



DHLW Early Childhood Area

Des Moines, Henry, Louisa, Washington

Draft

Agenda

February 21st, 2023 **5:00pm**

Masonic Lodge - 206 N Main St, Mt. Pleasant, IA

Option for listening via zoom – see next page

Call to order (Establishment of quorum)

Introductions

Approval of Agenda

Action

Review/Acceptance of Minutes

1. Consider approval of January 17th 2023 minutes

Action

Financial Report – Treasurer

2. Consider approval of current financial summary

Action

Program Presentation

3. Community Action of Southeast Iowa, Preschool Scholarship Program – Kalisha Lutz

Information &
Board PD

Request for temporary waiver – Tasha Beghtol

4. Consider request for a temporary waiver of required quality criteria from Sunny Day Preschool

Action

FY23 Contract Amendment Request – Tasha Beghtol

5. Consider request for contract amendment and revised budget from Lee County Health Department for the HOPES-Des Moines Co program

Action

FY24 Funding and Applications

6. Consider approval of Request for Renewal/Request for Proposal process and timeline for FY24

Action

Administrative update – Tasha Beghtol

Information

Open Public Input

Tasha Beghtol is inviting you to a scheduled Zoom meeting.

Topic: DHLW Board

Time: Feb 21, 2023 05:00 PM Central Time (US and Canada)

Every month on the Third Tue, until Jun 20, 2023, 5 occurrence(s)

Feb 21, 2023 05:00 PM

Mar 21, 2023 05:00 PM

Apr 18, 2023 05:00 PM

May 16, 2023 05:00 PM

Jun 20, 2023 05:00 PM

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly: [https://us02web.zoom.us/meeting/tZMsf-](https://us02web.zoom.us/meeting/tZMsf-GtqDwqEtLr_8qqA66cFHD9RFV_WqGk/ics?icsToken=98tyKuGvrzMih9KSsBGBRpwEBYqgWe_wpmZfj7dxjiC9EjFyNFX1EMpma4BZJufn)

[GtqDwqEtLr_8qqA66cFHD9RFV_WqGk/ics?icsToken=98tyKuGvrzMih9KSsBGBRpwEBYqgWe_wpmZfj7dxjiC9EjFyNFX1EMpma4BZJufn](https://us02web.zoom.us/meeting/tZMsf-GtqDwqEtLr_8qqA66cFHD9RFV_WqGk/ics?icsToken=98tyKuGvrzMih9KSsBGBRpwEBYqgWe_wpmZfj7dxjiC9EjFyNFX1EMpma4BZJufn)

Join Zoom Meeting

<https://us02web.zoom.us/j/87188567086?pwd=WVdyMUR0a05SUCsxa05WQ1kzWEpmQT09>

Meeting ID: 871 8856 7086

Passcode: 709395

One tap mobile

+13092053325,,87188567086#,,,*709395# US

+13126266799,,87188567086#,,,*709395# US (Chicago)

Dial by your location

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 646 931 3860 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 9128 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

Meeting ID: 871 8856 7086

Passcode: 709395

Find your local number: <https://us02web.zoom.us/u/kdoob50bYB>

Individuals with disabilities are encouraged to attend. If you are a person with a disability who requires an accommodation in order to participate in this event please contact the Director at 319-461-1369.

DHLW Early Childhood Area
Des Moines, Henry, Louisa, Washington
January 17th 2023 5:30pm
206 N Main St., Mt Pleasant IA.

Minutes

Members Present: Matt Latcham, Tricia Lipski, Cyndi Mears, Melody Raub, Unity Stevens, Stan Stoops, Jim Cary

Members Absent: Mike Steele

Advisory members and guests present: Tasha Beghtol, Toni Krana, Kalisha Lutz, Christine O'Brien, Melissa Tucker, Linda Cavazos, Amy McLaughlin, Missy Park

Meeting was called to order by Tricia Lipski at 5:30pm with a quorum present

Agenda

Motion to approve the agenda as presented

Moved: Stan Stoops **Seconded:** Matt Latcham

Motion carried unanimously

Membership

Motion to approve the slate of officers as nominated and accepted at the November meeting. Chair, Unity Stevens; Vice Chair, Tricia Lipski; Treasurer, Matt Latcham; Secretary, Melody Raub.

Moved by Cyndi Mears **Seconded** by Stan Stoops

Motion approved unanimously

The Des Moines and Louisa County Board of Supervisors made changes to assignments in 2023. Jim Cary from Des Moines County, is a former DHLW Board. No new membership application required. Shawn Maine from Louisa County has been referred to the board by Brad Quigley. Membership application and informational materials have been sent Mr. Maine.

Motion to approve Jim Cary as a voting member of the board

Moved by Matt Latcham **Seconded** by Stan Stoops

The board now has a total of 8 members. Priority for vacancies is Des Moines County representation.

Minutes

Motion to approve minutes of the November 15th 2022 meeting as presented

Moved: Stan Stoops **Seconded:** Matt Latcham

Motion carried

Abstention by Jim Cary

Financial Report

Tasha Beghtol reviewed the financial summary and the monthly postings report from Central Iowa Juvenile Detention Center. Expenditures represent 5 months of contract operations. The required midyear financial report has been completed in iowagrants.gov.

Motion to approve the financial summary as presented

Moved: Cyndi Mears

Seconded: Stan Stoops

Motion carried unanimously

Bylaw Revision

Members reviewed revisions to section 3.1. Reducing total range of board members from 9-15 to 7-11.

Motion to approve revisions of bylaws as presented, 2nd and final reading.

Moved by Stan Stoops

Seconded by Matt Latcham

Motion carried unanimously

Contract Amendment Request

Tasha Beghtol reviewed a contract amendment for the EC-PBIS program and the revised budget. The program was unable to fill the 3rd fulltime position in the fall and plans to readvertise in March/April. The revised budget reflects hiring a 3rd consultant in June and makes other adjustments aligning with operations. All 4 ECI Area Boards will need to approve the amendment for signatures.

Motion to approve the contract amendment and revised budget as submitted by Henry County Agricultural Extension for the EC-PBIS program.

Moved by Matt Latcham

Seconded by Stan Stoops

Motion carried unanimously

Family Support Program Presentations

Program supervisors for the three home visitation programs provided updates and answered questions. Amy McLaughlin from The Family Connection (Henry & Washington), Melissa Tucker & Linda Cavazos from Louisa Healthy Families, and Missy Park from the new HOPES – Des Moines co program shared information about the services being done in each county. Enrollments are up in all 3 programs and they are back to in person visits, using virtual options as needed and/or requested by the family.

Discussion was held regarding local challenges for families. The baby formula shortage is still impacting families in SE Iowa. Lack of access to dental services, mental health providers, prenatal care, and reliable transportation were identified as barriers. Ms. Cavazos surveyed Louisa county families who identified cost of living, childcare, and isolation as the current challenges.

Administrative Update

A written report provided in the board packet. Discussion was held regarding the RFR/RFP process. Consensus that both a renewal application and process for accepting new proposals should be reviewed at the next meeting.

