Dates**

Regional Director Dobler-Allen said there is no need to amend the meeting dates since the dates for SFY2016 will be set at the June meeting. She provided dates, times and locations for the Grantee coordination meetings for the Council's information.

### **Community Outreach Report**

Regional Director Dobler-Allen gave the Community Outreach report for Michelle Pansulla who was not able to attend the meeting. She provided an update of the Community Outreach Coordinator's activities for last quarter and upcoming activities. Regional Director Dobler-Allen then talked about the new Regional Champion for Young Children Award. This will be an annual award from the Regional Council to recognize a community member for their work on behalf of young children.

### **SFY16 Community Awareness Line Item Budget**

Regional Director Dobler-Allen said the line item budget for Community Awareness is based on the specific recommendations of the Council for the \$10,000 allotted in the SFY2016 Funding Plan. She said the primary focus is for Educational Reinforcement Items that will reach newborns (onesies), children's books, and resources to support continued presence and participation in community events. Member Schmitt moved to approve the Community Awareness budget as presented. Member Lewis seconded. Motion passed.

### **Regional Director's Report**

#### **Monthly Report**

Regional Director Dobler-Allen gave a presentation about the upcoming Early Childhood Summit. It will be August 24th and 25th. The presentation included information about registration, the keynote speakers, travel guidelines, hotel and parking, and travel tips for Regional Council members who plan to attend the Summit. Regional Council members will register through the Administrative Assistant for their Council.

Regional Director Dobler-Allen presented her report of her monthly activities. She reported that she is back in the office full time. Her family is healing and doing well. Regional Director Dobler-Allen said that she sent an email to the Council asking for members to look at the data points contained in the last Needs and Assets report and provide feedback to decide if the information was useful. She asked members to have feedback submitted by May 8. Regional Director Dobler-Allen said a short Needs and Assets update Report will be delivered in December.

Regional Director Dobler-Allen updated the Council on a forum with Department of Child Safety and FTF staff that she attended in Phoenix last week. She said it was a good start to agency to agency conversations. She said that regionally DCS is invited to all FTF meetings and they have attended several. Regional Director Dobler-Allen said she attends the Department of Economic Security All-Provider meetings and noted coordination in the region is ongoing.

#### **SFY2015 Q2 Data Report**

Regional Director Dobler-Allen presented the Data Report for the second quarter of SFY2015. This report is by strategy and provides data on the percentage of Contracted Service Units the grantees have met. She pointed out some of the strategies where clarifications or adjustments were made. She said most of the grantees are on track to meet their CSU's for SFY2015.

#### **SFY2015 Q2 Narrative Report**

Regional Director Dobler-Allen said the report includes some of the compelling narratives submitted by grantees, and data information from Oral Health.

#### **SFY 2015 Financial Reports**

Regional Director Dobler-Allen said that there are no to-be-determined amounts and expenditures are what should be expected for this point in the fiscal year.

### **Future Agenda Items and Announcements**

Chair Mannis mentioned that the May 13th meeting will be in Show Low and asked that all members attend in person. There will be an executive session and contract renewals that will require everyone present in order to maintain quorum with several members having conflicts of interest.

### **Next Meeting - May 13, 2015, 3:00 p.m.**

#### **Adjourn**

Member Harris moved to adjourn, member Cluff seconded. The meeting adjourned at 5:42 p.m.

### **ARIZONA EARLY CHILDHOOD DEVELOPMENT & HEALTH BOARD NAVAJO/APACHE REGIONAL PARTNERSHIP COUNCIL**

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Kalman Mannis, Chair

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Kate Dobler-Allen, Regional Director

# FIRST THINGS FIRST

**AGENDA ITEM:** Regional Contracts and Renewals for State Fiscal Year 2016, Agenda Item 7; attachments 2-4

**BACKGROUND:** Regional Partnership Councils approve contracts for one fiscal year at a time, and each spring must evaluate all eligible contracts for renewal for the next fiscal year. The following contracts are eligible for renewal by the Navajo/Apache Regional Partnership Council for state fiscal year 2016:

- a. Community Based Professional Development for Early Childhood Education Professionals; Summit Healthcare
- b. Parent Outreach and Awareness; University of Arizona, Cooperative Extension

The following supporting materials are presented for each regional contract: Grant Renewal Matrix, Implementation Plan, and Line-Item Budget.

A new contract is proposed under the Regional Council's Oral Health Strategy to be implemented by the Navajo County Public Health Services District. Supporting materials presented are:

Program Description Page, Implementation Plan, and Line Item Budget

**RECOMMENDATION:** The Regional Director recommends approval of all proposed contracts and renewals, and the respective funding levels for state fiscal year 2016.

## **Attachment 2**



# Navajo/Apache Grantee Renewal

Parent Outreach and Awareness Strategy												
Contract Number	Grantee	Contract Period	Number of Contract Months	FY 2015 Award	FY 2015 Expenditures YTD	FY 2015 Expenditures as % of Award	Within 30-60% Range (Yes/No)	Out of Range Percentage	FY 2016 Proposed Renewal Amount	Staff Recommendation to Council	Council Recommendation	Recommendation to Board
										Renewal Considerations		
ISA-RC015-14-0637-01-Y2	Arizona Board of Regents for and on behalf of University of Arizona	07/01/2014-06/30/2015	12	\$100,000.00	\$60,859.42	60.9%	No	0.9%	\$102,000.00	Yes		
<p>The goal of this strategy is to provide 80 parent workshops focused on obesity prevention to children and their families in order to support improved child nutritional habits in the region.</p>										<p>This grantee in on track to meet their contracted deliverables for SFY15, despite staff vacancies. They have provided workshops across the region, and have established partnerships with Head Start programs, libraries, and health departments in both Navajo and Apache counties, as well as with Summit Regional Medical Centers. The proposal for SFY16 includes an evidence-based early literacy curriculum to complement their existing nutrition education curriculum, and funds are identified for the purchase of children's books.</p>		
Service Unit	2015 Contracted Units	2015 Q1 Actuals**	2015 Q2 Actuals**	2015 Q3 Actuals**	2015 Q4 Actuals**	Year-to-Date Actuals**	Percent of Contracted	Within 30-60% Range	Out of Range Percentage	FY 2016 Proposed Contracted Units		
Number of participating practices	0					0				0		
Number of books distributed	80	19	23			42	52.5%	Yes	0.0%	2,000		
Number of workshops held	0					0				85		
Number of resource guides distributed										0		

**Attachment B**

**Program Implementation Plan  
2016**

Activities	Task	Person Responsible	Date Task Will Be Completed/Timeline	Support Documentation
Implement nutrition education/physical activity program for Navajo/Apache region to eligible clientele for 2016 program year	Provide nutrition/physical activity education opportunities for families with children 0-5. Conduct a minimum of 85 workshops using the Eating Smart Being Active curriculum in the following communities: Holbrook, Heber, Snowflake, Show Low, Pinetop, Springerville, St. Johns, Vernon and Concho	Joyce Alves Margine Bawden Brenda Thompson Instructional Specialist (TBD)	6/30/2016 Minimum of 8 workshops will be provided each month	Staff reports, attendance reports, extranet reports, FTF program reports and Narratives, Eating Smart evaluations
Distribute approximately 2,000 Nutrition/Health based books to children and families throughout the 2016 program year.	Provide nutrition/physical activity books to families with children 0-5. Provide 2,000 books from the Health Through Literacy Makes Reading Fun curriculum.	Margine Bawden Brenda Thompson Instructional Specialist TBD	6/30/2016 Books will be provided at every workshop	Staff reports, attendance reports, book inventory lists

Administer nutrition education FTF grant program	Communicate goals and progress to the Primary Project Director through quarterly meetings	Margine Bawden	July and October 2015 January, April, and June 2016	FTF program reports, AAP 5 logs, extranet reports
	Communicate goals, strategies, difficulties, assessments and evaluations with the instructional specialists through bi-monthly meetings	Margine Bawden	July, September, November 2015 January, March, May, June 2016	Meeting agendas AAP 5's Participant Evaluations Extranet reports
	Provide staff with PD opportunities and related trainings necessary to properly implement the strategy and program	Joyce Alves Margine Bawden Instructional Specialist TBD	6/30/2015	FTF program reports, AAP 5 logs, extranet reports, staff evaluations
	Provide Navajo/Apache Regional Council program updates	Margine Bawden	Twice a year	Program narratives, Council Meeting agendas,
	Provide monthly program data reporting and quarterly narrative reports to FTF as requested.	Margine Bawden	Quarterly: 10/20/15, 1/20/16, 4/20/16, 6/20/2016	FTF program data submission reports and quarterly narrative reports
	Attend all Navajo/Apache grantee meetings	Margine Bawden	Bi-monthly	Narratives, data reports, meeting agendas
	Make appropriate required changes (Name of curriculum, disclosure statement) to existing flyer, brochure, and marketing materials as required and submit to FTF communications for approval	Margine Bawden	7/30/15	Marketing Plan and Materials
	Include location, topic, date, and time on all flyers to be distributed	Margine Bawden	Monthly, starting 7/1/15	Marketing plan and materials
	Distribute marketing materials to promote community awareness of nutrition workshops	Brenda Thompson Instructional Specialist TBD	On a monthly basis, beginning 7/1/15	Marketing Materials
	Continuation of marketing plan for nutrition education programs			

