



Developing Program Plan: Centers and Group Homes

The **Developing Program Plan** is for you to keep track of 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](#).
- Don't know where to start? Read more about [Elevate Focus Areas](#).
- Want to learn more about Elevate? Learn more [here](#).

Reflections

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

- ☒ Areas of strength and areas for growth
- ☒ Feedback from your staff
- ☒ Feedback from the families you serve

Next Steps

You can use your Developing Program Plan as a draft for the Elevate Program Plan on the [OEC Provider Portal](#). Program Plans are submitted annually on the OEC 360 Provider Portal to achieve and maintain the Member+ Elevate Level of Engagement.

Need additional help thinking through your Developing Program Plan? Reach out to your [Service Navigator](#) today!

Developing Program Plan

Use the **Developing Program Plan** to track your SMART goals for the year ahead. Return to it often to reflect on action steps, challenges, and resources.

SMART Goal 1: By December 2025, teachers will fully implement a Pyramid strategy by offering positive descriptive feedback/ praise to each child at least 1x/ day when they are engaging in routines/ activities.	
Focus Area • Choose one	☐ Build your Team ☐ Connect with Families ☐ Enhance your Environment ☐ Manage your Business ☒ Support Child Development
Action steps: What needs to happen to achieve the goal? • Use bullet points for each step. Avoid long sentences and paragraphs.	- Teachers participate in a short review of what positive descriptive feedback is during the July monthly staff meeting - Starters for descriptive feedback will be posted around the classroom (in each center) as a reminder for the teachers - Develop a method for tracking use of positive descriptive feedback for each child - Teachers will take 2 weeks to practice implementing/ tracking use of positive descriptive feedback with a group of children each day. - During monthly staff meetings, teachers will provide brief report outs of their use of positive descriptive feedback and identify additional support needs - Teachers will increase their use of positive descriptive feedback so that each child in their care is receiving 1 per day. - Teachers will continue with this strategy over time so if becomes a classroom norm with ongoing discussions during staff meetings.

Current Reality, Challenges, or Barriers Choose all that apply	☒ Time needed away from caring for children ☐ Money needed to complete goal ☐ Staffing shortage ☐ Low enrollment ☐ Other reason:
What resources are needed? List the specific tools and resources you will use to reach your goal.	1. Materials to support teacher's understanding of what positive descriptive feedback is Positive Feedback Recommendations Positive Feedback Starters 2. Easy method for teachers to track their use of positive descriptive feedback
Who will do this? Having a specific person in the program responsible for the EPP, will help in reaching the goal.	1. Director
How are you tracking progress? Set check-in points to help maintain progress.	1. Tracking method will be developed. After 2 weeks of piloting this practice, teachers will report out at a staff meeting

SMART Goal 2: By June 2026, teachers will model problem solving skills and teach children how to use problem solving steps during typical classroom routines.	
Focus Area Choose one	☐ Build your Team ☐ Connect with Families ☐ Enhance your Environment ☐ Manage your Business ☒ 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. Teachers participate in lunch n learn to learn how to use problem solving skills in the routines. These will be offered 3x in order for all staff to participate and completed within 2 weeks 2. Staff will have the next week to print materials. Administrator will do a class walk through to ensure each

	classroom has all of the materials and will provide support as necessary 3. Teachers will use the next month to introduce problem solving through the social story, model problem solving with their co teacher, and start using the problem solving steps and solution kit. 4. Teachers remind children of problem solving steps, and guide children through the use of the problem solving steps when problems come up in the classroom 5. Additional lunch n learns will be offered one month after teachers begin teaching the problem solving practices to check in, get feedback on how the practice is going, and provide additional support/ problem solve 6. Director will observe and debrief with teaching teams to discuss implementation and next steps as needed
Current Reality, Challenges, or Barriers Choose all that apply	☒ Time needed away from caring for children ☐ Money needed to complete goal ☐ Staffing shortage ☐ Low enrollment ☐ Other reason:
What resources are needed? List the specific tools and resources you will use to reach your goal.	Solution kit materials printed/ laminated Problem solving in the real world printed Problem solving social story printed Problem solving steps printed
Who will do this? Having a specific person in the program responsible for the EPP, will help in reaching the goal.	Director
How are you tracking progress? Set check-in points to help maintain progress.	- A calendar of Lunch n Learns will be provided to each staff member. - Teaching teams will discuss implementation weekly - Director will observe classrooms on an ongoing basis for full implementation

SMART Goal 3: By February 2026, all teachers will communicate with families at least twice per month with specific feedback about each child's accomplishments and positive behaviors.	
Focus Area • Choose one	☐ Build your Team ☒ Connect with Families ☐ Enhance your Environment ☐ Manage your Business ☐ 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. Teachers will participate in a lunch and learn to review our policy on family engagement and develop a center-wide system for tracking monthly engagements 2. Each classroom will begin documenting positive behavior as a part of daily documentation 3. Each classroom will develop a schedule for outreach to each family at least two times per month (In-person, phone call, positive notes sent home, etc) 4. Teachers will update developmental assessment data monthly for each child and include the updated accomplishments in their outreach to families 5. Administration will review documentation quarterly to ensure the new system is being implemented
Current Reality, Challenges, or Barriers • Choose all that apply	☒ Time needed away from caring for children ☐ Money needed to complete goal ☐ Staffing shortage ☐ Low enrollment ☐ Other reason:
What resources are needed? • List the specific tools and resources you will use to reach your goal.	• Center wide tracking system for family engagement interactions • Positive behavior documentation form or board for each classroom • Scheduled time for teachers to complete outreach to families
Who will do this? • Having a specific person in the program responsible for the EPP, will help in reaching the goal.	Director

Commented [CL1]: @Sweeney, Kate does this seem like too much? I can simplify if needed.

Commented [SK2R1]: @Chambers, Liz no - it is clear and measurable :)

How are you tracking progress? • <i>Set check-in points to help maintain progress.</i>	Director will review tracking sheet monthly to ensure each family receives outreach Director will develop tracking system, schedule time out of the classroom for teachers, and review tracking to ensure implementation Classroom teachers will update each child's behavior and developmental assessment documentation Classroom teachers will schedule engagements with families
---	---