**Partnership: Down East Partnership for Children**

**Activity Name**: Research and Development

**EC Profile ID:** PS10

**PSC:** 5603

FY23 Logic Model

| Need Statement | Target Population | Program Components | Evidence- Based or  Informed Practice | Outputs | Outcomes | Required County Level Indicators/Strategic Framework Targets |
| --- | --- | --- | --- | --- | --- | --- |
| **Program Development, Technical Assistance, Coaching, and Collaborative Planning** | | | | | | |
| As a local Smart Start Partnership, DEPC is held accountable to 10 required county level indicators, as well as ensuring programs are implementing evidence-based or evidence-informed practices and are contract compliant.  This component ensures that programs are implementing strategies to achieve and/or maintain a minimum performance level for each county level indicator and comply with the evidence-based or evidence-informed components of their contract.  This strengthens DEPC’s ability to meet the early childhood goals outlined in our strategic framework. This will be accomplished through the provision of high- quality programs as mandated by the legislature for all Smart Start funded activities. | Smart Start funded programs and staff | The following supports will strengthen DEPC’s evidence-based and evidence-informed service model and help ensure projected outcomes and outputs are achieved.  Technical Assistance/ Coaching  Technical assistance/ coaching will be provided to Smart Start activities (both internal and direct service providers) in implementation of evidence-based and evidence-informed practices.    Technical assistance/consultation may be provided via e-mail, phone calls or face-to-face meetings.  Technical assistance may include:   1. Research and planning related to alignment between targeted audiences and proposed program activities 2. Review and planning related to the status of each required county level indicators 3. Review and planning related to individual strategic framework indicators 4. Program component development 5. Sharing of best practices 6. Ongoing program implementation reviews 7. Facilitation of collaborative planning with funded and other community partners 8. Budgeting for evidence-based programs 9. Utilization (including disaggregation/ analysis) of data collected to inform ongoing planning and service enhancement   In the absence of established evidence-based models, technical assistance will be provided to establish best practices and guidelines for services based upon local/ national data and research.  On-site observation (in-person or remote) of program delivery and coaching will be provided during the fiscal year to better ensure model fidelity and adherence to best practices.  Progress on annual outcome and output projections will be reviewed quarterly. Coaching will be provided as needed to assist programs in identifying and overcoming obstacles to program success.  Quality Assurance Monitoring  Contract monitoring and process monitoring will be conducted annually. This includes review of documentation for adherence to model fidelity and best practices.  Collaborative Planning  Facilitate planning across various Smart Start activities to strategically align early childhood supports through skills building and networking.  Oversee annual Smart Start planning to support DEPC’s evidence-based and evidence-informed 0-5 service model. | Evidence-Based | 80 coaching/technical assistance communications will be provided to internal and external programs.  4 Quarterly Review meetings will be held to assess progress on output and outcome projections and develop plans for the provision of feedback to all programs (follow-up sheets)  8 program monitoring/site visits will occur with Smart Start funded programs | 100% of programs will maintain compliance with research and guidelines requirements as evidenced by completed guidelines, checklists and updated program files  100% of direct service providers will maintain high quality services and contract compliance as evidenced by satisfactory monitoring results  100% of quarterly review follow-up sheets will be completed and maintained in program files | All Required County Level standards and Strategic Framework targets are impacted by the quality assurance work of this program coordination component.  However, the items below are more directly impacted by this activity component.  Strategic Framework  Build capacity to sustain the work across all four building blocks. |
| **Evaluation Support, Technical Assistance, Data Collection and Monitoring** | | | | | | |
| This component oversees the DEPC evaluation support system.  Each of 13 Smart Start funded programs must have the capacity to evaluate the effectiveness of strategies to meet reporting requirements, develop metrics, determine if outputs and outcomes are met, and to continually improve program strategies. | 13 Smart Start funded activities with multiple individual service components | Utilize best analytic practices of quantitative and qualitative feedback to plan and develop strategies with internal DEPC-funded programs and external partnering agencies.  Provide ongoing monitoring of the DEPC Strategic Framework and develop and implement evaluation plans for short-term and long-term measurements.  Complete Annual Evaluation Report.  Provide training, TA and/or presentations to promote data- driven decision-making and community planning.  Collect, monitor and report quarterly and annual program data.  Maintain quarterly report and all evaluation project statistical databases.  Facilitate Strategic Planning and Data Advisory committee meetings to share results and gather input on the Strategic Framework.  Provide training and/or presentations to program meetings and/or Board.  Collect, analyze, and report on other relevant surveys/data and current research as needed.  Develop evaluation tools such as surveys and questionnaires. | Evidence-Informed | 3 Strategic Planning and Data Advisory Committee meetings will be held  5 trainings/ presentations held on data gathering and results will be provided (including using disaggregating data and close disparities) | 95% of all outputs, outcomes, and projections for the Quarterly Review will be captured. | Support of all Required County Level Indicators and Strategic Framework Targets |