	Participate in community special events in partnership with communities and state organizations to promote awareness and opportunities for nutrition information and education for families with children 0-5.	Joyce Alves Margine Bawden Brenda Thompson Instructional Specialist TBD	6/30/2016	FTF program reports, FTF program updates, staff reports
	Attend community networking, coalition, and other appropriate meetings to promote the awareness and support of the nutrition education program.	Margine Bawden	6/30/2016	FTF program reports, FTF updates
Recruit potential program participants	Target families of children 0-5 who participate in WIC, Head Start, Healthy Steps, and Health Start and other similar organizations that target parents and children 0-5. Develop relationships with potential site venues through site visits and communication; distribute marketing materials to site venues, fellow grantees, community network teams, community programs and events.	Brenda Thompson Instructional Specialist TBD Margine Bawden	7/1/15-6/30/16	Staff reports, program narratives
Evaluation of services	At each workshop instructional specialists will administer the Eating Smart evaluation tool. Compile and evaluate all survey results	Brenda Thomson Instructional Specialist TBD Margine Bawden	Surveys will be administered following each workshop Surveys will be evaluated monthly, data results will be shared as requested by the council	Narrative Reports Narrative Reports

<p>Enhance and provide nutrition education to families by utilizing culturally and linguistically appropriate nutrition lessons/handouts</p>	<p>Share and present survey results to FTF board and fellow grantees</p> <p>Obtain translation assistance for classes and class materials when needed</p> <p>Utilize and provide materials in languages other than English when needed and requested</p>	<p>Margine Bawden</p> <p>Brenda Thompson Instructional Specialist TBD</p> <p>Brenda Thompson Instructional Specialist TBD</p>	<p>FTF council and grantee meetings as requested</p> <p>7/1/15-6/30/16</p> <p>7/1/15-6/30/16</p>	<p>Narrative reports, grantee meetings, council meetings</p> <p>Curriculum Materials and Handouts</p> <p>Curriculum Materials and Handouts</p>
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## Attachment C

### Line Item Budget

While you must use this format, you may reproduce it in Word or Excel. Limit your budget line items to the budget categories listed below.

Budget period: July 1, 2015 – June 30, 2016

Budget Category	Line Item Description	Requested Funds	Total Cost
<b>PERSONNEL SERVICES</b>		<b>Personnel Services Sub Total</b>	<b>\$39,620.45</b>
Salaries	.5 FTE Instructional Specialist .75 FTE Instructional Specialist .2 Coordinator July 1-September 30 .2 Coordinator October 1-June 30	13,067.00 17,340.00 2,109.31 7,104.14	39,620.45
<b>EMPLOYEE RELATED EXPENSES</b>		<b>Employee Related Expenses Sub Total</b>	<b>\$17,169.60</b>
Fringe Benefits or Other ERE	ERE Rate 47.8%	.5 FTE=6,246.03 .75 FTE =8,288.52	14,534.55
Fringe Benefits or Other ERE	ERE Rate 28.6%	.2 Coordinator=2635.05	2,635.05
<b>PROFESSIONAL AND OUTSIDE SERVICES</b>		<b>Professional &amp; Outside Services Sub Total</b>	<b>\$</b>
Contracted Services			
<b>TRAVEL</b>		<b>Travel Sub Total</b>	<b>\$10,000.00</b>
In-State Travel Out of State Travel	In state travel for Primary Project Director, Instructional Specialists, Includes travel for professional development	\$10,000	\$10,000
<b>AID TO ORGANIZATIONS OR INDIVIDUALS</b>		<b>Aid to Organizations or Individuals Sub Total</b>	<b>\$</b>
Subgrants or Subcontracts to organizations/agencies/entities			
<b>OTHER OPERATING EXPENSES</b>		<b>Other Operating Expenses Sub Total</b>	<b>\$25,937.13</b>
• Telephones/Communications	Cell phone and/or internet services for 2 staff @ \$50 a month	\$1,200.00	\$1,200.00
• General Office Supplies	Pens/pencils, crayons, binders, flash drives, office calendars, notebooks, etc.	\$700.00	\$700.00
• Printing/Copying	Printing of curriculum materials, flyers, brochures, and business cards	\$1,000.00	\$1,000.00
• Professional Development/Staff Training • Conference Workshops/ Training Fees for Staff	Registration fees for PD for Program Coordinator and Instructional Specialists	\$600.00	\$600.00
• Program Materials	Ink cartridges, colored paper, toner, copy paper, mailing supplies, curriculum resources and materials	\$3,000.00	\$3,000.00
• Program Supplies	Food demonstration supplies (ingredients, cooking tools, equipment), resource books and	\$3,686.13	\$3,687.13

	materials		
• Program Incentives Nutrition Reinforcement Items	Dyna-bands, Frisbees, jump ropes, water bottles, measuring cups/spoons, cups, plush toys, nutrition literacy books, and other appropriate nutrition incentive items	\$4,500.00	\$4,500.00
• Program Incentives books	Books from Health Through Literacy Makes Reading Fun	\$11,250	\$11,250
<b>CAPITAL EQUIPMENT</b>		<b>Capital Equipment Sub Total</b>	
Equipment \$5,000 or greater in value		0.00	0.00
<b>NON-CAPITAL EQUIPMENT</b>		<b>Non-Capital Sub Total</b>	
Equipment \$4,999 or less in value		0.00	0.00
<b>Subtotal Direct Program Costs:</b>		<b>\$92,727.18</b>	<b>\$92,727.18</b>
<b>ADMINISTRATIVE/INDIRECT COSTS</b>		<b>Total Admin/Indirect</b>	
Indirect/Admin Costs	10%	9,272.72	9,272.72
<b>Total</b>		<b>\$101,999.90</b>	<b>\$101,999.90</b>

Authorized signature   
 Dr. Kimberly Andrews Espy, Ph.D  
 Senior Vice President for Research

Date 03/26/2015

## **Attachment 3**

# Navajo/Apache Grantee Renewal

Community Based Professional Development Early Care and Education Professionals Strategy												
Contract Number	Grantee	Contract Period	Number of Contract Months	FY 2015 Award	FY 2015 Expenditures YTD	FY 2015 Expenditures as % of Award	Within 30-60% Range (Yes/No)	Out of Range Percentage	FY 2016 Proposed Renewal Amount	Staff Recommendation to Council	Council Recommendation	Recommendation to Board
FTF-RC015-14-0474-01-Y2	Summit Healthcare Association	07/01/2014-06/30/2015	12	\$250,000.00	\$171,638.15	68.7%	No	8.7%	\$225,000.00	Yes		
<p><b>Professional Development</b></p> <p>Training, mentoring and coaching services utilizing evidence based approaches will support sustainability and quality care increasing access to quality child care for the region's families with young children ages birth through five years.</p> <p>This grantee has exceeded their deliverables for SFY2015, reaching all staff in the 4 participating Quality First wait-listed programs with weekly on-site instruction, coaching, mentoring and reflective practice conversations. All participating program directors and owners have received site-specific technical assistance to support them in achieving a sustainable business plan. Additionally, the Business Advisory Council has been formed and is in the process of creating their formal structure. A website has been developed, and is hosted and maintained by the grantee, that is intended to be a resource for the child care and business community in the region. The proposal of SFY2016 will continue the instruction and cohort-based learning at all participating programs, and will maintain the communities of practice that have been developed.</p>										Renewal Considerations		

## Navajo/Apache Grantee Renewal

Service Unit	2015 Contracted Units	2015 Q1 Actuals**	2015 Q2 Actuals*	2015 Q3 Actuals**	2015 Q4 Actuals**	Year-to-Date Actuals*	Percent of Contracted	Within 30-60% Range	Out of Range Percentage	FY 2016 Proposed Contracted Units
Number of participating professionals	29	20	63	83	83	286.2%	No	226.2%	23	

