NECAC Subcommittee Workplans
January 2022 to December 2023
Updated November 2022

Leadership Subcommittee Workplan

Goal 1: Create a Coordinated Early Childhood Leadership Infrastructure in Nevada

Objective 1.1: Establish the Governor's Office for Early Childhood (prenatal to age eight) to align policy and fiscal decision-making for the early childhood system across relevant agencies.

Key Activities	Lead(s)	Timeline	Measure/Metric
Research similar offices, cabinets and/or departments focused on early childhood in other states • Online research to develop list • Work with TA partners on HRSA/Pritzker to identify key contacts in other states STATUS: Complete – list of similar structures in other states developed	Denise	Q4 2022	List created
Develop mapping of potential structures and resources needed to support/implement • Online research of structures, organizational charts, budgets and related documents • Conduct interviews/meetings with key contacts in other states • TA support through HRSA/Pritzker STATUS: In progress – conducting analysis of structures to determine implementation resources needed	Denise	Q4 2022	Structure/Resource Map created
Draft plan for Governor's Office for Early Childhood STATUS: In progress – draft started, but not complete	Denise	Q4 2022	Draft Plan Complete
Develop list of key stakeholders and conduct meetings to garner input and support	All	Q4 2022	List of at least 10 key stakeholders

Intersections with Other Subcommittees/Initiatives:
- Systems/Data/Communications – Mapping of departments, agencies and programs in the early childhood system
- Policy & Finance – Policy priorities to identify key stakeholders and garner support for policy changes needed to support objective, as well as fiscal priorities needed to support objective
- Pritzker PN3 – Aligned priority
- Guinn Center Study – EC System Analysis (developing SOW)
- Network Analysis – Project anticipated to be complete in March/April 2023

Barriers and/or Assistance Needed:
- Identification of comprehensive list of key stakeholders
- Identification of potential opposition and/or concerns with objective
- Structural recommendations and/or ideas/lessons learned from other states

Objective 1.2: Restructure the Nevada ECAC to establish program and community level advisory support to the Governor's Office.

Key Activities	Lead(s)	Timeline	Measure/Metric
Identify, recruit and engage key agency leadership on the NV ECAC STATUS: In progress – need to discuss engagement strategies (alignment of goals, objectives and key activities); initial recommendations for ECAC membership changes to be presented to ECAC on 11/30	All	Q2 2023	List of key agency leaders List of key engagement strategies # of meetings held
Draft organizational chart to align NV ECAC with proposed Governor's Office for Early Childhood STATUS: Not started	Denise	Q1 2023	Org chart created

Intersections with Other Subcommittees/Initiatives:
- Systems/Data/Communications – Mapping of departments, agencies and programs in the early childhood system

Barriers and/or Assistance Needed:
- Meetings with identified leadership to discuss engagement/alignment

Objective 1.3: Establish supports and resources to ensure equitable engagement of parents/families in leadership and decision-making at state and local levels.

Key Activities	Lead(s)	Timeline	Measure/Metric
Conduct Parent Engagement and Leadership Assessment with NV ECAC members and partners (EC LINC – CSSP)	Denise & Ashley	Q2 2023	Assessment Completed

STATUS: Contract with CSSP complete; anticipate starting assessment in early 2023			Add additional metrics from assessment tool
Host parent leadership and engagement training with NV ECAC members and partners STATUS: In progress. Manifesto training with NECFLC in October 2022, ECAC and community partners in November 2022	Denise & Ashley	Q4 2022	# of trainings completed # of parent/family leaders who participate # of ECAC members who participate # of community partners who participate
Provide support and technical assistance to NV EC Family Leadership Council to support skill and knowledge development STATUS: Ongoing – need to identify strategies to integrate ECAC members with NECFLC (potentially training opportunities)	Denise & Ashley	Q2 2023– Initial Strategies Ongoing – Support & TA	Initial list of strategies identified (including from Manifesto & Assessment) Metrics/Measures to be developed

Intersections with Other Subcommittees/Initiatives:
• All NECAC Subcommittees – Identify parent/family leaders to serve on subcommittees and integrate strategies to support and engage parent/family leaders in subcommittee work and decision-making • Pritzker PN3 – Strong Start Parent/Family Ambassador Program
Barriers and/or Assistance Needed:
• Identification of aligned parent groups, organizations or initiatives to support coordinated efforts • Recruitment and support for parent/family leaders to engage in the NV EC Family Leadership Council

Systems Alignment Subcommittee Workplan

Goal 2: Increase Coordination and Alignment Between Systems of Care for Young Children and Families

Objective 2.1: Conduct assessment of the strengths, disparities, inequities, strategic priorities and goals among programs and agencies within the early childhood system.

