



FIRST THINGS FIRST

PUBLIC NOTICE OF MEETING OF THE

ARIZONA EARLY CHILDHOOD DEVELOPMENT & HEALTH BOARD

TELEPHONIC

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the First Things First – Arizona Early Childhood Development & Health Board and to the general public that the Board will hold a *Special Meeting open to the public on Tuesday, May 19, 2015 beginning at 10:00 a.m. The meeting will be held at the First Things First Office, 4000 N. Central Avenue, Suite 800, in the 8th Floor Board Room*, with members of the Board attending telephonically.

Pursuant to A.R.S. §§ 38-431.03(A)(1) & (A)(2), the Board may vote to go into Executive Session, which will not be open to the public, to discuss personnel items or records exempt from public inspection respectively, as indicated in the agenda. Pursuant to A.R.S. § 38-431.03(A)(3), the Board may vote to go into Executive Session to obtain legal advice on any item on the agenda.

The Board may hear items on the agenda out of order. The Board may discuss, consider, or take action regarding any item on the agenda. The Board may elect to solicit public comment on any of the agenda items.

The meeting agenda is as follows:

- 1. Welcome, Call to Order & Roll Call** **Janice Decker, Chair**

- 2. Conflicts of Interest** **Janice Decker, Chair**
Board members will address potential conflicts of interest regarding items on this agenda.

- 3. Call to the Public** **Janice Decker, Chair**
This is the time for the public to comment. Members of the Board may not discuss or take legal action regarding matters that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01(H), action taken as a result of public comment on matters not on the agenda will be limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date.

- 4. Consent Agenda** **Janice Decker, Chair**
All items on the Consent Agenda will be considered by a single motion with no discussion. Any individual item listed on the Consent Agenda will be removed from the Consent Agenda and discussed and voted on as a regular agenda item upon the request of any Board member.
 - A. *Board Meeting Minutes: April 14, 2015 (Attachment #1)*
 - B. *Regional Partnership Council New and Revised Strategies, Grants and Contract Agreement Amendments (Attachment #2)*

- 5. Appointment of Regional Council Members (Discussion and Possible Action)(Possible Executive Session)** **Michelle Katona, Chief Regional Officer**
The Board may vote to discuss this matter in Executive Session pursuant to A.R.S. § 38-431.03(A)(1).

6. Recommendations on Request for Grant Application (RFGA) Awards (Discussion and Possible Action) (Possible Executive Session) Janice Decker, Chair

The Board may vote to discuss the above matter in Executive Session pursuant to A.R.S. § 38-431.03(A)(2). Pursuant to A.R.S. § 41-2702(E), all information in a grant application other than the applicant's name is confidential during the evaluation process.

- A. FTF-MULTI-16-0504-00 Phoenix North, Phoenix South - Developmental and Sensory Screening
- B. FTF-MULTI-16-0516-00 Phoenix North, Phoenix South - Family, Friends and Neighbors
- C. FTF-MULTI-16-0519-00 Maricopa County Wide - Oral Health
- D. FTF-RC033-16-0503-00 Phoenix South - Inclusion of Children with Special Needs
- E. FTF-RC002-16-0521-00 Cochise – Home Visitation
- F. FTF-RC005-16-0518-00 Graham Greenlee – Home Visitation
- G. FTF-RC019-16-0517-00 Pinal – Home Visitation
- H. FTF-RC003-16-0523-00 Coconino – Home Visitation
- I. FTF-RC022-16-0505-00 Yavapai – Parenting Education
- J. FTF-RC022-16-0511-00 Yavapai – Home Visitation
- K. FTF-RC023-16-0510-00 Yuma – Home Visitation
- L. FTF-RC006-16-0506-00 La Paz/Mohave – Home Visitation
- M. FTF-MULTI-16-0529-00 Pima North, Pima South - Language, Communication and Literacy in ECE Settings
- N. FTF-RC018-16-0527-00 Pima South – Home Visitation
- O. FTF-RC020-16-0526-00 Santa Cruz – Home Visitation
- P. FTF-STATE-15-0501-00 – Arizona Early Childhood Career and Professional Development Network

