

EARLY CARE & EDUCATION PROGRAM COLLABORATION MODEL DESCRIPTION

Agency/Home Name: Home Day Care Program of Evanston
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1. Model (Please check only one. Complete separate forms for different collaboration models.)

- One Agency, Multiple Funders
A single program or agency blends/braids funds and program requirements from multiple sources at a single site.
- Multiple Agencies Partner
Two or more agencies, which are separate legal entities, partner to serve children at a single site.
- Partnering with Family Child Care**
A program or agency partners with family child care home providers.

2. Collaboration Type (Check all that apply to this collaboration model.)

- Child Care/Early Head Start**
- Child Care/Head Start
- Child Care/PreK
- Child Care/Head Start/PreK
- Head Start/PreK

3. Partnership Initiated By

- Child Care
- Head Start/Early Head Start**
- PreK
- Other (specify): _____

4. Demographics

- Urban**
- Rural
- Suburban

5. Schedule

Hours per day: **10 hrs./day** From: **7:30 a.m.** To: **5:30 p.m.**

Days/Weeks per year: **5 days/week; 51 weeks per year**

Holidays or other time “off” or closed: **One week for Christmas and other major holidays**

*If this is an Early/Head Start collaboration, please indicate the program option & number of Early/Head start hours: **Family CC Home option; schedule is integrated full day/full year***

6. Number of Children Served Full-Day/Year by Location, Setting & Age

Setting includes: Head Start/Early Head Start site; Child care center; Family child care homes; Public/private school system; Other (explain/describe)

Location	Setting	# Infants	# Toddlers	# Preschool
All homes located in Evanston	Child care homes	17-6 wks to 2 yrs. CC/EHS	7 –2 yrs. to 3 CC/EHS	N/A

7. Total number of children served by organization

- 0-150
- 151-500
- 501-2000
- 2001-6000
- 6001+

8. Total number of children served by partner’s organization (if applicable). Note: this means an early care & education partner with whom you are collaborating. Agencies that checked “One Agency, Multiple Funders” in question 1, page 1 of this survey will NOT complete this question.

- 0-50
- 51-150
- 151-300
- 301+

9. Funding used to support full-day/year services (Check all that apply.)

- Federal Early/Head Start
- State Early Childhood Block Grant from IL State Board of Education
- State Early Childhood Block Grant from School District (including Chicago Public Schools)
- State Child Care Assistance Program through contract with IL Dept. of Human Services
- State Child Care Assistance Program through local Child Care Resource & Referral Agency certificate program
- Parent Fees
- Other (Specify): **City of Evanston, United Way, CACFP, Donations and Private grants.**

10. Administration/Management (Check either yes, no or not applicable – NA – for each item.)

a. Does the collaboration have a legal written agreement/contract?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> NA
b. Other than a contract, does the collaboration have a written partnership plan?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
c. Are there written monitoring/oversight procedures?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> NA
d. Are there written procedures for communication among partners?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> NA
e. Is there a written cost allocation plan/budget for the collaboration?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> NA
f. Is there a written training/professional development plan?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> NA
g. Do job descriptions reflect staff collaboration responsibilities?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> NA
h. Is there a shared computerized MIS system?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> NA
i. Do the partners share business operations & equipment costs?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
j. Do the partners purchase transportation jointly?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> NA
k. Is there a competitive written RFP process for partner selection?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
l. Is there an ongoing advisory group for the collaboration?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> NA
m. Did the partnership develop out of a broad based community planning process?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
n. Are parents involved in the collaboration planning & evaluation processes?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> NA
o. Does the collaboration have a written evaluation process?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> NA
p. Has the agency had any audit findings in the past 3 years?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
q. When was the agency’s last federal monitoring review? 11/04 Were there any problems identified?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> NA
r. When was the agency’s last licensing visit? _____ Were any problems identified?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> NA
s. When was the agency’s last DHS monitoring visit? 7/26/05 Were any problems identified?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> NA

11. Has the collaboration had an impact on the partner’s internal practices with regard to (check yes or no for each item):

a. Parent Decision Making	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
b. Parent Education	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
c. Parent Involvement	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
d. Family Support Services	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
e. Staff Salaries – Family Childcare Provider payments	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
f. Employee Benefits	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
g. Management Practices/Structure	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
h. Staff Training/Professional Development	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes

12. Program Services (Make 2 checks for each item – 1 to indicate which partner is primarily responsible for direct service delivery and the other to indicate which children receive that service – all or just the collaboration children.)