Worksheet 1

| Program  Components | Documented Research | Written Guidelines |
| --- | --- | --- |
| Program Development, Technical Assistance, Coaching, and Collaborative Planning- Technical assistance and coaching for strong program infrastructure | Coffman, J. (2007). A framework for evaluating systems initiatives.  http://www.buildinitiative.org/files/BuildInitiativefullreport.pdf.  Flaspohler, P., Duffy, J., Wandersman, A., Stillman, L., Maras, M.A. (2008). Unpacking prevention capacity: An intersection of research-to-practice models and community-centered models. American Journal of Community Psychology.  Durlak, Joseph A., and Emily P. DuPre (2008)  Implementation matters: A review of research on the influence of implementation on program outcomes and the factors affecting implementation. American Journal of Community Psychology 41:327-350.  The ABLe Change Framework: A Conceptual and Methodological Tool for Promoting Systems Change  Pennie G. Foster-Fishman • Erin R. Watson  [http://www.sccmha.org/able.pdf](https://76.7.64.162/owa/redir.aspx?C=df539ff85667413c9b6b0ff4f2e0227d&URL=http%3a%2f%2fwww.sccmha.org%2fable.pdf)  Bridging the Gap Between Prevention Research and Practice: The Interactive Systems Framework for Dissemination and Implementation. Abraham Wandersman, Jennifer Duffy, Paul Flaspohler, Rita Noonan, Keri Lubell, Lindsey Stillman,  Morris Blachman, Richard Dunville, and Janet Saul.  [http://prevention.psu.edu/documents/ajcpisf2008wandersmanetal.pdf](https://76.7.64.162/owa/redir.aspx?C=df539ff85667413c9b6b0ff4f2e0227d&URL=http%3a%2f%2fprevention.psu.edu%2fdocuments%2fajcpisf2008wandersmanetal.pdf)  Aarons, G.A., Sommerfeld, D.H., Hecht, D.B., Silovsky, J.F., & Chaffin, M.J. (2009). The impact of evidence-based practice implementation and fidelity monitoring on staff turnover: Evidence for a protective effect. Journal of Consulting and Clinical Psychology, 77(2), 270-280.  Fixsen, D. L. (2006). *Implementing evidence-based programs*. Presentation to OSEP Project Directors’ Conference. Retrieved from <http://www.fpg.unc.edu/~nirn/resources/presentations/OSEP_Mtg_Fixsen_HO.pdf>  Fixsen, D. L., Blase, K. A., Naoom, S. F., & Haines, M. (2004). *Implementation in the real world: Purveyors’ craft knowledge*. Retrieved from <http://www.fpg.unc.edu/~nirn/resources/publications/SAMHSAreport05/SAMHSAreport2.pdf>  Fixsen, D. L., Naoom, S. F., Blase, K. A., Friedman, R. M., & Wallace, F. (2005). *Implementation research: A synthesis of the literature.* Tampa, FL: National Implementation Research Network. Retrieved from <http://www.fpg.unc.edu/~nirn/resources/publications/Monograph/pdf/Monograph_full.pdf> | Technical assistance and coaching supports will be provided through the following processes:   1. Quarterly Review follow-up 2. Program specific initial implementation and ongoing technical assistance   Quarterly Review guidelines include the following customary steps:   1. A quarterly review meeting is held approximately 30-45 days after the end of a quarter. 2. Quarterly outcomes, outputs, and spending reports are collapsed into a single document for review by meeting participants. 3. Members compare actual data with projected data to identify items for follow-up whether they be programmatic or financial. 4. Identified items are assigned for follow-up and written on a follow-up action sheet (see attached) 5. Items of particular concern are recommended to be developed into an action plan. 6. The follow-up action sheet is signed by the appropriate director and the assigned DEPC staff member begins support for resolution of the identified item(s). 7. Resolution of identified items are tracked on the follow-up sheets/action plan and documentation is placed in the contract/program files.   Coaching for evidence-informed and evidence-based practice in DEPC funded programs will utilize the following steps:   1. Individual programmatic components, outcomes, and outputs will be reviewed to assess current strengths of service delivery. 2. Best practices and evidence-based programs that most closely align with identified funded program will be researched. 3. Current research will be shared with DEPC programs. 4. Communications will be facilitated between funded program and potential evidence-based programs. 5. Once fully vetted, a decision will be made as to the implementation of evidence-based or evidence-informed practices. 6. Logic models will be developed or strengthened. 7. Programs will receive regular communication initially to support all aspects of logic model implementation. |
