Quality First Advisory Sub-Committee Meeting March 31, 2015		
Meeting Objectives: 1. Adopt ground rules, decision making process, long term goal, and guiding principles for QFASC 2. Provide overview of current data and financing structure for Quality First 3. Introduction of Work Groups 4. Define Scale for Quality First		
Time	**Agenda item**	**Name/Organization**
1:00 pm	Welcome/ introductions	Kameron Bachert, Chairperson Lori McClung and Heather Lenz, Advocacy & Communication Solutions, LLC
1:05 pm	Approval of Minutes from the February 3, 2015 Meeting	Kameron Bachert, Chairperson
1:10 pm	Ground Rules, Structure, & Expectations for Sub-committee • Feedback Process • Decision Making Process	Lori McClung and Heather Lenz, Advocacy & Communication Solutions, LLC, Leslie Totten, Quality First Director, FTF
1:30 pm	Quality First Advisory Sub-committee Survey Results • North Star (Quality First Goal) • Guiding Principles	Lori McClung and Heather Lenz, Advocacy & Communication Solutions, LLC
1:50pm	Report on Current Quality First Data and Financing	Leslie Totten, Quality First Director, FTF Lindsay Kaid, FTF Finance Manager
2:45pm	BREAK	
2:50 pm	Work Groups Assignments and Responsibilities	Lori McClung and Heather Lenz, Advocacy & Communication Solutions, LLC
3:05 pm	Define Bringing Quality First to Scale	Lori McClung and Heather Lenz, Advocacy & Communication Solutions, LLC
4:00 pm	Adjourn	

Future Meeting Schedule:

May 20, 2015: 1:00 pm - 4:00 pm
July 9, 2015: 1:00 pm - 4:00 pm
September 29, 2015: 1:00 pm - 4:00 pm
Nov. 10, 2015: 1:00 pm - 4:00 pm
Jan. 26, 2015, 2016: 1:00 pm - 4:00 pm

FIRST THINGS FIRST

Ready for School. Set for Life.

ARIZONA EARLY CHILDHOOD DEVELOPMENT & HEALTH BOARD
QUALITY FIRST ADVISORY SUB-COMMITTEE
Draft Meeting Minutes

Members Present:
Danielle Alexander, Learning Care Group; **Anne Babinsky**, Yavapai Regional Partnership Council (RPC); **Andrew Brown**, Kayenta Unified School District; **Melissa Busby**, Central Arizona College; **Rebecca Cirzan**, Association for Supportive Child Care; **Diane Fellows**, Child and Family Resources; **Jonathon Gonzales**, Arizona Head Start Association; **Melissa Madrid**, Gila River Childcare Indian Community; **Virgina Maya**, Association for Supportive Child Care; **Kelley Murphy**, Children's Action Alliance; **Paul Ohm**, Sunnyside Unified School District, South Pima RPC; **Linda Pauley**, Risen Savior Early Learning Center; **Dr. Debbie Pischke**, Peoria School District, Maricopa RPC; **Erin Raden**, Arizona Childcare Association; **Marjorie Rasper**, Department of Health Services, Bureau of Childcare Licensing; **Katie Romero,** Southwest Human Development; **Christine Shrader**, Valley of the Sun United Way; **Tina Sykes**, Department of Education; **Alan Taylor**, Southwest Human Development

Members Present Telephonically:
Jacob Raskob, Department of Economic Security, Childcare Administration

The Board Room telephone was used for members participating by telephone. Speakers physically present at the meeting spoke into 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.

Members Absent:
Kameron Bachert, Chair, Villagio Early Childhood Learning Center

First Things First Staff Present
Leslie Totten, Quality First Director; **Ginger Sandweg**, Senior Director – Early Learning; **Karen Woodhouse**, Chief Program Officer, **Sam Leyvas**, CEO

Meeting Facilitators:
Lori McClung, Advocacy & Communications Solutions (ACS), **Heather Lenz**, ACS

Call to Order
A Regular Meeting of the First Things First - Arizona Early Childhood Development and Health Board, Quality First Advisory Sub-committee was held on Tuesday, February 3, 2015. **Ms. Woodhouse** called the meeting to order at approximately 1:05 p.m. The meeting was held at First Things First, 4000 North Central Avenue, Suite 800, Phoenix, Arizona 85012.