Services Provided	Partner Responsible for Direct Service Delivery				Children Receiving Services	
a. Child education services	<input checked="" type="checkbox"/> E/HS	<input type="checkbox"/> CC	<input type="checkbox"/> PreK	<input type="checkbox"/> Other	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Collab
b. Family support services	<input checked="" type="checkbox"/> E/HS	<input type="checkbox"/> CC	<input type="checkbox"/> PreK	<input type="checkbox"/> Other	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Collab
c. Health services	<input checked="" type="checkbox"/> E/HS	<input type="checkbox"/> CC	<input type="checkbox"/> PreK	<input type="checkbox"/> Other	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Collab
d. Mental health services	<input checked="" type="checkbox"/> E/HS	<input type="checkbox"/> CC	<input type="checkbox"/> PreK	<input type="checkbox"/> Other	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Collab
e. Parent education/involvement	<input checked="" type="checkbox"/> E/HS	<input type="checkbox"/> CC	<input type="checkbox"/> PreK	<input type="checkbox"/> Other	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Collab
f. Transportation services	N/A	<input type="checkbox"/> CC	<input type="checkbox"/> PreK	<input type="checkbox"/> Other	<input type="checkbox"/> All	<input type="checkbox"/> N/A
g. Nutrition services	<input checked="" type="checkbox"/> E/HS	<input type="checkbox"/> CC	<input type="checkbox"/> PreK	<input type="checkbox"/> Other	<input checked="" type="checkbox"/> All	<input type="checkbox"/> Collab
h. Transition services	<input checked="" type="checkbox"/> E/HS	<input type="checkbox"/> CC	<input type="checkbox"/> PreK	<input type="checkbox"/> Other	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Collab
i. Disabilities services	<input checked="" type="checkbox"/> E/HS	<input type="checkbox"/> CC	<input type="checkbox"/> PreK	<input type="checkbox"/> Other	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Collab
j. Parent home visits	<input checked="" type="checkbox"/> E/HS	<input type="checkbox"/> CC	<input type="checkbox"/> PreK	<input type="checkbox"/> Other	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Collab
k. Sick child care	N/A	<input type="checkbox"/> CC	<input type="checkbox"/> PreK	<input type="checkbox"/> Other	<input type="checkbox"/> All	<input type="checkbox"/> N/A
l. Parent conferences	<input checked="" type="checkbox"/> E/HS	<input type="checkbox"/> CC	<input type="checkbox"/> PreK	<input type="checkbox"/> Other	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Collab
m. Non-traditional hours service	N/A	<input type="checkbox"/> CC	<input type="checkbox"/> PreK	<input type="checkbox"/> Other	<input type="checkbox"/> All	<input type="checkbox"/> N/A

13. Primary objectives for beginning this collaboration (check all that apply)

- Enhance family health services
- Enhance the quality of children’s education services
- Expand services into new communities
- Extend service hours
- Improve & maximize staff training/professional development
- Link early care & education systems in the community
- Maximize funding and cost effectiveness
- Maximize use of facilities
- Offer increased service options
- Offer parents home visits
- Respond to parents’ changing needs
- Serve a wider age range of children
- Extend days of service
- Serve siblings in one program
- Provide more economically & culturally diverse programming
- Increase the number of children served
- Provide continuity of care
- Improve staff compensation packages

14. Collaboration Development & Management

a. When did the collaboration begin?	September 1998	
b. Are regular written management reports required to support the collaboration? If yes, explain below.	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
c. Are there regular required meetings between collaboration partners? If yes, explain below.	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
d. Is there written documentation to support the content of meetings?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
e. Does the program/collaboration have a written planning process that includes all partners?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
f. Does the collaboration have a written decision making process?		<input checked="" type="checkbox"/> Yes

g. Why did the collaboration begin? *To enhance services to infant and toddlers and their families.*

h. How were partners selected? *Two existing quality full-day, full-year childcare programs which were already serving majority of low income families of infants and toddlers partnered to enhance already existing services.*

i. When there is a disagreement or conflict, how is it resolved with partners?

Conflicts are addressed at administrative meetings between Grantee staff and Partner Directors and/or staff. If the conflict is not resolved, it is presented to the Policy Council and/or Grantee Board.

j. When a decision has to be made about the collaboration, how is this done with partners?

Program decisions are discussed and planned at monthly Administrative meetings involving Grantee staff and partnering staff. All policy and/or program changes are required to be approved by the Policy Council. Partnering agency boards meet at least annually to discuss any changes that may affect the collaboration.

k. Explain how often reports & meetings are done/held:

- ◆ *Monthly Administrative meetings*
- ◆ *Monthly Financial and attendance reports*
- ◆ *Monthly Multidisciplinary meetings*

15. Program Components: Please answer the following questions about your collaboration program. Show in column 2 which partner is responsible for each program component. Check which children receive the program component in the last 2 columns – either all children in the classroom(s) or just the collaboration children.

