

**Create an Elevate Program Plan: Centers and Group Homes**

Developing an Elevate Program Plan is a key step to reaching Member+ status. Your plan outlines how you can bring your program from where it is today to where you want to be.

**Getting Started:**

First, check that you are ready to fill out your Elevate Program Plan:

[ ]  Have you reflected on areas of strength and areas for growth?

[ ]  Have you chosen your focus areas?

[ ]  Do you have 1-3 SMART goals?

[ ]  Have you thought through a professional development plan for the program and for each educator?

**Not yet?**

Refer back to the [Elevate website](https://www.ctoec.org/elevate/create-program-plan/) for full instructions and resources to prepare to fill out your plan.

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

**YES! Congratulations - you are ready!**

**Elevate Program Plan Process Summary:**

* Fully fill out the form below
* Upload to the Registry
* Service Navigators review it
* If needed, they will offer suggestions to get plan approved
* Once a plan is approved by OEC you will enter Member+ Status

**Assessment of your plan:**

OEC will use an assessment tool, called a rubric, to ensure plans meet standards. OEC will approve plans that meet the criteria outlined below. In the event that a plan does not meet those criteria, a Service Navigator will contact you and offer suggestions and support for your plan to help it get approved.

To ensure the plan is approved, providers must:

1. Ensure Program Name in the Elevate Program Plan matches the program's legal name in the Registry.​
2. Choose at least one Focus Area.
3. Include at least 1 and up to 3 SMART goals for quality improvement. ​
	1. Each SMART goal should include action steps and challenges, as well as the resources needed to complete the goal.
4. Complete all parts of the Elevate Program Plan template.
5. Ensure additional requirements are met:​
	1. Include a professional development plan at the program level with at least 1 and up to 3 SMART goals. ​
	2. Include one sample professional development plan for one educator. Programs will keep updated professional development plans for each educator in their program (not including substitute educators or support staff). Programs may use the same SMART goal for more than one educator. ​

[ ]  Complete the Elevate Program Plan attestation: *By checking this box, I attest that I have one program professional development plan for each educator in my program. (These professional development plans will be available for OEC review upon request.)​*

1. Save your Elevate Program Plan, program professional development plan, and sample educator professional development plan as one file to upload into the Registry.

Once you have fully completed your plan you are ready to submit it to the Registry. Review this [instructional video](https://youtu.be/YVxYV7v2Wh4) for support submitting your plan.

Once approved, your program will earn Member+ status.





|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|       | Click or tap to enter a date. |       |        |       |

**Program Name**

**(Matches Registry name)**

**Program Registry ID:**

**License Number:**

**Creation Date:**

**Name and Title**

**(Point of contact for plan)**

**ELEVATE PROGRAM PLAN**Directions: Use this chart to write down your SMART goals for the upcoming year.
Return to this chart often during the year to reflect on action steps, challenges, and resources. 

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Focus Area** | **Smart Goal** | **Action steps: What needs to happen to achieve the goal?**  | **Current Reality, Challenges, or Barriers** | **What resources are needed?** | **Who will do this?** | **By what date?** | **How are you tracking progress?** |
| Choose an item. |       |       |       |       |       | Click or tap to enter a date. | Ex: at monthly staff meetings |
| Choose an item. |       |       |       |       |       | Click or tap to enter a date. |       |
| Choose an item. |       |       |       |       |       | Click or tap to enter a date. |       |





|  |
| --- |
| **Program Professional Development Plan**Directions: Use this chart to write down program-level professional development goals for the upcoming year. Return to this chart often during the year to reflect on action steps and progress. |
| **Name(s):** |
| **Program Name:**      | **Creation Date:** Click or tap to enter a date. |
| [ ]  By checking this box, I attest that I have one program professional development plan for each educator in my program. These professional development plans will be available for OEC review upon request. |
| **Goal:** |
| **ACTION STEPS** | **PROGRESS REVIEW** |
| 1.       | Date: Click or tap to enter a date.Completed Steps:       |
| 2.       | Date: Click or tap to enter a date.Completed Steps:       |
| 3.       | Date: Click or tap to enter a date.Completed Steps:       |
| 4.       | Date: Click or tap to enter a date.Completed Steps:       |





|  |
| --- |
| **Educator Professional Development Plan**Use this chart to write down professional development goals for each educator on your staff. Return to this chart often during the year to reflect on your action steps and progress. |
| **Educator Name:**      | **Creation Date:** Click or tap to enter a date. |
| **Goal:**      |
| **ACTION STEPS** | **PROGRESS REVIEW** |
| 1.       | Date: Click or tap to enter a date.Completed Steps:       |
| 2.       | Date: Click or tap to enter a date.Completed Steps:       |
| 3.       | Date: Click or tap to enter a date.Completed Steps:       |
| 4.       | Date: Click or tap to enter a date.Completed Steps:       |