Welcome/Introductions
Ms. Woodhouse welcomed the members and informed them that **Chair Kameron Bachert** was absent due to a family emergency. **Sam Leyvas** briefly welcomed the committee members and expressed appreciation for their commitment.

Open Meeting Laws Primer
Melody Bozza, FTF Board Administrator, presented a brief overview of the Open Meeting Law as it relates to the Sub-committee. Members were reminded of their responsibility to have had reviewed the Open Meeting Law materials one day prior to the meeting and encouraged to do so if not already completed.

Vote on Call-in Participation
Ms. Woodhouse stated that members of the Sub-committee must approve telephone participation to allow it as a practice by Sub-committee members. **Ms. Woodhouse** called for a motion to approve telephone participation by the Quality First Advisory Sub-committee Members. **Member Brown** motioned. **Member Fellows** seconded. Motion carried.

Purpose of the Sub-committee and Process for Meetings
Ms. McClung shared the purpose of the sub-committee which is in part to think about and identify the North Star, the right framework, guiding principles and a plan to accomplish the purpose.

Role of the Sub-committee
Ms. Woodhouse stated that the role of the Sub-committee is an advisory role and that the members would make recommendations that may or may not be immediately implemented. Members would also help determine a vetting process that would be used to vet recommendations through stakeholders for a larger audience input. After vetting, recommendations would move forward to the Program Committee, then onto to the Board. This process will be used to ensure the desired input and expertise is received.

In the next several weeks a request for a contractor to perform a Quality First Validation Study will be released but this will be discussed in greater detail at a future meeting because the Request For Proposal has not been released yet. It was written into the Scope of Work that the awarded contractor would need to work with the members of the sub-committee for their expertise on Quality First.

Ms. Woodhouse further stated that Quality First is an intinerant process and that the Sub-committee will be apart of the process which may require homework between meetings.

Ms. Woodhouse reviewed the proposed timeline included in the meeting materials.

National Perspective of QRIS
Debi Mathias, Director of the QRIS National Learning Network with the BUILD Initiative, presented the Next Generation Quality Rating and Impreovement Systems – State Trends and Directions. A copy of this presentation was included in the meeting materials.

History of Quality First
Ms. Woodhouse shared the history of Quality First.

Chairperson's Perspective on Quality First and Member Discussion
Leslie Totten, Quality First Director, spoke in **Chair Bachert's** absence. The Chair shared challenges she faced and her reason for staying in Quality First. **Chair Bachert** would like to know what some of challenges faced by the members are and what about Quality First is keeping the members engaged.

Quality First Guiding Principles
Ms. Lenz stated the group will look systematically at areas of opportunities and barriers and what drives the group and how can it be integrated into the work of the group to establish a goal establish and more technical pieces.

Next Steps
Ms. McClung asked where the members would like to see Quality First in 10 years and what the North Star would be for Quality First. Members were requested to come to the next meeting with their ideas for the system in 10 years. In the next couple of weeks, data will be provided to the members that will look at the different components of the Quality First initiative and may help tell the story of Quality First. This data may also help inform the guiding principles and north star discussion. Members were requested to review the data and come to the next meeting prepared to discuss.

Next Meeting
March 31, 2015 at 1:00 p.m. – 4:00 p.m. at First Things First

Adjourn
There being no further discussion, **Member Raskob** moved to adjourn the meeting. **Member Brown** seconded. The meeting was adjourned at approximately 4:04 p.m.

Respectfully submitted on this 9th Day of February, 2015

_____
Kim McCollum, Executive Assistant

Approved by:

_____
Ginger Sandweg, Sr. Director, Early Learning

Committee Approval:

_____
Kameron Bachert, Chair

Quality Standards for Programs & Practitioners

Nov 10, 2015

- **Elements to Consider:**
  - Indicators
  - Adaptability for cultural diversity
  - Inclusion of all students

- **Elements to Consider:**
  - Professional Development for existing workforce
  - Pipeline to build quality ECE workforce
  - Cultural sensitivity, consistency, and professional development of coaches
  - Connection with higher education
  - On-demand coaching to fit provider needs
  - Participant driven continuous quality improvement
  - System for quality maintenance of quality participants

Sept. 29, 2015

Support for Continuous Quality Improvement

Quality First is the designation of quality, promoting school readiness by supporting early childhood educators in building the capacity to offer high-quality early learning experiences, educating parents and other stakeholders about what high-quality early learning is and how to access it, and providing an evidence-based and integrated foundation to Arizona's early childhood education system.