| Evaluation Support, TA, Monitoring and Data Collection | Smith, S. W., Daunic, A. P., & Taylor, G. G. (2007). Treatment fidelity in applied educational research: Expanding the adoption and application of measures to ensure evidence-based practice. Education and Treatment of Children, 30, 121-134.  Carroll, C., Patterson, M., Wood, S., Booth, A., Rick, J., & Balain, S. (2007). A conceptual framework for implementation fidelity. Implementation Science, 2, 40. doi:10.1186/1748-5908-240  Van Dyke, M., & Naoom, S. (2012, January). Synthesizing the evidence for system supports. Chapel Hill, NC: Down East Partnership for Children. Retrieved from http://www.depc.org/DEPC\_ Report2012.pdf.  A Framework for Evaluating systems Initiatives  Julia Coffman  <http://www.buildinitiative.org/files/BuildInitiativefullreport.pdf>  Foster-Fishman, P.G., & Watson, E.R. (2011). The ABLe Change Framework: A conceptual and methodological tool for promoting systems change. East Lansing, MI: Michigan State University.  <http://www.sccmha.org/able.pdf>  Wandersman, A. et. al. (2008). Bridging the Gap Between Prevention Research and Practice: The interactive systems framework for dissemination and implementation. Columbia, SC: University of South Carolina.  <http://prevention.psu.edu/documents/ajcpisf2008wandersmanetal.pdf>  Rossi, P, H., Lipsey, W. M., & Freeman, H. E. (2004). Evaluation: A systematic approach (7th ed.). Thousand Oaks, CA: SAGE  Woolcock, M. (2011). "Integrating Qualitative and Quantitative Approaches in Program Evaluation". Retrieved 21 September 2011. | Evaluation Support, Technical Assistance, Monitoring and Data Collection will be conducted through the following processes:  1) Quarterly Reports and the annual Impact Report  2) Collection, monitoring, and programmatic outputs  Quarterly Reports and the annual Impact Report follow this process:  1) Within 30 days of the beginning of the fiscal year, individual programmatic reporting templates are sent to all funded internal and external programs with specific metric progress outputs for that quarter. These are due for completion in approximately 15 days after each quarter ends.  2) Responsible individuals will receive technical assistance for the report as needed.  3) For each completed report, additional technical assistance and monitoring for quality assurance will take place as needed.  4) Each report will be compiled into a single formatted Quarterly Report document.  5) Upon completion of the Quarterly Report, a Quarterly Review will be scheduled, participants including but not limited to the  Research and Development Director, Program Director, the Operations Director, Budget and Contracts Manager, Evaluation Specialist, and Community Collaboratives Director.  6) Follow-up assistance with responsible individuals will take place as needed.  7) After completing the Quarterly Review for the 4th Quarter, each Quarterly Report will be compiled into a single Annual Evaluation Report.  Data Collection, Monitoring, and Programmatic Outputs follow these procedures:  1) Each program with the capacity to be evaluated will be administered a quantitative and/or qualitative survey or other data collection instrument in a timely manner and as appropriate to the program.  2) Program-specific monitoring will assure distribution and collection in accordance with standard scientific research methodology.  3) All collected data will be analyzed, including quality control follow-up as necessary.  4) Analyzed data findings will be reported to each internal and external stakeholder, including programmatic recommendations for improvement of outputs.  5) Technical assistance for integrating findings into outputs will occur as necessary.  6) Current and pertinent academic research practices and findings will be reviewed monthly and reported to stakeholders as appropriate. |

