
**EARLY CHILDHOOD COORDINATED ENROLLMENT PLAN
COHORTS 1 AND 2
DUE NOVEMBER 16**

Community Network: New Orleans Early Education Network

Lead Agency: Agenda for Children

Completed by: Elizabeth Kief, Kristen Illarmo, Maria Montoya

To submit the Coordinated Enrollment Plan, please include in one email:

- Samples of program guides, brochures, flyers, etc. (*one per type*) – scan as pdf
- Samples of any other coordinated information campaign materials – scan as pdf
- Policies and procedures for Coordinated Enrollment, as required by Bulletin 140
- Responses to the questions below with signatures of each program partner.

If you have questions or need assistance, please contact Kaye at Kaye.Eichler@la.gov .

Program Partner Review – *Include signatures from each program partner demonstrating they have been engaged in the planning process and approve the plan. Add lines as necessary.*

Signature	Program Name & Type
Please see accompanying signature sheets	

1. MAXIMIZE SYSTEM CAPACITY

a. What was the 2015-2016 family demand for publicly-funded early childhood seats in your community? How did you arrive at this number? Be careful about double-counting applications if families applied to more than one program.

Age Group	2015-16 Family Demand (#) <i>Based on applications for 2015-16</i>
<i>Example - threes</i>	125
Infants	Indeterminable
Ones	Indeterminable
Twos	Indeterminable
Threes	Indeterminable
Fours	Indeterminable

NOEEN is unable to accurately calculate or determine the 2015-16 family demand for any age group due to there being no coordinated enrollment process in place for enrolling children for the 2015-16 program year. Generally, EnrollNOLA enrolled four-year-olds in all RSD programs and in some OPSB charter school programs. 2,358 total unique applications were received in Main Round and Round 2 for 2015-16 through EnrollNOLA. However, all other OPSB schools enrolled at each individual school site, multiple Early Head Start and Head Start grantees and delegates enrolled through separate processes, and each center enrolled CCAP children through individual processes. Due to this decentralized system of enrolling, there is no way to collect each individual program's demand data and compile that into a single demand number for the Network. Please see below for additional details.

b. What was the unmet demand in your community for 2015-2016? After you complete the Oct. 1 child count, complete the table below with the service percentages from your coordinated enrollment work last year. Please note counts should include children with special needs and hard to reach families.

Age Group	At-Risk Cohort (#) <i>Based on size of K Cohort at 185% FPL</i>	2015-16 Family Demand (#) <i>Based on applications for 2015-16 (see 1.a.)</i>	2015-16 Service (#) <i>Based on Oct. 1 2015 Count</i>	Service based on Demand (%) <i>2015-16 Service/2015-16 Parent Demand</i>	Service based on Need (%) <i>2015-16 Service/At-Risk Cohort</i>
<i>Example - threes</i>	125	100	75	75%	60%
Infants		Indeterminable	120	Indeterminable	
Ones		Indeterminable	314	Indeterminable	

Twos		<i>Indeterminable</i>	525	<i>Indeterminable</i>	
Threes		<i>Indeterminable</i>	1134	<i>Indeterminable</i>	
Fours		<i>Indeterminable</i>	3003	<i>Indeterminable</i>	

c. **How many more at-risk children will your Community Network be able to serve in 2016-17?** Complete the table below with the service percentages from the count and your targets for next year. Please note counts should include children with special needs and hard to reach families.

Age Group	2015-16 Service (#) <i>Oct.1 2015 Count</i>	2015-16 Service (%) <i>2015-16 Service/ At-Risk Cohort (above)</i>	Proposed 2016-17 Service (#)	Target Service (%) <i>Proposed Service/At-Risk Cohort (above)</i>	Growth (%) <i>Proposed growth in service from 2015-16 to Target Service</i>
<i>Example - threes</i>	75	60%	80	64%	4%
Infants	120				
Ones	314				
Twos	525				
Threes	1134				
Fours	3003				

d. **Specifically describe the network’s plan to address at-risk service gaps, particularly to manage and share waitlist information for all ages** (each answer should be no more than 250 words):

