

## Instructions:

These forms are intended to be used for planning and reporting purposes. Coalitions can use them to show the actions they will be taking as part of their Smart Beginnings Strategic Plan, to track their progress and to show outcomes. Grantees that have not used these forms will be asked to translate existing Strategic Plans or Work Plans into this format. These forms should include activities that are completed, under way, or planned.

In addition, grantees are not being asked to track statewide “Common Outcomes” on the Common Outcomes Reporting Form (separate from this form).

The definitions and examples below help describe what needs to be included in these forms.

- **Goals** are general statements about what needs to be accomplished to address the major issues facing the community. The Goals are taken from your Strategic Plan. Examples of goals include:
  - Children with developmental delays will be identified as early as possible
  - Parents and people who work with young children will be better informed about how best to meet the needs of young children so they arrive in school healthy and ready to learn
  - The availability of high-quality child care will increase
- **Strategies** are the broad, overarching efforts that will be undertaken to achieve the goals. You may have multiple strategies for each goal. Examples of strategies include:
  - Parent education and home visiting programs will increase their use of materials that are designed to convey evidence-based information
  - The local community child development curriculum and agency training programs will be examined and reformed to better reflect the core competencies outlined by the Virginia Alignment Project
  - A community-wide initiative to improve the quality of child care will be developed
  - A review will be undertaken to determine how effectively the system for assigning parents to appropriate home visiting programs is working

- **Outcomes:** The Outcomes you are trying to achieve convey the improvements you are trying to make in the early childhood system. All outcomes should be something you can measure and you should note how they will be measured.

The Outcomes that are reported annually in the Common Outcomes Reporting Form are:

- 1) State-wide outcomes collected from all coalitions. All coalitions complete Outcome #1 and #2. Coalitions involved with VSQI or QRIS complete Outcome #3 and coalitions involved with Developmental Screenings complete Outcome #4.
- 2) A coalition's longer-term outcomes, such as Getting Ready Indicators, expected to occur as a result of completion of the Goals.

Coalitions may collect other **Outcomes or Getting Ready Indicators** for goals (long-term outcomes) that involve direct improvements for children and families. An examples of an outcomes for other goals might be:

- An increase in the number of **child care workers with a certificate** in child development
- The **Medium-term Outcomes** in the Activities and Outcomes Form are significant measurable outcomes that will result from the Strategy being completed successfully. More than one medium-term outcome may be listed and you will report annually on medium-term outcomes. If available, a benchmark or baseline outcome measure is beneficial to include in the report.

Examples of medium-term outcomes include:

- Changes in policies or procedures implemented
- Participation of a certain number of child care centers or family child care providers in a quality improvement initiative
- A reduction in the number of children who are registered for kindergarten on the first day of school because they and their parents missed orientation
- **Actions** are what need to be done to successfully implement each strategy. Examples of action steps include:
  - Research evidence-based materials or practices
  - Conduct trainings
  - Assess the availability of funding sources to finance the delivery of materials to parents

- **Resources Needed** are the people, organizations, and potential funding sources that will support the implementation of your strategies and actions. These do not have to be confined to people or organizations that are already committed to working with your coalition. If it would benefit to have others involved, then you might want to indicate that without implying that you already have a commitment.
- **Responsible Parties** indicate who is responsible for leading the action and moving it toward success. Try to be somewhat specific; you do not want to just say the Smart Beginnings Coalition for most of your strategies but identify a specific workgroup or committee or organization(s).
- The **timeline** should indicate when you expect to have certain activities completed. If actions are ongoing, provide a time frame.
- **Activity outcome/output measures** are designed to show progress on the actions described. They may include information such as the number of training sessions held, the number of people trained, and how many early childhood workers received a resource directory. These measures are intended to show that an action was carried out in a manner that is likely to result in success for the overall strategy.
- **Progress report** is where you briefly describe the status of the action, including any activity outcome/outputs measures collected. For example, if an action is completed you might want to note that with the date when it was completed. If it is partially completed then you may want to provide information on that, for example “two trainings complete, a third one is planned for spring 2011.” If there has been a delay or barriers you may want to note why for example, “delayed because of lack of funding for materials.” This information will help your coalition and your Program Officer strategize ways to overcome obstacles.
- **Please highlight and note any plan changes** from your previous reporting period. VECF recognizes that plans change due to new opportunities or changes in circumstances. However, in order to best understand the progress of coalitions it is important to keep track of such changes. Grantees will be asked to note future changes in their plans and the reasons they have occurred. If there are areas where progress is not being made discussions will be held about ways to help move particular goals, strategies, or actions forward or ways they could be altered to make them more achievable.

**Here are some additional tips to help smooth your use of this form:**

- You may want to cut and paste multiple copies of the form before you begin since you are going to need more pages than are provided here.
- Most goals will have multiple strategies and many strategies will have more than three actions needed in order to complete them. In order to keep this all clear you can number the goals and strategies and indicate when a strategy is continuing from a previous page.
- You will be asked to report on progress on your plan throughout your time as a Smart Beginnings Coalition, including outcomes and outputs.

# Smart Beginnings

## Activities and Outcomes Form for Planning and Reporting

<b>GOAL:</b>					
<b>Strategy 1:</b>					
<b>Medium-Term Outcome(s):</b>				<b>Year 1</b> <i>(Annual outcomes reporting)</i>	<b>Year 2</b> <i>(Annual outcomes reporting)</i>
<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>					
<b>Actions</b> <i>What actions are needed to accomplish this strategy?</i>	<b>Resources Needed</b> <i>What kind of funding, facilities, expertise is needed to carry out the action?</i>	<b>Responsible Parties</b> <i>Who on the coalition will take the lead or provide key support?</i>	<b>Timeline</b> <i>By when should action be completed?</i>	<b>Activity Outcome/ Output Measures</b> <i>How will you know the action succeeded or is complete?</i>	<b>Progress Report</b> <i>What is the current status of this activity?</i>