Motion to adjourn at 7:15pm by Tricia Lipski

Minutes submitted by Tasha Beghtol, Director

Approved on _____ Secretary _____

DRAFT

CIJDC financial report ending January 2023

REVENUE

FY22 carryover	\$	146,779.93
FY23 revenues	\$	669,241.50
interest earned YTD	\$	155.16

EXPENDITURE

YTD expenditures	\$	465,453.29
EC-PBIS reimbursements	\$	(28,902.41)
ICAP reimbursement	\$	(451.91)

\$ 816,176.59**\$ 436,098.97**

SUMMARY BY CONTRACT

	PROGRAM	CONTRACT - Budget	Y-T-D EXPENSES	BALANCE	% SPENT
1	CCNC - Henry/Louisa/Washington	\$ 49,883.00	\$ 26,272.43	\$ 23,610.57	53%
2	CCNC - DSM Co	\$ 37,671.00	\$ 18,019.60	\$ 19,651.40	48%
3	Burlington CSD	\$ 57,500.00	\$ 28,750.02	\$ 28,749.98	50%
4	Mt Pleasant Childcare	\$ 50,000.00	\$ 25,000.01	\$ 24,999.99	50%
5	First Children's Finance	\$ 7,600.00	\$ -	\$ 7,600.00	0%
6	HOPES - Des Moines Co	\$ 67,675.00	\$ 15,109.55	\$ 52,565.45	22%
7	THE FAMILY CONNECTION	\$ 301,000.00	\$ 138,759.01	\$ 162,240.99	46%
8	Louisa Healthy Families (HOPES)	\$ 83,456.00	\$ 38,599.51	\$ 44,856.49	46%
9	EC-PBIS (DHLW portion only)	\$ 119,148.75	\$ 30,082.06	\$ 89,066.69	25%
10	PRESCHOOL SCHOLARSHIPS - All	\$ 66,429.00	\$ 21,897.62	\$ 44,531.38	33%
11	DENTAL - Henry/Washington	\$ 5,075.00	\$ 4,967.17	\$ 107.83	98%
12	DENTAL - Louisa Co	\$ 1,477.56	\$ 819.78	\$ 657.78	55%
13	DENTAL - DSM Co	\$ 65,000.00	\$ 17,677.45	\$ 47,322.55	27%
14	Quality Improvement Grants (4.9a)	\$ -	\$ -	\$ -	#DIV/0!
15	STAFF	\$ 93,102.00	\$ 52,633.75	\$ 40,468.25	57%
16	MILEAGE	\$ 3,500.00	\$ 2,145.02	\$ 1,354.98	61%
17	EC ADMINISTRATION	\$ 4,587.12	\$ 2,778.31	\$ 1,808.81	61%
18	SR- ADMINISTRATION	\$ 10,341.53	\$ 7,065.73	\$ 3,275.80	68%
19	SR general SUMMIT*	\$ 3,000.00	\$ 5,521.95	\$ (2,521.95)	184%
	TOTAL	\$ 1,026,445.96	\$ 436,098.97	\$ 590,346.99	42%

SUMMARY BY FUNDING CATEGORY

CATEGORY	BUDGET	Y-T-D EXPENSES	BALANCE	% SPENT
SR - ADMIN	\$ 36,341.53	\$ 21,803.25	\$ 14,538.28	60%
SR - QUALITY IMPROVEMENT	\$ 71,520.91	\$ 37,409.51	\$ 34,111.40	52%
SR - GENERAL	\$ 630,669.98	\$ 259,976.07	\$ 370,693.91	41%
SR General SUMMIT (DHLW portion)	\$ 3,000.00	\$ 5,521.95	\$ (2,521.95)	184%
SR General EC-PBIS (DHLW portion)	\$ 84,148.75	\$ 21,057.43	\$ 63,091.32	25%
EC ADMIN	\$ 9,587.17	\$ 5,410.05	\$ 4,177.12	56%
EC - General EC-PBIS (DHLW portion)	\$ 35,000.00	\$ 9,024.63	\$ 25,975.37	26%
EC - GENERAL	\$ 168,833.59	\$ 75,896.08	\$ 92,937.51	45%
TOTAL	\$ 1,039,101.93	\$ 436,098.97	\$ 603,002.96	42%

10:56 AM
02/03/23
Cash Basis

Central Iowa Detention
DHLW #1 Postings Report- MONTH CASH
January 2023

Num	Date	Name	Account	Paid Amount
DEP	01/05/2023	ECI	DHLW SR PBIS Lee/VanBuren	2,891.52 ✓
DEP	01/12/2023	ECI	DHLW EC Admn	2,267.25
DEP	01/12/2023	ECI	DHLW EC General	43,077.75
DEP	01/12/2023	ECI	DHLW SR General	153,156.75
DEP	01/12/2023	ECI	DHLW SR Quality Improvement	15,758.25
DEP	01/12/2023	ECI	DHLW SR Admn	8,820.50
DEP	01/19/2023	ECI	DHLW SR PBIS muscatine	3,662.59 ✓
1730	01/24/2023	CIJDC	DHLW EC Admn VISA	-120.66 ✓
1735	01/24/2023	Trinity Muscatine Public Health	DHLW EC General CCNC split	-2,000.72 ✓
1736	01/24/2023	Lee county Health	DHLW EC General CCNC split	-1,404.68 ✓
1739	01/24/2023	Burlington CSD	DHLW EC General	-4,791.67 ✓
1740	01/24/2023	Mt Pleasant Childcare	DHLW EC General	-4,166.67 ✓
1733	01/24/2023	Community of Action of Southeast Iowa	DHLW SR General PS Scholarships	-7,894.41 ✓
1734	01/24/2023	Lutheran Services in Iowa	DHLW SR General HOPES LC	-4,557.84 ✓
1735	01/24/2023	Trinity Muscatine Public Health	DHLW SR General CCNC split	-2,000.71 ✓
1736	01/24/2023	Lee county Health	DHLW SR General CCNC split	-1,404.68 ✓
1737	01/24/2023	Lee county Health	DHLW SR General Dental	-5,508.07 ✓
1738	01/24/2023	Henry County Extension	DHLW SR General Family Conn.	-22,022.48 ✓
1742	01/24/2023	Lee county Health	DHLW SR General HOPES OSM	-6,495.78 ✓
1730	01/24/2023	CIJDC	DHLW SR Summit VISA - website	-341.95 ✓
1731	01/24/2023	Van Dijk Consultants	DHLW SR Summit	-200.00 ✓
1732	01/24/2023	Jim Gill	DHLW SR Summit Books + deposit	-3,780.00 ✓
DEP	01/24/2023	ECI	DHLW SR PBIS IJK	2,225.38 ✓
1741	01/24/2023	Henry County Extension	DHLW SR PBIS	-12,565.97 ✓
1741	01/24/2023	Henry County Extension	DHLW EC PBIS	-2,269.89 ✓
1743	01/31/2023	CIJDC	DHLW EC Admn	-581.93
1743	01/31/2023	CIJDC	DHLW SR Admn	-2,442.69
1743	01/31/2023	CIJDC	DHLW SR Quality Improvement	-4,866.52
INT	01/31/2023	ECI	DHLW EC General	7.94
INT	01/31/2023	ECI	DHLW SR General	25.13
TOTAL				142,475.74

3rd Qtr
revenue

Fiscal
+ staff
Interest

To whom it may concern,

SunnyDay Preschool is asking the board for approval of an extension to our IQ4K application. Our expiration was January 31st. The reason for this need is because it has been very hard to find time outside of working hours to have staff and the director complete the courses needed for our application. Another reason is that SunnyDay needed to have a board meeting to discuss the action plans and goals that are required for the application. Our board meeting got rescheduled twice due to illness of board members or SunnyDay staff. All Classes have now been taken and things that needed board approval are approved so we are moving along very well with our application. I am ready to submit our application, but our certificates are not uploading like they should be. The preschool has a support meeting scheduled with Jodi Norton on February 21st and hopes to be able to submit the application after the meeting and questions are answered. SunnyDay Preschool is expecting to have their IQ4K application submitted by the last day of February.

Thanks for your consideration.

Samantha McCracken

Director of SunnyDay Preschool

2/10/2023

Re: SunnyDay Preschool QRIS/IQ4K

To whom it may concern,

I met with Samantha McCracken, SunnyDay Preschool Director, on November 2, 2022 to begin the Iowa Quality 4 Kids (IQ4K) application process. Samantha has been working on the application and staying in contact through email and phone with any questions or clarifications. Samantha has stated that her goal is to submit the IQ4K application for review by the end of February.

