

**Developing Program Plan**

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](https://www.ctoec.org/elevate/create-program-plan/center-group-program-plan/).
* Don't know where to start? Read more about [Elevate Focus Areas](https://www.ctoec.org/elevate/focus-areas/).
* Want to learn more about Elevate? Learn more [here](https://www.ctoec.org/elevate/).

**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](https://oec.service.ct.gov/provider360/s/mydashboard). 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](https://www.ctoec.org/elevate/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.

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| **SMART Goal 1:**  |
| **Focus Area*** ***Choose one***
 | p Build your Teamp Connect with Familiesp Enhance your Environmentp Manage your Businessp Support Child Development |
| **Action steps: What needs to happen to achieve the goal?*** ***Use bullet points for each step. Avoid long sentences and paragraphs.***
 | 1.2.3.4.5. |
| **Current Reality, Challenges, or Barriers*** ***Choose all that apply***
 | p Time needed away from caring for children p Money needed to complete goalp Staffing shortagep Low enrollmentp Other reason:  |
| **What resources are needed?*** ***List the specific tools and resources you will use to reach your goal.***
 |  |
| **Who will do this?** * ***Having a specific person in the program responsible for the EPP, will help in reaching the goal.***
 |  |
| **How are you tracking progress?*** ***Set check-in points to help maintain progress.***
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| **SMART Goal 2:**  |
| **Focus Area*** ***Choose one***
 | p Build your Teamp Connect with Familiesp Enhance your Environmentp Manage your Businessp Support Child Development |
| **Action steps: What needs to happen to achieve the goal?*** ***Use bullet points for each step. Avoid long sentences and paragraphs.***
 | 1.2.3.4.5. |
| **Current Reality, Challenges, or Barriers*** ***Choose all that apply***
 | p Time needed away from caring for children p Money needed to complete goalp Staffing shortagep Low enrollmentp Other reason:  |
| **What resources are needed?*** ***List the specific tools and resources you will use to reach your goal.***
 |  |
| **Who will do this?** * ***Having a specific person in the program responsible for the EPP, will help in reaching the goal.***
 |  |
| **How are you tracking progress?*** ***Set check-in points to help maintain progress.***
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| **SMART Goal 3:**  |
| **Focus Area*** ***Choose one***
 | p Build your Teamp Connect with Familiesp Enhance your Environmentp Manage your Businessp Support Child Development |
| **Action steps: What needs to happen to achieve the goal?*** ***Use bullet points for each step. Avoid long sentences and paragraphs.***
 | 1.2.3.4.5. |
| **Current Reality, Challenges, or Barriers** * ***Choose all that apply***
 | p Time needed away from caring for children p Money needed to complete goalp Staffing shortagep Low enrollmentp Other reason:  |
| **What resources are needed?*** ***List the specific tools and resources you will use to reach your goal.***
 |  |
| **Who will do this?** * ***Having a specific person in the program responsible for the EPP, will help in reaching the goal.***
 |  |
| **How are you tracking progress?*** ***Set check-in points to help maintain progress.***
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