- 7. FY15 No-Cost Extension: FTF-STATE-13-0350-01-Y3 (Attachment #3) Karen Woodhouse, Chief Program Officer (Discussion and Possible Action)**
- 8. Revised Appeals Process – First Read (Attachment #4) Casey Cullings**
- 9. CEO Update Sam Leyvas, CEO**
- 10. Announcements & Future Agenda Item Requests Board Members**
- 11. Next Meeting – June 8-9, Phoenix Chair**
- 12. Adjourn**

Dated this 8th day of May, 2015

ARIZONA EARLY CHILDHOOD DEVELOPMENT & HEALTH BOARD



Melody Bozza, Board Administrator

A person with a disability may request a reasonable accommodation such as a sign language interpreter by contacting Melody Bozza, Board Administrator, 4000 North Central Avenue, Phoenix Arizona 85012, 602-771-5026. Requests should be made as early as possible to allow time to arrange the accommodation.

Attachments listed in the agenda may be obtained from the First Things First website (www.azftf.gov) or by contacting Melody Bozza.



FIRST THINGS FIRST

ARIZONA EARLY CHILDHOOD DEVELOPMENT & HEALTH BOARD

Draft Meeting Minutes

Call to Order

A Regular Meeting of the First Things First - Arizona Early Childhood Development and Health Board was held on the 14th of April, 2015 at 8:00 a.m. The meeting was held at the Yuma Medical Center Corporate offices, 399 West 32nd Street, Yuma AZ 85364

Chair Decker called the meeting to order at approximately 8:05 a.m.

Members Present:

Janice Decker, Chair
Dr. Pamela Powell, Vice Chair (via telephone/Webex)
Nadine Mathis Basha
Shawna L.M. Bolick (via telephone/Webex)
Gayle Burns
Steve Lynn (via telephone/Webex)
Ruth Solomon
Amy Corriveau, ADE Designee
Mary Ellen Cunningham, ADHS Designee
Brad Willis, DES Designee

Members Absent:

Vivian Saunders

Chair Decker welcomed Shawna Bolick as the newest member of the Board.

Conflict of Interest

Chair Decker asked the Board members if there were conflicts of interest regarding items on this agenda. There were none at this time.

Call to the Public

There were no members of the public who requested to speak at this time.

Consent Agenda

Member Burns moved to approve the matters on the Consent Agenda, seconded by Member Mathis Basha. Motion carried.

FY15 Budget Update

Josh Allen, CFO, provided an update on the Tobacco Revenue and the Budget, including the discrepancy from previous month's booking revenues. During discussions with DOR, it was discovered that a system issue was at fault due to a new system installation and timing. Sam Leyvas, CEO thanked Josh for his due diligence in getting this issue resolved. First Things First was not the only recipient of revenue from tax stamps that had this issue. DOR outlined the steps they would be taking to ensure this issue would be minimized in the future. Interest revenue continues to track favorably to projections and the bottom line budget for the organization remains unchanged.

Member Mathis Basha moved to accept the FY15 Budget Update as presented, with a second from Member Solomon. Motion carried.

Consideration of ending contract FTF-RC019-15-0495-02 with Sun Life

Sam Leyvas provided background in the matter of contract number FTF-RC019-15-0495-02 and opened the floor for questions from the Board regarding the recommendation of the contract termination. The recommendation to

terminate the contract was brought forward by the Regional Council, and a stop work order has been issued pending the Board's decision.

Member Solomon inquired as to whether the council would be continuing the Oral Health Strategy and if they would be looking for a new provider for these services, to which the answer was yes.

Member Solomon moved to terminate contract number FTF-RC019-15-0495-02 pursuant to the contract's termination for convenience clause, with the termination effective immediately, with a second from Member Burns. Motion carried.