Engagement, Outreach & Promotion

May 20, 2015

- **Elements to Consider:**
  - Parent/Family Engagement
  - Inclusion of FTF Grantees
  - Working with high-functioning programs
  - Family Childcare Providers

Planning, Monitoring, & Accountability

Sept. 29, 2015

- **Elements to Consider:**
  - Benchmarks & Evaluation
  - Defined Trajectory of Long Term Progress
  - Define Scale
  - Streamline Assessments
  - Improve quality of all participants while working on scale
  - Cultural sensitivity, consistency, and professional development of assessors

7 Guiding Principles

1. A replicable and sustainable model for participants
2. Ability to reach 'scale' through long-term trajectory of quality improvement
3. Prioritize closing the learning gap
4. Ensure financial sustainability and continuity for the whole system
5. Standards that support all children
6. Continuous quality improvement, guided by the impact on all children
7. Increase and emphasize the accessibility and affordability of quality care.

Financial Support for Programs, Practitioners and Families

May 20, 2015 & Nov 10, 2015

- **Elements to Consider:**
  - Sustainability
  - Defined interfacing with Subsidy
  - Scholarships
  - Support P.D. internally and externally
  - Incentivizing Continuous Improvement
  - Workforce Development

QUALITY FIRST
FIRST THINGS FIRST

Quality First Advisory Sub-Committee

Project Overview: Goal, Guiding Principles, and Elements for Consideration

Quality First Advisory Sub-Committee Data Snapshot

The following information represents the current aggregate data for the Quality First initiative.

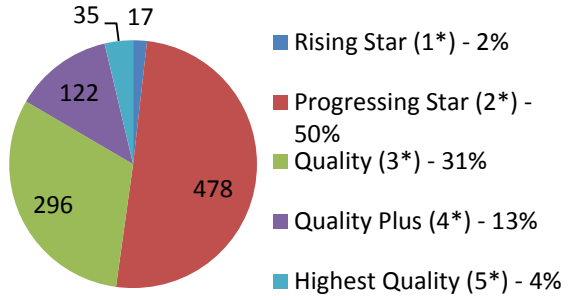
Arizona Child Care Breakdown

DHS Licensed Centers	1,765
DES Certified (Approved Family) Homes	600
DHS Licensed (Certified Group) Homes	280
DOD Certified (Military Regulated) Child Care Sites	8
Arizona Child Care Providers	**2,653**

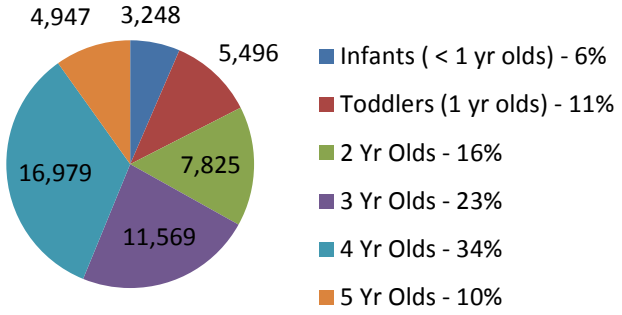
Quality First Breakdown

	Funded		Filled		Vacant		Waitlist	
	#	%	#	%	#	%	#	%
Centers	744	72%	721	75%	23	35%	289	87%
Homes	216	21%	189	20%	27	41%	42	13%
Rating Only Centers	72	7%	56	5%	16	24%		
	1,032		**966**		**66**		**331**	