**Additional Information**

1. For each unique Program Component listed in the above Logic Model provide a narrative description.

Program Development, Technical Assistance, Coaching, and Collaborative Planning

This component of the activity strengthens the early childhood infrastructure of Nash and Edgecombe counties by ensuring delivery of the highest quality services for children ages 0-5 and their families. Provision of technical assistance and coaching will include investigation and implementation of evidence-based/informed service models for Smart Start funded activities. In the absence of established evidence-based/informed models that meet a particular community and organizational need, technical assistance will be provided to help establish best practices and guidelines for services that are based upon available research in the field and supplemented by local and national data. On-site observation (in-person or remote) of program delivery and coaching will be provided during the fiscal year once programs are established to prevent program drift and ensure model fidelity and adherence to best practices. Progress on annual outcome and output projections will be reviewed quarterly. As a follow-up to these reviews, coaching will be provided to assist programs in course corrections by identifying and overcoming obstacles to effective service delivery. Examples of technical assistance include logic model development, discussions on current research and best practices, program implementation assessments, collaborative planning facilitation, assistance in budgeting for evidence-based programs, and quarterly review follow-up. Technical assistance contacts will be provided at least quarterly to support internal and external programs to strengthen evidence-based and evidence-informed service delivery models.

Funded programs receive program monitoring annually through this activity component. This includes ensuring programmatic adherence to contract requirements as well as process monitoring. This process is comprised of interviews of service providers and a review of all program documentation to ensure adherence to model fidelity and best practice recommendations. Best practice monitoring checklists will be completed, and feedback provided for externally funded partners, assessing adherence to evidence-informed practices outlined in approved logic models and program guidelines. Recommendations based on findings from these visits (in-person or remote) will be communicated within 60 days of the monitoring visit. A follow-up site visit (in-person or remote) will occur with each funded program to discuss program strengths and opportunities for improvement. One programmatic monitoring visit and one follow-up site visit will be completed with all Smart Start funded sub-contracts. The Executive Director will review and approve monitoring documents to ensure the provision of high- quality services comply with contractual and legislative requirements.

Facilitation of planning across various components of the service delivery model will occur to strategically align local early childhood supports, including childcare consumer and provider services, early education workforce development, preschool and kindergarten transition, health initiatives, literacy programs, community engagement initiatives and family support services. R&D will facilitate program planning and alignment among programs through technical assistance and planning meetings. As an additional means of coordinating and aligning program initiatives with DEPC’s strategic framework, the Research and Development team will oversee the coordination of annual Smart Start planning

to support DEPC’s evidence-based and evidence-informed 0-5 service model.