Member Basha thanked staff for providing such due diligence and quality control as stewards of the funds that are entrusted to us and used to provide services to the children. Even though this is an unfortunate outcome, it is a positive process.

Appointment of Regional Council Members

Member Burns moved to approve the appointment of recommended regional council members as presented, which was seconded by Member Solomon. Motion carried.

Study Session: Continuous Quality Improvement

Karen Woodhouse presented and led a work study session on Continuous Quality Improvement. Karen highlighted the Plan; Do; Study; Act process as a way for FTF to learn, and that it is not a punitive action. Karen also reviewed the RFGA review process, including the appeal process. In addition, the data reporting process will provide information on whether a program that has been awarded is following through and obtaining the outcomes desired.

Member Lynn exited the meeting at approximately 9:35 a.m. and did not return for the remainder of the meeting.

Chair Decker called for a short break at 9:53, and at the conclusion of the break the meeting reconvened at 10:10.

Professional Development System Strategic Plan

Ginger Sandweg presented the Professional Development System Strategic Plan and led a brief discussion on the infrastructure of the Professional Development System. Currently the website is being tested and once live will have information and resources about careers, degrees, and other information. Included as a part of the website, the workforce registry will be a database to house information for the professional development workforce that will enable individuals and state agencies to plan and build the system.

Member Mathis Basha moved to approve the Professional Development System Strategic Plan as presented, with a second from Member Solomon. Motion carried.

Options for Review of Administrative Law Judge Decisions

Casey Cullings, General Counsel, presented the Board with options for review of Administrative Law Judge decisions. The Board expressed the desire to continue the current procedure of the Board reviewing all ALJ decisions for now. The Board also expressed its strong preference for parties to appear in person rather than telephonically. Sam Leyvas, CEO, gave his recommendation that the general counsel be used at the hearings before the ALJ. The Board assented to the continued use of the general counsel at hearings, with a representative from the Attorney General's Office providing advice to the Board during the Board's review. Staff will bring back a written recommendation that captures these thoughts.

Developing a Thriving Reader from the Early Years: A Continuum of Effective Literacy Practices

Terri Clark, State Literacy Director, and Dr. Aaliyah Samuel, FTF Director of Family Support, presented *Developing a Thriving Reader from the Early Years: A Continuum of Effective Literacy Practices*.

Terri thanked FTF for being a founding partner of ReadOn Arizona and shared a recent press release that honored Arizona as one of 8 states that are pacesetters in early reading work. FTF has 22 strategies with a core component of early literacy and the RFGA's that will be released on July 1, 2015 will have the core literacy component built into them.

After this year's Early Childhood Summit there will be ReadOn event to highlight the work being done around early literacy.

CEO Report/Update

Sam Leyvas provided a brief CEO report, thanking the Yuma Library, and the West Area regional staff for hosting the meeting. Mr. Leyvas also welcomed new La Paz Mohave Regional Director Vijette Saari.

FTF has been engaged in conversations with the newly appointed DCS Director McKay and recently held a joint staff collaboration meeting. Both expressed a willingness to collaborate and support each other and hope to have ongoing discussions regarding what that would look like.

The Secretary of Education, Arne Duncan, paid a visit to the valley, and Sam thanked Member Corriveau for the opportunity to attend. There were great messages from the business community, law enforcement, and the military for early childhood development and education and the importance of investment in this area. This will provide a great opportunity to build on those conversations in the community.

At the June board meeting, Sam will check in with information on the QF Validation study.

Board Member Report/Update

Congratulations to Vice-chair, Dr. Pamela Powell, on the birth of her new grandson Hal.

Member Willis shared that DES has new director, Mr. Tim Jeffries. In addition, the Childcare Development Block Grant deadline for submission of the state plan has been moved to March of 2016.

