



## **Family, Friend and Neighbor Care (FFN) Planning Template**

This planning template and set of next step questions is designed to help states develop and move forward with plans for supporting the learning needs of young children cared for primarily in family (parents and relatives), friend and neighbor care settings.

This tool is being used after preliminary interviews with Build state leaders to help them begin to incorporate supports for FFN caregivers in their early learning system plans and to help identify future planning and technical assistance needs.

Build staff and consultants have been working with Build leaders, to help them identify lead partners and to begin individualized planning processes. This planning process will continue through the end of 2006 and early 2007 with the goal of assisting states to assure that their early learning systems benefit all young children in their states and enable them to accomplish their common goals of “all children ready to succeed in school.”

Although some states have begun to address FFN care issues, many have not yet focused on this area, although awareness of the need to do so has increased over the past several years. This effort is intended to be helpful, not onerous, and to assist each state team in moving forward. Information gained and lessons learned will also be important contributions to the national Learning Community.

Each of the following questions includes additional probes and identification of staging/timing and TA needs. This template is intended as a planning tool only; it is anticipated that each state’s responses and plans will vary based on what they have already done.



## Family, Friend and Neighbor Care (FFN) Planning Template

Activity/Action Step	No/ Not Yet	Considering/ Planning	Doing	Complete	Comments
Additional questions for each response	<ul style="list-style-type: none"> <li>- If no, not yet, who else needs to be involved?</li> <li>- What TA could help?</li> </ul>	<ul style="list-style-type: none"> <li>- What else is needed to move forward?</li> <li>- What is the timeline?</li> <li>- What TA could help?</li> </ul>	<ul style="list-style-type: none"> <li>- What is done and what still needs to be done?</li> <li>- What is the timeline?</li> <li>- What TA could help?</li> </ul>	<ul style="list-style-type: none"> <li>- What were the lessons?</li> <li>- What TA could help?</li> </ul>	
1. Set goal for ALL children to be ready to succeed in school. (Who sets, by what authority, how is this communicated and to whom?)					
2. Collect data to know where ALL children aged birth to 5 are for the majority of their day time hours. (Who can/is doing research, how is/will it be communicated and to whom?)					
3. Integrate activities to support FFN caregivers into system development plans (specify).					



Activity/Action Step	No/ Not Yet	Considering/ Planning	Doing	Complete	Comments
<p>4. Create state level advisory group with relevant system partners, including:</p> <ul style="list-style-type: none"> <li>• Family Support</li> <li>• Maternal and Child Health</li> <li>• Community Education</li> <li>• Cooperative Extension</li> <li>• Cultural Institutions (libraries, children’s museums, etc.)</li> <li>• Parks and Recreation</li> <li>• Senior Services</li> <li>• Faith Communities</li> <li>• Media</li> <li>• United Way</li> <li>• Other (specify)</li> </ul> <p>(Who can identify and engage the right people, how will the group function, and be communicated about and to whom?)</p>					
<p>5. Create statewide policy goals and outcomes with relevant system partners. (Who defines and communicates about these?)</p>					
<p>6. Create next step plans for statewide action with relevant system partners. (Who, what, when, where?)</p>					



Activity/Action Step	No/ Not Yet	Considering/ Planning	Doing	Complete	Comments
<p>7. Create local advisory groups with relevant system partners, including:</p> <ul style="list-style-type: none"> <li>• Family Support</li> <li>• Maternal and Child Health</li> <li>• Community Education</li> <li>• Cooperative Extension</li> <li>• Cultural Institutions (libraries, children’s museums, etc.)</li> <li>• Parks and recreation</li> <li>• Senior Services</li> <li>• Faith Communities</li> <li>• Media</li> <li>• United Way</li> <li>• Other (specify)</li> </ul> <p>(Who will organize, staff and support this effort? How will it be communicated about and to whom?)</p>					
<p>8. Create local policy goals and outcomes with relevant system partners. (Who will organize, staff and support this effort? How will it be communicated about and to whom?)</p>					
<p>9. Create next step plans for local action with relevant system partners. (Who will organize, staff and support this effort? How will it be communicated about and to whom?)</p>					



Activity/Action Step	No/ Not Yet	Considering/ Planning	Doing	Complete	Comments
10. Identify financing plans for statewide and local action. (Who will organize, staff and support this effort, how will it be communicated about and to whom?)					
11. Created communications strategies for statewide and local action (to reach diverse audiences, from caregivers to decision makers and the general public). (Who will organize, staff and support this effort, how will it be communicated about and to whom?)					
12. Integrated all of this work into Build plans. (Who will organize,staff and support this effort? How will it be communicated about and to whom?)					



## Next Step Questions:

1. What do you see as your greatest challenges regarding FFN care?
2. What do you think your greatest assets are regarding FFN care?
3. What technical assistance do you think would be most useful?
  - Learning how to gather data?
  - Learning about program and service models?
  - Site visits to see best practice models?
  - Learning more about financing FFN supports?
  - Learning more about communicating with and about FFN caregivers?
  - Learning more about where FFN care supports fit in an early learning system?
  - Learning more about the diverse needs of FFN caregivers?
  - Creating a state-local strategic plan?
  - Other (specify)
4. What next steps do you think you can take this year?
5. What next steps can you take over the next 3-5 years?
6. How do you think this will help accomplish your overall goals?