Attachment B

Program Implementation Plan  
2016

Activities	Task	Person Responsible	Date Task Will Be Completed/Timeline	Support Documentation
Training in PITC modules	1 session/month in 1 center to complete 4 lessons in each of 3 modules (12 lessons remain) Continue to use evaluation forms	Becky Benda-Dodd	Q3, 2016	Sign-in sheets Journals
Quality First Wait List Center visits	Staff observation and reflection Professional development plans Special attention to Module IV (Culture and Families) review and continue to define their own center culture and embrace culture of clients Special attention to Module III (Learning and Development) review and incorporate language rich activities for children and encouragement for caregivers to advance interests in the same Create a tool to assist me in evaluating the progress, process and success of these visits	Becky Benda-Dodd	July through June in 3 centers August through May in 1 center  3 days/month/center in all 4 centers	Staff lists Journals Evaluation tool
The Cohort Pilot Project	Financial position of the 4 centers at 6 month and 1 year intervals post baseline condition	Deb Ruegg	Q1, 2016	Evaluation data at the 3 time periods
	Training results – Self-assessment by 4 center owner/directors  Cohort meetings to further this community of learners in studying agreed upon topics, having discussions and reflections, and guest speakers	Becky Benda-Dodd	Q2, 2016 Q4, 2016  Quarterly meetings	Evaluation tool  Sign-in sheets

<p>Business Advisory Council Greater Than AZ Project</p>	<p>Continue work to advance the child care industry in our area through this community partners group</p>	<p>Deb Ruegg DeAnn Davies Becky Benda-Dodd Heidi Robison</p>	<p>Quarterly meetings</p>	<p>Sign-in sheets Narrative reports</p>
	<p>Help create a power point and/or report that represents the process and immediate results of the &gt;AZ project</p>	<p>Deb Ruegg DeAnn Davies Becky Benda-Dodd</p>	<p>August 2016</p>	<p>Narrative reports</p>

# Attachment C

## Line Item Budget

While you must use this format, you may reproduce it in Word or Excel. Limit your budget line items to the budget categories listed below.

Budget period: July 1, 2015 – June 30, 2016

Budget Category	Line Item Description	Requested Funds	Total Cost
<b>PERSONNEL SERVICES</b>		Personnel Services Sub Total	
		\$110,768	\$110,768
Salaries	Coordinator 1.0 FTE Director .25 FTE Administrative Assistant .50 FTE	65,176 25,543 20,049	
<b>EMPLOYEE RELATED EXPENSES</b>		Employee Related Expenses Sub Total	
		\$33,230	\$33,230
Fringe Benefits or Other ERE	30%		
<b>PROFESSIONAL AND OUTSIDE SERVICES</b>		Professional & Outside Services Sub Total	
		\$6,000	\$6,000
Contracted Services	First Children's Finance		
<b>TRAVEL</b>		Travel Sub Total	
		\$9642	\$10,242
In-State Travel	Mileage reimbursement, Additional In state travel costs, Enterprise	4495	5095
Out of State Travel	Cost of lodging, food and transportation	5147	
<b>AID TO ORGANIZATIONS OR INDIVIDUALS</b>		Aid to Organizations or Individuals Sub Total	
			\$
Subgrants or Subcontracts to organizations/agencies/entities			
<b>OTHER OPERATING EXPENSES</b>		Other Operating Expenses Sub Total	
		\$44,905	\$44,905
<ul style="list-style-type: none"> <li>• Telephones/Communications</li> <li>• Telecom Services</li> <li>• General Office Supplies</li> <li>• Food</li> <li>• Rent/Occupancy</li> <li>• Evaluation (non-contracted &amp; non-personnel expenses)</li> <li>• Utilities</li> <li>• Furniture</li> <li>• Postage</li> <li>• Software (including IT supplies)</li> <li>• Dues/Subscriptions</li> <li>• Advertising</li> <li>• Printing/Copying</li> <li>• Equipment Maintenance</li> <li>• Professional Development/Staff Training</li> <li>• Conference Workshops/ Training Fees for Staff</li> <li>• Insurance</li> <li>• Program Materials</li> <li>• Program Supplies</li> <li>• Scholarships</li> <li>• Program Incentives</li> </ul>		2520  3200 7560  450          27200  956  1269 1750	
<b>CAPITAL EQUIPMENT</b>		Capital Equipment Sub Total	
			\$
Equipment \$5,000 or greater in value			
<b>NON-CAPITAL EQUIPMENT</b>		Non-Capital Sub Total	
			\$
Equipment \$4,999 or less in value			
<b>Subtotal Direct Program Costs:</b>		\$204,545	\$205,145
<b>ADMINISTRATIVE/INDIRECT COSTS</b>		Total Admin/Indirect	
		20455	\$
Indirect/Admin Costs			\$20,515
<b>Total</b>		<b>\$225,000</b>	<b>\$225,660</b>

Authorized signature T. E. Santos

Date 3/25/15

## **Attachment 4**



**Attachment D – Implementation Plan**

The Implementation Plan should illustrate the critical activities in developing, initiating, and implementing the program. The following table should be expanded as necessary to include the activities that demonstrate effective program planning and implementation.

**1. Program Implementation Plan**  
**2. July 1, 2015 – June 30, 2016**

3.

Activities	Task	Person Responsible	Date Task Will Be Completed/Timeline	Support Documentation
Contract received, approved and signed	Ensure FTF contract is received	John Zimmerman	July 1, 2015	Fully executed contract
Review Navajo/Apache Oral Health Fluoride Documents, Plan Activities & Program Services for new fiscal year	Receive BOS Approval & signature	John Zimmerman	July 1, 2015	Fully executed contract
	Oral health staff will review current program documents to determine any changes for new fiscal year.	House	July 15, 2015	Final Program Documents
Order Program Supplies & Materials	Plan Activities & Program Services	House	July 15, 2015	Finalized plans for new fiscal year
	Order supplies based on contracted numbers for new fiscal year	Program Manager	July 1, 2015	Order/Receiving documents
Recruit facilities in southern Navajo & Apache Counties for oral health assessment & fluoride varnish program	Maintain adequate supplies	Program Manager	July, 2015 – June, 2016	Inventory
	Phone calls & email contacts to program collaborators, preschools, child care centers, Head Start centers	House	July, 2015 – June, 2016	Calendar, Quarterly Narrative Reports
Schedule & provide oral health assessment & fluoride varnish services	Coordinate schedule with all staff	House	July, 2015 – June, 2016	Calendar, Quarterly Narrative Reports
	Schedule facilities for fluoride varnish during fiscal year	House	July, 2015 – June, 2016	Calendar, Quarterly Narrative Reports
	Schedule oral health providers	House	July, 2015 – June, 2016	Calendar, Quarterly Narrative Reports
	Distribute consent forms to facility	House	July, 2015 – June, 2016	Calendar, Quarterly Narrative Reports
	Conduct program services at scheduled facilities	House	July, 2015 – June, 2016	Calendar, Quarterly Narrative Reports
Complete forms	Complete forms	House	July, 2015 – June, 2016	Calendar, Quarterly Narrative Reports

	Summary of Findings, educational materials, referral list and an age appropriate tooth brush to parents or facility staff (for distribution to parents)	House	July, 2015 – June, 2016	Calendar, Quarterly Narrative Reports
Outreach to dental, medical and early child care communities regarding Teledentistry	Contact and meet with dental, medical and early child care providers throughout the region to explain Teledentistry and program goals.	Regina Rich	July, 2015 – June, 2016	Calendar, Quarterly Narrative Reports
Recruit at least 1 additional Dentist for participation in Teledentistry	Meet with and recruit at least 1 additional Dentist	Regina Rich	July, 2015 – June, 2016	Quarterly Narrative Reports
Conduct Teledentistry/Varnish Event	Complete contract with Dentist for Teledentistry training and participation	Regina Rich	July, 2015 – June, 2016	Approved, Signed Contract, Quarterly Narrative Reports
	Schedule facilities for Teledentistry/ fluoride varnish during fiscal year	House	July, 2015 – June, 2016	Calendar, Quarterly Narrative Reports
	Schedule oral health providers	House	July, 2015 – June, 2016	Calendar, Quarterly Narrative Reports
	Distribute consent forms to facility	House	July, 2015 – June, 2016	Calendar, Quarterly Narrative Reports
	Conduct Teledentistry event as scheduled for those children 0-5 years with completed consent form.	Regina Rich	July, 2015 – June, 2016	Calendar, Quarterly Narrative Reports
	Provide fluoride varnish for those children 0-5 years with completed consent form.	House, Regina Rich	July, 2015 – June, 2016	Calendar, Quarterly Narrative Reports
	Complete forms	House	July, 2015 – June, 2016	Calendar, Quarterly Narrative Reports
	Summary of Findings, educational materials, referral list and an age appropriate tooth brush to parents or facility staff (for distribution to parents)	House	July, 2015 – June, 2016	Calendar, Quarterly Narrative Reports
	Dental images and x-rays collected through Teledentistry is securely distributed to appropriate Dentist	House, Regina Rich	July, 2015 – June, 2016	Calendar, Quarterly Narrative Reports
	Contact parents approx. 1 month after program services	House	July, 2015 – June, 2016	Program forms, Quarterly Narrative Reports
Follow-up of children found Urgent	Report results of parent contact	House	July, 2015 – June, 2016	Program forms, Quarterly Narrative Reports
	Report results of parent follow-up	House	July, 2015 – June, 2016	Program forms, Quarterly Narrative Reports

