

**Developing Renewal Program Plan**

The **Developing Renewal Program Plan** is for you to plan your continuous improvement process. You can use this form as a draft plan. You can also use it throughout the year as you work toward your goals.

**Getting Started**

All Program Plans include SMART Goals and plans to make them happen.

* Do you need to learn more about SMART Goals? Check out our resources [here](https://www.ctoec.org/elevate/create-program-plan/center-group-program-plan/).
* Don't know where to start? Read more about [Elevate Focus Areas](https://www.ctoec.org/elevate/focus-areas/).
* Want to learn more about Elevate? Learn more [here](https://www.ctoec.org/elevate/).

**Reflections**

Reflection is an important part of the continuous quality improvement process. Return to your Plan often and consider:

[ ]  Areas of strength

[ ]  Areas for growth

[ ]  Feedback from your staff

[ ]  Feedback from the families you serve

**Next Steps**

You can use your Developing Plan as a draft for the Elevate Renewal Plan on the [OEC Provider Portal](https://oec.service.ct.gov/provider360/s/mydashboard). Renewal Plans are submitted annually on the OEC 360 Provider Portal to maintain the Member+ Elevate Level of Engagement.

Need additional help thinking through your Renewal? Reach out to your [Service Navigator](https://www.ctoec.org/elevate/service-navigator/) today!

 **Developing Renewal Program Plan**

Use this form to plan your SMART goals for the year ahead. Return to it often to reflect on action steps, challenges, and resources.

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| **Reflection on last year's Goal 1:** *Were there challenges you did not expect? What will you do differently next time? Which OEC resources did you find useful? If you achieved your goals, what got you there?* |
|  |
| Were you able to complete your goal?  | p Yesp No |
| Will you continue work on this goal in the upcoming year? * *Some goals take time! If you are keeping your goal for the upcoming year, please revise your Action Steps based on your current challenges, realities and barriers.*
 | p Yesp No |

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| **SMART Goal for the upcoming year:**  |
| Focus Area* *Choose one*
 | p Build your Teamp Connect with Familiesp Enhance your Environmentp Find Resources for Children and Familiesp Manage your Businessp Support Child Development |
| Action steps: What needs to happen to achieve the goal?* *Use bullet points for each step. Avoid long sentences and paragraphs.*
 | 1.
2.

1.

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 |
| Current Reality, Challenges, or Barriers* *Choose all that apply*
 | p Time needed away from caring for children p Money needed to complete goalp Staffing shortagep Low enrollmentp Other reason:  |
| What resources are needed?* *List the specific tools and resources you will use to reach your goal.*
 |  |
| Who will do this? * *Having a specific person in the program responsible for the EPP, will help in reaching the goal.*
 |  |
| By what date?* *Choose a date for when you believe the identified goal will be achieved.*
 |  |
| How are you tracking progress?* *Set check-in points to help maintain progress.*
 |  |

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| **Reflection on last year's Goal 2:** *Were there challenges you did not expect? What will you do differently next time? Which OEC resources did you find useful? If you achieved your goals, what got you there?* |
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| Were you able to complete your goal?  | p Yesp No |
| Will you continue work on this goal in the upcoming year? * *Some goals take time! If you are keeping your goal for the upcoming year, please revise your Action Steps based on your current challenges, realities and barriers.*
 | p Yesp No |

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| **SMART Goal for the upcoming year:** |
| Focus Area* *Choose one*
 | p Build your Teamp Connect with Familiesp Enhance your Environmentp Find Resources for Children and Familiesp Manage your Businessp Support Child Development |
| Action steps: What needs to happen to achieve the goal?* *Use bullet points for each step. Avoid long sentences and paragraphs.*
 | 1.
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 |
| Current Reality, Challenges, or Barriers* *Choose all that apply*
 | p Time needed away from caring for children p Money needed to complete goalp Staffing shortagep Low enrollmentp Other reason:  |
| What resources are needed?* *List the specific tools and resources you will use to reach your goal.*
 |  |
| Who will do this? * *Having a specific person in the program responsible for the EPP, will help in reaching the goal.*
 |  |
| By what date?* *Choose a date for when you believe the identified goal will be achieved.*
 |  |
| How are you tracking progress?* *Set check-in points to help maintain progress.*
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| **Reflection on last year's Goal 3:** *Were there challenges you did not expect? What will you do differently next time? Which OEC resources did you find useful? If you achieved your goals, what got you there?* |
|  |
| Were you able to complete your goal?  | p Yesp No |
| Will you continue work on this goal in the upcoming year? * *Some goals take time! If you are keeping your goal for the upcoming year, please revise your Action Steps based on your current challenges, realities and barriers.*
 | p Yesp No |

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| **SMART Goal for the upcoming year:** |
| Focus Area* *Choose one*
 | p Build your Teamp Connect with Familiesp Enhance your Environmentp Find Resources for Children and Familiesp Manage your Businessp Support Child Development |
| Action steps: What needs to happen to achieve the goal?* *Use bullet points for each step. Avoid long sentences and paragraphs.*
 | 1.
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 |
| Current Reality, Challenges, or Barriers * *Choose all that apply*
 | p Time needed away from caring for children p Money needed to complete goalp Staffing shortagep Low enrollmentp Other reason:  |
| What resources are needed?* *List the specific tools and resources you will use to reach your goal.*
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| By what date?* *Choose a date for when you believe the identified goal will be achieved.*
 |  |
| How are you tracking progress?* *Set check-in points to help maintain progress.*
 |  |