Iowa Quality 4 Kids (IQ4K) is Iowa's updated system that aligns closely with the National Association for the Education of Young Children standards of operating a quality early childhood program. As it is new, we are encouraging programs to start at a lower level to mindfully and successfully work through the new categories and requirements.

Please feel free to contact me with any further questions,

Jodi Norton

IQ4K Specialist

Child Care Resource and Referral Region 5

319-321-8810

jnorton@caeioowa.org

DHLW Early Childhood Area and

Lee County Health Department

HOPES – Des Moines County

Amendment to Agreement entered by the parties on July 1, 2022

Pursuant to Paragraph 14.0 (K) Amendments of the Contract entered by Lee County Health Department and DHLW Early Childhood Area on July 1, 2022, the Contract is amended as follows:

6.0 COMPENSATION.

The Contractor will be paid for the services described in the Scope of Work and Requirements Section 5.0 a fee not to exceed **\$67,207*** for the Contract period. Line items are approved as outlined in the approved budget, which is attached hereto and incorporated into this Contract.

Summary of Amendment

The contract is amended to decrease the total compensation from \$67,675 to \$67,207. Decrease aligns with revised budget, adding funds to line items previously approved at \$0.

In all other respects, the Contract among the parties is ratified and affirmed.

Lee County Health Department

By: _____

Date: _____

Name: Michele Ross

Title: Administrator

Federal Tax Identification Number: 42-6004689

DHLW Early Childhood Area

By: _____

Date: _____

Name: Unity Stevens

Title: Board Chair


Budget Amendment Request FY23 (DHLW Early Childhood Area)

Instructions: Send a completed and signed form (PDF format) to tbeghtol@dhlw.org

Note: Document has formulas embeded, but is not protected. If you 'delete' a cell the formula will be deleted.

Lee County Health Department, HOPES Program

Line Item descriptions and budget justification <i>(This column should match original budget as approved by DHLW for the contract period - copy & paste)</i>	Current budget	Revised budget request	% change	Brief explanation of line item change.
Direct staff salaries	\$ 37,427.00	\$ 35,615.00	-5%	The FSW couldn't start until October. She was hired to be .75 DHLW/ .25 Adm Asst. We have given her more DHLW time to make up for some of the lost. We had originally budgeted .20 for Prog Supervisor. The person didn't work out , so HOPES Program Manager is taking on the supervision now. She is at a higher salary. The proposed changed FTE are based on all
.70 FTE Family Support Worker				
.15 FTE Program Manager				
Direct Staff Benefits	\$ 22,125.00	\$ 18,900.00	-15%	A family plan for insurance was budgeted but FSW signed up for single plan. There was also 3 months of not having the FSW insurance expense at all.
.72 FTE Family Support Worker				
.16 FTE Program Manager				
Contract Services	\$ -	\$ -	#DIV/0!	
insert narrative here				
Travel	\$ 1,500.00	\$ 1,400.00	-7%	
insert narrative here				
Equipment	\$ -	\$ -	#DIV/0!	
insert narrative here				
Office Supplies	\$ 2,400.00	\$ 3,810.00	59%	Due to number of applicants that

office supplies 100, cell phone \$660, laptop \$1750, employment adds \$1100, educational materials \$200				applied, we had to run the ad for the position longer than we anticipated. Additionally the price for the laptop and cell phone monthly fee have been more than anticipated.
Operational	\$ -	\$ 3,009.00	#DIV/0!	LCHD is trying to be good stewards with the money allocated. Thus, we have had FSW work in rented office space in Burlington. We feel this is more efficient on days when she has visits in Des Moines county. It eliviates travel time back to FM and allows more time for office work, etc. We split affiliation fees equally amongst all payors
Rent for Burlington Office				
1/4 Healthy Families America Affiliation Fee				
Staff Professional Development	\$ 4,223.00	\$ 4,223.00	0%	
Frog Training, HFA Core Training, LSP training, lodging and meals for trainins				
Incentives	\$ -	\$ 250.00	#DIV/0!	LCHD is purchasing pocket calendars to give to new enrollees. We feel this is a good way for them to keep track of their childrens appointments and keep track of their own schedules (including appointments with FSW). We are providing them as promotional materials to various possible referral organizations
Pocket Calendars - cost split between all payor sources				
subtotal	\$ 67,675.00	\$ 67,207.00	-1%	
Indirect Administration - max of 8% of subtotal request allowed	\$ -			
TOTAL	\$ 67,675.00	\$ 67,207.00		
<div style="display: flex; justify-content: space-between;"> <div>  Administrator signature </div> <div> 1-25-2023 date </div> </div>				



DHLW Early Childhood Area

Des Moines, Henry, Louisa, Washington

Request for Renewal Funding for July 1, 2023– June 30, 2024

APPLICATION DEADLINE

Application due date is **March 31st by 5:00pm.**

Purpose and Overview

The DHLW Early Childhood Area is seeking Requests for Renewals (RFR) from currently funded programs. The RFR process is an abbreviated application process available to only those agencies which currently hold a contract for services through June 30, 2023. Agencies seeking continued funding must submit an RFR to the DHLW Board by March 31st 2023.

Eligible Applicants

- Applicants must have a current contract (ending June 30th, 2023) with the DHLW Early Childhood Area Board.
- The program/project seeking continued funding must be the same core service as provided in FY23. Programs may request to expand/reduce numbers served or geographic area covered.

Funding

The DHLW Board receives state funds from Iowa Department of Human Services (i.e. Early Childhood funds) and Iowa Department of Education (i.e. School Ready funds). The Iowa Legislature determines the amount of funding for Early Childhood Iowa. Local board funding amounts are based on formulas that take into consideration population and poverty.

The DHLW Early Childhood Area Board receives funding in the following categories

- School Ready Administration
- School Ready Quality Improvement
- School Ready General
- Early Childhood Administration
- Early Childhood General

The total allocation to the DHLW Board in FY23 was \$892,322 and 10 contracts were awarded. Legislative stipulations and statewide performance measures apply to all ECI funding. More information about funding regulations and requirements can be found on the [ECI website](#), under Toolkit resources. Allowable uses of ECI funding is outlined in detail in Tool G. Applicants are strongly encouraged to review Tool G. Family Support programs should also review Tool FF.

Application Process

The RFR process includes a cover page and narrative, and a budget form. The narrative portion is specific to the type of service provided. If you have any questions please contact Tasha Beghtol at tbeghtol@dhlw.org.

The DHLW Early Childhood Area Board reserves the right to negotiate proposal details and may grant less than the amount requested. Applicants awarded less than the amount requested will have an opportunity to resubmit budgets and proposed outputs and outcomes based on the amount awarded.

The DHLW Board is subject to Iowa *Open Meetings* and *Open Records* laws. An RFR submitted and reviewed by the DHLW Board and/or committees of the board are considered public documents and can be reproduced.

Funding Guiding Principles

Priority may be given to programs that have shown positive outcomes in submitted reports, have met contract expectations, and have achieved benchmarks. RFRs will be reviewed by a committee of the DHLW Board. In addition to the RFR, the committee may include any or all of the following in their decision-making process:

- Quarterly reports
- Original program RFP
- Contract files
- Trend data and community wide indicators

Funding recommendations are made based on funding availability, successful RFR application, program alignment with identified DHLW goals, and performance outcomes. Priority may be given to programs serving families in communities of higher risk within the 4 county service area. Indicators used by the DHLW Early Childhood Area to identify which communities have higher risks can be found in the [Southeast Iowa Regional Early Childhood Plan, 2022 Comprehensive Update](#). Automatic funding is never guaranteed for previously funded programs.