Recruit facilities in southern Navajo & Apache Counties for oral health training for staff/parent	Phone calls & email contacts to program collaborators, preschools, child care centers, Head Start centers	House	July, 2015 – June, 2016	Calendar, Quarterly Narrative Reports
Schedule & Provide Staff/Parent Training	Schedule facilities for staff training during fiscal year	House	July, 2015 – June, 2016	Calendar, Quarterly Narrative Reports
	Conduct training, including Pre & Post test	House	July, 2015 – June, 2016	Calendar, Quarterly Narrative Reports
	Record Results	House	July, 2015 – June, 2016	Calendar, Quarterly Narrative Reports
Attend Community Meetings, Events or Training as appropriate	Attend Community Meetings or Events, such as Health Fairs that target the 0-5 year old population, families or staff who work with the target population. Use these opportunities to promote the Teledentistry Program.	House	July, 2015 – June, 2016	Calendar, Quarterly Narrative Reports
	Provide the Community with Program information as well as oral health information, Teledentistry information & incentives	House	July, 2015 – June, 2016	Calendar, Quarterly Narrative Reports
Data Entry into FTF database	Enter oral health required data into FTF database	Program Manager	July, 2015 – June, 2016	Data Submission Reports
	Report oral health screening, varnish, adult education and Teledentistry results in Quarterly Narrative Reports	Program Manager	July, 2015 – June, 2016	Quarterly Narrative Reports
Financial Reporting	Enter oral health financial data into the FTF database monthly	Program Manager	July, 2015 – June, 2016	Monthly Financial Report
Ensure Navajo/Apache Oral Health Program is completing required tasks and completing services	Conduct staff meetings, review contract, program requirements, program documents, program reports and services provided	Program Manager	July, 2015 – June, 2016	Program forms, Quarterly Narrative Reports, Data Submission Reports, Monthly Financial Report

**Attachment E - Line-Item Budget and Budget Narrative**

The budget narrative should provide a clear and concise explanation of the methods used to determine the amounts for each line item in the following line-item budget.

**Budget period: July 1, 2015 – June 30, 2016**

Budget Category	Line Item Description	Requested Funds	Total Cost
<b>PERSONNEL SERVICES</b>		<b>Personnel Services Sub Total</b>	<b>\$50,780.00</b>
Salaries	Robin House, Health Educator 1 FTE Program Manager 0.5 FTE	\$27,727.00 \$23,053.00	\$27,727.00 \$23,053.00
<b>EMPLOYEE RELATED EXPENSES</b>		<b>Employee Related Expenses Sub Total</b>	<b>\$26,327.00</b>
Fringe Benefits or Other ERE	Robin House, Health Educator 1 FTE Program Manager 0.5 FTE	\$16,335.00 \$9,992.00	\$16,335.00 \$9,992.00
<b>PROFESSIONAL AND OUTSIDE SERVICES</b>		<b>Professional &amp; Outside Services Sub Total</b>	<b>\$43,425.00</b>
Contracted Services	Registered Dental Hygienist @ \$45.00/hr X 925 hr  3 Dentists @ 12 hours each @ \$50.00/hr	\$41,625.00  \$1,800.00	\$41,625.00  \$1,800.00
<b>TRAVEL</b>		<b>Travel Sub Total</b>	<b>\$3,723.00</b>
In-State Travel Out of State Travel	Training/Conference Travel 3 staff x 2 days x 2 trips 400 miles x .445 x 3 staff x 2 trips Per Diem \$54.00 x 2 days x 3 staff x 2 trips Hotel \$109.00 + 12.5% tax = \$122.62 x 2nights x 3 staff x 2 trips Teledentistry Travel Snowflake = 2 visits = \$42.72 Pinetop = 1 visits = \$8.01 Taylor = 2 visits = \$35.60 Holbrook = 2 visits = \$97.90 Heber = 2 visit = \$74.76 Springerville = 2 visits = \$89.00 St. Johns = 1 visits = \$44.50 Joseph City = 1 visits = \$53.40 Sanders = 1 visits = \$89.89	\$1,068.00 \$648.00 \$1,471.44  \$536.00	\$1,068.00 \$648.00 \$1,471.00  \$536.00
<b>AID TO ORGANIZATIONS OR INDIVIDUALS</b>		<b>Aid to Organizations or Individuals Sub Total</b>	<b>\$</b>
Subgrants or Subcontracts to organizations/agencies/entities			
<b>OTHER OPERATING EXPENSES</b>		<b>Other Operating Expenses Sub Total</b>	<b>\$11,044.00</b>

<ul style="list-style-type: none"> <li>• Telephones/Communications Services</li> <li>• Internet Access</li> <li>• General Office Supplies</li> <li>• Food</li> <li>• Rent/Occupancy</li> <li>• Evaluation (non-contracted &amp; non-personnel expenses)</li> <li>• Utilities</li> <li>• Furniture</li> <li>• Postage</li> <li>• Software (including IT supplies)</li> <li>• Dues/Subscriptions</li> <li>• Advertising</li> <li>• Printing/Copying</li> <li>• Equipment Maintenance</li> <li>• Professional Development/Staff Training</li> <li>• Conference Workshops/ Training Fees for Staff</li> <li>• Insurance</li> <li>• Program Materials</li> <li>• Program Supplies</li> <li>• Scholarships</li> <li>• Program Incentives</li> </ul>	<p>File folders, colored paper, pens, etc</p> <p>Annual Dental Conference \$115.00 x 3 Annual FTF Summit \$250.00 x 3</p> <p>Fluoride Varnish, Gloves, oral mirrors, gauze, tray liners, toothbrushes, etc</p> <p>Toothbrushes, coloring books, etc</p>	<p>\$585.00</p> <p>\$345.00 \$750.00</p> <p>\$5,394.00</p> <p>\$3,970.00</p>	<p>\$585.00</p> <p>\$345.00 \$750.00</p> <p>\$5,394.00</p> <p>\$3,970.00</p>
<b>NON-CAPITAL EQUIPMENT</b>		<b>Non-Capital Sub Total</b>	
Equipment \$4,999 or less in value			\$
<b>Subtotal Direct Program Costs:</b>			\$
<b>ADMINISTRATIVE/INDIRECT COSTS</b>		<b>Total Admin/Indirect</b>	
Indirect/Admin Costs		\$701	\$701
<b>Total</b>		<b>\$136,000.00</b>	<b>\$136,000.00</b>

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Attachment 5**

# FIRST THINGS FIRST

AGENDA ITEM: Statewide Contract Renewals for State Fiscal Year 2016  
Agenda Item 8

BACKGROUND: Regional Partnership Councils, and the State Board, must evaluate all contracts eligible for renewal each year. There are a variety of statewide strategies that the Navajo/Apache Regional Partnership Council has allotted funding towards. Contracts under those strategies are being forwarded to the FTF State Board for approval at the June Board meeting, for contract start dates of July 1, 2015.

- a. Quality First Academy
- b. Quality First Child Care Health Consultation Warmline
- c. Quality First Coaching & Incentives
- d. Quality First Inclusion Warmline
- e. Quality First Mental Health Consultation Warmline
- f. Quality First Scholarships
- g. Quality First Warmline Triage
- h. Child Care Health Consultation

RECOMMENDATION: No action needed; brought as information only.

