

**Chinese-American Planning Council, Inc.
Asian Child Care Resource & Referral**

Assessment-Based Technical Assistance

For Family Child Care & Early Childhood Education Programs

Objectives:

The Assessment-Based technical assistance (ABTA) is designed to provide in-depth assessment, observation, and support to programs that are striving to improve and provide high standard quality of care to children.

Methods:

The Assessment-based Technical Assistance service may include a combination of onsite visits, email, fax and telephone calls.

Process:

- **First Visit** – Meet with the program director and classroom teachers chosen to participate in on-site ABTA, discuss ABTA process, answer questions, explain the role of CPC-ACCR staff as a colleague, and arrange observation visit.
- **Second Visit** – A 3-hour classroom observation is conducted using an environmental Rating scale and following the observation, and meeting with teachers and/or the director regarding questions that may need further clarification.
- **Third Visit** – Observation findings sent prior to the visit. Review observation findings at convenient time questions etc. with the director, teachers choose two or three areas of focus for training and technical assistance leading to improving quality.
- **Fourth and Fifth Visits** – Post-technical assistance and/or training. Process grant application(s) for materials and or training, and to discuss next steps & continuous improvement.

Feedback Survey of CPC-ACCR's Assessment Based Technical Assistance:

CPC-ACCR staff will ask the program/provider to fill out a feedback survey to describe the experience.

Score Sheets & Action Plan:

Observation score sheet and action plan will be compiled into a report using ECERS-R, ITERS-R, or FCCERS-R. The score sheet & action plan will be given to the center/ program prior to the last visit. These reports are intended for internal use only.

During of Time Frame:

Three to Six different sessions/visits during the course three to six months. Would be flexible to accommodate your program's need and schedule.

Qualifications of CPC-ACCR Staff Conducting ABTA:

- MA or BA in Early Childhood Education or related Field;
- Certified Observers in ECERS, ITERS, FCCERS;
- Certified CLASS observers;
- SUNY Certified trainer in Health & Safety;
- Certified American Red Cross First Aid and CPR Trainer;
- Certified MAT Trainer and Registered Nurse.



Application for on-Site Assessment-Based Technical Assistance

Program Name: _____ License #: _____

Contact Person: _____ Alternative Contact Person: _____

Address: _____

Borough: _____ Zip Code: _____ Tel: _____

Fax: _____ E-mail Address: _____

Current Number of children enrolled:

Infants (younger than 18 months): _____

Toddlers (between 18 months and 3 years): _____

3 Year olds: _____

4 Year olds: _____

5Year olds & Up: _____

Current number of teachers/assistance/ Aides: _____

1. How can your program benefit from on-site enhanced technical assistance?

2. Check any of the following areas that apply to your program's needs:

_____ New Staff / Provider _____ Staff/Provider with limited training in best practices

_____ Staff / Provider working with a new age group or in a new setting

_____ Other area of need:

3. Will you be able to schedule time for staff/yourself to participate in training?

_____ Yes → About How many hours? _____

4. Do you have other ways to get technical assistance and professional development?

_____ Yes → From Where ? _____

Office Use Only:

Application received by: _____ Date: _____

CPC-ACCR Staff Assigned to ABTA or TA: _____

Date and Time of scheduled appointment with Program/ Provider: _____

Date of Competition: _____

Memorandum of Understanding

The memorandum of understanding is a working agreement between CPC-ACCR and _____
 This document clarifies the expectations, roles, and responsibilities of both parties prior to the delivery of enhanced technical Assistance, consultation or training. The purpose of this MOU is to delineate the roles, responsibilities, and expectations pertaining to on-site consultation.

Responsibilities of CPC-ACCR

- Assign a qualified ACCR staff to provide on-site assessment-based TA; observation/training/consultation using the appropriate Environmental Rating Scale;
- Coordinate and provide training and/or consultation activities and share appropriate resources;
- Be available for on-going consultation as needed;
- Reserve the right to end this agreement if the agreed upon conditions are not fulfilled.

Responsibilities of the CPC-ACCR Staff

- Contact the program/Provider to arrange dates and time of all visits;
- Confirm all appointments 48 hours prior to visiting;
- Notify the program in a timely manner should an emergency arise and visit need to be rescheduled;
- Treat all information shared in a professional and confidential manner;
- Communicate to the program/provider any concerns about the fulfillment of this agreement.

Provide On-Site Visits which include:

Orientation Visit: Meet with the director/provider to discuss the process of consultation services.

Initial Observation Visit: Provide a 3-hour observation using the appropriate Environment Rating Scale. Meet with the director and/or staff/provider and/or assistant for a brief meeting to discuss questions that could not be answered by observation alone.

Review of Observation Results, Scores & Development of Quality Action Plan: Present and discuss scores and written action plan of the observation findings will be sent prior this visit. Meet with the director and/or staff/provider and/or assistant for a brief meeting to discuss the observation findings and together choose 2 – 3 areas that could benefit from training, coaching or modeling that will be the basis of the improvement plan.

Final Observation Visit (more visits if needed): Provide a 1 to 2-hour observation using a section of the appropriate environment rating scale that addresses the areas of focus in the improvement plan.

Responsibilities of the Program/Provider:

- Work with the ACCR staff to schedule observations, training, and technical assistance visits;
- Work with the ACCR staff to develop and implement a quality plan;
- Contact the ACCR Staff (by telephone or Email) at least 24 hours in advance should a visit need to be rescheduled; Communicate to the ACCR Staff any concerns or questions;
- Reserve the right to end this agreement if the agreed-upon and/or conditions are not fulfilled.

AGREED:

On Behalf of Chinese-American Planning Council-Asian Child Care Resource and Referral:

Signature: _____ Title: _____ Date: _____

On Behalf of [PROGRAM/PROVIDER NAME]:

Signature: _____ Title: _____ Date: _____