General Instructions

The narrative portion of the application and cover page are a fillable PDF (Attachment A, RFR – Contract Renewal). Section 3 of Attachment A includes benchmark questions specific to the service type. Please make sure you are completing the correct application/questions for the program. The Budget form is a separate excel document. Detailed instructions for the excel budget form begin on page 3 of this document. All questions for the RFR should be directed to Tasha Beghtol, 319-461-1369 tbeghtol@dhlw.org

- All proposals are due by **March 31st by 5:00pm**
- Cover page & Budget form should be signed and dated. Electronic signatures are acceptable.
- All questions in the application must be answered or identified as N/A.
- Proposals should be submitted for each program. If an agency provides multiple programs, then multiple RFRs should be completed.
- **Submit One** electronic version of the completed RFR Application by **5:00pm on Friday march 31st 2023** to Tasha Beghtol at tbeghtol@dhlw.org. All parts of the application may be combined into one PDF for submission.

Notification of Awards

Applicants will receive email notification of the DHLW Board's decisions within 5 business days from the date of the meeting at which the application was considered. It is the intent of the DHLW Board to issue contracts effective July 1st.

TIMELINE	
March 1 st 2023	RFR released <ul style="list-style-type: none">• Notice sent via email to current contractors
March 31 st 2023	Proposals due <ul style="list-style-type: none">• Electronic and hard copies of RFR must be received
April – May 2023	Proposals reviewed by a committee of the DHLW Board
May 16 th OR June 20 th 2023	DHLW Early Childhood Area Board meeting <ul style="list-style-type: none">• Program committee will submit funding recommendations for discussion and approval, pending legislative allocation.
July 1, 2023 – June 30, 2024	Contract duration UNLESS otherwise stated
**Timeline is subject to change by the DHLW Early Childhood Area Board as needed.	

Budget instructions

The Budget form is in excel and includes some embedded basic addition formulas. The Budget form is not locked to allow programs to add narrative space as needed. Headings, required categories, and general layout of the excel sheet should not be altered. If an applicant needs help with completing the excel document, they may contact Tasha Beghtol at tbeghtol@dhlw.org for assistance.

Budgets should be calculated based on the estimated expenses of the project for the proposed contract time period. Provide detailed narrative for each line item in the space identified on the excel form. Show the math that justifies the total line item requested. For example:

Operational request is \$5400

Narrative shows → Rent \$200/mo x 12 = \$2400 Utilities \$250/mo on avg x 12 = \$3000

Other Funding

Other funds are not required in order to be eligible for funding, but applicants are strongly encouraged to identify other funds being used to support the direct service/activity in the application. Other funds include grants, donations, and/or additional revenue, from an outside source, specific to the service/activity. In-kind funding is not to be noted in the application.

Direct salaries: Includes all staff and supervisors to be paid by the grant and doing work directly related to the program being funded. Include a detailed breakdown of the total salary per staff person. For example – 1 consultant (.5FTE) 20hrs/wk @ \$20/hr X 50wks = \$20,000. Salaries of an agency wide administrator should not be included in this section. See Indirect Administration below.

Benefits: Includes all benefits associated with the salary of the direct staff identified for the program such as social security, IPERS, health insurance, 401k, etc.

Contracted services: Includes any subcontracted staff that will be used to directly support the program requesting funding. Provide hourly and/or daily rates and the total cost.

Travel: Includes mileage, lodging and meals that are directly related to program activities of direct staff. Mileage rate shall not exceed the federal IRS rate. Hotel rates and meals shall not exceed the current federal rate. Rates can be found on the U.S. General Services Administration website - [GSA rates](#). Itemized receipts will be required. Travel does not include fuel expenses. Fuel receipts are only accepted if a contractor has fuel identified as a supply directly related to the service such as a transportation specific program.

Equipment: Includes equipment purchased with an expected useful life of one year or longer. Expenditures for single items over \$1000 must be itemized and inventoried.

Office Supplies: Includes miscellaneous supplies and materials such as pens, paper, ink, copies, etc. The amount may be shown in one lump sum.

Operational: Includes costs associated with operating the program such as rent, utilities, phone, and internet. Operational may also include insurance directly related to the program and annual fees associated with the use of a particular model or curriculum, such as Parents as Teachers.

Staff professional development: Includes registration fees to attend trainings and/or conferences for the purpose of increasing direct staff knowledge.

Incentives: Includes items and or earned monetary rewards that are provided to program participants/families/children actively enrolled in the services/activities. Scholarships and salary stipends provided to program participants would be considered an incentive expense. Family Support programs refer to DHLW Board Policy 3.4 *Family Support Incentives – allowable expenditures*.

Indirect Administration: Indirect costs are those that are incurred for common or joint objectives benefitting all programs and cannot be readily identified or assignable to a final cost. Indirect costs relate to central management and administrative functions that are necessary and beneficial to all programs administered by the organization. Photo copies for the purpose of submitting claims are considered indirect administrative costs and should not be billed monthly as a direct program expense. All programs are encouraged to utilize indirect administration even if your agency does not have a formally established indirect rate. See Tool H (A) on the Early Childhood Iowa website for more information.

Applicants with a federally approved indirect administration MUST include documentation of the rate identified in the budget. Applicants that do not have a federally approved rate may request up to 5% for indirect administration. The 5% indirect rate is calculated based on the subtotal request to the DHLW Early Childhood Board not the total operating costs of the program if other funding is received.

Attachment A
RFR FY24 – Contract Renewal
Supportive Services-Childcare Staffing

DHLW Early Childhood Area
Cover Page

GENERAL PROGRAM & CONTACT INFORMATION	
Title of Program/Project	
Name of Organization	
Address of organization	
Name & Title of Organization Administrator	
Phone & email	
Name & Title of Program/Project Manager	
Phone & email	
Federal Tax ID #	
Total Amount Requested	\$
Brief Program Summary/Description (Do Not Exceed space allowed) What is the primary function of the program?	

ASSURANCE: *By signing below the applicant affirms that all data in this application and supporting material are correct and true. If awarded funds by the DHLW Early Childhood Area Board, the Applicant will comply with all state and local grant requirements.*

Signed: _____ Date: _____
 (Signed by Administrator)

Section 1: Program Operations & Staffing

1. Identify current or anticipated changes in program operations that may impact services in FY24.
2. Identify the staffing plan and classrooms within the center.

Section 2: Budget

3. Briefly describe how the center is working toward self sustainability beyond DHLW funding.
4. Complete and sign the excel FY24 Budget form. The budget should show total cost of staffing plan.

Section 3: Benchmarks

5. Identify benchmarks for each of the following:
 - # of children served
 - % of children screened with ASQ-3
 - % of children demonstrating age appropriate skills as assessed by the ASQ-3
 - QRS or IQ4K level achieved by the end of the year
6. *Optional Question* - Other benchmarks as identified by the program.

Attachment A
RFR FY24 – Contract Renewal
EC-PBIS

DHLW Early Childhood Area
Cover Page

GENERAL PROGRAM & CONTACT INFORMATION	
Title of Program/Project	
Name of Organization	
Address of organization	
Name & Title of Organization Administrator	
Phone & email	
Name & Title of Program/Project Manager	
Phone & email	
Federal Tax ID #	
Total Amount Requested	\$

Brief Program Summary/Description (Do Not Exceed space allowed)

What is the primary function of the program?