- **Is the network meeting the demand of the community? Are more families applying for seats than there are seats available, or is the amount of seats currently offered enough to meet the application demand?**
 - PK 4 Demand- *includes seats enrolled through coordinated EnrollNOLA process only:* At the end of October 2015, less than 20 4 year old seats are still available to at-risk applicants. Some applicants have chosen to remain on waitlist for preferred programs rather than fill a vacant spot at another program. Based on this data, the Network believes that the number of seats currently available does appear to be enough to meet the current demand for 4 year old seats.
 - For all uncoordinated seats, it is impossible to accurately determine or estimate the demand for these seats.

- ***If the network is able to serve more children, how will you do that – braiding, reverse mainstreaming, local funds, etc.? Which sites can serve more children?***

The network is working with community providers via the coordinated funding request process to determine which providers have additional space and are willing and able to serve more seats. Early indications through received Letters of Intent for the coordinated funding request process indicate that providers in New Orleans are willing and able to serve more seats through LA4, NSECD, Preschool Expansion Grant, and Allocated CCAP seats. Particularly, the Network is hoping to utilize new Preschool Expansion and Allocated CCAP seats available statewide to increase the total number of children served in Orleans Parish. The coordinated funding request process is also making use of the limited parent demand data and reliable quality data we have available to make recommendations for new or expanded seats in order to allocate any additional seats only to those programs that we believe will be high quality and in high demand by parents, thereby maximizing use of available funds and seats.

- ***If the network is not able to serve more children next year, what are the constraints – physical capacity, funding, etc.? How are the constraints similar or different for child care, Head Start, and schools?***
- ***If the network is not able to serve more children next year, what steps will you take to increase service for 2017-18, specifically focused on serving all at-risk four-year-olds?***

2. COORDINATED INFORMATION CAMPAIGN (each answer should be no more than 200 words):

a. When will the Coordinated Information Campaign take place?

Start Date: 10/1/2015	End Date: 7/22/2016	# of weeks: 36 weeks
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b. What will the major event(s) look like?

Major Event	Date /Time of day	Is this a previously scheduled community or school event?
TCA Transition Fair (I)	Date TBD – Typically held in Oct./Nov.	Community event
Celebracion Latino at Audubon Zoo	Oct. 11 – 10 am to 4 pm	Community event
Baby Fest	Oct. 3 – 10 to 4 pm	Community event
Gentilly Fest	Oct. 9 – 10 to 6 pm	Community event
Parenting Center School Expo	Oct. 13 – 6 to 7:30 pm	Community event

Boo at the Zoo at Audubon Zoo	Oct. 16, 17, 23, 24 – 10 am to 4 pm	Community event
Franklin Avenue Baptist Church Fall Fest	Oct. 31 – 11 to 3 pm	Community event
Children’s Literacy Festival	Nov. 7 – 10 am to 5 pm	Community event
NOEEN Info Fairs at Orleans Parish Housing Developments	Nov. 2 – Dec. 6 – Various times	Coordinated by Agenda for Children, NOEEN Lead Agency
Share the Harvest Health Fair	Nov. 21 – 8 am to 1 pm	Community Event
Celebration in the Oaks	Nov. 28 – Dec. 21 – 6 pm to 8 pm	Community Event
New Orleans Angel Tree Celebration	Dec. 12 – 9 am to 4 pm	Community Event
Urban League Schools Expo	Jan. 23 rd – 10 am to 2 pm (Tentative date)	Community Event
TCA Transition Fair (II)	Date TBD – Typically held in February	Community event
Viet New Year Celebration	Feb. 20 – 10 am to 6 pm	Community Event
New Orleans Recreation Department Spring Sport and Summer Camp Fair	Date – TBD – Typically held in February, March and May	Community Event
NOEEN Coordinated Enrollment Info Fair	April 18 – 10 am to Noon (Tentative date)	Coordinated by Agenda for Children, NOEEN Lead Agency
Celebration of the Young Child	Date TBD – Typically held in April	Community Event
New Orleans Housing Authority Camp Fair	Date TBD – Typically held in June	Community Event

c. What master information guides and materials exist for the Coordinated Information Campaign?

