

eLevate

CT'S QUALITY IMPROVEMENT SYSTEM

**CONNECTICUT'S FREE
SYSTEM OF SUPPORT FOR
ALL EARLY CARE AND
EDUCATION PROVIDERS**

provider manual



Connecticut Office
of Early Childhood

About Elevate

Elevate is Connecticut's system to provide free access to resources and expert information for ALL early care and education providers.

**You Are
Already
a Part of
Elevate!**

Congratulations! You are already considered an Elevate Member with full access to resources and support for your business, your team, and your future!

YOU ARE UNIQUE

As a Connecticut (CT) early care and education provider, you are unique. There is only one program that does exactly what you do. Like people, providers are individual and have strengths. Those differences allow our state to have a strong, diverse system of early care and education. Elevate works to ensure your unique difference as a provider is your strength, and you are supported in areas needed.

Families seeking child care will be able to view each provider's Elevate status on their 211 Child Care profile. This will assist families in finding providers that meet their needs.

Elevate Member Levels

Elevate providers fall into three levels:

MEMBER

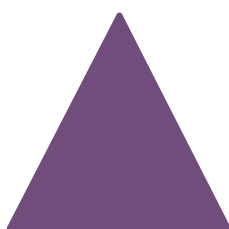
Licensed child care provider*

MEMBER+

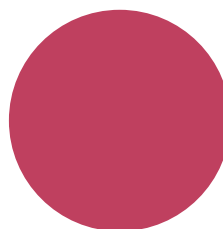
Licensed child care provider* taking steps to strengthen their program

MEMBER ACCREDITED

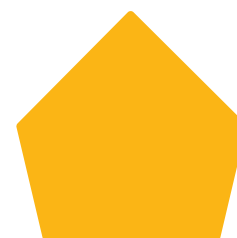
Meets national standards for early learning and education



MEMBER



MEMBER+



MEMBER ACCREDITED

Engaging With Elevate

While all CT licensed providers* are Elevate Members, some providers choose to engage consistently with resources, coaching, and support offered through the Elevate system. Those Members who wish to strengthen their unique abilities and submit a plan are considered Member+. Providers who reach accreditation are considered Member Accredited.

Members who wish to strengthen their area of expertise or improve something important to them may commit to a focus area. A focus area might be strengthening abilities in child development, team building for a strong staff, or partnering with parents to ensure they have the resources their children need.

To move from Member to Member+ status, providers must submit an Elevate Program Plan and have it approved. An important step to developing your Elevate Program Plan is choosing 1-3 SMART Goals within your focus areas.

*And license-exempt child care programs

Focus Areas

Elevate has 6 focus areas, and each is important to a successful child care program.

Any CT early care and education provider may choose one or more focus areas, and submit a plan to work with the OEC Elevate team to strengthen their abilities. That strength helps the provider advance at their unique business, and helps CT families and children to get even better early care and education.



**PARENT
PARTNER**



**TEAM
BUILDER**



**BRAIN
BUILDER**



**BUSINESS
BUILDER**



**RESOURCE
CONNECTOR**



**ENVIRONMENT
ENRICHER**

Member+ Status in a Few Simple Steps

- Reflect and choose a focus area
- Set 1-3 SMART goals
- Submit a plan and take action!



For a more detailed step-by-step process, visit the Elevate website:

<https://www.ctoec.org/elevate/create-program-plan>



Reflect and choose a focus area

There are many aspects that make a successful child care program. Your program is unique and only YOU know where you may want to strengthen your abilities. We have identified 6 focus areas in which Elevate can provide support and resources.

Choose one or more of the focus areas below:

Build your team

Connect with families

Enhance your environment

Find resources for children and families

Manage your business

Support child development

Focus Area Tools

For more details about focus areas and tools to help you explore, visit:

<https://www.ctoec.org/elevate/focus-areas>





Set your goal

Once you have chosen your area(s) of focus, the next step is setting your goals. Where do you want to go? What is the change you want to make? Think about how you could break up your big picture goals into concrete SMART goals.

Your program plan must include 1 to 3 SMART goals.

What is a SMART goal?

SMART goals are specific, measurable, attainable, relevant, and time-bound.

Check out this worksheet to help you craft your SMART goals:

<https://www.ctoec.org/elevate/create-program-plan>



Submit a plan and take action!

Fill out the Elevate Program Plan and upload via the Registry. OEC will review your plan and respond.

