

**COORDINATED ENROLLMENT – EXAMPLE PLAN**

*This document provides an example of what a completed plan might look like for one coordinated enrollment goal. It is meant to illustrate what an example goal might look like as well as the level of specificity we expect to see in plans. In the community described in this example, we assume that VPI and Head Start currently use a common application.*

<b>Target Area:</b> Application Process				
<b>SMART Goal:</b> By May 2021, at least 20% of private providers will use the application currently used by VPI/Head Start.				
<b>Action</b>	<b>Lead Personnel</b>	<b>Other Key Personnel</b>	<b>Timeline/Location</b>	<b>Process Notes</b>
Create small workgroup of stakeholders to develop application	Macbeth / SmartBeginnings Scotland	Banquo	Jan 1 – Jan 10 / online	Send survey to whole coordinated enrollment group on Jan 2; send reminder on Jan 7
Convene workgroup for first meeting	Macbeth / SB Scotland	Workgroup members (TBD)	Jan 10 – Jan 17 / Cawdor Library (1 <sup>st</sup> mtg)	
Establish workgroup roles and responsibilities as necessary	Macbeth / SB Scotland	Workgroup members	@ first meeting	Potential roles include gathering list of private providers; outreach to private providers; outreach to VPI/HS program admins; document design
Gather comprehensive list of private providers in the community	Macduff	Lady Macbeth	Jan 17 – Jan 25	Reach out to Lady Macbeth at DSS to help facilitate. Include provider/site name, contact name, and email address. Phone number if email address is not available
Contact private providers to gather interest in using VPI/HS application	Macbeth	Banquo	Jan 25 – Feb 1	Will want to draft out email with reasons for coordinating application ahead of time & get feedback from Banquo. Attach current VPI/HS application to email

Convene virtual meeting with interested providers to gather concerns and feedback on current VPI/HS application	Macbeth	Malcolm	Feb 1 – Feb 10 / Glamis Library	Invite VPI/HS program admins to meeting
Address any lingering concerns of stakeholders	Macbeth	Malcolm	**Ongoing**	Fielding concerns as they arise; raising with working group as appropriate.
Revise application to incorporate private provider concerns/feedback	Duncan (Scotland VPI Coordinator)	Macbeth, Macduff	Feb 10 – 20	Ensure that application still collects required information for VPI/HS and meets private provider concerns
Send application to private providers and workgroup for round of feedback	Macbeth		Feedback due by Feb 28	
Compile feedback and revise application as necessary	Macbeth, Duncan		March 1 – March 7	Macbeth responsible for reaching out to parties depending on the difficulty of addressing their feedback
Convene virtual meeting to approve final application and coordinate application logistics	Macbeth	Workgroup; private providers participating	March 7 – March 14 / Cawdor Library	Will need to establish process for coming to agreement on application. Also will want to determine necessary TA for private providers to implement application
Post finalized application forms to program websites	Various		By April 1 (ongoing support as needed)	Macbeth & Macduff responsible for providing supports to private providers
Update public school website	Duncan		By April 15	Duncan to add language and links to public school website indicating programs that accept the VPI application.