Key Activities	Lead(s)	Timeline	Measure/Metric
Compile list of key programs and agencies in the ECCS, with primary contacts for each. ID programs & agencies HRSA Systems Asset & Gap Analysis STATUS: List complete, finalizing key contacts; HRSA SAGA Complete	Denise Tanata	Q4 2022	Final list of ECCS Programs & Agencies with Contact Information
Review identified agencies and define terms-conceptually & contextually Compile and analyze related needs assessments, reports, strategic plans and related documents to assess strategic priorities and goals across programs and agencies. STATUS: In process – completed HRSA SAGA; need to compare with NECAC Systems list and fill in additional information, as needed		Q4 2022	Complete Analysis of Priorities & Goals Across ECCS Programs & Agencies
Conduct or support network analysis of the ECCS in Nevada to identify cross sector connections and alignments. - Contract with Visible Network Labs - Subcommittee to support outreach & engagement in network analysis STATUS: In process - contract with Visible Network Labs executed and beginning network analysis; anticipated completion in March/April 2023		Q2 2023	ECCS Network Analysis Report Complete
Collect info via public forums, mailed/emailed surveys. With analysis of the asset map details, questions and forum topic will be identified STATUS: Not started		Q2 2023	% of responses
Sort data/info - Be sure to align with other sub committees (Data & Evaluations; Policy & Finance)		Q3 2023	compile rubric into categorical areas

STATUS: Not started			

Intersections with Other Subcommittees/Initiatives:
- All NECAC Subcommittees – List of key early childhood agencies, departments and program to define Nevada's ECS.

Barriers and/or Assistance Needed:

Objective 2.2: Produce and disseminate an early childhood system assets and gaps analysis.			
Key Activities	Lead(s)	Timeline	Measure/Metric
Review comprehensive list of ECCS data sources (in collaboration with Data & Evaluation Subcommittee) STATUS: Defer to Data and Evaluation			Comprehensive list of data sources and data gaps
Conduct or support key informant interviews, surveys and/or focus groups to fill in data/information gaps (inclusive of agency/program representatives, providers and parents/families) STATUS: Not started			# of key informant interviews # of focus groups # of survey respondents, by type

Intersections with Other Subcommittees/Initiatives:
- Data and Evaluation –List of data sources

Barriers and/or Assistance Needed:

Objective 2.3: Integrate cross-sector priorities, goals, and initiatives into the Nevada ECAC work plan to better coordinate and align services and improve access and outcomes.			
Key Activities	Lead(s)	Timeline	Measure/Metric
To be developed in Year 2			
Intersections with Other Subcommittees/Initiatives:			
Barriers and/or Assistance Needed:			

Objective 2.4: Establish a work plan to update and align early childhood system standards, administrative rules and program practices.			
Key Activities	Lead(s)	Timeline	Measure/Metric
To be developed in Year 2			

Intersections with Other Subcommittees/Initiatives:

Barriers and/or Assistance Needed:

Communication and Engagement Subcommittee Workplan

Goal 3: Increase Capacity to Equitably Connect Families with the Early Childhood System Continuum of Care and Community at Large

Objective 3.1: Implement a strategic two-way communications plan to engage and connect providers, families and stakeholders.

Key Activities	Lead(s)	Timeline	Measure/Metric
Contract with Marketing/PR firm to develop a multi-year EC Marketing and Outreach Campaign STATUS: Complete – Purdue, Marion & Associates	Denise Tanata	Q3 2022	Executed Contract
Identify key messages to include in the EC Marketing and Outreach Campaign STATUS: Pending market research	Denise Tanata w/Vendor		
Identify families and providers to participate in development of the Communications Plan - Include all types of providers in Early Learning, Health/Wellness and K-3rd Establish criteria to include families/parents in plan development (based on definition developed in 3.2) STATUS: Initial list started – will complete by December 2022	Ashley/ Alberto/ Rachel – Family/ Parent Group List Jennifer/ Patrice - Provider List Denise – MCH List	Q4 2022	Final list, inclusive of all EC sectors
Review relevant websites, social media platforms and related mechanisms for sharing/receiving information from families and providers STATUS: Initial list started – will complete by December 2022	See above	Q4 2022	

