Business Services
Pilot Program

6/1/2017

Who we are

Los Angeles Universal Preschool
providing ECE Business Services
solutions from A to Z
What our organization does

• LAUP promotes quality early education by supporting providers with quality coaching, program enhancement, professional development training and Business Services.

Over the past 10 years, we have:

• Helped over 130,000 children become better prepared for kindergarten and beyond.

• Supported over 750 preschool providers – including family child care homes, centers and school districts by providing continuous Quality improvement coaching, Financial coaching, and Compliance monitoring.

What we learned

With over 10 years of working in the field of ECE and with the findings of a needs assessment focus group (conducted by USC’s School of Business) we learned that administrators:

• Require assistance in meeting licensing and compliance requirements for regulatory agencies

• Needed more efficient child data management or software system because too much time was spent on manual processing

• Spent too much time with the food program requirements
Our goal is to help elevate the quality of a center/family day care provider. We developed personalized back-office services that will empower an administrator with knowledge and tools needed to run a successful ECE business, yielding more time to invest on teachers, and what administrators love to do best – nurture and educate young children. Below is our Business Services Pilot Model:

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**What we developed**

Our Child Management services

### Child Management Services

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<th>Basic</th>
<th>Premium</th>
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| Implementation of Procare Software (Family Data Attendance Tracker) includes:  
• Input of all current child and family roster data  
• Input of all child immunization records  
• Compliance support to help ensure data is complete  
• 8 hours of implementation training and support  
• Access to my Procare interactive parent total | Basic benefit plus:  
• Implementation of Minute Menu CX Module  
• LAUP representative acts as Minute Menu CX liaison  
• Assistance with set-up  
• 2 hours of implementation training and support on the use of this module (first 30 days)  
• 1 hour per month of ongoing training and support |

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## Our use of Automation

### WHAT automation services we offer?
- We input, track and help maintain child and family data, attendance and immunization records for each provider in the pilot program
- Assist with implementation of electronic sign in-out signatures and obtain waiver from Licensing
- Assist with implementation of Minute Menu CX for food program requirements

### HOW our services will be delivered?
- **Procare** child data management software
- **Minute Menu CX** food program management software
- Child Management Associates are assigned to each provider to input, track and maintain both services and train providers to use both

### WHY our services can be of providers benefit?
- Improves management of child/family data, attendance and immunization tracking which saves time for administrator
- Assists with compliance of Licensing and regulatory agency requirements which saves money by avoiding costly violation fees

## How we make it happen

### Provider Setup
- Meet with administrator to go over training schedule
- Collect and scan all child and family data
- Install the child data/food program management software

### Child Data Input
- Retrieve all child and family data from secure file sharing/storage database
- Enter all applicable child and family data into the child data management system

### Ongoing Child Data Management
- Provide monthly enrollment status reports to providers
- Provide ongoing training and support on the child data and food program software

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**ONBOARDING PROCESS**
What administrators are saying?

**Cost savings!**
- During on-boarding process, LAUP immediately saved the provider $1,000 annually on subscriptions costs. – Site Owner, Los Angeles

**Time Savings!**
- On electronic sign-in/out – “It’s faster and easier for parents, they don’t have to wait in line. It also lets me know who can pick up kids. I don’t have to worry about that.” – Site Director, Lancaster
- “I’m looking forward to [LAUP’s] services and to becoming more organized, doing things in a more effective way, doing it every month so I don’t get behind. ... It’s a lot of work to maintain all of this [paperwork], so being able to do it is awesome!” – Site Director, Long Beach

Questions
Improving Quality in Early Learning