Member Corriveau brought copies of Arizona's School Readiness Framework publication, as promised from our last board meeting.

Member Corriveau, on behalf of Member Cunningham, thanked Marie for helping organize the very successful community meetings held in Yuma.

Future Agenda Item Requests

There were no requests at this time.

Next Meeting

May 19, 2015 Phoenix, Arizona – Telephonic

Adjourn

There being no further discussion, the meeting was adjourned at approximately 12:29 p.m.

Telephone Procedures

A Polycom conference phone was used, in conjunction with WebEx Video Conferencing for members to participate by telephone and/or video. Speakers physically present at the meeting spoke into Polycom microphones to ensure that members on the telephone could hear. Members on the telephone were identified when they spoke for the benefit of those physically present at the meeting.



FIRST THINGS FIRST

AGENDA ITEM:

Regional Partnership Council New and Revised Strategies, Agreements and Amendments

BACKGROUND:

The Gila Regional Partnership Council is requesting approval to amend a government agreement for SFY15. The Graham Greenlee Regional Council is requesting changes to their SFY16 funding plan. A letter detailing the request is provided for each regional council and a financial summary.

RECOMMENDATION:

The CEO recommends approval of the revised strategies and amendment as presented.

Gila Regional Partnership Council

2250 Highway 60, Suite K, Miami, Arizona 85539
928.425.8172 | 877.803.7234 | azftf.gov

Chair

Fernando Shipley

Vice Chair

Ann Tolman

Members

Dr. Diane Bricker
Debora Bunney
Dr. Sherry Dorathy
Audrey Opitz
Charles Proudfoot
Tashina Smith

Regional Director

John Taylor

May 11, 2015

Janice Decker, Chair
First Things First Board
4000 North Central Avenue, Suite 800
Phoenix, Arizona 85012

Dear Chair Decker,

The Gila Regional Partnership Council is presenting the following amendment to the SFY2015 Funding Plan:

1. Increased funding from \$12,000 to \$15,000 to the Young Unified School District SFY15 Government to Government Grant Agreement (GRA-RC004-13-0497-01)

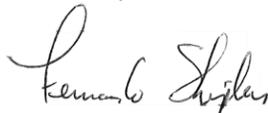
The Gila Regional Partnership Council is respectfully requesting the Board to approve this amendment for SFY2015 and to be included as part of the SFY2015 Funding Plan.

The amendment will allow the current grant partner to transition to evidence based Parenting Education curriculum for the SFY2016-2018 contract years in accordance with the First Things First Standard of Practice for Parent Education.

The goal of the Gila Regional Partnership Council is to ensure that all families in the Gila region have the information and support they need to be effective parents by creating a coordinated network of services, as well as to educate the community on the importance of early childhood development and health through community awareness and outreach.

Thank you for your consideration.

Sincerely,



Fernando Shipley
Gila Regional Partnership Council

Proposed Funding Plan Summary

FY 2015 - Gila

Total Allocation:		\$1,270,123					
Strategy	Original Allotment	Current Allotment	Proposed New Allotment	Awarded Amount	Proposed Amendment Amount	New Proposed Awarded Amount	Recalculated Unawarded
Care Coordination/Medical Home	\$190,000	\$190,000	-	\$190,000			-
Child Care Health Consultation	\$22,230	\$22,230	-	\$22,231			(\$1)
Community Awareness	\$13,000	\$13,000	-	\$13,000			-
Expansion: Increase slots and/or capital expense	-	\$75,000	-	\$75,000			-
Parent Education Community-Based Training	\$161,000	\$161,000	-	\$151,000	\$3,000		\$7,000
Parent Outreach and Awareness	\$85,000	\$85,000	-	\$85,000			-
Quality First	-	-	-				-
Quality First Academy	\$14,100	\$14,100	-	\$14,100			-
Quality First Child Care Health Consultation Warmline	\$423	\$423	-	\$301			\$122
Quality First Coaching & Incentives	\$115,064	\$115,064	-	\$86,713			\$28,350
Quality First Inclusion Warmline	\$1,890	\$1,890	-	\$1,667			\$223
Quality First Mental Health Consultation Warmline	\$1,944	\$1,944	-	\$1,944			-
Quality First Scholarships	\$325,611	\$325,611	-	\$325,610			\$0
Quality First Warmline Triage	\$684	\$684	-	\$684			-
Statewide Evaluation	\$48,858	\$48,858	-	\$48,858			-
Total Allotment:	\$979,803	\$1,054,803	-	\$1,016,108	\$3,000		\$35,694
	Total Unallotted:	\$215,320	-				