ASSURANCE: *By signing below the applicant affirms that all data in this application and supporting material are correct and true. If awarded funds by the DHLW Early Childhood Area Board, the Applicant will comply with all state and local grant requirements.*

Signed: _____ Date: _____
(Signed by Administrator)

Section 1: Program Operations & Staffing

1. Identify current or anticipated changes in program operations that may impact services in FY24.

2. Identify the staffing plan and how services will be distributed across the project region (10 counties).

Section 2: Budget

3. As applicable, briefly describe why the program budget has decreased/increased?

4. Complete and sign the excel FY24 Budget form.

Section 3: Benchmarks

5. Identify benchmarks for each of the following:
 - # of EC-PBIS trained coaches
 - # of hours of coaching
 - # of programs to be served
 - # of staff to be served
 - % of staff reporting an increase in competency and self confidence to support children with EC-PBIS supports/strategies

6. Identify other benchmarks to be collected by the program.



DHLW Early Childhood Area

Des Moines, Henry, Louisa, Washington

Request for Proposal Funding for July 1, 2023– June 30, 2024

The DHLW Early Childhood Area Board (referred to in this document as DHLW) is seeking request for proposals that serve children (pre-birth to age 5) and their families.

APPLICATION DEADLINE

Application due date is **XXX**. Late applications will not be accepted.

Purpose and Overview

The purpose of this Request for Proposal (RFP) is to seek applications for eligible projects and/or services that improve the lives of children pre-birth through age 5 residing in Des Moines, Henry, Louisa and Washington counties. Funds for these services are available through Early Childhood Iowa (ECI) allocations designated to DHLW.

[Early Childhood Iowa](#) (ECI) is a statewide initiative that distributes funds to designated area boards to support the vision that *Every child beginning at birth will be healthy and successful*. The local DHLW Board consists of members representing citizens, elected officials, education, health, human services, faith, business, and consumer. [DHLW Early Childhood Area](#) determines community needs for young children, establishes priorities, and provides funding to programs that improve outcomes for children pre-birth through age 5 and their families.

A regional early childhood plan was developed in partnership with a neighboring ECI area, local agencies, service providers, and community members. The [Southeast Iowa Regional Early Childhood Plan](#) highlights local indicators, goals, and priorities. The plan is used as a framework for future collaborative efforts and to guide funding decisions of the DHLW Board. The early childhood plan can be downloaded from the DHLW website home page dhlw.org.

Successful RFP applicants will provide services that align with a goal(s) identified in the Southeast Iowa Regional Early Childhood Plan and ECI result areas.

Southeast Iowa Regional Early Childhood Area Goals

- Promote professional quality childcare business.
- Cultivate a local mental health system that is clear and accessible.
- Enhance safe and healthy environments for young children.
- Ensure ongoing early childhood advocacy and education for parents, caregivers, and communities.

ECI Result Areas

- Healthy Children
- Secure & Nurturing Families
- Safe & Supportive Communities
- Secure & Nurturing Early Learning Environments
- Children Ready to Succeed in School

Eligibility

To be considered eligible for funding an applicant must:

- Serve families with children pre-birth to 5 years residing in Des Moines, Henry, Louisa, or Washington County
- Be willing to serve low income families
- Work collaboratively with the DHLW Board, committees, other regional organizations providing services to achieve program objectives and successful outcomes
- Demonstrate the commitment and ability to comply with all reporting requirements relevant to DHLW Board policies and ECI state regulations

Not Eligible

- Current programs seeking one time purchases should not complete an RFP. One time purchase inquiries should contact Tasha Beghtol at tbeghtol@dhlw.org.
- ECI funding cannot be used to cover brick and mortar expenses.

Funding

The DHLW Board receives state funds from Iowa Department of Human Services (i.e. Early Childhood funds) and Iowa Department of Education (i.e. School Ready funds). The Iowa Legislature determines the amount of funding for Early Childhood Iowa. Local board funding amounts are based on formulas that take into consideration population and poverty.

The DHLW Early Childhood Area Board receives funding in the following categories

- School Ready Administration
- School Ready Quality Improvement
- School Ready General
- Early Childhood Administration
- Early Childhood General

The total allocation to the DHLW Board in FY23 was \$892,322 and 10 contracts were awarded. The DHLW Board anticipates issuing multiple contracts that include projects not associated with this RFP. Availability of funds may vary based on the overall budget process and best categorical funding alignment for all awarded projects, including both RFPs and contract renewals from FY23.

Legislative stipulations and statewide performance measures apply to all ECI funding. More information about funding regulations and required performance measures can be found on the ECI website under [tool kit resources](#). Allowable uses of ECI funding is outlined in detail in Tool G.

Funded programs must fit into an ECI pre-selected service type and provide data accordingly. Tool P includes a listing of all service types and required data. Applicants are strongly encouraged to review ECI Tool Kit Tools prior to completing an application.

Application Process

1. The DHLW Director will complete a technical review of RFPs submitted on time for completeness and eligibility.
2. A comprehensive review of proposals is completed by a committee of the DHLW Board. The committee may include additional community members that have no conflict of interest with any RFP being reviewed. Additional information from the applicant may be requested after the comprehensive review.
3. The committee will provide recommendations to the DHLW Early Childhood Area Board for consideration of approval.
4. If an RFP is granted less than the amount requested, then the DHLW Board will consider final approval of the contract at the next meeting after negotiation.

The DHLW Early Childhood Area Board reserves the right to negotiate proposal details and may grant less than the amount requested. Applicants awarded less than the amount requested will have an opportunity to resubmit budgets and proposed outputs and outcomes based on the awarded amount.

The DHLW Board is subject to Iowa *Open Meetings* and *Open Records* laws. An RFP submitted and reviewed by the DHLW Board and/or committees of the board are considered public documents and can be reproduced.

General Instructions

The narrative portion of the application and cover page are found in the word document titled RFP Application FY24. The Budget form is a separate excel document. Detailed instructions for the excel budget form begin on page 5 of this document. All questions for the RFP should be directed to Tasha Beghtol, 319-461-1369 tbeghtol@dhlw.org

- All proposals are due by **XXXX**
- All proposals must be typed in font no smaller than 12 point. Do not expand the margins beyond the selected “narrow” setting.
- Proposal narratives in the RFP Application word document shall not exceed **2 pages (double sided)** plus the Cover page and Budget form.
- Cover page and Budget form should be signed and dated
- All questions in the application must be answered or identified as N/A. Do not erase the original question. *Notes* found within the application and identified in italics may be deleted to allow for more narrative by the applicant.
- Do not include binders, folders, or sheet protectors.
- **Submit:**
 - **One** electronic version of the completed RFP Application, Cover Page, and Budget form by **5:00pm on XXXX** to Tasha Beghtol at tbeghtol@dhlw.org

Funding Guiding Principles

Proposals will be evaluated using a scoring system that includes the 4 sections (16 questions) of the RFP Application Narrative and the Budget form (separate excel document). Section 1: Program Description worth 5 points, Section 2: Operation and Need worth 25 points, Section 3: Implementation – Quality and Efficiency worth 25 points, Section 4: Outcomes & Sustainability worth 25 points, and Budget worth 20 points. The highest raw score an application may achieve is 100.

Priority may be given to proposals serving families in communities of higher risk within the 4 county service area. Indicators used by the DHLW Early Childhood Area to identify which communities have higher risks can be found in the Southeast Iowa Regional Early Childhood Plan.

Notification of Awards

Applicants will receive email notification of the DHLW Board's decisions within 5 business days from the date of the meeting at which the application was considered. It is the intent of the DHLW Board to issue contracts effective July 1st.

TIMELINE	
**Timeline is subject to change by the DHLW Early Childhood Area Board as needed	
XXXX	RFP released <ul style="list-style-type: none">• Notice sent via email to current contractors and local ECI partners• Notice sent to local news and radio
XXXX	Proposals due <ul style="list-style-type: none">• Electronic submission only
April – May 2023	Proposals reviewed by a committee of the DHLW Board
May 16 th and/or June 20 th	DHLW Early Childhood Area Board meeting <ul style="list-style-type: none">• Committee will submit funding recommendations for discussion and approval, pending legislative allocation.
July 1, 2023 – June 30, 2024	Contract duration

Budget instructions

The Budget form is in excel and includes some embedded basic addition formulas. The Budget form is not locked to allow programs to add narrative space as needed. Headings, required categories, and general layout of the excel sheet should not be altered. If an applicant needs help with completing the excel document, they may contact Tasha Beghtol at tbeghtol@dhlw.org for assistance.

