



New Pilot Site Onboarding

Pilot Site Plan | January-August 2024

Focus Area	Description	Reviewed
Introduction	Onboarding Plan Overview: The objective of this onboarding plan is to orient incoming pilot sites, introduce them to Preschool for All (provider-facing and non-provider-facing) teams, and to share the uniqueness of our teams. We strongly encourage you to utilize the Onboarding checklist (linked below) and reach out to our team for any questions you may have. Additionally, let us know if you're interested in connecting with other providers who were pilot sites in previous years. We're here to support you!	<input type="checkbox"/>
Welcome from our Director	Hello Preschool for All Pilot Sites, I'm thrilled to extend a warm welcome to you, as Preschool for All enters the third year of serving Multnomah County's families. We're excited to have you as part of Preschool for All (PFA), connecting 3 and 4-year-olds in Multnomah County to free, equitable, culturally responsive, and inclusive preschool experiences. The program will evolve over time, expanding its	<input type="checkbox"/>

	<p>reach to more children and families each year, with the ultimate goal of universal availability by 2030.</p> <p>Should you have any questions or need support, feel free to reach out to your support team. I'm eagerly anticipating the opportunity to meet you during the welcome visits scheduled for this March/April.</p> <p>Welcome,</p> <p>Leslee Barnes</p>	
Onboarding Materials	New PFA Provider Onboarding Checklist (Link checklist pdf here)	<input type="checkbox"/>
Preschool For All Resources	<p>Preschool for All History and Plan Preschool for All Website Preschool for All Program Guide A Guide to Success for PFA Providers FAQ</p> <p>Contact Information: Email: preschoolforall@multco.us Phone Number: 503-988-1280</p>	<input type="checkbox"/>
Preschool and Early Learning Division (PEL)	<p>Preschool and Early Learning Division Teams</p> <ul style="list-style-type: none"> ● Policy & Partnerships <ul style="list-style-type: none"> ○ Partnerships Team (provider facing) ○ Inclusion and Retention Team (provider facing) ○ Community Systems Engagement ○ Workforce Development ○ Quality ○ Equity 	<input type="checkbox"/>

	<ul style="list-style-type: none"> • Application and Enrollment (provider facing) • Budget and Contracts (provider facing) • Communications • Evaluation 	
Partnership Team	Partnership Team: <ul style="list-style-type: none"> • Team: Shelly Jackson: Preschool Partnership Supervisor, Karissa Palmer: Preschool Partnership Coordinator, Lynsey Kemplin: Preschool Specialist and Kate Davison: Bilingual Spanish Preschool Specialist. • The Partnership Team plays a key role in providing technical support related to the PFA contract for providers, owners, and administration. This includes support for program implementation, ensuring compliance with PFA site requirements, as well as overseeing the application review and onboarding process for new PFA sites. 	<input type="checkbox"/>
Inclusion and Retention Team	Inclusion & Retention Team: <ul style="list-style-type: none"> • Team: November Philips: Inclusion & Retention Supervisor, Sam Zeimetz: Inclusion Coordinator, Jazmin Horta: Inclusion Coordinator, Jessica Anderson: Inclusion Coordinator • The Inclusion and Retention Team support providers with PFA's Inclusion Policy, including alternatives to suspension and and expulsion. Inclusion Coordinators assist preschool providers with accessing materials, resources, training, and staffing to create and sustain inclusive classroom settings and practices. 	<input type="checkbox"/>

Application and Enrollment Team	Application and Enrollment Team: <ul style="list-style-type: none"> • Team: Daylis Torres: Application and Enrollment System Analyst, Eliana McKay: Application and Enrollment System Analyst, Dina Elsibay: Application & Enrollment Support Specialist, Grey Chavez Bauer: Business Analyst, Vanessa Mendoza Mondragón: Application & Enrollment Support Specialist and Estela Muñoz Villarreal: Program Supervisor • PFA Provider Portal technical support (enrollment, attendance, etc) • Contact if you forget your PFA Provider Portal password • Let us know if you need to add or remove a portal user • Send placement offers to families and providers • Let us know if a family needs more time to make a decision (we can extend their deadlines) • Refer families to us if they have questions about waitlists or want to edit their applications • Need help with the PFA Provider Portal? Contact the Application and Enrollment Team at pfa.support@multco.us or book a meeting with us for technical support. You can also call 503-988-7818. 	<input type="checkbox"/>
Budget and Contracts Team	Budget and Contracts Team (PEL): <ul style="list-style-type: none"> • Team: Ken Huelsman: Budgets and Contracting Supervisor, Grace Bounds: Budget and Contract Specialist • Holds PFA contracts for large centers; multi-site or licensed for 100 or more children • Community-based organizations, non-profits, private schools and public charter schools. • Focus is on supporting the Preschool for All team and PFA providers that directly contract with PEL with new contracts, contract renewals, contract changes, financial monitoring, invoicing and payments. 	<input type="checkbox"/>

