

SERVICE PLAN 2010-2011

SECTION 1 PROGRAM CONTRACT INFORMATION AND STRATEGIC OBJECTIVES

Contractor Organization Name: The Good Org for Kids	Key Contact / Telephone: Person 925-777-7777	Contract Number: ABC 2010	Date Completed:
Program Contra Costa Story Land	Initiative Early Intervention	Contract Term: 7/1/2010-6/30/2011	% Funding: 100%
Program purpose:	Young children benefit from opportunities to engage in early literacy opportunities that connect their pre-school curriculum to a field trip with opportunities for tactile engagement in story telling traditions, and families of these children benefit from opportunities to reinforce this experience.		
Strategic Objectives: (From F5CC Strategic Plan)			
5A. Early care and education settings are high-quality.		6A. Parenting education and support promote parent engagement in children's learning.	

SECTION 2 IMPLEMENTATION MILESTONES AND MONITORING PLAN

Implementation Milestone	Methods of Monitoring
1. <u>Service Plan</u> : Contractor ensures that all provisions of this Service Plan are carried out, and provides oversight to all staff, volunteers, interns, consultants, subcontractors and collaborative partners (as applicable). Contractor ensures that Activities and Outputs are on target as shown in Section 3 Logic Model. Contractor ensures that evaluation activities are on target as shown in Section 4 Evaluation Requirements and that data collected are sufficient to aid in assessing program outcomes.	OCERS Implementation Milestone Update and Units of Service / Population Reached reports Contractor Performance Progress Report Site visit Data collection review with F5CC evaluation staff
2. <u>Staffing</u> : Contractor ensures that programs are conducted by qualified and trained staff. Contractor ensures that Program staff receives adequate supervision and support and maintains a system to assess and improve service delivery, to include staff professional development and training.	Job descriptions Site visit
3. <u>Quality Standards</u> : Contractor ensures that programs are of high quality, culturally and linguistically appropriate for participants, and focus on children birth to 5 years and/or their parents / guardians. Contractor ensures that all operations are conducted according to professional standards, including maintaining professional boundaries, client confidentiality, record keeping, training, and staff supervision. Contractor maintains processes for on-going program quality assessment and improvement.	Site visit On-going discussion with program officer and adherence to professional standards of quality
4. Contractor ensures that evaluation activities are on target as shown in Section 4 Evaluation Requirements. Contractor ensures that staff enters data into selected database in order to increase the ability to provide direct services and enable fuller understanding of program outcomes	Periodic review by F5CC Evaluation staff

Implementation Milestone	Methods of Monitoring
5. Contractors work with pre-school teachers in low-performing districts to incorporate into the curriculum activities to reinforce the Contra Costa Story Land field trip experience.	OCERS Implementation Milestone Update describes successes and challenges using curriculum.
6. Contractors ensure that transportation for the field trips meet all district requirements for safety and accountability.	Site Visit
7. Contractor makes all arrangements to ensure that Story Land is reserved for the field trip days and lunch is provided for children and accompanying adults.	Periodic Review by F5CC Program Officer

SECTION 3 PROGRAM LOGIC MODEL The Program Logic Model shows the theory of how Activities and Units of Service / Population Reached lead to the achievement of Outcomes. The first two columns are contractual requirements. Contractors are not contractually required to meet the outcomes displayed; however, many outcomes will be evaluated using data collection procedures specified in Section 4 for summary presentation to the Contractor, the Commission, F5 staff, and other interested parties.

Description of Services		Outcomes			
Activities	Units of Service/ Population Reached	Changes in Knowledge / Attitudes	Changes in Skills / Behaviors	Sustainable changes in systems / orgs	Impact / Long-Term Outcomes
Contractors meet with teachers to promote the Contra Costa Story Land project, and provide tips for including lessons into the curriculum on the week of the field trip.	Recruit and meet with 50 pre-school teachers.	Teachers appreciate opportunities for field trips.	Teachers connect Story Land's activities to classroom learning.		Early care and education settings are high-quality.*
Contractor arranges transportation for field trips from schools to and from Contra Costa Story Land.	50 pre-school sites participate in the field trip.	Children learn traditional stories from various cultures.	Children use tactile senses to explore traditional stories, such as climbing on the castle before listening to "The Princess and the Frog"		Children are better prepared to learn.
Contractors work with staff of Contra Costa Story Land to connect children to early literacy through interactive games, activities, and storytelling at Story Land.	200 children attend Story Land on a field trip.				
Staff distribute to families of participating children free entrance passes to Story Land for future use.	200 free passes distributed to families.		Families reinforce the use of Story Land for early literacy.		Parenting education and support promote parent engagement in children's learning.*

*First 5 Strategic Objective

SECTION 4 EVALUATION REQUIREMENTS

A. Data Collection

Data Collection Tool	Administration	Submission
First 5 Family Survey	Contractors collect with parental consent for field trip; unique ID assigned.	Copies mailed to F5CC external evaluator within one month of data collection.
First 5 Phone Consent	Parental consent to be called for a phone interview is requested with consent for field trip. Phone interviews conducted by F5CC external evaluator. Same unique ID is assigned as Family Survey.	Paper consents mailed to F5CC external evaluator at the end of each month (new forms collected that month) along with Family Surveys.
Teacher assessment	Contractors provide teachers with teacher assessment of field trip in a stamped envelope addressed to F5CC external evaluator.	Copies mailed to F5CC external evaluator.
Free passes	Contractors contact Story Land to request a count of the Free Entrance Passes used each month.	Number of passes is entered into OCERS.
This evaluation design may change as the Commission's needs for information change, and data collection / evaluation requirements from Contractors may change accordingly.		

B. Expectations for Response Rates and Participation with Evaluation Activities

- Staff will mail to F5CC external evaluator a Family Survey with client ID number for minimum of 100% of newly enrolled children. (Completion rate includes those who submit the survey with the word "declined" written on it.)
- 100% of routine reports (Units of Service / Population Reached, Implementation Milestones, and Quarterly Reports) will be submitted on time.
- Staff will assist the F5 Evaluation Department in the conduct of Telephone interviews with sample of clients to assess select outcomes or other evaluation activities.