Budgets should be calculated based on the estimated expenses of the project for the proposed contract time period. Provide detailed narrative for each line item in the space identified on the excel form. Show the math that justifies the total line item requested. For example:

Operational request is \$5400

Narrative shows → Rent \$200/mo x 12 = \$2400 Utilities \$250/mo on avg x 12 = \$3000

Other Funding

Other funds are not required in order to be eligible for funding, but applicants are strongly encouraged to identify other funds being used to support the direct service/activity in the application. Other funds include grants, donations, and/or additional revenue, from an outside source, specific to the service/activity. In-kind funding is not to be noted in the application.

Direct salaries: Includes all staff and supervisors to be paid by the grant and doing work directly related to the program being funded. Include a detailed breakdown of the total salary per staff person. For example – 1 consultant (.5FTE) 20hrs/wk @ \$20/hr X 50wks = \$20,000. Salaries of an agency wide administrator should not be included in this section. See Indirect Administration below.

Benefits: Includes all benefits associated with the salary of the direct staff identified for the program such as social security, IPERS, health insurance, 401k, etc.

Contracted services: Includes any subcontracted staff that will be used to directly support the program requesting funding. Provide hourly and/or daily rates and the total cost.

Travel: Includes mileage, lodging and meals that are directly related to program activities of direct staff. Mileage rate shall not exceed the federal IRS rate. Hotel rates and meals shall not exceed the current federal rate. Rates can be found on the U.S. General Services Administration website - [GSA rates](#). Itemized receipts will be required. Travel does not include fuel expenses. Fuel receipts are only accepted if a contractor has fuel identified as a supply directly related to the service such as a transportation specific program.

Equipment: Includes equipment purchased with an expected useful life of one year or longer. Expenditures for single items over \$1000 must be itemized and inventoried.

Office Supplies: Includes miscellaneous supplies and materials such as pens, paper, ink, copies, etc. The amount may be shown in one lump sum.

Operational: Includes costs associated with operating the program such as rent, utilities, phone, and internet. Operational may also include insurance directly related to the program and annual fees associated with the use of a particular model or curriculum, such as Parents as Teachers.

Staff professional development: Includes registration fees to attend trainings and/or conferences for the purpose of increasing direct staff knowledge.

Incentives: Includes items and or earned monetary rewards that are provided to program participants/families/children actively enrolled in the services/activities. Scholarships and salary stipends provided to program participants would be considered an incentive expense. Family Support programs refer to DHLW Board Policy 3.4 *Family Support Incentives – allowable expenditures*.

Indirect Administration: Indirect costs are those that are incurred for common or joint objectives benefitting all programs and cannot be readily identified or assignable to a final cost. Indirect costs relate to central management and administrative functions that are necessary and beneficial to all programs administered by the organization. Photo copies for the purpose of submitting claims are considered indirect administrative costs and should not be billed monthly as a direct program expense. All programs are encouraged to utilize indirect administration even if your agency does not have a formally established indirect rate. See Tool H (A) on the Early Childhood Iowa website for more information.

Applicants with a federally approved indirect administration **MUST** include documentation of the rate identified in the budget. Applicants that do not have a federally approved rate may request up to 5% for indirect administration. The 5% indirect rate is calculated based on the subtotal request to the DHLW Early Childhood Board not the total operating costs of the program if other funding is received.

RFP Application (FY24) – DHLW Early Childhood Area

Cover Page

GENERAL PROGRAM & CONTACT INFORMATION	
Name of Organization	
Address of organization	
Name & Title of Organization Administrator	
Phone & email	
Name & Title of Program/Project Manager	
Phone & email	
Date registration/license issued	
Date registration/license expires	
Federal Tax ID #	
Total Amount Requested	\$

Brief Program Summary/History (Do Not Exceed space allowed in the box)

ASSURANCE: By signing below the applicant affirms that all data in this application and supporting material are correct and true. If awarded funds by the DHLW Early Childhood Area Board, the Applicant will comply with all state and local grant requirements.

Signed: _____ Date: _____
(Signed by Administrator)

Narrative

Section 1: Program Description (5 points)

1. Which Regional Early Childhood Goal(s) will the program impact?

☐ Promote professional quality childcare business.
☐ Cultivate a local mental health system that is clear and accessible.
☐ Enhance safe and healthy environments for young children.
☐ Ensure ongoing early childhood advocacy and education for parents, caregivers, and communities.

2. Which County(ies) will the program serve?

☐ Des Moines ☐ Henry ☐ Louisa ☐ Washington

3. Which service type(s) does the project best fit? See Tool P for list.
4. In 4 short bullets (2 lines or less), what is the primary function of your program?

Section 2: Operation & Need (25 points)

5. Describe the program and its operations. Include information about primary activities and services, and timelines if the program is not year round or offers specific trainings or events.
6. What are the specific needs of the population that the program will be meeting?

Section 3: Implementation – Quality and Efficiency (25 points)

7. Briefly describe the target audience and any eligibility criteria for enrollment in the proposed service/activity.
8. How will you get people to participate in the program?
9. Describe enrollment capacity limits, waiting lists, or maximum duration of time that family/child/participant can be enrolled in the program.
10. Identify if another agency is providing a comparable service/activity and how your program complements or differs from their services. Briefly describe how you will work together.
11. Identify the staffing plan for the proposed program. Specify if the program will hire new staff and/or utilize a portion of current staff hours. Identify the FTE of all staff and the % of that FTE that is to be paid for by ECI funds. *For example: A fulltime nurse might spend 50% of time for DHLW grant and 50% of time for another grant. A halftime nurse might spend 100% of time for the DHLW grant. Both scenarios allow for 20hrs per week, but require different monitoring for cost allocation purposes. Applicants need to be clear on the distinction. Note: All applicants must identify other funding sources used to support a program. If staff time is split between the proposed program and another project/funding source, time studies may be required.*
12. Identify any required qualifications for staff including educational level, certifications and experience.

Section 4: Outcomes & Sustainability (25 points)

13. Identify outcomes and benchmarks to be achieved. What are the short term and long term goals of the program? Provide specific numerical benchmarks and explain how you will measure the effectiveness of program goals and outcomes.

Note: DHLW Board is required to submit annual reports to the state of Iowa showing progress toward identified indicators and including specified data. Program data requirements may vary according to the funding being utilized and the type of service provided. If you receive funding from the DHLW Board, state required outcome measures are not negotiable. However, additional data, as defined by the program in this application, may be collected and reported to the DHLW Board.

14. Identify how the program will evaluate its progress and utilize feedback from participants to strengthen the program.
15. Identify curriculum, assessment tools, and/or developmental screenings to be used and how they will be implemented. *Note: New programs not yet implemented are encouraged to consider evidence based tools and curriculum.*
16. Describe the program's process of planning for sustainability and growth. *Does the program have a strategic plan? Does the program plan for multiple years with budget projections for more than one year?*

DHLW Early Childhood Area

Des Moines, Henry, Louisa, Washington

Administrative Update

February 2023

ECI Update

- The ECI state level [strategic plan](#) 2023-2026 and the [FY22 Annual Report](#) are now available for review. You can download the annual report components and the strategic plan from the [Early Childhood Iowa](#) website.
- HHS announced new leadership positions filled within the Family & Well Being division. Shelley Horak is the new director for the Early Intervention & Support branch that includes ECI.
- The DHLW Early Childhood Area Board will be presenting a local story during the March 3rd ECI state board meeting. The meeting will be held virtually and members from the public are welcome to attend. Check the ECI website for details.