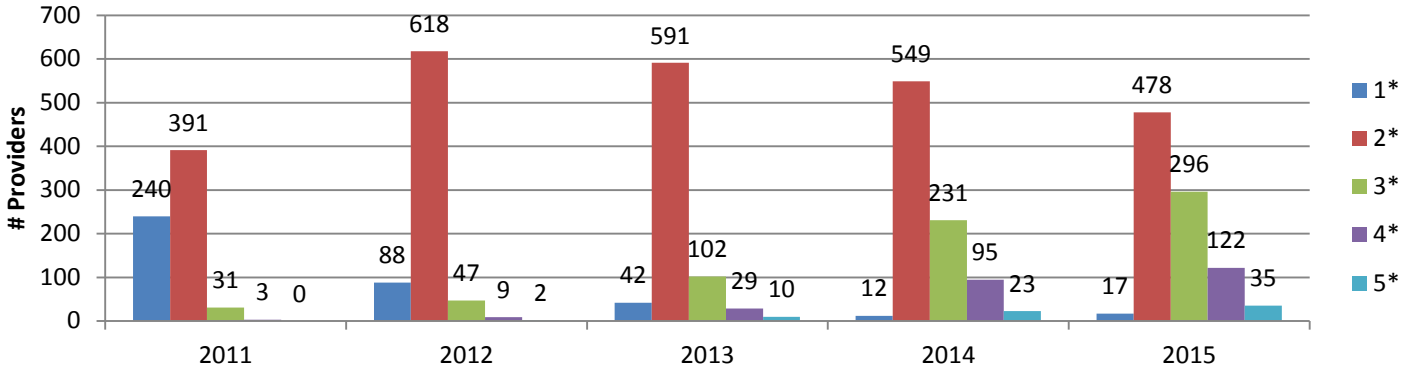
Current Quality First Participants by Star Rating Level



Current Children Enrolled in QF sites by Age Group



Star Level Progression: Year over Year



2011			2012				2013				2014				2015			
	#	%		#	%	%Δ		#	%	%Δ		#	%	%Δ		#	%	%Δ
1 *	240	36.1%	1 *	88	11.5%	-24.6%	1 *	42	5.4%	-6.1%	1 *	12	1.3%	-4.1%	1 *	17	1.8%	+0.5%
2 *	391	58.8%	2 *	618	80.9%	+22.1%	2 *	591	76.4%	-4.5%	2 *	549	60.3%	-16.0%	2 *	478	50.4%	-9.9%
3 *	31	4.7%	3 *	47	6.2%	+1.5%	3 *	102	13.2%	+7.0%	3 *	231	25.4%	+12.2%	3 *	296	31.2%	+5.8%
4 *	3	0.5%	4 *	9	1.2%	+0.7%	4 *	29	3.7%	+2.6%	4 *	95	10.4%	+6.7%	4 *	122	12.9%	+2.4%
5 *	0	0.0%	5 *	2	0.3%	+0.3%	5 *	10	1.3%	+1.0%	5 *	23	2.5%	+1.2%	5 *	35	3.7%	+1.2%
	665			**764**				**774**				**910**				**948**		

Quality First Advisory Subcommittee Data for Meeting #2

Categories	Support for CQI	Planning, Monitoring & Accountability	Financial Support	Engagement, Outreach & Promotion	Quality Standards
Quality First COMPONENTS	• QF Coaching • QF Specialized Technical Assistance • Child Care Health Consultation • QF Academy • Professional Development Network (in process)	• QF Assessment • Quality Improvement Plans • QF Rating Scale • FTF Quality Assurance • Participant Feedback/Survey • QF Validation Study • Tribal Consultation • QF Data System • Expectation of progress policy	• Incentives • DHS License Fee assistance • QF Scholarships (FY15)	• QFAZ.com • Quality First Update (monthly) • Exchange Magazine • QF Regional Forums (ad hoc) • Participant Manual	• Standards reflected by Environment Rating Scale (ERS), Classroom Assessment Scoring System (CLASS) and Point Scale • Arizona Early Learning Standards (AzELS) • Infant Toddler Developmental Gudelines (ITDG) • Program Guidelines • Workforce Knowledge Competency Framework (in process) • Technical Assistance and Instructor Standards (in vetting process)