# Navajo/Apache Grantee Renewal - Unrestricted

Quality First Academy Strategy												
Contract Number	Grantee	Contract Period	Number of Contract Months	FY 2015 Award	FY 2015 Expenditures YTD	FY 2015 Expenditures as % of Award	Within 30-60% Range (Yes/No)	Out of Range Percentage	FY 2016 Proposed Renewal Amount	Staff Recommendation to Council	Council Recommendation	Recommendation to Board
Renewal Considerations												
FTF-STATE-14-0431-03-Y2	Southwest Human Development	07/01/2014-06/30/2015	12	\$3,760.00	\$2,027.59	53.9%	Yes	0.0%		Yes		Yes
<p><b>Quality and Access</b></p> <p>The Quality First Academy provide professional development to support QF coaches, consultants and their supervisors to ensure effective assistance to QF providers. The Academy will offer full access to the core knowledge, skills and competencies which are essential for effective coaching and consultation.</p> <p>Phase 2 of the implementation of this contract occurred in FY2015. During the June 2015 meeting, the Board will be presented with a recommendation to renew this statewide contract.</p>												
<b>Service Unit</b>			<b>2015 Contracted Units</b>	<b>2015 Q1 Actuals**</b>	<b>2015 Q2 Actuals**</b>	<b>2015 Q3 Actuals**</b>	<b>2015 Q4 Actuals**</b>	<b>Year-to-Date Actuals**</b>	<b>Percent of Contracted</b>	<b>Within 30-60% Range</b>	<b>Out of Range Percentage</b>	<b>FY 2016 Propose Contracted Units</b>

# Navajo/Apache Grantee Renewal - Unrestricted

Quality First Child Care Health Consultation Warmline Strategy													
Contract Number	Grantee	Contract Period	Number of Contract Months	FY 2015 Award	FY 2015 Expenditures YTD	FY 2015 Expenditures as % of Award	Within 30-60% Range (Yes/No)	Out of Range Percentage	FY 2016 Proposed Renewal Amount	Staff Recommendation to Council	Council Recommendation	Recommendation to Board	
Renewal Considerations													
GRA-STATE-14-0629-01-Y2	University of Arizona Cooperative Extension	07/01/2014-06/30/2015	12	\$133.00	\$76.22	57.3%	Yes	0.0%					
<p>The CCHC Warmline will help meet the critical need to build capacity across Arizona for quality child care health consultation by providing consultative support and technical assistance by phone in response to calls from QF providers.</p>													
				2015 Contracted Units	2015 Q1 Actuals**	2015 Q2 Actuals**	2015 Q3 Actuals**	2015 Q4 Actuals**	Year-to-Date Actuals**	Percent of Contracted	Within 30-60% Range	Out of Range Percentage	FY 2016 Proposed Contracted Units
				Number of calls received									

# Navajo/Apache Grantee Renewal - Unrestricted

Quality First Coaching & Incentives Strategy													
Contract Number	Grantee	Contract Period	Number of Contract Months	FY 2015 Award	FY 2015 Expenditures YTD	FY 2015 Expenditures as % of Award	Within 30-60% Range (Yes/No)	Out of Range Percentage	FY 2016 Proposed Renewal Amount	Staff Recommendation to Council	Council Recommendation	Recommendation to Board	
										Renewal Considerations			
FTF-STATE-14-0427-02-Y2	Valley of the Sun United Way	07/01/2014-06/30/2015	12	\$38,435.20	\$28,453.14	74.0%	No	14.0%		Yes		Yes	
<p>Early childhood experiences prepare children for a lifetime of learning. Quality First seeks to assist program providers with a system of support and services that will enrich the developmental experiences of children and provide families with a standard for the choices they make regarding the care and teaching of their children. Individualized coaching and incentive services for early childcare providers enrolled in Quality First is provided by a partnership between Valley of the Sun United Way and sub-grantees including Association for Supportive Child Care, Southwest Human Development, Easter Seals Blake Foundation, Child and Family Resources, and United Way of Tucson and Southern Arizona by leveraging resources to provide a comprehensive, coordinated approach to improving the quality of child care centers and in family child care homes across Arizona. The system will continue to integrate Quality First Coaching and Incentives services with other supportive Quality First initiatives including teacher scholarships and child care health consultation, and other initiatives supported by First Things First to support a child's successful entry into school as well as for success throughout life. The grantee partners participate in local, regional and statewide meetings and coordination and educations/training efforts as needed to ensure continuity of approach statewide and consistent, effective, efficient collaborative efforts.</p>										<p>The grantee is in alignment with the Scope of Work for Quality First Coaching and Incentives. The identified strengths of the program include: the positive relationships between the coaches and the program directors and teachers they were observed working with; observed shifts in the ownership of the quality improvement process from coaches to providers; and, the high level of collaboration in most regions. The Coaching and Incentives contract is recommended for renewal to the board for FY16.</p>			
Quality and Access										Percent of Contracted	Within 30-60% Range	Out of Range Percentage	FY 2016 Proposed Contracted Units
Service Unit	2015 Contracted Units	2015 Q1 Actuals**	2015 Q2 Actuals**	2015 Q3 Actuals**	2015 Q4 Actuals**	Year-to-Date Actuals**							
Number of Centers	3	3	3	3	3	0	3	100.0%	No	40.0%			
Number of Homes	1	1	1	1	1	0	1	100.0%	No	40.0%			
Number of Rating Only Centers	0	0	0	0	0	0	0						

# Navajo/Apache Grantee Renewal - Unrestricted

Quality First Inclusion Warmline Strategy												
Contract Number	Grantee	Contract Period	Number of Contract Months	FY 2015 Award	FY 2015 Expenditures YTD	FY 2015 Expenditures as % of Award	Within 30-60% Range (Yes/No)	Out of Range Percentage	FY 2016 Proposed Renewal Amount	Staff Recommendation to Council	Council Recommendation	Recommendation to Board
Renewal Considerations												
FTF-STATE-13-0426-01-Y3	Southwest Human Development	07/01/2014-06/30/2015	12	\$741.01	\$461.18	62.2%	No	2.2%				
<p>The Inclusion Warmline will help meet the critical need to build capacity across Arizona for quality inclusive early care and education, by providing consultative support and technical assistance by phone in response to calls from QF providers.</p>												
Service Unit			2015 Contracted Units	2015 Q1 Actuals**	2015 Q2 Actuals**	2015 Q3 Actuals**	2015 Q4 Actuals**	Year-to-Date Actuals**	Percent of Contracted	Within 30-60% Range	Out of Range Percentage	FY 2016 Proposed Contracted Units
Number of calls received												

# Navajo/Apache Grantee Renewal - Unrestricted

Quality First Mental Health Consultation Warmline Strategy												
Contract Number	Grantee	Contract Period	Number of Contract Months	FY 2015 Award	FY 2015 Expenditures YTD	FY 2015 Expenditures as % of Award	Within 30-60% Range (Yes/No)	Out of Range Percentage	FY 2016 Proposed Renewal Amount	Staff Recommendation to Council	Council Recommendation	Recommendation to Board
FTF-STATE-13-0344-02-Y3	Southwest Human Development	07/01/2014-06/30/2015	12	\$864.00	\$529.37	61.3%	No	1.3%				
<p>The Mental Health Consultation Warmline will help meet the critical need to build capacity across Arizona for quality early childhood mental health consultation by providing consultative support and technical assistance by phone in response to calls from QF providers.</p>												
Service Unit			2015 Contracted Units	2015 Q1 Actuals**	2015 Q2 Actuals**	2015 Q3 Actuals**	2015 Q4 Actuals**	Year-to-Date Actuals**	Percent of Contracted	Within 30-60% Range	Out of Range Percentage	FY 2016 Propose Contract Units
Number of calls received												