Find your Elevate Program Plan template and example plans on the OEC website:

- Family child care providers must submit a program-specific plan
- Child care centers or group child care homes must submit program-specific plans, as well as professional development plans

<https://www.ctoec.org/elevate/create-program-plan>



Elevate offers information resources and one-on-one support to help you solve challenges and get strong where you want to. You will have a dedicated Service Navigator to help you along the way.

3X

more likely
to succeed when
you write your
goals down.

One-on-One Support

The OEC Service Navigation team is here to help you. Service Navigators are expert guides who can talk to you about your program's needs and connect you to resources. Service Navigators can help you identify your program's areas of strength and talk through what goals your program may benefit from. They can also connect you to OEC-funded activities and resources.



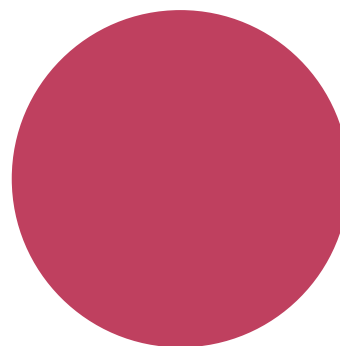
Find your regional Service Navigator today!
<https://www.ctoec.org/elevate/service-navigator>

What Now?

CONGRATULATIONS!

Once your Elevate Program Plan has been approved, you have earned Member+ status. Your status will appear on your 211 Child Care profile page. You will receive a Member+ window sticker and a promotional kit with wording to announce your Member+ achievement to families, friends, and colleagues.

As you work to meet the goals, you have full access to the resources provided by Elevate. If you want to get started with Accreditation, get stuck, or want to explore additional focus areas, Elevate is here for you!



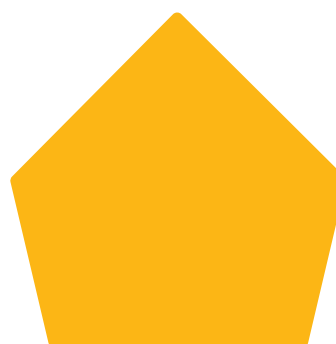
MEMBER+

Explore Accreditation

Becoming accredited means achieving national distinction as a high quality program. Those who have achieved Member+ status can use the work they have done as the first steps towards being accredited. In fact, the Elevate Program Plan can serve as a key deliverable in the accreditation process!

BENEFITS OF ACCREDITATION:

- Belong to a nationally recognized group of providers
- Share your commitment to high quality care with families
- Become eligible to receive additional funding
- Eligible for Care 4 Kids increase rate incentive



**MEMBER
ACCREDITED**

Accreditation: Steps to Get Started

1. Identify your national accrediting organization
2. Connect with key resources

1

Identify your national organization

For center and group homes care:

NAEYC (National Association for the Education of Young Children)

For family child care:

NAFCC (National Association for Family Child Care)

Head Start programs are also considered approved or “accredited” and are Member Accredited in Elevate. Head Start programs are administered by the Office of Head Start (OHS).

2

Connect with key resources

Get help from a Service Navigator:

Our Service Navigators are experienced guides who can talk with you about your goals and resources within Elevate focus areas to help you meet your plan.

Accreditation Quality Improvement Supports (AQIS):

AQIS offers free professional development to providers; includes study groups on selected NAEYC accreditation standards; and best practices in early care and education.

AQIS supports providers using the framework of NAEYC Accreditation to help providers reach the Member Accredited level.

Staffed Family Child Care Networks (SFCCNs):

SFCCNs support family child care providers with accreditation readiness, training, networking, and access to nurse consultants.

Elevate: What Others Are Saying

The process was thought provoking and worthwhile but not so challenging that it felt unobtainable.

The SMART goals help us to continue the processing of improvements over time. The pilot did "elevate" us as a school!

-Elevate Provider, Member+

The free resources are really great!

-Elevate Provider, Member

Elevate supports every provider, every family, and every child

The Elevate Program is a unique opportunity to expand on what makes you great, add strength to your program, and share your unique strengths with CT families. CT families who seek early care and education want the right fit for their family and their child. Every provider's Elevate status and focus area will be featured on their 211 Child Care profile to help families identify providers that best meet their needs.

Thank you for your hard work and dedication to CT's children. Every small step we each take to be our best means so much to CT's children—and to making our state the best state for early education. Together we can Elevate our industry and the experience for all child care providers.

For more details about how you can engage in Elevate, visit the Elevate website:
<https://www.ctoec.org/elevate>





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