

IEIC Work Plan

July 1, 2018 – June 30, 2019

Please submit a completed work plan to Kara Tempel by **June 22, 2018** at kara.tempel@state.mn.us

IEIC Chair/s: Beth Tollefson, Sara Johnson, Sue Thomes, Kelly Lhotka, Krista Looft, Laurie Tarning, Amy Metcalf

Region: 6

Goal #1 Evaluation Goal How much did we do? How well did we do it? Is anybody better off?	Timeline for each activity/task	Deliverable or desired outcome of activity/task	Estimated Budget Allocation
Activities/Detailed Tasks			
Develop IEIC Newsletter on our purpose & activities to send out to all constituents in Region 6	<ul style="list-style-type: none"> • September 2018: Finalize Region 6 List-Serv • Within 3 weeks following each of our meetings, send out the newsletter via email • Maintain email address database and analytics 	To increase awareness among partners of Region 6 roles and responsibilities, share relevant articles as well as upcoming activities. <ul style="list-style-type: none"> A. Minimum of 5 newsletters B. Metrics on reader engagement for number of opens, click through rate and any that unsubscribe C. New subscribers, IEIC stakeholder feedback 	\$1,750
		Goal #1 Budget Total:	\$ 1,750
Goal #2	Timeline for each activity/task	Deliverable or desired outcome of activity/task	Estimated Budget Allocation
Activities/Detailed Tasks			

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Goal Evaluation Goal How much did we do? How well did we do it? Is anybody better off?	Timeline for each activity/task	Deliverable or desired outcome of activity/task	Estimated Budget Allocation
Hire IEIC Facilitator to do: Coordinator and Facilitate IEIC regional meetings	Coordinate and facilitates quarterly Regional IEIC meetings: <ul style="list-style-type: none"> • Communicate regularly with IEIC chairs • Maintain membership roster, agenda, notes and relevant information • Participate in monthly IEIC conference calls • Participate in ICC calls as back-up • Attend State MDE IEIC annual training • Create and distribute newsletter 	To have informative, well organized meeting for IEIC members <ul style="list-style-type: none"> A. 5 Newsletters B. Meetings held, notes taken, information disseminated C. Feedback from IEIC members 	\$8,800 *see contract
Recruit a parent(s) representative for our IEIC	Provide professionals in Region 6 with parent recruitment letter and information to seek their assistance in finding a parent representative	Seek more parent involvement and fulfill parent membership for IEIC	\$500 (\$100.00 stipend per IEIC meeting plus mileage)
HMG Public Awareness outreach to: <ol style="list-style-type: none"> 1. District preschools 2. Private preschools 3. Medical facilities 4. Child cares 5. Foster parents 	<ul style="list-style-type: none"> • Throughout the year, the Facilitator will do outreach via presentations and surveys to the 5 different groups 	To assure that members and regional partners are informed and engaged in regional IEIC efforts <ul style="list-style-type: none"> A. Number of events and participants reached B. Evaluations and stakeholder feedback C. Number of referrals in target areas 	\$8,000 *see contract

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Goal Evaluation Goal How much did we do? How well did we do it? Is anybody better off?	Timeline for each activity/task	Deliverable or desired outcome of activity/task	Estimated Budget Allocation
		Goal #2 Budget Total:	\$17,300

Goal #3	Timeline for each activity/task	Deliverable or desired outcome of each activity/task	Estimated Budget Allocation
Activities/Detailed Tasks			
Training and outreach	Presentations, materials and media for use throughout the region, ongoing Outreach to hospitals, clinics, counties and community groups serving families with young children	- Increased awareness and understanding of topics relating to Help Me Grow, child find and public awareness A. Number of events, public engagements, participants reached B. Evaluations and stakeholder feedback C. Number of referrals in target areas	\$5,500 *see contract

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Goal #3	Timeline for each activity/task	Deliverable or desired outcome of each activity/task	Estimated Budget Allocation
		Goal #3 Budget Total:	\$5,500
		Total Budget Estimate:	\$ 24,550

YES Our region hires a coordinator as a part of our IEIC budget

YES 2017 Evaluation data is being submitted with this work plan

Beth A. Olson RN
IEIC Chair Signature

6/25/18
Date

Laura Tempel RN 6/25/18

Amy Metcalfe 6/25/18

Krista Longt 6/25/18