# Navajo/Apache Grantee Renewal - Unrestricted

Quality First Scholarships Strategy													
Contract Number	Grantee	Contract Period	Number of Contract Months	FY 2015 Award	FY 2015 Expenditures YTD	FY 2015 Expenditures as % of Award	Within 30-60% Range (Yes/No)	Out of Range Percentage	FY 2016 Proposed Renewal Amount	Staff Recommendation to Council	Council Recommendation	Recommendation to Board	
Renewal Considerations													
FTF-STATE-15-0484-01	Valley of the Sun United Way	07/01/2014-06/30/2015	12	\$266,527.27	\$199,252.40	74.8%	No	14.8%		Yes		Yes	
<p>Quality First Scholarships</p> <p>Quality First Scholarships renewal is recommended and will include the following changes:</p> <ol style="list-style-type: none"> <li>Twenty-five percent of participants that receive a fiscal monitoring visit (not changed from previous year). Twenty five percent or 10 children's files will be reviewed, whichever is smaller. However, if any of the initial files are not complete or inaccurate, 100% of the children's files will be reviewed (this is changed from 100% of children's files at all fiscal monitoring visits).</li> <li>Late reporting will only be allowed for 30 days past the date reporting is required. This is a change from allowing participants to report 60 days late. Because it is important for tracking spending accurately, the timeline for participants to report the number of children receiving a QF Scholarship is being tightened.</li> <li>The Federal Poverty Level table will be revised to indicate the most recent income levels determined by the United States Department of Health and Human Services as of January, 2015.</li> </ol>													
Service Unit				2015 Contracted Units	2015 Q1 Actuals**	2015 Q2 Actuals**	2015 Q3 Actuals**	2015 Q4 Actuals**	Year-to-Date Actuals**	Percent of Contracted	Within 30-60% Range	Out of Range Percentage	FY 2016 Proposed Contracted Units
Number of scholarship slots for children 0-5 years				36	35	34			34	94.4%	No	34.4%	

Quality and Access

# Navajo/Apache Grantee Renewal - Unrestricted

Quality First Warmline Triage Strategy												
Contract Number	Grantee	Contract Period	Number of Contract Months	FY 2015 Award	FY 2015 Expenditures YTD	FY 2015 Expenditures as % of Award	Within 30-60% Range (Yes/No)	Out of Range Percentage	FY 2016 Proposed Renewal Amount	Staff Recommendation to Council	Council Recommendation	Recommendation to Board
Renewal Considerations												
FTF-STATE-13-0351-02-Y3	Southwest Human Development	07/01/2014-06/30/2015	12	\$304.00	\$195.51	64.3%	No	4.3%				
<p><b>Quality and Access</b></p> <p>The Specialized Technical Assistance Warmline is integrated into the existing infrastructure and services of the Birth to Five Helpline, Arizona's only toll-free helpline for parents/caregivers and professionals who have questions or concerns regarding children birth to age five. The Quality First Warmline helps meet the critical need to build capacity across Arizona for quality early childhood mental health, health care and inclusion consultation by providing support and technical assistance by phone in response to calls from QF providers.</p>												
<b>Service Unit</b>			2015 Contracted Units	2015 Q1 Actuals**	2015 Q2 Actuals**	2015 Q3 Actuals**	2015 Q4 Actuals**	Year-to-Date Actuals**	Percent of Contracted	Within 30-60% Range	Out of Range Percentage	FY 2016 Proposed Contract Units
Number of calls received												

# Navajo/Apache Grantee Renewal - Unrestricted

Child Care Health Consultation Strategy													
Contract Number	Grantee	Contract Period	Number of Contract Months	FY 2015 Award	FY 2015 Expenditures YTD	FY 2015 Expenditures as % of Award	Within 30-60% Range (Yes/No)	Out of Range Percentage	FY 2016 Proposed Renewal Amount	Staff Recommendation to Council	Council Recommendation	Recommendation to Board	
										Renewal Considerations			
GRA-STATE-13-0505-01-Y3	Navajo County Public Health Services District	07/01/2014-06/30/2015	12	\$10,606.07	\$5,794.43	54.6%	Yes	0.0%					
<p>CCHC provides a trained outreach health consultant throughout the Navajo and Apache, Navajo Nation, San Carlos, and White Mountain Apache regions in regulated childcare settings. CCHC identifies and assists with provider centered concerns and issues. CCHC's work together with early care and education providers to promote healthy and safe environments for young children and to improve the quality of care provided. CCHC's provide expert information, resources and referrals to child care providers.</p>													
				2015 Contracted Units	2015 Q1 Actuals**	2015 Q2 Actuals**	2015 Q3 Actuals**	2015 Q4 Actuals**	Year-to-Date Actuals**	Percent of Contracted	Within 30-60% Range	Out of Range Percentage	FY 2016 Proposed Contracted Units
Number of center based providers served				3	3	3	3	3	3	100.0%	No	40.0%	
Number of home based providers served				1	1	1	1	1	1	100.0%	No	40.0%	
Number of Non-QF Centers				0									
Number of Non-QF Homes				0									
GRA-STATE-13-0525-01-Y3	Pima County Health Department	07/01/2014-06/30/2015	12	\$384.00	\$207.31	54.0%	Yes	0.0%					
<p>This program will provide 50 % of the statewide training for CCHC's and all of the technical support to the Carefacts charting system for CCHC program in Arizona. CCHC provides a trained outreach health consultant throughout the state in regulated childcare settings. CCHC identifies and assists with provider centered concerns and issues. CCHC's work together with early care</p>													

## Navajo/Apache Grantee Renewal - Unrestricted

and education providers to promote healthy and safe environments for young children and to improve the quality of care provided. CCHC's provide expert information, resources and referrals to child care providers.

Service Unit	2015 Contracted Units	2015 Q1 Actuals**	2015 Q2 Actuals**	2015 Q3 Actuals**	2015 Q4 Actuals**	Year-to-Date Actuals**	Percent of Contracted	Within 30-60% Range	Out of Range Percentage	FY 2016 Proposed Contracted Units
Number of center based providers served	0									
Number of home based providers served	0									
Number of Non-QF Centers	0									
Number of Non-QF Homes	0									
GRA-STATE-14-0631-01-Y2 Maricopa County Department of Public Health	\$211.00	\$103.68	49.1%	Yes	0.0%		Yes		Yes	
<p>This program provides 50 % of the statewide training to the CCHC program in Arizona. CCHC provides a trained outreach health consultant throughout the state in regulated childcare settings. CCHC identifies and assists with provider centered concerns and issues. CCHC's work together with early care and education providers to promote healthy and safe environments for young children and to improve the quality of care provided. CCHC's provide expert information, resources and referrals to child care providers.</p> <p>During the June 2015 meeting, the Board will be presented with a recommendation to renew this statewide contract. Analysis of the quantitative data collected, a consideration of the qualitative data provided through narrative reports, and individualized grantee follow up by FTF program and finance staff was presented and considered for statewide initiatives. The program team utilized this data and information as the basis for this recommendation to the Board.</p>										
Service Unit	2015 Contracted Units	2015 Q1 Actuals**	2015 Q2 Actuals**	2015 Q3 Actuals**	2015 Q4 Actuals**	Year-to-Date Actuals**	Percent of Contracted	Within 30-60% Range	Out of Range Percentage	FY 2016 Proposed Contracted Units
Number of center based providers served										
Number of home based providers served										
Number of Non-QF Centers										

# COMMUNITY OUTREACH REPORT

March/April



FIRST THINGS FIRST

*Ready for School. Set for Life.*

Navajo/Apache Regional Partnership Council



## ***Core message of the month:***



**More than 40% of Arizona's 4<sup>th</sup> graders are not reading at grade level.**

**The best way to reverse this trend is to help children develop language and expose them to books before they enter kindergarten.**

## **Engagement in our region**

- We have been experiencing a tremendous level of Supporter and Champion engagement in our region! These dedicated and passionate individuals are diligently working to raise awareness about the importance of early childhood by:
- leading literacy activities
- distributing Educational Reinforcement Items at conferences to a variety of audiences
- sharing FTF messaging and information on FTF statewide initiatives in presentations
- organizing as an informal network to promote and raise awareness about the importance of early childhood

### **Childcare Town Hall**

Kim Avery, a Champion in our region, spearheaded an effort to get the conversation going in Apache County around sustainable, affordable, consistent and accessible quality childcare. In collaboration with HeadStart, White Mountain Regional Medical Center, Summit Healthcare and First Things First Staff a date has been set for May 14<sup>th</sup> at 6pm in the Town of Eagar Council Chambers. If you haven't already, RSVP to Kim at 928-333-1054 by May 11.

### **Early Childhood Every Day**

The FTF White Mountain Apache Tribe Regional Partnership Council were eager to use the information and tools of consistent, effective messaging offered in the ECED training. On April 6, this training was offered and enthusiastically received. Trainees felt motivated to bring this training to their professional circles.

# COMMUNITY OUTREACH REPORT

March/April



FIRST THINGS FIRST

*Ready for School. Set for Life.*

Navajo/Apache Regional Partnership Council

## Earned Media

In March and April First Things First has been featured in The White Mountain Independent and Mogollon Rim News!

