Preschool Enrollment
It is difficult for parents of low income families to enroll their children in preschool. For some programs, they have to provide more than 6 different documents to enroll including birth certificate, proof of address, proof of income, medical form, immunization record, dental form, health insurance card, and parent identification.
**THEORY**

**Preschool Enrollment Application Completion Key Driver Diagram (KDD)**

Project Leader(s): Amy King  
Revision Date: 9/9/2019 (v6)

**Global Aim**
Increase the number of children prepared for Kindergarten.

**Key Drivers**
- Parents value early childhood program services and outcomes for children.
- Early childhood program meets the families needs (transportation, hours, location).
- Family has access to all necessary documentation for enrollment.
- Parents are ready to enroll. (LOR #1, adapted)
- Complete individualized search for families and partner with EC for Children for an enhanced child care search. (LOR #2, adapted)

**Interventions**
- Complete enrollments.
- Track referrals and follow up with early childhood agency monthly. Track program follow up by individual programs. (LOR #2)
- Test completing first half of enrollment online with ECH Head Start Program. (When available test completing CPS enrollment online with families). (LOR #1)
- Work with Community Health Workers to assist families with completing applications and obtaining any needed documentation. (LOR #1)
- Develop a process and script for other clinic staff to use to help identify and support that next family's need and provide information on an enrollment process and common barriers. (LOR #1)

**Population**
- PPC patients under the age of 5 that want to enroll in a high quality early childhood or early intervention program and are working with the EC Specialist.

**Preschool Enrollment Documentation Key Driver Diagram (KDD)**

Project Leader(s): Amy King  
Revision Date: 5/10/2019 (v9)

**Global Aim**
Increase the number of children prepared for Kindergarten.

**Key Drivers**
- Highly motivated parents value early childhood education.
- Parents knowledgeable of how to obtain needed documents.
- Accessible process to obtain documentation (evening hours, location).
- Access to accessible resources to obtain necessary documents (money to cover cost).
- Accessible process to physically get to JFS office, dental office, etc. (transportation)
- Organized methods of retaining all documentation collected.

**Interventions**
- Identify centers with current openings near parent's residence. (LOR #1, adapted)
- Work with homeless coalition and enrollment coordinator to identify options for proof of residency. (LOR #1)
- Provide education to parents about necessary documents for enrollment and how to obtain each type of document (LOR #2)
- Follow up with families every week to check on progress and offer assistance. (LOR #2)
- Work with JFS to help families obtain birth certificate and proof of income if needed. (LOR #1)
- Create a standardized handout that anyone can use to assist parents with how to obtain needed documentation. (LOR #1)
- Create a script that can be used by other clinic staff to help parents understand importance of early childhood education. (LOR #1)

**Population**
- PPC patients under the age of 5 that want to enroll in a high quality early childhood or early intervention program and are working with the EC Specialist.

**Legend**
- Potential Intervention
- Active Intervention
- Adopted/Abandoned Intervention
## LEARNING CYCLES

**PDSA Ramp Name:** Standardizing Process

<table>
<thead>
<tr>
<th>Test Cycle 1</th>
<th>Test Cycle 2</th>
<th>Test Cycle 3</th>
<th>Test Cycle 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PLAN</strong></td>
<td><strong>Test Description:</strong></td>
<td>Train staff in another district to assist with basic preschool enrollment with families.</td>
<td>Create a map of all Cincinnati &quot;funded&quot; preschool programs and have staff members use this when assisting families.</td>
</tr>
<tr>
<td><strong>Objective:</strong></td>
<td></td>
<td>To test and see whether brief training would help another staff member navigate preschool options with a family.</td>
<td>To test whether having a map of programs would help identify best programs for families' needs.</td>
</tr>
<tr>
<td><strong>Prediction:</strong></td>
<td></td>
<td>Staff member could give families who needed minimal assistance help with enrollment.</td>
<td>The staff member would tell the family what options are closest to their home.</td>
</tr>
<tr>
<td><strong>How will success of the test be measured?</strong></td>
<td>Qualitative data to see if staff member felt knowledgeable and quantitative data to see if family needs more assistance.</td>
<td>Qualitative data so staff member felt she was able to provide reliable info. Quantitative data to see if family needs more assistance.</td>
<td>Qualitative data so families are able to locate a closer program that meets their needs and understand enrollment directions.</td>
</tr>
</tbody>
</table>

### Plan details:
- Outreach to 3 families to discuss preschool enrollment.
- Outreach to 5 families to discuss preschool enrollment.
- Test with a small number of families in clinic then discuss.
- Test at Hopple clinic one day per week.

### DO
- **Was the test carried out as planned? Yes/No**
  - Yes

### STUDY
- **Test Results (data & observations):**
  - 2 out of the 3 families needed further assistance from the EC Specialist to find programs that meet their needs.
  - Able to identify close programs but then had to navigate enrollment information for each program.

- **Did results match prediction? Yes/No**
  - No. More families needed further assistance than we originally predicted.
  - Yes but needs to add more detail to map to include enrollment information.

### Learning:
- Would be helpful to have a map with all programs that you could put in family's address.
- Add additional enrollment information for staff to refer to.

### ACT
- **Adapt, Adopt or Abandon:**
  - Adopt
  - Adopt
RESULTS

% of Paperwork Parents Obtain to enroll in early childhood programs

Percentage of Children with Completed Application for Preschool

Week

Date of Referral

% of Documents Parents Obtained

Median

Goal

% of Documents Parents Obtained

Median

Goal
MOST PROUD & WHY

• Created new partnerships to assist families in obtaining documentation.
• Created standardized resources on document collection that be used with any family in the area.
• Even when parent’s obtain all the needed documentation, some families still run into many barriers to enrollment including transportation to local enrollment office, hours of local enrollment office, and competing priorities due to basic needs not being met at home.
TEAM MEMBERS

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