Evaluation: Technical Assistance, Monitoring and Data Collection

The purpose of this activity component is to ensure that all DEPC funded programs 1) establish, track, and meet annual outputs and outcomes; 2) report quarterly and yearly evaluation data; and 3) maintain focus on the Partnership’s Strategic Framework and Required County Level Indicators. This activity will also oversee the Smart Start strategic planning process and maintain all Smart Start program updates. This activity will monitor the progress of the Strategic Framework to ensure that strategies are implemented to achieve the partnership’s targets within the four building blocks of work.

Each funded program receives consultation, training, and technical assistance on an ongoing and as needed basis to help develop and implement an evaluation plan for tracking annual outputs and outcomes. This activity also coordinates the collection, review, compilation and submission of quarterly and annual program data, Required County Level Indicators data, and other community data, as needed. In addition, technical assistance and training is provided to funded programs to track their client and program data in the Partnership’s Family First and Work Life Systems database. This includes analyzing client data within the Family First and Work Life Systems databases, including demographics, presenting needs, assessment data and services used. Training, technical assistance and/or presentations are provided to promote data-driven decision-making in DEPC programs and/or community-based planning processes. These supports will be provided by the Evaluation Specialist and the =Research and Development Director.

1. Staff

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| --- | --- | --- |
| Job Title | FTE | Minimum Education & Experience Requirements (See job description for additional details) |
| Research & Development Director | 1 (partially funded) | MA or equivalent in education and experience; 5 years in human service program implementation or management; 2 years supervision experience |
| Evaluation Specialist | 1 (partially funded) | BA or BS in a field with a strong math and/or statistical background; at least 3-5 years of actual experience in program implementation and evaluation |

1. Does this activity contain grants of any kind or incentives to participants?

Yes  No X

What is given to participants? If you have checked yes, describe in detail and attach a copy of any associated grant agreement(s).

1. Is any portion of this activity Medicaid reimbursable?

Yes  No X

If you have checked yes, describe in detail.

1. Community Collaborations:

This activity coordinates the program development and evaluation efforts for the Partnership and for all programs providing service to children, families and child care providers in Edgecombe and Nash counties. These programs include those funded within Down East Partnership for Children as well as other agencies and organizations in the two-county area. This activity collaborates with each of those programs to ensure there is a continuum of services available and accessible for the Partnership’s target population and that all programs are providing quality services. In addition this activity collaborates with other agencies and organizations as needed and/or requested to research, plan for, design and implement other programs for young children, families and child care providers.

1. History of Results

Over recent years, this activity has implemented multiple processes and strategies that continue to improve DEPC programs and strengthened the agency’s infrastructure. Evidence-based/evidence-informed implementation support has led to increases both in the number and quality of research-driven approaches in our region. As a primary driver of innovation, this activity has supported the implementation of Raising a Reader, Dolly Parton Imagination Library, Farm to Early Education and Reach Out and Read. Additional evidence-informed practices have been incorporated into other partnership innovations including the early childhood obesity initiative, Healthy Kids Collaborative, as well as early childhood transition activities within two local school systems.

1. Cash/In-Kind Contributions Plan:

Contributions may include (but are not limited to): cash donations, non-state grants, office or classroom space, staff support, professional/non-professional volunteer services, discounts, meeting supplies and materials.

1. Contract Activity Description (CAD)

The Research and Development activity (R&D) will facilitate the program development and evaluation efforts for the organization. Staff will develop and monitor evidence-based and evidence-informed activities; provide training and technical assistance to ensure data-driven, quality programming; develop and implement evaluation plans for programs, monitor progress towards Strategic Framework targets. Meals, snacks, food tastings and child care may be provided for Strategic Planning and Data Advisory Committee meetings, and activities will occur remotely as needed. Program staff will implement the activity with supervision from the R&D Director. The Executive Director will oversee all programs to ensure adherence to DEPC vision, mission, and goals. Staff will provide program support as needed.