### By First Things First - Special to The Independent

SHOW LOW — A recent national study shows there's good news and challenges when it comes to families reading daily with infants, toddlers and preschoolers. The good news is parents recognize that reading with young children is important in developing language and literacy skills. The challenge is families aren't starting early enough. Scholastic recently released the Kids and Family Reading Report, its annual survey of children's reading. The report shows that while 73 percent of parents say they started reading aloud to their child before age 1, more than 50 percent say they did not start until their baby was 6 months old. First Things First reminds Arizona families that 90 percent of a child's critical brain development happens by age 5 and daily interactions with caregivers have a huge impact on building vocabulary and language. When infants hear and use language, their brains develop the connections needed to learn how to read. "General knowledge, attention and vocabulary at ages 3 and 4 correlate to reading comprehension skills in third and fourth grade," said Ginger Sandweg, First Things First senior director of early learning. "Reading, talking, singing and playing with young children are ways that families can use everyday moments to encourage literacy and language development." Statewide, First Things First's YouTube page hosts videos that demonstrate how to read with infants, toddlers and preschoolers. The organization also partners with Read On Arizona, which engages communities in supporting early literacy for kids birth to 8 years old and has an early literacy guide and book suggestions for every developmental stage on their website, [readonarizona.org](http://readonarizona.org).

Locally, Trish Svejksky and Jill Tinkel with State Farm visited Tracy Ison's Childcare home and the Show Low and Pinetop Headstart centers on Dr. Seuss' birthday to read "The Cat in the Hat" to preschoolers and encourage parents to read every day with their children with a pledge to read from Read Across America.

"Reading with kids every day is so important," said Tinkel, who is a strong supporter of early literacy for young children and volunteers on our First Things First Community Outreach planning committee. "Building critical skills, like motivation, self-discipline, focus and self-esteem happen with this good habit. These are traits of successful people!"

Here are a few things families can do to help their babies and toddlers develop those important language and literacy skills:

- Read to your child every day starting at birth. Even very young babies respond to the warmth of a lap and the soothing sound of a book being read aloud.
- Keep a lot of reading material in your home and let your child see you reading.
- Make frequent visits to the public library.
- Talk frequently to your baby, toddler or preschooler; ask them lots of questions and listen patiently to their answers.
- Sing songs and make up rhymes.
- Choose books appropriate to your child's age and interests; for example, board or cloth books that a baby can hold.
- Point out letters in your child's environment.
- Read signs and labels out loud; talk about how things are similar and different.



## **Navajo/Apache Regional Director's Report May 13, 2015**

### **Schedule of Events**

- Kate Dobler-Allen, Regional Director, has conducted/attended/facilitated the following in **April and May, 2015:**

Certified Public Manager Course 5	April 10-May 23
System Building Workgroup	April 10, 2015
Navajo/Apache Regional Grantee Meeting – Holbrook	April 15, 2015
Navajo-Apache SAFE Kids – Round Valley	April 21, 2015
FTF Chair and Vice-Chair Leadership Meeting – Phoenix	April 24, 2015
NPC Early Childhood Advisory Council Meeting – Holbrook	April 28, 2015
Early Learning Implementation Team Meeting – telephonic	April 30, 2015
Communications Implementation Team – telephonic meeting	May 7, 2015
Navajo County Network Team Meeting	May 7, 2015
Division of Child Safety Community Meeting – Flagstaff	May 7, 2015
Sequoia Health and Wellness Fair	May 8, 2015
Regional Needs and Assets SFY17 Meeting	May 11, 2015
Navajo County Court Team Meeting	May 13, 2015
Navajo/Apache Regional Partnership Council Meeting – Show Low	May 13, 2015

- The following are scheduled for **May and June, 2015:**

Apache County Child Care Town Hall	May 14, 2015
Navajo-Apache-Gila Oral Health Coalition Meeting	May 15, 2015
FTF State Board Meeting	May 19, 2015
DCS All Providers' Meeting	May 21, 2015
System Building Workgroup	May 22, 2015
Memorial Day –Office Closed	May 25, 2015
<b>CPM Graduation – ASU Mercado, Phoenix</b>	<b>June 2, 2015</b>
Regional In-service and Implementation Team Meetings – Phoenix	June 4-5, 2015
State Board Meeting	June 8-9, 2015
Spokesperson PD Training – Phoenix	June 15-16, 2015
Navajo/Apache Grantee Meeting – Pinetop	June 17, 2015
High Quality ECE Partner Meeting – Pinetop	June 17, 2015
Care Coordination Meeting – Summit Healthcare	June 18, 2015

### **Unfunded Coordination Work:**

- **High Quality ECE Partners** – Convener and facilitator
- **Navajo-Apache-Gila Oral Health Coalition** - Partner – **Delta Dental Foundation funded for 2015-16**
- **Navajo County Best for Babies Court Team** - Partner

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**FY 2015**  
**Navajo/Apache Funding Plan Summary**

[Document Library Link](#)

	Population	Discretionary	Other	Carry Forward	Total
<b>Total Allocation:</b>	\$862,404	\$495,178	\$149,570	\$1,159,958	\$2,667,109

Strategy	Original Allotment	Current Allotment Distribution				Total	Awarded	Unawarded	Expended	Unexpended
Quality First	-	-	-	-	-	-	-	-	-	-
Quality First Academy	\$3,760	\$3,760	-	-	-	\$3,760	\$3,760	-	\$2,028	\$1,732
Quality First Child Care Health Consultation	\$188	\$188	-	-	-	\$188	\$133	\$55	\$76	\$57
Quality First Coaching & Incentives	\$40,779	\$40,779	-	-	-	\$40,779	\$38,435	\$2,344	\$28,453	\$9,982
Quality First Inclusion Warmline	\$840	\$840	-	-	-	\$840	\$741	\$99	\$461	\$280
Quality First Mental Health Consultation Warmline	\$864	\$864	-	-	-	\$864	\$864	-	\$589	\$275
Quality First Scholarships	\$268,940	\$268,940	-	-	-	\$268,940	\$268,940	(\$0)	\$201,665	\$67,275
Quality First Warmline Triage	\$304	\$304	-	-	-	\$304	\$304	-	\$220	\$84
Community Based Professional Development Early	\$250,000	\$250,000	-	-	-	\$250,000	\$250,000	-	\$171,638	\$78,362
FTF Professional REWARD\$	\$40,000	-	-	-	\$40,000	\$40,000	\$39,150	\$850	\$29,746	\$9,404
Learning Labs	-	-	-	-	-	-	-	-	-	-
Recruitment into Field	\$90,000	-	-	-	\$90,000	\$90,000	\$90,000	-	\$51,730	\$38,270
Scholarships non-TEACH	\$15,000	-	-	-	\$15,000	\$15,000	\$15,000	-	\$11,330	\$3,670
Scholarships TEACH	-	-	-	-	-	-	-	-	-	-
Care Coordination/Medical Home	\$600,000	-	-	-	\$600,000	\$600,000	\$600,000	-	\$420,521	\$179,479
Child Care Health Consultation	\$11,880	\$11,880	-	-	-	\$11,880	\$11,817	\$63	\$6,722	\$5,096
Nutrition/Obesity/Physical Activity	-	-	-	-	-	-	-	-	(\$146)	\$146
Oral Health	\$136,000	-	-	-	\$136,000	\$136,000	\$136,000	-	\$77,221	\$58,779
Newborn Follow-up	\$100,000	-	-	-	\$100,000	\$100,000	-	\$100,000	-	-
Parent Outreach and Awareness	\$185,000	-	-	-	\$185,000	\$185,000	\$160,000	\$25,000	\$89,227	\$70,773
Needs and Assets	-	-	-	-	-	-	-	-	-	-
Statewide Evaluation	\$103,014	-	-	\$103,014	-	\$103,014	\$103,014	-	\$103,014	-
Community Awareness	\$30,000	-	-	-	\$30,000	\$30,000	\$30,000	-	\$8,574	\$21,426
Community Outreach	\$93,000	-	-	-	\$93,000	\$93,000	\$93,000	-	\$63,636	\$29,364
Media	\$10,000	-	-	-	\$10,000	\$10,000	\$10,000	-	\$4,010	\$5,990
<b>Total Allotment:</b>	<b>\$1,979,568</b>	<b>\$577,555</b>	<b>-</b>	<b>\$103,014</b>	<b>\$1,299,000</b>	<b>\$1,979,568</b>	<b>\$1,851,158</b>	<b>\$128,410</b>	<b>\$1,270,716</b>	<b>\$580,443</b>
<b>Total Unallotted:</b>	<b>\$284,849</b>	<b>\$495,178</b>	<b>\$46,557</b>	<b>(\$139,042)</b>	<b>\$687,541</b>					