SE Iowa Early Childhood Summit

The summit will include Jim Gill concerts and family activities in Williamsburg (May 5th), and in Mt Pleasant, Burlington, and Keokuk (May 6th). The childcare provider conference will be April 29th at Iowa Wesleyan University. The conference includes 6hrs of HHS credit and a luncheon with community leaders. The next summit committee meeting is scheduled for March 6th at 10am. For committee details and meeting zoom links contact Tasha at tbeghtol@dhlw.org. Event flyers are attached to this update.

Association of ECI Area Boards and Advocates

The Association will be hosting a legislative breakfast on March 29th at 7:00am in the dining room. Legislators will receive invitations from the Association. Local ECI Area Board members and Directors are encouraged to attend and visit with their legislators. Save the date, November 9th 2023, for the Association annual meeting in West Des Moines.

Contract updates

- The Mt Pleasant Community Childcare Center is currently working on the audit, but it will not be completed in time to meet contract deliverables. The Center Board will be submitting a contract amendment request for consideration from the DHLW Board in March.
- The Family Connection had a resignation in February and will be advertising the position. A budget amendment request is expected to be submitted to the board for consideration in March.
- Site visits are being conducted with selected programs in February and March. The Family Connection (Feb 17th), Dental program (March 9th), and Preschool Scholarship (March 13th).
- The 2nd Report for FY23 was due on January 20th. 9/10 reports were received on time, 1 received on January 23rd.
- The EC PBIS Steering Committee continues to meet monthly for general updates and project implementation. The committee discussed the renewal application process and potential budget sharing proportions. The collaborative originally agreed to divide the cost of the program up in year 2 based on enrollment portions by ECI area. Consideration was given to utilizing the same

formula from the pilot year in order to further develop program services before adjusting portions. Additional discussion to be had at the March 1st Steering Committee.

General office updates

- The DHLW Audit is in progress. The state auditor's office has requested a selection of invoices for review. Copies of all materials were emailed to the auditor on January 27th 2023. No additional requests or follow up have been received.
- The DHLW Designation visit was completed on January 10th 2023. No corrective action or technical assistance required. Recommendation to the state board is for designation.
- Childcare Appreciation Day is May 12th 2023. Washington Co ISU Extension has offered to support childcare related activities/trainings. A planning meeting is scheduled March 20th with Washington Economic Development, Chamber, ISU Extension, CCR&R and DHLW to discuss activities for Appreciation Day and ongoing opportunities.

SAVE THE DATE

Southeast Iowa Early Childhood Summit presents:

Annual Childcare Conference

Saturday, April 29th 2023

Iowa Wesleyan University
Howe Student Activity Center
601 N Main St., Mt. Pleasant, IA

Join us for this no cost, health & safety focus, in-person training opportunity! Conference includes 6 hours of DHS (now HHS) credit, training materials, complimentary lunch, and early childhood professional appreciation gift bags!

Conference Schedule

7:30am – Registration & continental breakfast

8-10am – Playground and Sun Safety

10-12:30 – Choose from:

PALS (Physical Activity Learning Skills) modules 1-2

Back to Sleep Tummy Time

Lunch provided – Childcare discussion with community leaders

1:30-3:30 – Choose from:

PALS (Physical Activity Learning Skills) modules 3-4

Connected Care: Nurturing & Responsive Relationships Through Supportive Environments

Register online through the summit website earlydevelopment.org. Registration open February 27th - Deadline April 20th, 2023. For more information or questions contact:

Tasha Beghtol (Director, DHLW Early Childhood Area) at 319-461-1369 tbeghtol@dhlw.org

Tami Holmes (Program Services Supervisor, CCR&R) at 563-484-4608 ccr5training@caeiowa.org

This event is made available at no cost to early care & education providers in southeast Iowa thanks to local sponsors!

Child Care Resource & Referral | Children First (Lee/Van Buren Early Childhood)
DHLW Early Childhood (Des Moines/Henry/Louisa/Washington) | Iowa, Jefferson, Keokuk Early Childhood
Iowa Wesleyan University | Quad County Community Partnerships for Protecting Children



Jim Gill Concerts in Southeast Iowa!

You're invited to a family concert and creative activities for young children!
RSVP at earlydevelopment.org

WILLIAMSBURG

Friday, April 5th 2023

5:30pm Jim Gill Concert

6:30pm Creative Activities & meal

St Paul's United Methodist Church

803 Clearview Dr., Williamsburg, IA

MT PLEasant

Saturday, April 6th 2023

10:00am Jim Gill Concert

11:00am Creative Activities & snack

Public Library

307 E Monroe St., Mt Pleasant, IA

BURLINGTON

Saturday, April 6th 2023

1:00pm Jim Gill Concert

2:00pm Creative Activities & Snack

Corse Early Childhood Center

700 S Starr Ave, Burlington, IA

KEOKUK

Saturday, April 6th 2023

3:00pm Creative activities & snacks

4:00pm Jim Gill Concert

Hoerner YMCA Gymnasium

2126 Plank Road, Keokuk, IA



Fun for the whole family!

Bring the kids and a blanket!

Grab a meal/snack and a gift bag!

- ☀ Interactive tables hosted by local early childhood partners
- ☀ Vision Screenings
- ☀ Car seat checks

RSVPs are appreciated, but not required to attend



Southeast Iowa Early Childhood

Early Childhood is Everyone's Business

For event information
contact Tasha @
319-461-1369



This event is open to the public at no cost thanks to local sponsors.

Children First (Lee/Van Buren Early Childhood)

DHLW Early Childhood (Des Moines/Henry/Louisa/Washington)

Iowa, Jefferson, Keokuk Early Childhood

Quad County Community Partnerships for Protecting Children



DHLW Early Childhood Area
Report summary
July 2022 - December 2022
FAMILY SUPPORT - HOME VISITATION

		Family Connection Henry CO ISU Extension	HOPES Des Moines CO Lee Co Health Dept	Louisa Healthy Families - LSI	Narrative highlights
1	Contract amount	\$ 301,000.00	\$ 67,675.00	\$ 83,456.00	The Family Connection is fully staffed with 3 fulltime and 1 @ 32hr/wk. Enrollments are up with some parent educators close to waitlists.
2	Amount of DHLW funds expended	\$ 138,759.01	\$ 15,109.55	\$ 38,599.51	
3	% spent	46%	22%	46%	
4	Benchmark - # of families	65	13	23	
DAISEY 5	Total Families served	53	3	13	
6	Benchmark - # of children	100	13	23	
DAISEY 7	Total Children served	71	2	19	
8	Benchmark # of visits	1711	320	400	
DAISEY 9	Total # of visits completed	463	4	179	
10	% visit benchmark achieved	27%	1%	45%	HOPES Des Moines Co filled the staff position in October and began enrolling families December 19th. Referrals are increasing aong with outreach efforts at local WIC clinics.
QTR data 11	# of groups completed	7	0	7	
QTR data 12	Avg # of people attended per group	5	0	7.4	
13	Based on your program model, what % of families served required 2 or more visits/mo?	75%	100%	77%	
DAISEY 14	% enrolled prenatally	21.4%	33.3%	100.0%	
DAISEY 15	% children with a completed ASQ	65.2%	0.0%	84.2%	
DAISEY 16	% enrolled w/ income above 200% FPL	11.3%	0.0%	15.4%	
DAISEY 17	% enrolled first time mom	42.3%	100.0%	30.8%	
	OUTCOMES				
DAISEY 18	denominator for outcomes (# of families with surveys completed)	36	0	11	Louisa Healthy Families still offers virtual visits as needed, but most visits are back to in-person. Referrals continue to be a struggle for LC. Nest attendance has increased with 25 families in QTR 2.
DAISEY 19	improved or maintained healthy functioning, problem solving, & communication	97.2%	0.0%	100.0%	
DAISEY 20	improved or maintained social supports	94.4%	0.0%	100.0%	
DAISEY 21	improved connection to concrete supports	91.7%	0.0%	81.8%	
DAISEY 22	improved nurturing attachment between parent and child	42.9%	0.0%	50.0%	
DAISEY 23	improved knowledge of child development and parenting	68.6%	0.0%	70.0%	



