



# STATE OF CONNECTICUT

## OFFICE OF EARLY CHILDHOOD



### Connecticut Administered State-Funded Program General Policy D-02

#### Local Governance Partner Liaison: Role and Responsibilities

- ☒ OEC Early Start CT Programs  
☐ OEC Smart Start CT Programs
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#### **POLICY**

The **Local Governance Partner (LGP) Liaison** is an individual(s) who is employed by the LGP Fiduciary to coordinate and assist the efforts of the LGP Community Table, to deliver services and support and monitor contract compliance of Early Start CT (ESCT) programs as outlined in Early Start CT legislation (P.A. 24-78).

Local Governance Partners Liaisons are one or more individuals who are employed year-round to coordinate and assist the efforts of the LGP to meet the needs of the community, deliver services and activities, supervise the Parent Ambassador(s), visit ESCT programs to support and enhance quality and compliance through on-going monitoring and consistent feedback to providers. Liaison's shall participate in:

- **Community Engagement:** Identify and respond to local needs in alignment with LGP goals.
- **Parent Ambassador Support:** Supervise and mentor Parent Ambassador(s) to strengthen family and community engagement.
- **Program Monitoring:** Conduct site visits to ESCT programs to support quality improvement and ensure compliance through ongoing monitoring and consistent, constructive feedback in the preferred language of the programs.
- **Culturally Responsive Communication:** Ensure all feedback and communications are delivered in ways that are respectful of and responsive to the cultural needs of programs.

The Liaison shall conduct a minimum of two site monitoring visits per fiscal year for each program within their town/region that receives ESCT funding. These visits shall be conducted using the ESCT Program Status Form and process provided by the Office of Early Childhood (OEC) and shall not occur in two consecutive months or within the same quarterly period. A Program Status Summary report shall be completed in the ECE Reporter system following a site monitoring visit.



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The monitoring visit will include, but not be limited to, a review of the following to determine compliance with:

- OEC General Policies (reporting, child eligibility, data system requirements, etc.)
- Staff qualifications
- Child attendance
- Family fees determination and communication
- Curriculum and assessment processes
- Accreditation and approval timelines; and
- Most recent licensing inspection report (including any corrective action plans)

The Liaison shall monitor programs in the following ways:

- **Desk audits:** Liaison's shall review a minimum of ten (10) files of children enrolled in the state-funded programs Early Start CT and/or Smart Start. If the program has **less** than ten (10) state-funded spaces, the Liaison shall review all state-funded child files. If a single program location has **more** than 150 state-funded spaces, the maximum number of state-funded files to review is 10% of the total number of state-funded spaces. The children's files to be reviewed will be chosen by the Liaison, **not the program**, and shall include files that span all age groups that are state-funded.
- **Classroom observations:** Fifty percent (50%) of all classrooms that have state-funded children in them **must be observed** by the Liaison during a monitoring visit, with a maximum of eight (8) classroom observations in one visit. Classroom observations shall span all eligible state-funded age groups. Within each age category, the Liaison shall use a random selection process to determine the specific classrooms with state-funded spaces to be observed. The classrooms to be observed shall be selected by the Liaison, not the program. Classroom observations shall last a minimum of one (1) hour.

The Liaison job responsibilities also include but are not limited to:

- Developing partnerships with all early care and education programs in their community, including programs that are not state-funded;
- Effectively communicating in written and spoken methods with all programs, in the programs' preferred language;
- Supporting the biannual implementation of OEC-approved child assessments in partnership with families.
- Facilitating the exchange of information with community organizations
- Supporting the development and ongoing implementation of the community's early care and education needs assessment



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- Conducting monitoring in supportive, transparent and culturally responsive ways, using the OEC approved monitoring tool, to ensure compliance with licensing standards, general policies, contract requirements and quality measures.
- Responding to LGP Intermediary and OEC requests for information.
- Submitting all required reports to OEC by established deadlines
- Serving as the connection between the LGP, the OEC and the community, and communicating any challenges or concerns to the LGP and OEC.
- Attending OEC, LGP Community Table, and LGP Intermediary meetings.

The Liaison shall be supervised by an individual who does not perform management or administer programs or supervise staff that receive ESCT and/or Smart Start funds. This requirement is to ensure a separation of duties and responsibilities in programs who receive state-funding. LGP's may subcontract out specific duties and responsibilities to other entities to ensure compliance with this requirement. The Liaison is required to notify the LGP Intermediary in writing if they are working as a liaison for multiple LGPs.

The Liaison is not permitted to accept state funds for professional development or consult for ESCT-funded programs that are a part of an LGP for which they are paid to deliver services and support.

### **OTHER POLICY INFORMATION**

- The contract between LGP Fiduciary and Liaison provides full detail and deliverable information for the Liaison.
- It is the responsibility of the Liaison to share information with ESCT programs and monitor each program's compliance.

### **DEFINITIONS**

- I. **Local Governance Partners Fiduciary** - the entity responsible for signing the Contract with the LGP Intermediary and the Office of Early Childhood, and receiving funding to support the LGP Liaisons, Parent Ambassadors, and LGP Community Table convenings.
- II. **Local Governance Partners Community Table** - a collaborative space that serves as a neutral, inclusive forum where diverse organizations, parents, and stakeholders come together to engage in open dialogue, share insights, and work towards collective community goals.



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- III. **Local Governance Partners Liaison** - one or more individuals who are employed year-round to coordinate and assist the efforts of the LGP to deliver services and activities, supervise the Parent Ambassador(s), and visit ESCT programs to support and enhance quality and compliance.
- IV. **Parent Ambassadors:** a trained parent leader within the community who serves as a trusted messenger for families and supports parents and families across the entire community.
- V. **Program Status Summary Report:** the report generated by Liaisons to ensure contract and policy compliance for state-funded programs.
- VI. **Smart Start:** competitive grant program that provides funding to establish or expand a preschool program in public schools which represents funding separate from ESCT.

*In the unlikely event that any provision of this General Policy is found to be inconsistent with any contract or grant provision, the contract or grant shall govern.*

For further information concerning this GENERAL POLICY please contact your OEC Program Manager or visit <https://www.ctoec.org/contact-us/>