Quality First Advisory Subcommittee Data for Meeting #2

Current DATA	**QF Coaching** • 97 Coaches • Average caseload 1:10 • 1 and 2 star programs- Targeted 6 hours of onsite support (currently 504 programs at these levels) Centers- 417 Homes- 87 • 3, 4, and 5 star programs- Targeted for up to 4 hours of support (currently 355 programs at these levels) Centers- 277 Homes- 78 • Currently 105 programs in the assessment process **QF Specialized TA** • Total number of inquiries received = 254, approximately 60% from Child Care Providers (47% QF enrolled), approximately 37% from TA providers Inclusion = 89	**QF Assessment** • 63 Assessors • Reliability: FCCERS – 92% ECERS – 93% ITERS - 94% Pre-k CLASS – 88% Toddler CLASS – 87% • Average # assessments/ quarter FCCERS – 31 ECERS – 164 ITERS - 98 Pre-k CLASS – 137 Toddler CLASS – 48 Points Scale - 39 • Average assessment cycle 1-2 star programs = 12 – 15 months • Average assessment cycle 3-5 star programs = 23 – 26 months **Participant Survey (FY14)** • 367 completed surveys • 94.4% - somewhat/very satisfied participating in QF • 95% - somewhat or strongly agree that QF supports them to provide	**Incentives** • QF participants - 966 • Incentive model (FY16) - attached **DHS License** • DHS licensed participants – 774 • 50% of licensing fees (included on incentive table attachment) **Scholarship Model** • Reimbursement rates (included on incentive table attachment) • Annual full time scholarship slots funded for FY15 is 8,036 • Individual children served Jul 2014 – Jan 2015 (Fiscal YTD) is 14,725	**QFAz.com** • 55,458 Sessions • 280,371 Page views • 5.06 Pages viewed per session • 4:04 Average session duration • 4,379 Sessions in January 2015 **Quality First Update** • Over 1100 direct shares and multiple extended shares across the ECE community **Exchange magazine** • 1,121 subscriptions • 6 issues per year	• ERS – *http://ersi.info/* • *CLASS* - *http://www.teachstone.com/* • Points Scale – attached AzELS - http://www.azed.gov/early-childhood/files/2011/11/arizona-early-learning-standards-3rd-edition.pdf • ITDG - http://www.azftf.gov/WhoWeAre/Board/Documents/az_infant_toddler_guidelines.pdf • Program Guidelines - http://www.azed.gov/early-childhood/files/2011/10/program-guidelines-complete.pdf

	MHC = 145 CCHC = 20 **CCHC** • 64 providers currently receiving Tier 2 Expert Mode Services • 286 providers currently receiving Tier 3 Comprehensive Services • 17.9 Full-Time Child Care Health Consultant positions (filled by 22 individual staff members) • Average caseload per consultant position (including Tier 2 and 3 level services) is 19.5 providers each (16 per individual) • CCHC on site hours provided are not standard or prescribed – they are delivered on an as-needed basis	high quality care and respects the culture of the community served by the program. • 80% of respondents believe Quality First assessment tools (ERS, CLASS and Points Scale) are useful.			

	QF Academy • 5 PD staff/trainers • 30 sessions conducted YTD • 150 Supervisors in attendance (over all sessions – 4 completed in an 8 part series) • 621 TA in attendance (over all sessions(over all sessions – 4 completed in an 8 part series) **PD Network (in process)**				
FY15 FINANCE	• QF Coaching **= $8,696,908** • QF Specialized TA = **$500,120** • CCHC = **$2,771,998** • QF Academy = **$971,960**	• QF Assessment = **$5,039,245** • Initial phase of the QF validation study = **$1,300,000** • FTF Administration of QF Cost = **$617,600**	• QF Incentives = **$3,541,000** • DHS License = **$809,750** (approx. 1/3 of programs each fiscal year) • QF Scholarships = **$62,118,038** for FY15	• Exchange magazine budget = **$40,916**	N/A

Quality First Advisory Subcommittee

During our first meeting, several themes and elements to consider within each theme were discussed by the Quality First Advisory Subcommittee (QFASC). Each future meeting will be dedicated to discussing one or more of these categories. For the larger themes, smaller work groups will provide recommendations to the broader QFASC membership. In the presurvey sent on March 10, 2015, QFASC members volunteered to participate on one of the three work groups outlined below.

Please note, it is not required that QFASC members participate on a work group. If a QFASC member is not participating on a work group, they will have the opportunity to provide written and verbal feedback to that particular work group throughout the process.