FIRST THINGS FIRST

Graham/Greenlee Regional Partnership Council

504 2nd Avenue, Safford, Arizona 85546
928.428.0193 | 877.803.7234 | azftf.gov

Chair

Laurie Smith

Vice Chair

JoAnn Morales

Members

Kasey Ekman

Ryan Henry

Stacy Morris

Donna McGaughey

Susan Norton

Pam Patt

Christie Rivera

Regional Director

Shari Elkins

May 11, 2015

Janice L. Decker, Chair
First Things First Board
4000 North Central Avenue, Suite 800
Phoenix, Arizona 85012

Dear Chair Decker,

On behalf of the Graham/Greenlee Regional Partnership Council, I am writing to request modifications to our SFY2016 Regional Funding Plan. The specific changes for your consideration are outlined below.

SFY 2016 Revised Strategies:

On April 16, 2015, we received notice that the child care scholarships for one of our Quality First Child Care Centers, Bulldog Boulevard Child Care & Preschool, would be funded by the Graham County United Way. This opportunity for a public-private partnership will help to support the sustainability of the early childhood system in the Graham/Greenlee Region. It will also lead to expanding scope and reach, quality and infrastructure and capacity, as the funding originally approved by the regional council will now be used to support and maintain other strategies identified as priorities in the region. This includes an increase in funding to FTF Professional REWARD\$ to maintain the current number of incentive awards for SFY16 in an effort to retain teachers in Quality First Child Care Centers. It also provides the opportunity to increase FTF Professional REWARD\$, Parent Outreach and Awareness, Community Awareness and Media for SFY17 and 18.

The Graham/Greenlee Regional Partnership Council respectfully requests approval of these modifications to our SFY16 Funding Plan in our continued support of young children and families in the Graham/Greenlee Region.

Sincerely,



Laurie Smith, Chair
Graham/Greenlee Regional Partnership Council

Proposed Funding Plan Summary

FY 2016 - Graham/Greenlee

Total Allocation:		\$1,010,393					
Strategy	Original Allotment	Current Allotment	Proposed New Allotment	Awarded Amount	Proposed Amendment Amount	New Proposed Awarded Amount	Recalculated Unawarded
Child Care Health Consultation	\$17,290	\$22,230	-				\$22,230
Community Awareness	\$10,750	\$10,750	\$10,250				\$10,250
Community Outreach	\$16,080	\$16,080	-				\$16,080
FTF Professional REWARD\$	\$27,000	\$27,000	\$40,500				\$40,500
Home Visitation	\$120,000	\$120,000	-				\$120,000
Media	\$6,000	\$6,000	-				\$6,000
Parenting Outreach and Awareness	\$140,675	\$140,675	-				\$140,675
Quality First Academy	\$6,580	\$8,460	-				\$8,460
Quality First Coaching & Incentives	\$79,630	\$117,406	-				\$117,406
Quality First Scholarships	\$427,103	\$384,641	\$364,641				\$364,641
Quality First Specialized Technical Assistance	\$3,850	\$4,950	-				\$4,950
Statewide Evaluation	\$45,552	\$45,552	-				\$45,552
Total Allotment:	\$900,510	\$903,744	\$896,744				\$896,744
Total Unallotted:		\$106,648	\$113,648				