Title	Material Type	Partners involved
OneApp application	Online application and directory	Recovery School District
New Orleans Parents’ Guide to Early Childhood Education	Printed and online resource guide	Produced in partnership with the Urban League of Greater New Orleans and Agenda for Children
Education Matters magazine	Printed tabloid publication and online resource guide. Tentatively will publish in November, March and June	Produced in partnership with Agenda for Children and Gambit Weekly
Start early, Get ahead	Radio and TV Public Service Announcements on benefits of early childhood education	Produced with Agenda for Children

Start early, Get ahead and Enroll Now!	Direct mail pieces sent to Orleans Parish households with children under 4	Produced in partnership with Agenda for Children
KIDS COUNT Early Childhood Parent Toolbox	Printed and online materials made available to families of special needs children	Produced in partnership with Agenda for Children and Families Helping Families of Orleans and Jefferson Parish
My School NOLA	Posters, flyers and doorknocker cards that list all participating programs , where to get more info and how to apply	Produced in partnership with Agenda for Children
Navigating NOLA Ed Video Series	Short videos in Spanish, English and Vietnamese on how to navigate New Orleans Early Childhood and K-12 coordinated enrollment process	Produced in partnership with Agenda for Children and Nuestra Voz

d. How will the Community Network’s Coordinated Information Campaign accommodate families who do not speak English?

All materials will be translated in Spanish and Vietnamese. Additionally, Agenda for Children will work with Nuestra Voz (A non-profit committed to educating Latino families on their educational choices) to create 60 second clips on understanding the process and one 5 minute video on common questions in Spanish (View the video at <https://youtu.be/uPQWv7LHJIU>).

e. How will the network ensure that the campaign includes actionable information for families of children with special needs?

Materials that direct the most common questions and concerns of families of children with special needs are in the process of being created in partnership with Agenda for Children and Families Helping Families of Orleans and Jefferson Parish. These materials will be distributed to families who are identified through the agencies currently leading the evaluations and social services that these families may be connected to. In an effort to reach families from Day 1, Families Helping Families will distribute these materials to new mothers who deliver children with special needs in area hospitals. Within each issue of *Education Matters* (a Publication of the New Orleans Early Education Network), special education experts and child advocates will offer families supplemental resources and advice on how to navigate the coordinated enrollment process. Additionally, the New Orleans Guide to Early Childhood Education will provide parents with information on how to obtain an evaluation and related community resources.

e. What are the network’s joint registration events for all types of partners?

Per the major events listed in 1b, the network will offer registration (submission of application materials at the following events):

Celebracion Latino at Audubon Zoo	Oct. 11 – 10 am to 4 pm
Children’s Literacy Festival	Nov. 7 – 10 am to 5 pm
NOEEN Info Fairs at Orleans Parish Housing Developments	Nov. 2 – Dec. 6 – Various times
TCA Transition Fair (I)	Three sites: Nov. 3, 4, and 5
Share the Harvest Health Fair	Nov. 21 – 8 am to 1 pm
Celebration in the Oaks	Nov. 28 – Dec. 21 – 6 pm to 8 pm
New Orleans Angel Tree Celebration	Dec. 12 – 9 am to 4 pm
Urban League Schools Expo	Jan. 23rd – 10 am to 2 pm (Tentative date)
TCA Transition Fair (II)	Date TBD – Typically held in February
Viet New Year Celebration	Feb. 20 – 10 am to 6 pm
New Orleans Recreation Department Spring Sport and Summer Camp Fair	Date – TBD – Typically held in February, March and May
NOEEN Coordinated Enrollment Info Fair	April 18 – 10 am to Noon (Tentative date)
Celebration of the Young Child	Date TBD – Typically held in April
New Orleans Housing Authority Camp Fair	Date TBD – Typically held in June

***Note: All items highlighted in yellow will be sponsored and/or hosted by the network.**

f. How will the network distribute and share information with families on an ongoing basis?