1. **Quality Standards:** Some of the elements this group will consider are: equity to support all children, adaptability for cultural diversity, standards and indicators for participants.

2. **Planning, Monitoring, & Accountability:** Some of the elements this group will consider are: benchmarks, trajectory toward scale, assessments, assessors.

3. **Financial Support:** Some of the elements this group will consider are: sustainability, interfacing with subsidy, scholarships, professional development support, incentivizing continuous improvement, supporting workforce development, etc…

The figure below outlines the QFASC members who are on each work group, and a '*' indicates the QFASC member who is chairing each work group.

Work Group Expectations

The expectations outlined below seek to inform QFASC members about the expectations from the work groups and what work groups can expect from First Things First.

What are the expectations of the work groups?

- **Purpose:** The purpose of each work group is to provide specific recommendations on the strategic direction and outcomes of the Quality First (QF) model, ensuring consideration of the financial implications of the recommendations that allow the model to increase the efficiency and sustainability of its current funding.
- **Meeting:** All work group meetings must be public meetings. Work groups will meet during the July 9th QFASC meeting. NOTE: It may take work groups a few additional meetings to review the relevant information and determine their recommendations.
- **Chair:** A QFASC member will Chair each work group. The Chair is responsible for facilitating the work group meetings, communicating with FTF leadership, disseminating feedback to and from other QFASC members, and ensuring the work group develops a set of recommendations to report to QFASC according to the timeline outlined below.
- **Stakeholder Input:** Work groups should prepare any questions they have requiring broader stakeholder input, and submit those questions/topics and the suggested targeted stakeholder group (to whom you would ask the questions) to FTF by June 5, 2015.
- **QFASC Input:** Work groups should be prepared to lead at least one discussion on their topic during a full QFASC meeting, informing the full group on the direction it is heading, gathering broader group input, and identifying any potential information needed to finalize recommendations.
- **Reporting Recommendations:** On a specified date, work groups will report to the QFASC 5-10 data-driven recommendations for strategy, model and/or policy changes that will enhance the impact and outcome of Quality First with respect to the work group's topic, the 'North Star,' and the guiding principles. The reporting format for this can be found below.

What can work groups expect from FTF?

- **Meeting:** FTF/QFASC Chair will work with the work group members to schedule meetings and support the development of agendas for the work groups.
- **Administrative Support:** FTF will staff each work group, and provide notes and action items for members.
- **Data:** FTF will provide each work group with information on history, data, and current operations to inform the work group's discussion.
- **Stakeholder Input:** FTF will facilitate the collection of feedback from other stakeholders and submit that feedback to each work group.
- **QFASC Input:** FTF will allow the entire QFASC to submit feedback and input to the work groups, collect this feedback and submit it to each relevant work group.
    - QFASC can email their feedback for a specific workgroup to QFAdvisory@azftf.gov, and FTF will ensure that each work group gets the feedback received from QFASC members.

What will work groups be reporting to the QFASC?

- Each work group will submit a 3-5 page summary of the work groups' recommendations that:
  - lists the 5-10 recommendations of the work group;
  - provides a rationale for each recommendation;
  - explains how each recommendation is data-driven
  - explains how each recommendation meets the guiding principles and North Star of QFASC.
- Example: Recommendation 1: Statement of Recommendation
  - Rationale: Brief explanation about why this is a recommendation.
  - Data Driven: Brief explanation on how and which data was used to reach this recommendation.
  - North Star: Brief explanation on how this recommendation leads to achieving the North Star.
  - Guiding Principles: Brief explanation on how this recommendation is based on each of QFASC's guiding principles.

What is the timeline for work groups?

March 2015	**April 2015**	**May 2015**	**June 2015**
All work groups and Chairs established	FTF to host a call with all work groups	Work groups will have a few minutes to convene at May QFASC meeting.	Work groups will submit requests for Stakeholder Input by June 5, 2015.
July 2015	**September 2015**	**November 2015**	**January 2016**
All work groups will meet during scheduled QFASC meeting.	Planning, Monitoring, and Accountability Report out/Decision Making	Quality Standards Report out/Decision Making Financial Support Report out/Decision Making	All QFASC recommendations finalized.