Key Activities	Lead(s)	Timeline	Measure/Metric
Compile list of related communications tools among early childhood partners, programs and services STATUS: Initial list started – will complete by December 2022	Bri/ Kendra	Q4 2022	
Compile list of national organizations that have a focus or priority on early childhood to compile resources, models and/or ideas to inform local efforts STATUS: Initial list started – will complete by December 2022	Dr. Linda Young	Q4 2022	
Identify strategies to incorporate feedback loops from families and providers STATUS: Not started			
Intersections with Other Subcommittees/Initiatives:			
Barriers and/or Assistance Needed:			
Objective 3.2: Expand engagement, training and leadership opportunities for underrepresented and underserved populations.			
Key Activities	Lead(s)	Timeline	Measure/Metric
Define "underrepresented and underserved" populations in Nevada STATUS: Initial draft definition developed, pending review/approval of ECAC	Rachel Stepina	Q4 2022	Definite created
Develop maps and/or lists of underrepresented and underserved populations STATUS: Not started – connecting with DWSS to see if existing maps/ list developed	Pending	Q2 2023	Maps/Lists created
Identify community partners/leaders currently working in or with identified underrepresented and underserved populations STATUS: Not started	Pending	Q2 2023	List created
Identify opportunities, events or strategies for conducting outreach in identified "underrepresented and underserved" populations STATUS: In process – ongoing	All	Ongoing	List created
Intersections with Other Subcommittees/Initiatives:			
Barriers and/or Assistance Needed:			

Objective 3.3: Expand engagement, alignment and coordination of services among all early childhood system providers.			
Key Activities	Lead(s)	Timeline	Measure/Metric
No key activities until year 2			
Intersections with Other Subcommittees/Initiatives: • Systems Alignment Subcommittee			
Barriers and/or Assistance Needed:			
Objective 3.4: Select and implement a centralized intake and referral system (CIRS) to streamline access and utilization of services.			
Key Activities	Lead(s)	Timeline	Measure/Metric
Conduct research on existing and potential CIRS in NV and nationally STATUS: Initial research gathered, pending additional research and coordination with partners	Denise Tanata		
Develop list of features needed in a comprehensive CIRS for the identified early childhood populations STATUS: Not started			
Intersections with Other Subcommittees/Initiatives:			
Barriers and/or Assistance Needed:			

Policy and Finance Subcommittee Workplan

Goal 4: Identify Budget and Finance Strategies to Drive Policy Goals and Objectives

Objective 4.1: Perform fiscal analysis of early childhood funding streams and program development needs.

Key Activities	Lead(s)	Timeline	Measure/Metric
Secure contract with The Children's Funding Project to conduct fiscal mapping project. *The Children's Cabinet with funding support from Children's Advocacy Alliance* STATUS: Complete	Denise Tanata	Q2 2022	Fully Executed Contract
Compile a comprehensive list of early childhood programs, services and infrastructure supports, including funding sources. STATUS: Complete	Denise Tanata	Q3 2022	List Developed
Identify finance/budget contacts for each program, service and support identified in the list. STATUS: Complete	Denise Tanata	Q4 2022	Contact List Complete
Secure contract to begin cost modeling analysis of the child care subsidy program in Nevada. STATUS: Complete	Marty Elquist	Q3 2022	Full Executed Contract
Identify all projects/analysis currently taking place or needed to estimate the actual or needed costs for all ECS programs/services/infrastructure needs	Denise Tanata	Q3 2023	List of Projects and Reports
Intersections with Other Subcommittees/Initiatives:			
Barriers and/or Assistance Needed:			

Objective 4.2: Identify funding pathways and policy changes needed to meet program and system goals.