Throughout the year, information will be distributed to families through EnrollNOLA’s four citywide family resource centers, through early childhood program partners, all New Orleans public libraries, the Housing Authority of New Orleans, New Orleans Recreation Department, Children’s Hospital service providers, City of New Orleans Healthy Start partners and the publication of Education Matters, a free magazine

filled with information on coordinated enrollment and early childhood development (estimated distribution of 50,000 copies through Gambit Weekly delivery points).

Ongoing trainings on the coordinated enrollment process will be offered to all of the above mentioned partners who provide direct services to children and families, as well as to all program partners. To create more public awareness around coordinated enrollment and its benefits, Agenda for Children will host three Early Childhood education Media Mixers , where early childhood education experts and data gurus can discuss trends, and suggest potential story ideas (and data) that accurately reflects the network’s on-going work to ensure every child is kindergarten ready. This will create “earned media” opportunities for the coordinated enrollment process, which will further raise public awareness of the coordinated enrollment process.

3. COORDINATED ELIGIBILITY DETERMINATION *(each answer should be no more than 200 words):*

a. How does the coordinated information campaign include eligibility criteria for all providers?

The network has worked to distill program eligibility and priority information for each program into short descriptions for each funding source. These descriptions are included in the Early Childhood Education Catalog (attached) and on flyers designed to help families better understand the requirements of each program (see Eligibility Req Flyer attached).

b. How does the network verify income eligibility?

After completing the OneApp at enrollnola.org, parents verify their programmatic eligibility at a Head Start or EnrollNOLA Family Resource Center (FRC). Parents bring proof of age, residency, and income to a participating center. Center staff reviews the documentation and captures the result in SchoolForce. SchoolForce determines whether the applicant is eligible based on the documentation provided. Details of what documents are required are included on the attached “Get Verified” flyer.

c. How will the network ensure that all partners are prepared to explain eligibility information to families of children with special needs?

Materials that direct the most common questions and concerns of families of children with special needs are in the process of being created in partnership with Agenda for Children and Families Helping Families of Orleans and Jefferson Parish. These materials will be distributed to families who are identified through the agencies currently leading the evaluations and social services that these families may be connected to. In an effort to reach families from Day 1, Families Helping Families will distribute these materials to new mothers

who deliver children with special needs, in area hospitals. Within each issue of Education Matters (a Publication of the New Orleans Early Education Network), special education experts and child advocates will offer families supplemental resources and advice on how to navigate the coordinated enrollment process. Additionally, the Parents' Guide to Early Childhood Education will provide parents with information on how to obtain an evaluation and related community resources.

d. *What referral system is in place to ensure families are able to find available seats?*

Families needing seats for the following school year should use the application available at enrollnola.org. The application is available from November to February and again from April to May. Families needing childcare options in the summer and within the school year should check on seat availability at an EnrollNOLA FRC. Families needing immediate childcare can be placed in a program based on seat availability.

e. *How will the leadership team ensure all types of partners are represented and responsible?*

EnrollNOLA and Agenda for Children held numerous planning sessions in Spring 2015 to ensure that all program partners were represented. In Summer 2015, EnrollNOLA held over 13 meetings with program partners to discuss the Coordinated Enrollment Framework plan and get feedback. Revisions were made based on feedback received and the Coordinated Enrollment Framework was approved by the NOEEN Steering Committee in September.

EnrollNOLA and Agenda for Children have worked to ensure parties are responsible by offering numerous training sessions outlining the agreed upon policies and giving programs an opportunity to practice the application. It is the intention of the leadership team to ensure that all providers understand what is required and have been adequately trained to assist families as needed. Additional training opportunities will be held until all providers are confident in the requirements of the coordinated approach.