Community Systems Engagement	Community Systems Engagement: Family Connecting Organizations <ul style="list-style-type: none"> • Team: Nayeli Perez Martinez, Community Systems Engagement Coordinator • Focus is on reaching our priority groups for access to limited preschool slots and connecting enrolled families to other resources to meet their needs. <ul style="list-style-type: none"> ◦ Family Navigators can guide families through the PFA online application process, support families who receive PFA placements to enroll their children, and provide support to families in their preferred language. • FCO: Community Resource Flyer 	<input type="checkbox"/>
Program Quality	Program Quality: <ul style="list-style-type: none"> • Team: Erica Salas-Umana, Quality Coordinator • Focus: Coordinating and implementing professional development opportunities and required observations for PFA providers on the <u>Environmental Rating Scale (ERS)</u>. ERS is an observational assessment focused on what children experience in their preschool environment including Space & materials, routines, language, activities, interactions, and program instruction. • Work with external partners such as the Child Care Resource & Referral & Multnomah Education School District r to coordinate coaching support for PFA Providers. Coaching is supportive and tailored to meet the needs of individual providers and educators. Coaches help providers be their best and collaborate with providers on goal setting. • Training: Maintain a central training plan from external partners such as Micro Enterprises Services of Oregon (MESO), CCR & R, Western Oregon University- The Research Institute, and other agencies providing training to PFA providers. 	<input type="checkbox"/>

Equity	Equity: <ul style="list-style-type: none"> • Team: Robin Easton-Davis, Preschool Partnership Equity Coordinator Focus: <ul style="list-style-type: none"> • Planning and coordination of PFA Planning Grant for Culturally-specific and Community Based Organizations • Support Preschool for All's system with equity planning, resources, and program implementation • Preschool for All Equity Initiative to build capacity, collaboration, and opportunities alongside community partners • Assertive Engagement, anti-bias, anti-racist, and trauma-informed training coordination and ongoing support • Equity, Suspension and Expulsion policy development 	<input checked="" type="checkbox"/>
Workforce Communication	Workforce Development: <ul style="list-style-type: none"> • Team: Kimberly Larson, Workforce Development Coordinator Focus: <ul style="list-style-type: none"> • Develop and implement strategies to increase the number of diverse early childhood educators in Multnomah County. • Provide new and existing preschool providers access to supportive, culturally relevant training and higher education pathways. • Supporting and developing partnerships and innovative projects to build and strengthen the preschool workforce. • Support the substitute pool: PFA providers receive access to additional hours for substitutes 	<input type="checkbox"/>

Communications	Communications <ul style="list-style-type: none"> Team: Ashley Walker:Program Communications Coordinator and Toni Iyoha:Early Learning Communications Specialist <p>Focus:</p> <ul style="list-style-type: none"> Sharing timely information and resources from PEL to Pilot Sites Gathering stories about PFA from providers and families to share with the broader community Reaching families and new providers with the information they need to join us each year as we grow <p>To stay connected:</p> <ul style="list-style-type: none"> Read the monthly Pilot Site email newsletter (and feel free to reply!) Follow us on Instagram and Facebook and tag us in posts from your business Watch for announcements of opportunities like free professional photography at your site Invite us to special events like family nights, graduations, and other celebrations - we'd love to see and share what you're up to! (You can email ashley.walker@multco.us) 	<input type="checkbox"/>
Research and Evaluation	Research and Evaluation: <ul style="list-style-type: none"> Team: Janice Cole: Research Evaluation Analyst Senior , Jenna Oh:Research Evaluation Analyst 2 , and Frank Quiroz:Data Analyst Senior Focus is on research and data, including gathering feedback for PFA improvement, as well as studying long term outcomes External Research Partner: Center on the Ecology of Early Development: CEED Website CEED Handout (English) 	<input type="checkbox"/>

PFA Partners	<p>Preschool for All Partners</p> <ul style="list-style-type: none"> • Micro Enterprise Services of Oregon (MESO) • Child Care Resource and Referral (CCR&R) • Multnomah Education Service District (MESD) • Family Connecting Organization • Multnomah County's Early Childhood Mental Health Consultation • Western Oregon University TRI 	<input type="checkbox"/>
Micro Enterprise Services of Oregon (MESO)	<p>The Intermediary Organization works with home-based and small center Preschool for All providers. MESO holds PFA contracts for home-based providers and small centers (100 or less children). MESO also offers business development opportunities, supports preschool provider invoicing, insurance renewal and medical benefits, and helps providers address challenges through resource connections and system navigation.</p> <ul style="list-style-type: none"> • Start-Up funds • Slot Allocation Funds • Transportation funds • Inclusion Funds • Infant/Toddler Stabilization 	<input type="checkbox"/>
Child Care Resource and Referral (CCR&R)	<p>Mt. Hood Community College coordinates the organization of Preschool for All coaching and supports home-based and small center providers as they meet Preschool for All requirements. CCR&R's coaches partner with preschool providers and educators. CCR&R also offers training and facilitation of peer networks.</p>	<input type="checkbox"/>
Multnomah Education Service District (MESD)	<p>Provides coaching and support to PFA Providers in school districts.</p>	<input type="checkbox"/>

Family Connecting Organization	Culturally specific organizations that support families with the PFA application process and can connect families with other community resources.	<input type="checkbox"/>
Multnomah County's Early Childhood Mental Health Consultation	Prevention approach that pairs a consultant with adults who work with infants and young children in the different settings where they learn and grow. Mental health consultation is not about “fixing kids” or providing therapy. Mental health consultation equips caregivers and systems to facilitate children’s healthy social and emotional development in a safe, nurturing, antiracist, anti-bias environment.	<input type="checkbox"/>