Key Activities	Lead(s)	Timeline	Measure/Metric
Develop list of policy changes needed to improve early childhood systems, in collaboration with other NECAC subcommittees and relevant partners. STATUS: In process	Denise Tanata	Q1 2023	List of Key Policy Recommendations

Establish system for sharing policy issues/priorities impacting the early childhood system that is accessible, equitable and sustainable, including processes for follow-up and implementation.	Pending	Q3 2023	System established
Develop talking points or key messaging for identified policy priorities.		Q1 2023	Talking points drafted Talking points shared/# of key stakeholders

Intersections with Other Subcommittees/Initiatives:
- All – Barriers/Policy Issues Identified
- Pritzker PN3 Implementation Plan; CAA Policy Agenda

Barriers and/or Assistance Needed:

Data and Evaluation Subcommittee Workplan

Goal 5: Improve Data Collection and Integrated Systems to Increase Equity and Accountability

Objective 5.1: Improve data collection by fostering understanding and collaboration with providers, families, policy makers and other stakeholders.

Key Activities	Lead(s)	Timeline	Measure/Metric
Define key messages regarding data collection and utilization in the early childhood sector STATUS: Not started	NICRP - Amanda	Year 2	Create list of key messages
Integrate key messages re: data collection and utilization into outreach and marketing efforts STATUS: Not started	The Children's Cabinet – Denise & Marty	Year 2	Add list of key messages for the campaign
Integrate key messages regarding data collection and utilization into trainings with providers, families and key stakeholders - Develop draft playbook of strategies and list of potential implementation partners	NICRP - Amanda	Year 2	Creation of playbook Number of trainings the playbook was used for

o EG. Resources on how to use data to tell stories for partners such as local ECACs; NevAEYC; Parent Leadership initiatives/conferences; QRIS Coach training; CHW-ECE orientation…) Data Walk for Parents STATUS: Not started			Create survey to determine the % of people who feel the playbook is helpful

Intersections with Other Subcommittees/Initiatives: • Communications & Engagement
Barriers and/or Assistance Needed:

Objective 5.2: Increase availability of, access to, and use of data that can be disaggregated to drive informed decision making.			
Key Activities	Lead(s)	Timeline	Measure/Metric
Develop research questions that we want to answer about early childhood - What have been the questions in the past? What have we been able to answer? What have we not been able to answer? What questions do we anticipate from the upcoming session and what questions do we wish they would ask? STATUS: In process	All	Q4 2022	List/ Identification of questions
Create a data dictionary of EC data measures, who collects it, can it be shared, where can it be collected. Are data available by race, ethnicity, location etc. Develop comprehensive list of data measures necessary to support the early childhood system in Nevada (current measures, desired measures and current/potential data sources)	NICRP - Amanda	Q4 2022 Ongoing	Create data dictionary – data measures Central location of data dictionary for committee to access (update data warehouse??)

	Lead(s)	Timeline	Measure/Metric
- Need to develop existing list to determine what we can access (update from Children's Data Center/ PDG efforts) - Encourage and work with partners that have data that are currently available to ensure it can be disaggregated by age, race, ethnicity, location, etc. STATUS: In process			
Identify barriers to collecting data and getting data (usable, disaggregated) from sources - What data do we need and is it accessible from the source? - What is the quality of the data that is available? Is the data disaggregated? STATUS: In process	All	Q4 2022 Ongoing	Create column in data dictionary for barriers Shareability and barrier columns in data dictionary for each data point Labor theory of data
Intersections with Other Subcommittees/Initiatives:			
Barriers and/or Assistance Needed:			
Objective 5.3: Implement an Early Childhood Integrated Data System (ECIDS) to improve service delivery.			
Key Activities	Lead(s)	Timeline	Measure/Metric
Research and assess existing ECIDS efforts in other states. - Review list and information on ECIDS in other states (will be available via TEAMS) - Rachel will share Google Folder and Marty will put in TEAMS (done) - Denise to get list of states with ECIDS from HRSA TA Provider; Rachel to reach out to PDGB5 TA for a list. - Amanda will share link to Utah presentation Create matrix of ECIDS in other states to compare/contrast features, functions, implementation, and costs STATUS: Started, not complete – will move to Year 2	All	Q4 2022	Subcommittee completion of review

Develop concept paper/policy brief on a NV ECIDS (including historical efforts) STATUS: Not started – move to year 2		Year 2	Need to know the WHY, what do we need to answer
Educate key decision-makers on the purpose and process for implementing an ECIDS STATUS: STATUS: Not started – move to year 2		Year 2	
Intersections with Other Subcommittees/Initiatives:			
Barriers and/or Assistance Needed:			