FIRST THINGS FIRST

AGENDA ITEM:

No-Cost Extension to FY15 Contract for Scholarships T.E.A.C.H. (FTF-STATE-13-0350-01-Y3)

BACKGROUND:

Due to the timing of FY16 RFGA releases and review, final recommendations on the award of the Arizona Early Childhood Career and Professional Development Network was not completed by the expected date of April 1, 2015, which delayed the recommendation being forwarded to the Board for approval at the meeting on April 14, 2015. This will result in a potential gap in service for current T.E.A.C.H. scholars who wish to enroll in summer semester coursework.

In order to ensure current T.E.A.C.H. scholars are not disrupted if they wish to enroll in summer session coursework, it is requested that a three-month no-cost extension be approved for the grantee currently administering the T.E.A.C.H. Scholarships strategy, Association for Supportive Child Care. This will allow the grantee to continue to enroll scholars for summer coursework during the transition from Scholarships T.E.A.C.H. strategy to the College Scholarships strategy under the new Arizona Early Childhood Career and Professional Development Network, and prevent a gap in service.

The T.E.A.C.H. grantee will end FY15 with unexpended funds. It is a portion of these unexpended funds that will be used to fund the no-cost extension. The total amount to be paid for the additional three months in FY16 (July 1 – September 30, 2015) for the no-cost contract extension will not exceed the FY15 contract amount. The no-cost extension contract details are shown below:

- Association for Supportive Child Care
 - Scholarships T.E.A.C.H. (FTF-STATE-13-0350-01-Y3)
 - \$400,000
 - July 1 – September 30, 2015

RECOMMENDATION:

The CEO recommends approval of the no-cost extension of contract FTF-STATE-13-0350-01-Y3 as presented.



FIRST THINGS FIRST

AGENDA ITEM:

Appeals Process – First Read

BACKGROUND:

The Board approved a Quality First appeals process in 2012. That process described three steps: an appeal to the Quality First Director, an administrative hearing involving the Office of Administrative Hearings, and finally review by the Board. At its April 14, 2015 meeting, the Board discussed options for its handling of the review of Administrative Law Judge decisions. As part of the discussion, Board members expressed their strong desire for the parties to an appeal to attend the Board meeting at which the Board’s review takes place in person rather than by telephone.

The attached document is a proposed revision of the Quality First appeals process approved in 2012. The proposed revisions to the Board Approval section of the document specifically address the issue of in person versus telephone participation. One proposed option for telephone participation is when the distance from the child care provider to the Board meeting exceeds 200 miles. Here is a chart of approximate distances between certain Arizona cities.

Cities	Miles
Phoenix – Bisbee	207
Phoenix – Flagstaff	144
Phoenix – Lake Havasu City	193
Phoenix – Tucson	116
Phoenix – Window Rock	285
Phoenix – Yuma	184
Tucson – Flagstaff	260
Tucson – Yuma	240

The attached document also contains proposed revisions to the other sections of the Appeals Process. These additional changes are for the purpose of making clarifications and corrections. For example, one revision clarifies that the termination of benefits language applies when an enrollment termination is appealed, as opposed to when a Star Rating is appealed, and moves the language to another section. As another example, the Administrative Hearing section has been revised to match the process set out in the administrative hearing statutes and the practice of the Office of Administrative Hearings. When First Things First’s General Counsel receives a proper hearing request from an appealing child care provider, the General Counsel will then schedule the hearing with the Office of Administrative Hearings.

RECOMMENDATION:

The revised Appeals Process is being submitted for review and discussion as a First Read.