4. COORDINATED ELIGIBILITY DETERMINATION, APPLICATION, MATCHING, and REGISTRATION

a. *Will the network have a unified application for 2016-17?*

Yes, all publicly-funded early childhood seats from infant to pre-k 4 will be included in OneApp for 2016-2017.

b. *What steps will the network take to implement a unified application process? All programs are income-based and serve specific ages – please ensure that your answers below explain how eligibility for each seat will be verified.*

	Coordinated Eligibility Determination <i>This should be the same across sites</i>
<p>Community Networks: <i>What is the step-by-step process for the Community Networks? When, where, and how are they doing it? What is timeframe?</i></p>	<p>Programmatic eligibility is determined by the SchoolForce system based on each program’s unique requirements including age, residency, and income required. Each program’s requirements and eligibility is built into the SchoolForce system. Parents completing the application must answer a series of eligibility questions. Based on these answers the application tailors the list of programs an applicant sees to those for which they should be eligible.</p> <p>Parents then bring supporting documents to an EnrollNOLA Family Resource Center or a Head Start center to verify and finalize eligibility for each applicant. All verification must be completed by the end of the application cycle.</p>
<p>Sites: <i>What is the step-by-step process for sites and programs? When, where, and how are they doing it? What is the timeframe?</i></p>	<p>Staff requests supporting documentation from the family: 1 proof of age, 2 proofs of residency, and 1 proof of income. Acceptable documents are the same for all programs, see “Get Verified” flyer attached. Staff reviews these documents and compares the documentation to the applicant’s answers to several eligibility questions from the application. An applicant may be required to bring additional documentation if, for example, they stated in the application that the child is participating in the Foster Care program. Staff will note all documentation provided in the Eligibility Verification section of SchoolForce. The answers verified here and the monthly income as calculated by staff determines which programs the applicant is eligible for. Staff click “check eligibility” and a table appears indicating the schools and centers the applicants has applied for and whether they are eligible. Staff then explains the results with the parent and discusses possible next steps. Eligibility must be verified in this manner for all applicants before the application window closes on February 26, 2016 for Main Round. Round 2 opens at the end of April and closes at the end of May and is another opportunity for parents to complete the application and be verified for participating programs.</p>
<p>Families: <i>What is the step-by-step process for families? What paperwork/ documentation are they</i></p>	<ol style="list-style-type: none"> 1) Family completes an application online at enrollnola.org 2) Family brings required documents to an EnrollNOLA FRC or a Head Start for verification (see: “Get Verified” flyer for a complete document list required. There

<p><i>required to provide? When and where will they provide it? What is the timeframe?</i></p>	<p>are four EnrollNOLA FRC sites and 22 Head Start centers completing eligibility verification.</p> <p>3) All verification must be complete by 2/26/2016 for the Main Round application cycle.</p>
<p><i>Where are there gaps or questions in the process?</i></p>	

	Coordinated Application <i>This should be the same across sites</i>
<p>Community Networks: <i>What is the step-by-step process for the Community Networks? When, where, and how are they doing it? What is timeframe?</i></p>	<p>All sites and participating programs are using OneApp available at enrollnola.org. The Main Round application cycle opened on November 2, 2015 and closes February 26, 2016. The Round 2 application cycle opens at the end of April and closes at the end of May. Parents needing childcare options after that can visit an EnrollNOLA FRC site to check on seat availability at desired programs.</p>
<p>Sites: <i>What is the step-by-step process for sites and programs? When, where, and how are they doing it? What is the timeframe?</i></p>	<p>Sites and programs will direct parents to OneApp at enrollnola.org and have been trained to assist parents with the application. The Main Round application cycle opened on November 2, 2015 and closes February 26, 2016. The Round 2 application cycle opens at the end of April and closes at the end of May. Parents needing childcare options after that can visit an EnrollNOLA FRC site to check on seat availability at desired programs.</p>
<p>Families: <i>What is the step-by-step process for families? What paperwork/ documentation are they required to provide? When and where will they provide it? What is the timeframe?</i></p>	<p>See 123 Flyer</p> <ol style="list-style-type: none"> 1) Families will complete the application at enrollnola.org 2) Families are not required to provide any documentation to complete the application (documentation is required to complete eligibility verification). 3) Families will access the application online. 4) Main Round Starts: 11/2/2015 Ends: 2/26/2015
<p><i>Where are there gaps or questions in the process?</i></p>	<p>We are still working with Orleans Parish School Board staff to determine a more streamlined and accessible process for families of students with disabilities to be identified, evaluated, and enrolled in a program that best serves their needs.</p>