DHLW Early Childhood Area
summary report
July 2022 - December 2022
DENTAL

		ALL 4 counties effective Oct 1st	1st QTR numbers only - prior to contract change	
		Lee Co Health Department	Washington Co Public Health	Trinity Muscatine Public Health
1	County served	Des Moines	Henry & Washington	Louisa
2	Contract amount	\$ 65,000.00	\$ 5,075.00	\$ 1,477.56
3	Amount of DHLW funds expended	\$ 17,677.45	\$ 4,967.17	\$ 819.78
4	% of contract spent	27%	13%	55%
5	Amount of other funds expended	\$ 4,318.80	\$ 4,943.77	\$ 146.76
6		Title 19	Title 19	Title 19
8	# of participating preschools	16	13	1
9	# of participating childcare sites	9	1	0
10	# of children served ages 0-1	23	1	0
11	# of children served ages 1-2	51	1	0
12	# of children served ages 2-3	43	3	0
13	# of children served ages 3-4	141	105	0
14	# of children served ages 4-5	331	288	25
15	# of children served ages 5-6	16	30	0
16	Total children	605	428	25
17	# of screenings completed	605	393	18
18	# of varnishes completed	605	389	18
19	% of children screened	100%	92%	72%
20	# of children screened AND referred for additional services	82	7	7
21	% of children screened and referred for additional services	14%	2%	39%
22	# of children cavity free	523	307	15
23	% of children cavity free	86%	78%	83%
24	# of children referred AND went to a dentist for treatment	38	unknown	3
25	% of children referred AND went to a dentist for treatment	46%	#VALUE!	43%



DHLW Early Childhood Area

Report summary

July 2022 - December 2022

EARLY CARE & EDUCATION

SUPPORTIVE SERVICES (staff) & SCHOLARSHIPS

		Burlington Early Childhood Center	Mt Pleasant Community Childcare Center	Preschool Scholarships - Community Action SE IA
1	Contract amount	\$ 57,500.00	\$ 50,000.00	\$ 66,429.00
2	Amount of DHLW funds expended	\$ 28,750.02	\$ 25,000.01	\$ 21,897.62
3	% of contract spent	50%	50%	33%
4	Amount of other funds expended	\$ 166,796.30	\$ -	\$ -
5	source of other funds	private tuition		
6	# of children served age 0 - 1	4	8	0
7	# of children served age 1 - 2	4	13	0
8	# of children served age 2 - 3	10	14	0
9	# of children served age 3 - 4	11	12	34
10	# of children served age 4 - 5	20	10	11
11	# of children served age 5	0	6	0
12	Total # of children	49	63	45
13	% of children screened: ASQ - 3	94%	22%	89%
14	% of children screened: ASQ-SE	94%	0%	87%
15	% of children referred: ASQ - 3	4%	0%	8%
16	% of children referred: ASQ-SE	11%	0%	3%
17	% of children demonstrating age appropriate skills ASQ - 3	96%	100%	83%
18	% of children demonstrating age appropriate skills ASQ - SE	89%	0%	87%
19	QRS Level achieved	4	none	
20	IQ4K level achieved	none	none	
21	# of participating preschools			10
22	# of preschools with a QRS 3 or higher			7
23	# of preschools with a IQ4K			1
24	# of preschools meeting IQPPS			2
25	% families served @ or below 125% FPL			42%
26	% families served @ 126% - 185% FPL			56%
27	% families served @ 186% - 200% FPL			2%
28	% families served @ 201% or higher FPL			0%

Narrative highlights

Burlington CSD - Corse Early Childhood Center is full with a waitlist, including both center rooms and the 3 yr old preschool sessions. The district has hosted several tours from other districts and the AEA. The 2 yr old classroom has undergone remodeling and expansion, opening on January 2nd. Remodeling and transition of classrooms will allow for enrolling additional infants in late spring.

Preschool Scholarship participation increased by 5%. Avg monthly tuition is \$154. On avg, scholarships cover 85% of tuition fees. Both ASQ-3 and ASQ - SE screenings are being done with good cooperation from teachers. Attendance rates are down, in part due to illness.



DHLW Early Childhood Area
Report summary
July 2022 - December 2022
CCNC (Nurse Consultant)

	Lee Co Health Department	Trinity Muscatine Public Health
1	County served	Des Moines
2	Contract amount	\$ 37,671.00
3	Amount of DHLW funds expended	\$ 18,019.60
4	% of contract spent	48%
5	Amount of other funds expended	\$ 295.52
6	Total # of eligible programs in the service area	72
7	# of participating sites that are non-registered	0
8	# of participating sites that are DHS registered	22
9	# of participating sites that are DHS licensed	15
10	# of participating sites that are DE regulated	0
11	Total # of participating programs	37
12	# of participating programs with a QRS (QRIS) 1	9
13	# of participating programs with a QRS (QRIS) 2	5
14	# of participating programs with a QRS (QRIS) 3	6
15	# of participating programs with a QRS (QRIS) 4	18
16	# of participating programs with a QRS (QRIS) 5	1
17	% of participating programs with a QRS(QRIS) of 3 or higher	68%
18	# of participating programs with a IQ4K 1	2
19	# of participating programs with a IQ4K 2	0
20	# of participating programs with a IQ4K 3	1
21	# of participating programs with a IQ4K 4	0
22	# of participating programs with a IQ4K 5	0
23	% of participating programs with IQ4K rating	8%
24	# of face to face visits	23
25	# of technical assistance contacts	48
26	# of children with special health care needs for :	
27	asthma	1
28	allergies	3
29	diabetes	0
30	IEP/IFSP	0
31	seizures	0
32	other	4
33	# of children with special health care needs plan in place at child care facility	8



DHLW Early Childhood Area
Report summary
July 2022 - December 2022
EC-PBIS

1	TOTAL Contract amount (all 4 boards)	\$	168,708.75
2	TOTAL DHLW Contracted portion	\$	86,041.46
3	DHLW funds expended	\$	30,082.06
4	Other area funds expended	\$	28,902.41
5	% of DHLW portion spent		35%
6	% of TOTAL contract spent		35%
8	Total # of EC-PBIS trained coaches		2
9	Total # of hours of EC-PBIS coaching completed		23
10	Total unduplicated # of staff who received coaching (report # by county below - row 6 will autofill)		27
11	Des Moines	0	
12	Henry	1	
13	Iowa	0	
14	Jefferson	1	
15	Keokuk	0	
16	Lee	16	
17	Louisa	0	
18	Muscatine	2	
19	Van Buren	0	
20	Washington	7	
21	Total # of participating programs - (report # by county below - row 7 will auto fill)		7
22	Des Moines	0	
23	Henry	1	
24	Iowa	1	
25	Jefferson	1	
26	Keokuk	0	
27	Lee	2	
28	Louisa	0	
29	Muscatine	1	
30	Van Buren	0	
31	Washington	1	
32	Total # of behavioral incident reports (report # by county below - row 8 will auto fill)		0
33	Des Moines	0	
34	Henry	0	
35	Iowa	0	
36	Jefferson	0	
37	Keokuk	0	
38	Lee	0	
39	Louisa	0	
40	Muscatine	0	
41	Van Buren	0	
42	Washington	0	
43	% of staff reporting that the coach makes time for them when they have a question or concern (Year end report only)		year end report only
44	% of staff reporting that the coach is knowledgeable about children's typical and atypical developmental progress		0%
45	% of staff reporting an increase in competency and self - confidence to children with EC-PBIS supports/strategies		0%
46	Cost per program	\$	8,426.35