APPEALS ~~PROCEDURE~~ PROCESS

POLICY STATEMENT

The Appeals ~~Procedure~~ PROCESS will be implemented by First Things First when a Quality First participant ~~has requested the right to appeal~~ APPEALS a Star Rating or AN INVOLUNTARY enrollment termination. ~~Star Rating and enrollment termination are the only two appealable actions in the Quality First program.~~ A PARTICIPANT MUST GO THROUGH THE ASSESSMENT CLARIFICATION PROCESS BEFORE APPEALING A STAR RATING. The Appeals Process includes three steps indicated below:

- Review of Appeal
- Administrative Hearing
- Board Approval

ALL QUALITY FIRST SERVICES AND BENEFITS WILL END UPON ENROLLMENT TERMINATION WITH THE EXCEPTION OF ALREADY AWARDED COLLEGE SCHOLARSHIPS AND FTF PROFESSIONAL REWARDS. IF FIRST THINGS FIRST REENROLLS THE PARTICIPANT IN QUALITY FIRST AS A RESULT OF THE APPEALS PROCEDURE, THE PARTICIPANT MAY BE ELIGIBLE TO RECEIVE FINANCIAL BENEFITS WITHHELD DURING THE PERIOD OF TERMINATION.

REVIEW OF APPEAL

1. The Review of Appeal is intended to resolve the appeal at First Things First before moving forward with an administrative hearing.
2. A participant may **ONLY** submit a Request for Appeal within **60 days** of being notified of a Star Rating or enrollment termination. The Request for Appeal must be submitted in writing to the Quality First Director using the Request for Appeal form (attached) and sent by electronic or postal mail to:

~~Director of~~ Quality First DIRECTOR
First Things First
4000 NORTH Central Avenue, Suite 800
Phoenix, Arizona 85012
Email: qualityfirst@azftf.gov
Fax: (602) 274-6351

3. Upon receipt of the Request for Appeal, the Quality First Director and Senior Director for Early Learning, Chief Program Officer (CPO), and/or Chief Executive Officer (CEO) will review the Request for Appeal and provide a written response, which includes a scheduled meeting date, to the participant within **14 days** of the receipt of the request.
4. Upon receipt of the Request for Appeal, ~~First Things First Leadership designee(s) and~~ THE Quality First Director AND SENIOR DIRECTOR FOR EARLY LEARNING, CPO, AND/OR CEO will review the following as applicable:

- Relevant Quality First policy and/or procedure, **INCLUDING** ~~in~~ the Quality First **PARTICIPANT** Implementation Guide
 - **COACHING REPORTS**
 - Assessment Reports
 - Quality Improvement Plans
 - Documentation of previous meetings/discussions, activity logs and written correspondence
 - Corrective Action Plans
5. The Quality First Director and Senior Director for Early Learning, CPO, and/or CEO will meet with the participant and provide a decision on the Request for Appeal.

ADMINISTRATIVE HEARING

- ~~1. If attempts to resolve the appeal as above are not achieved, the participant may contact the Office of Administrative Hearings to request an administrative hearing with an Administrative Law Judge. Written requests must be submitted by postal mail to:~~

~~Office of Administrative Hearings
1400 West Washington Suite 101
Phoenix, Arizona 85007
Office (602) 542-9826 Fax (602) 542-9827
Website: www.azoah.com~~

- ~~2. If a participant proceeds with an administrative hearing, all Quality First services and benefits, including incentives, coaching, assessment and consultation services, will be placed on hold until a decision is rendered.~~
- ~~a. If a participant has a current T.E.A.C.H. scholar/employee, that person will be able to continue receiving the scholarship for the remainder of their current contract.~~
 - ~~b. If an employee has been deemed eligible for an award through FTF Professional REWARDS, that award will remain valid for the timeframe for which it was awarded.~~

