



EHS Leadership and Administration Incentive Guidelines

Each child care center participating in the Early Head Start-Child Care Partnership grant is eligible for the “Leadership and Administration” incentive paid annually in May.

The ***Leadership and Administration Incentive*** guidelines are detailed below:

- The full incentive or a portion of the incentive may be paid to the center director that has oversight of the implementation of EHS services during the current program year
- The full incentive or a portion of the incentive may be paid to administrative staff that supports the implementation of EHS services during the current program year
- Each center is eligible for one Leadership incentive up to \$1,500 annually (May of each program year) that may be split amongst multiple leadership and/or administrative support staff
- The EHS provider is responsible for payment and submitting a reimbursement request with supporting documentation showing that the incentive has been paid
- ELV will reimburse the EHS provider following ELV’s accounts payable process

Incentive Payout Criteria: Each of the following goals met results in a \$300.00 incentive, to receive the full \$1500 all five goals must be met. If the program average in any category does not meet the goal below due to extenuating circumstances supported by documentation, the Program Director may elect to waive that goal for the year. Child Care Partners in their first calendar year of partnership will be eligible for the full amount, regardless of criteria.

- Leadership Development: Greater than 75% EHS teacher retention August 1 through May 15
 - This is measured based on EHS designation in CORE
- Early Education: For November and March TSG Checkpoint periods, each checkpoint has at least 85% of child assessment data captured in Teaching Strategies Gold online in each identified EHS learning environment.
 - This is measured by the Education Manager using TS Gold online reporting.

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In cooperation with:
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- Health & Safety: Greater than 90% of screenings (hearing, vision, developmental) completed, attempted, or waived by parent / guardian when measured at the beginning of May
 - This is measured using the Compliance Tracking Report in CORE
- Family Development: 100% of Parent Teacher Conferences and Home Visits are offered during the past year, or there is a clearly documented plan in the CIP
 - This is measured using the EHS Enrollment Tracking Report and CIP data
- Business Development: 85% CORE usage evidenced by the CORE Retention report
 - *For the CORE retention report, we look at seven aspects of CORE:
 - ✓ Child Attendance
 - ✓ Staff Attendance
 - ✓ Parent Online Enrollment
 - ✓ Parent Data Update Request
 - ✓ CORE-ATS Interface
 - ✓ Child Immunizations
 - ✓ Parent Portal (also includes email, text, and Kiosk)
 - Sites must have a “yes” in 6/7 of these columns to achieve the 85% CORE usage benchmark. If a site has a “no” in their column, but the last activity date is within the program year, the aspect will be counted as a “yes”.

This program is intended to incentivize effective program management teams, support the professionalization of the Early Childhood Education workforce in Colorado, and encourage full program implementation of Early Head Start Services provided through your program. All disbursement of incentives is contingent upon the availability of funding during the program year.