	Matching Based on Preference <i>This should be the same across sites</i>
Community Networks: <i>What is the step-by-step process for the Community Networks? When, where, and how are they doing it? What is timeframe?</i>	The community network will utilize the match based on preference conducted by the OneApp algorithm. The algorithm matches students according to available seats, parent preference, program eligibility, and program priority. The match will be completed by the first week of April.
Sites: <i>What is the step-by-step process for sites and programs? When, where, and how are they doing it? What is the timeframe?</i>	Sites will have access to their rosters of matched children the first week of April. At that time programs are encouraged to contact families to have them come in to register.
Families: <i>What is the step-by-step process for families? What paperwork/ documentation are they required to provide? When and where will they provide it? What is the timeframe?</i>	Families will be able to log on to their parent account to see what site their child has been assigned to, families will also receive an email and a letter listing the school placement. Not all applicants will be assigned. Some may be placed on waitlists for desired programs. Applicants with placements will be asked to claim their seat by May 13, 2016. They must bring proof of age, residency, and income to the school to register for the assigned seat on or before May 13, 2016.
<i>Where are there gaps or questions in the process?</i>	

	Registration at the Site <i>Sites may have different requirements at the time of enrollment</i>
Community Networks: <i>What is the step-by-step process for the Community Networks? When, where, and how are they doing it? What is timeframe?</i>	Families who have been assigned a seat through the match are required to claim their seat by May 13, 2016. Programs can choose whether to enforce this registration deadline. Some programs may decide not to enforce the deadline; those programs will allow families to register throughout the summer. For programs that choose to enforce the deadline, families will not be allowed to register after the deadline and will need to seek another seat through the first-come, first-served seat placement process.
Sites: <i>What is the step-by-step process for sites and programs? When, where, and how are they</i>	Sites will collect or make copies of the types of documents used to prove program eligibility: copy of birth certificate, proof of residency, proof of income. The documents collected at registration do not have to be the exact documents presented to the FRC or

<i>doing it? What is the timeframe?</i>	Head Start staff for eligibility verification, although they can be those same documents. Programs may request originals of documents from families.
Families: <i>What is the step-by-step process for families? What paperwork/ documentation are they required to provide? When and where will they provide it? What is the timeframe?</i>	Families will bring copies or originals of the documents required to prove eligibility to the program they have been assigned to on or before May 13, 2016. These documents do not have to be the exact documents used to prove eligibility before the match, but the parent may choose to bring the same documents.
<i>Where are there gaps or questions in the process?</i>	LDOE has confirmed that if a family is eligible for a program at the time of verification before the match that eligibility will be good for the 2016-2017 school year, regardless of a change in situation for the family. Programs will likely feel like they need to recalculate eligibility and may feel they need to challenge the initial determination by the FRC or Head Start staff. Those cases may need to be reviewed on a case by case basis.

5. FULL MODEL

As established in Bulletin 140, communities in Cohorts 1 and 2 are expected to enroll children under the full model of Coordinated Enrollment for the 2016-17 school year. If you anticipate any hardships or challenges that will prohibit your community from accomplishing full implementation, please describe them below:

	MARK whether: <i>Fully Implemented, Partially Implemented, Will Not Implement</i>	Hardship/Challenge	Steps taken this year to implement	Anticipated Full Implementation Date
Coordinated Information Campaign	Fully Implemented	•	•	In process, ongoing

<i>Coordinated Eligibility Determination</i>	<i>Fully Implemented</i>	•	•	<i>In process, ongoing</i>
<i>Coordinated Application</i>	<i>Fully Implemented</i>	•	•	<i>Main Round Application launched November 2, 2015</i>
<i>Matching Based on Preference</i>	<i>Fully Implemented</i>	•	•	<i>Main Round match completed in April 2016</i>

If any aspect of the Coordinated Enrollment model will not be in place for families applying and enrolling for 2016-2017, you will need to apply for a Coordinated Enrollment Waiver.