AFTER THE PARTICIPANT RECEIVES THE DECISION ON THE REQUEST FOR APPEAL, THE PARTICIPANT MAY REQUEST A FORMAL HEARING CONDUCTED BY AN ADMINISTRATIVE LAW JUDGE. THE WRITTEN DECISION ON THE REQUEST FOR APPEAL WILL NOTIFY THE PARTICIPANT OF THE RIGHT TO REQUEST A HEARING. THE PARTICIPANT HAS **30 DAYS AFTER RECEIPT OF THE DECISION TO FILE A REQUEST FOR A HEARING. THE REQUEST FOR HEARING MUST INCLUDE THE PARTICIPANT'S NAME AND ADDRESS, THE DECISION BEING APPEALED, AND A CONCISE STATEMENT OF THE REASONS FOR THE APPEAL. WRITTEN REQUESTS MUST BE HAND DELIVERED, FAXED OR SUBMITTED BY POSTAL MAIL TO:**

FIRST THINGS FIRST
C/O GENERAL COUNSEL
4000 NORTH CENTRAL AVENUE, SUITE 800
PHOENIX, ARIZONA 85012
FAX: (602) 274-7040

BOARD APPROVAL

Once a recommendation decision is rendered by the Office of Administrative Hearings, the First Things First Board will review the decision and take action to accept, reject or modify the recommendation. ~~The Quality First Director~~ FIRST THINGS FIRST will notify the participant of the final Board decision in writing.

THE PARTICIPANT MUST ATTEND THE BOARD MEETING AT WHICH THE BOARD'S REVIEW OCCURS IN PERSON IF THE PARTICIPANT WISHES TO MAKE AN ORAL PRESENTATION TO THE BOARD, EXCEPT AS SET OUT IN THIS PARAGRAPH. THE BOARD BELIEVES THIS IS IN THE BEST INTEREST OF THE BOARD AND THE PARTICIPANT. FOR GOOD CAUSE, THE BOARD CHAIR IN CONSULTATION WITH THE CEO MAY PERMIT THE PARTICIPANT TO ATTEND BY VIDEO OR INTERNET CONFERENCING OR TELEPHONE. GOOD CAUSE MEANS A BOARD MEETING WHERE THE MAJORITY OF BOARD MEMBERS PARTICIPATE BY VIDEO OR INTERNET CONFERENCING OR TELEPHONE, A BOARD MEETING HELD MORE THAN 200 MILES FROM THE PARTICIPANT'S BUSINESS LOCATION, OR SPECIAL CIRCUMSTANCES OTHER THAN TRAVEL DISTANCE APPROVED BY THE BOARD CHAIR.

A PARTICIPANT WHO WISHES TO MAKE AN ORAL PRESENTATION TO THE BOARD IS EXPECTED TO BE PRESENT AT THE BEGINNING OF THE BOARD MEETING UNLESS FIRST THINGS FIRST INFORMS THE PARTICIPANT IN WRITING THAT THE PARTICIPANT MAY ARRIVE AT A SPECIFIED LATER TIME. THE BOARD IS NOT REQUIRED TO WAIT FOR A LATE PARTICIPANT BEFORE ACTING ON THE ADMINISTRATIVE LAW JUDGE DECISION.

Request for Appeal

Directions: Please complete this form and submit to the Quality First Director. All appeal requests are reviewed by First Things First. In addition, please include all documentation that has been received in regards to enrollment termination or Star Rating. Documentation may include but is not limited to: Corrective Action Plans, Quality Improvement Plans, Assessment Reports, meeting notes, emails or any written correspondence.

Site Name and Address:	Telephone Number:
	Email Address:
Director/Owner Name:	Date Form Completed:

The questions below are to be answered by the person making requesting the appeal.

1. What is reason for the appeal? Star Rating Enrollment Termination

2. Have you reviewed the Quality First Star Rating Policy and/ or the Participant Selection Policy? Yes No

3. Provide the reason for appealing the action.

4. Have you met with the Quality First coaching team to discuss the action? If so, please describe details of the telephone discussion, meetings, or written correspondence.

5. Is there any other information you would like to share relevant to this appeal request?

Signature of Person requesting the appeal

Type Name

Date

Signature of Person requesting the appeal
(if other than the person filing the complaint)

Type Name

Date