## FY 2015 Navajo/Apache Contract Detail



	Grantee Name	Contract Period	Allotment		YTD Expense	Expense Variance	Reimbursement Activity	
			Total Allotment	Awarded			Pending	Paid (Last 30 Days)
<b>Community Awareness</b>	<b>Community Awareness Strategy</b>	<b>Strategy Subtotal:</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$8,574</b>	<b>\$21,426</b>		
	First Things First (FTF-Directed)	07/01/2014-06/30/2015		\$30,000	\$8,574	\$21,426		
	<b>Community Outreach Strategy</b>	<b>Strategy Subtotal:</b>	<b>\$93,000</b>	<b>\$93,000</b>	<b>\$63,636</b>	<b>\$29,364</b>		
	First Things First (FTF-Directed)	07/01/2014-06/30/2015		\$93,000	\$63,636	\$29,364		
	<b>Media Strategy</b>	<b>Strategy Subtotal:</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$4,010</b>	<b>\$5,990</b>		
	First Things First (FTF-Directed)	07/01/2014-06/30/2015		\$10,000	\$4,010	\$5,990		
		<b>Goal Area Subtotal:</b>		<b>\$133,000</b>	<b>\$133,000</b>	<b>\$76,220</b>	<b>\$56,780</b>	
<b>Evaluation</b>	<b>Needs and Assets Strategy</b>	<b>Strategy Subtotal:</b>	<b>\$0</b>	<b>-</b>	<b>-</b>	<b>-</b>		
	First Things First (FTF-Directed)	To Be Determined		-	-	-		
	<b>Statewide Evaluation Strategy</b>	<b>Strategy Subtotal:</b>	<b>\$103,014</b>	<b>\$103,014</b>	<b>\$103,014</b>	<b>-</b>		
	First Things First (FTF-Directed)	07/01/2014-06/30/2015		\$103,014	\$103,014	-		
		<b>Goal Area Subtotal:</b>		<b>\$103,014</b>	<b>\$103,014</b>	<b>\$103,014</b>	<b>-</b>	
<b>Family Support</b>	<b>Newborn Follow-up Strategy</b>	<b>Strategy Subtotal:</b>	<b>\$100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>		
	<b>Parent Outreach and Awareness Strategy</b>	<b>Strategy Subtotal:</b>	<b>\$185,000</b>	<b>\$160,000</b>	<b>\$89,227</b>	<b>\$70,773</b>	<b>\$15,848</b>	<b>\$17,546</b>
	Arizona Board of Regents for and on behalf of University of Arizona	07/01/2014-06/30/2015		\$100,000	\$60,859	\$39,141		\$17,546
	Navajo County Library District	07/01/2014-06/30/2015		\$60,000	\$28,368	\$31,632	\$15,848	
		<b>Goal Area Subtotal:</b>		<b>\$285,000</b>	<b>\$160,000</b>	<b>\$89,227</b>	<b>\$70,773</b>	<b>\$15,848</b>
<b>Health</b>	<b>Care Coordination/Medical Home Strategy</b>	<b>Strategy Subtotal:</b>	<b>\$600,000</b>	<b>\$600,000</b>	<b>\$420,521</b>	<b>\$179,479</b>		<b>\$106,435</b>
	North Country HealthCare	07/01/2014-06/30/2015		\$200,000	\$132,925	\$67,075		\$12,835
	Summit Healthcare Association	07/01/2014-06/30/2015		\$400,000	\$287,596	\$112,404		\$93,600
	<b>Child Care Health Consultation Strategy</b>	<b>Strategy Subtotal:</b>	<b>\$11,880</b>	<b>\$11,817</b>	<b>\$6,722</b>	<b>\$5,096</b>		<b>\$804</b>
	First Things First (FTF-Directed)	07/01/2014-06/30/2015		\$616	\$616	-		
	Maricopa County Department of Public Health	07/01/2014-06/30/2015		\$211	\$104	\$107		\$74
	Navajo County Public Health Services District	07/01/2014-06/30/2015		\$10,606	\$5,794	\$4,812		\$709
	Pima County Health Department	07/01/2014-06/30/2015		\$384	\$207	\$177		\$21
	<b>Nutrition/Obesity/Physical Activity</b>	<b>Strategy Subtotal:</b>	<b>\$0</b>	<b>-</b>	<b>(\$146)</b>	<b>\$146</b>		
	Arizona Board of Regents for and on behalf of University of Arizona	To Be Determined		-	(\$146)	\$146		
	<b>Oral Health Strategy</b>	<b>Strategy Subtotal:</b>	<b>\$136,000</b>	<b>\$136,000</b>	<b>\$77,221</b>	<b>\$58,779</b>		<b>\$10,173</b>
	Navajo County Public Health Services District	07/01/2014-06/30/2015		\$136,000	\$77,221	\$58,779		\$10,173
		<b>Goal Area Subtotal:</b>		<b>\$747,880</b>	<b>\$747,817</b>	<b>\$504,318</b>	<b>\$243,500</b>	

	Grantee Name	Contract Period	Allotment		YTD Expense	Expense Variance	Reimbursement Activity	
			Total Allotment	Awarded			Pending	Paid (Last 30 Days)
Professional Development	Community Based Professional Development Early Care and Education Professionals Strategy		Strategy Subtotal:	\$250,000	\$250,000	\$171,638	\$78,362	\$58,673
	Summit Healthcare Association	07/01/2014-06/30/2015			\$250,000	\$171,638	\$78,362	\$58,673
	FTF Professional REWARD\$ Strategy		Strategy Subtotal:	\$40,000	\$39,150	\$29,746	\$9,404	
	Valley of the Sun United Way	To Be Determined			-	\$346	(\$346)	
		07/01/2014-06/30/2015			\$39,150	\$29,400	\$9,750	
	Learning Labs Strategy		Strategy Subtotal:	\$0	-	-	-	
					-	-	-	
	Recruitment into Field Strategy		Strategy Subtotal:	\$90,000	\$90,000	\$51,730	\$38,270	\$6,377
	Northland Pioneer College	07/01/2014-06/30/2015			\$90,000	\$51,730	\$38,270	\$6,377
	Scholarships non-TEACH Strategy		Strategy Subtotal:	\$15,000	\$15,000	\$11,330	\$3,670	
	Central Arizona College	07/01/2014-06/30/2015			\$15,000	\$11,330	\$3,670	
	Scholarships TEACH Strategy		Strategy Subtotal:	\$0	-	-	-	
					-	-	-	
	Goal Area Subtotal:			\$395,000	\$394,150	\$264,444	\$129,706	\$65,050
Quality and Access	Quality First Strategy		Strategy Subtotal:	\$0	-	-	-	
					-	-	-	
	Quality First Academy Strategy		Strategy Subtotal:	\$3,760	\$3,760	\$2,028	\$1,732	\$316
	Southwest Human Development	07/01/2014-06/30/2015			\$3,760	\$2,028	\$1,732	\$316
	Quality First Child Care Health Consultation Warmline Strategy		Strategy Subtotal:	\$188	\$133	\$76	\$57	\$26
	University of Arizona Cooperative Extension	07/01/2014-06/30/2015			\$133	\$76	\$57	\$26
	Quality First Coaching & Incentives		Strategy Subtotal:	\$40,779	\$38,435	\$28,453	\$9,982	
	Valley of the Sun United Way	07/01/2014-06/30/2015			\$38,435	\$28,453	\$9,982	
	Quality First Inclusion Warmline Strategy		Strategy Subtotal:	\$840	\$741	\$461	\$280	\$53
	Southwest Human Development	07/01/2014-06/30/2015			\$741	\$461	\$280	\$53
	Quality First Mental Health Consultation Warmline Strategy		Strategy Subtotal:	\$864	\$864	\$589	\$275	
	Southwest Human Development	07/01/2014-06/30/2015			\$864	\$589	\$275	
	Quality First Scholarships Strategy		Strategy Subtotal:	\$268,940	\$268,940	\$201,665	\$67,275	-
	First Things First (FTF-Directed)	07/01/2014-06/30/2015			\$2,413	\$2,413	-	
Valley of the Sun United Way	07/01/2014-06/30/2015			\$266,527	\$199,252	\$67,275	-	
Quality First Warmline Triage Strategy		Strategy Subtotal:	\$304	\$304	\$220	\$84		
Southwest Human Development	07/01/2014-06/30/2015			\$304	\$220	\$84		
Goal Area Subtotal:			\$315,675	\$313,177	\$233,492	\$79,685	-	\$396
Overall Total:			\$1,979,568	\$1,851,158	\$1,270,716	\$580,443	\$15,848	\$200,404