

COORDINATED ENROLLMENT RUBRIC

Target Areas/Levels	Level 1	Level 2	Level 3	Level 4	Level 5
Informational Resources	No coordinated digital or print resources exist to share program options with families.	Some coordinated digital or print resources exist to share some program options with families, but they are not inclusive of all programs.	Coordinated digital and/or print resources exist to share program options with families across two program types (HS, VPI, private childcare, subsidy, etc.)	Coordinated digital AND print resources exist to share program options with families across more than two program types (HS, VPI, private childcare, subsidy, etc.).	Coordinated digital AND print resources exist to share program options with families across all program types supported with public funds (HS, VPI, childcare, subsidy). These resources are easily accessible, periodically disseminated, and frequently used by families.
Information Campaigns	No formal coordinated information campaigns exist in the community. No joint enrollment events were held.	Two program types (HS, VPI, private childcare, subsidy, etc.) coordinate information campaigns and conduct enrollment events, but other providers do not participate.	More than two program types (HS, VPI, private childcare, subsidy, etc.) coordinate information campaigns and conduct joint enrollment events, but other providers do not participate.	Several program types (HS, VPI, private childcare, subsidy, etc.) coordinate information campaigns and conduct joint enrollment events. Some private programs who participate in CCSP also participate in these campaigns and events.	All/nearly all publicly-funded programs coordinate information campaigns and conduct joint enrollment events. All (or most) private programs who participate in CCSP also participate in these campaigns and events.
Eligibility Determination	Providers only know eligibility requirements for their own programs.	Some providers know generally about eligibility requirements across publicly-funded programs, but do not feel comfortable explaining requirements to families.	Most providers know generally about eligibility requirements for publicly-funded programs. Some providers are comfortable making referrals to other programs. Providers may not know	Most providers know about eligibility requirements across most programs, but not all. They are comfortable referring across some programs, but not all. Providers generally know	Most/all providers know about eligibility requirements across all programs supported with public funds (HS, VPI, private childcare, subsidy, etc.). They actively provide referrals across publicly-funded programs. Providers know which supplemental documents families need for eligibility determination

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Eligibility Determination (continued)			which supplemental documents families need for eligibility determination.	which supplemental documents families need for eligibility determination.	and can refer families to supports that help them get these documents. A centralized process exists to determine eligibility across program types in the community.
Application Processes	Every program has its own separate application form and process for reviewing and filling slots.	Two program types (HS, VPI, private childcare, subsidy, etc.) have a common application, but applications are reviewed, prioritized, and slots are filled separately.	More than two program types (HS, VPI, private childcare, subsidy, etc.) have a common application, and a centralized process for reviewing, prioritizing, and filling slots.	Most program types (HS, VPI, private childcare, subsidy, etc.) have a common application, and while some programs coordinate filling slots, no centralized process exists for reviewing, prioritizing and filling slots inclusive of all providers.	All publicly-funded providers use a common application, share applicant data, and centrally review, prioritize, and fill slots honoring parent preference. Applications can be submitted through common software, online portal or a centralized site.
Waitlists	No waitlists are shared between programs.	Waitlists are shared across two program types (HS, VPI, private childcare, subsidy, etc.). Family preference is not taken into account.	Waitlists are shared between several program types (HS, VPI, private childcare, subsidy, etc.). Family preference is not taken into account.	Waitlists are shared among most program types (HS, VPI, private childcare, subsidy, etc.). Family preference is not taken into account or is done so in a limited way.	Waitlists are shared among all program types (HS, VPI, private childcare, subsidy, etc.). Mechanisms in the waitlist actively take family preferences into account when matching children to available slots.