



First 5 California CARES Plus Program

August 2015

Dear CARES Plus Lead Agency:

Your decision to include Component D, MyTeachingPartner™ (MTP™) in your local program design allows your participants to experience a unique professional development opportunity. MTP is designed to improve teacher-child interactions through personalized one-on-one coaching over a period of eight to ten months. MTP coaches are trained and certified by Teachstone® in the use of the Classroom Assessment and Scoring System® (CLASS®) Pre-K and Toddler tools, as well as the MTP curriculum.

This notification contains a program overview and key dates for MTP implementation, and the process for assisting CDTC when a participant becomes non-responsive.

August 20, 2015 – Deadline for Lead Agencies to enter all participants interested in MTP into the CARES Plus Data System. Approximately one week later, First 5 California will send each Lead Agency a list of their accepted MTP participants. (Lead Agencies may notify up to 75% of their participants of acceptance into MTP prior to the August 20 deadline. The number of slots available to a county are based on the Lead Agencies application to CARES Plus.)

Lead Agencies are asked to:

- Contact each selected MTP participant immediately, and no later than five working days.
- Explain the MTP time commitment of biweekly cycles.
- Communicate the September coaching and October observation deadlines.
- Confirm the participant's contact information and the number and ages of children they currently serve, and update the CARES Plus Data System, if needed.
- Ensure each participant signs and returns the Camera Kit Liability and Checkout Form. If you are not directly mailing MTP equipment to your participants, immediately upon receipt of this form, fax a copy of the signed form to the Child Development Training Consortium (CDTC).

Late August/Early September – CDTC will not assign an MTP coach to a participant until the signed Camera Kit Liability and Checkout Form is received and the CARES Plus Data system is updated with this information.

CDTC will mail camera equipment, MTP program information, and a CLASS Dimensions Guide to MTP participants. Lead Agencies who want to directly distribute equipment and training materials to their MTP participants should provide CDTC with the necessary shipping information.



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Late August/Early September 2015: MTP coaches will begin contacting assigned participants to schedule a kickoff meeting and establish the coaching calendar for the program year.

Non-responsive participants: The MTP coach will keep a record of the dates, times, and methods used to contact their assigned participants. After four consecutive, unsuccessful attempts to make contact, the participant will be considered “non-responsive.” The MTP coach will flag the data system by marking *Escalate the Participant for Review*. Lead agencies should monitor participant progress daily during this time period. Also, CDTC will contact the Lead Agency regarding this participant.

The Lead Agency is asked to:

- Contact the participant immediately to determine the reason for non-responsiveness
- Review the MTP notes entered by the coach
- Decide whether the participant should remain an MTP participant, be approved for another component, or be withdrawn from the program; and update the CARES Plus Data System accordingly.
- Contact CDTC with their decision and relevant information about the participant’s situation.

It is important to remember that participants who have difficulty following through with the requirements (such as communicating with their coach) will not gain the full benefit of the MTP program. If the decision is to drop the participant from MTP, the Lead Agency should update the CARES Plus Data System by withdrawing the participant from Component D, and inform CDTC.

Coaching cycles continue on a biweekly basis until mid-May. Participants are expected to comply with the requirements of the MTP coaching program including:

- Attend a kick-off meeting in September,
- Complete a fall and spring CLASS observation,
- Create and adhere to the calendar of biweekly cycles,
- Communicate regularly with their coach.

Participants who do not comply with these requirements may be deemed “non-responsive” and withdrawn from MTP.

Additionally, a Lead Agency is asked to:

- Notify CDTC if an MTP participant withdraws from the local CARES Plus program.



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- Contact CDTC if a participant is experiencing a personal or professional challenge that could impede their ability to complete biweekly cycles. The MTP coach may be able to provide the proper support.
- Contact non-responsive participants immediately upon notification from CDTC to determine their program status.

If the Lead Agency determines the participant should continue in MTP, the coach will continue to schedule coaching cycles with the participant.

If the Lead Agency determines the participant is unable to comply with MTP requirements, the Lead Agency should:

- Inform CDTC.
- Update the CARES Plus Data System by removing the participant from Component D.

CDTC will notify First 5 California of the Lead Agency's decision.

Important Dates and Deadlines

September 2015: Schedule and complete kick-off meeting and complete first biweekly cycle. Some participants may complete two biweekly cycles.

October 15, 2015: Deadline for MTP participants to complete the fall CLASS observation videotape process and ship to CDTC.

May 15, 2016: Deadline for MTP participants to complete the spring CLASS observation videotape process and ship to CDTC.

May 19, 2016: Last day to start final biweekly MTP cycle.

May 31, 2016: Deadline for MTP participants to return their camera kit to CDTC.

May/June 2016: CDTC will provide each Lead Agency with a list of participants who successfully participated in MTP.

Upon completion of the coaching cycles and the spring CLASS observation videotape process, participants will receive an MTP Certificate of Participation and the number of professional development hours earned.



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If due to local program deadlines, an MTP participant must receive the Certificate of Participation earlier than June 2016, please contact CDTC with this information.

If you have any questions about Component D, MTP activities, or Lead Agency responsibilities, please e-mail them to CARESPlus@ccfc.ca.gov.

Thank you.

The CARES Plus Team