		Responsible Partner	Children Receiving Services	
a. Does the program use a standardized curriculum? If yes, which curriculum? _____	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Grantee	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Collab
b. Does the program do child screening? If yes, what instrument is used? Denver, Ages & Stages and The Sooner the Better (social/emotional) How often are screenings done? At least twice yearly	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Home Day Care	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Collab
c. Does the program do ongoing child assessment? If yes, what instrument is used? Bayley How often is assessment done? As needed	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Home Day Care	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Collab
d. Does the program take field trips? If yes, how often? _____	<input checked="" type="checkbox"/> No Yes		<input type="checkbox"/> All	<input type="checkbox"/> Collab
e. Does the program have family support staff/case managers? <u>Grantee employs family support staff</u> If yes, what is their caseload? <u>Max. 30</u> How often do they make home visits? <u>At least 1 per year</u> How frequent are family contacts? <u>Varies</u>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Grantee	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Collab

f. BRIEFLY describe your collaboration program’s social service delivery, if you have one, for example explain your crisis intervention and/or referral process(es):

- ◆ *All social service referrals are made to appropriate staff at the Childcare Network of Evanston/Grantee.*
- ◆ *Health/Nutrition, Developmental intervention, Mental Health services and Family Support.*
- ◆ *If necessary, Grantee staff will refer families to other social services partnering agencies.*

Answer the following questions IN AS FEW WORDS as possible, still giving a picture of how your collaboration works. Use bullet point lists whenever possible.

16. List/describe any other program components included in the collaboration that are not described in items 12 and 15 (pages 3-4). *The Evanston Early Head Start (EEHS) collaboration consists of three programs: Child Care Center of Evanston Home Day Care Program/5 Family Childcare Homes – Partner Agency; Infant Welfare Society/Baby Toddler Nursery and Teen Baby Nursery (Center Based) – Partner Agency; Childcare Network of Evanston/Grantee.*
17. Please describe how budgeting and cost sharing among funding sources is done. How do you decide how costs will be shared? What are the financial arrangements between partners?
 - ♦ *Pro rated system based on childcare enrollment at partnering agencies.*
 - ♦ *Partner collaboration budgets are submitted to Grantee annually for approval.*
 - ♦ *Monthly financial reports are submitted.*
18. Please explain how your collaboration is staffed. Include classroom and support staff and tell how this is changed/different from your regular program. Who funds the staff's salaries? Who supervises the staff and who employs them? What salaries and benefits are offered collaboration staff and is this different from other staff?
 - ♦ *Each partnering agency employs it's own staff.*
 - ♦ *EHS Family Childcare Providers are paid at a higher rate than non-EHS providers and receive additional payments for program supplies and continuing education and training.*
 - ♦ *Grantee employs support staff for EEHS.*
 - ♦ *Partners have individual supervisory oversight and individual salary/benefit packages.*
 - ♦ *Childcare Network of Evanston/Grantee monitors the two partner's EHS portion of their programs.*
19. Please tell about your written agreement, if you have one. Include: what the agreement covers (section titles); term (what the time period is); if finances are part of the agreement and how these were figured; etc. *Agreement covers: Contract documents; Role of Grantee; Role of EEHS Partners; Purchase of services; Term of contract; Required record keeping and reporting, standards, rules and regulations; Term – Annual. Refer question 17 for how finances were figured*
20. Please describe the training system for your collaboration. Include what kind of training is done, how costs are shared among funding sources and/or partners, and how it has changed since the collaboration began.
 - ♦ *Grantee is responsible for annual training of partner staff of Head Start Performance Standards.*
 - ♦ *Content area managers are responsible for specific trainings.*
 - ♦ *Grantee agrees to assist in obtaining further educational opportunities for Early Childhood Professional Development and EHS administrative training.*
21. Please give any other details about your collaboration that you believe are important, but not covered elsewhere.
22. If you could start your collaboration over again, knowing what you know now, what would you do differently?
 - ♦ *Make sure that all partnering agencies/staff are well informed about policies, procedures and requirements of the program.*
 - ♦ *Make sure that there are clear and written procedures for communication and decision-making.*
 - ♦ *Make sure that each partnering agency clearly understands their role within the collaboration.*
23. What advice do you have for agencies/homes starting new collaborations?
 - ♦ *Collaborate with strong partners*
 - ♦ *Develop functional processes and systems prior to implementation of collaboration*