

# System Framework: Quick Start Guide

## Purpose

The **System Framework: Quick Start Guide** is designed to help state leaders scan their system and determine which component(s) of the **System Framework** might be most helpful for in-depth assessment and improvement planning. Ideally, state leaders would conduct an in-depth review of all components of their system with stakeholder involvement. However, with limited time, state leaders can use this guide to help identify a starting point.

## Using the Quick Start Guide

To get started, respond Yes, No or Not Sure to each of the questions listed below. If you don't understand the question, you can learn more by going to the quality indicator(s) of the component associated with the question. The link for each component is provided. The Notes field is provided for you to capture key information regarding your state context in relation to questions posed for each component.

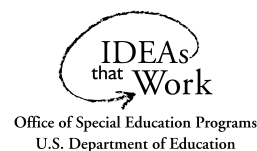
*Note: This is a fillable PDF form. If your PDF reader software supports the feature, you can mark checkboxes and type directly in the notes fields. **Be sure to save your changes to this file when you are finished working!***

After responding to all the questions, look across your answers to help determine which component(s) might need more in-depth assessment. There is no right or wrong way to use the data. You may choose to focus on areas where your state has higher concentrations of items marked No or Not Sure. Alternatively, you may choose to build on the momentum of a component where you have experienced progress and would like to pursue a higher level of quality. Given your state context, certain factors such as input from stakeholders or priorities of state leadership may be critical to consider when determining where to start. Once you have identified a starting point, the [Guidance for Using the ECTA/DaSy Framework Self-Assessment and Self-Assessment Workbook](#) are available with additional guidance on the process.

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**FRANK PORTER GRAHAM  
CHILD DEVELOPMENT INSTITUTE**

State: \_\_\_\_\_

Program: \_\_\_\_\_

Date: \_\_\_\_\_

## Governance

<http://ectacenter.org/sysframe/component-governance.asp>

Subcomponent(s)	Yes	No	Not Sure
1. Do we use our <b>vision, mission and/or purpose statements</b> to serve as a foundation for guiding our statewide system? (GV1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do our state and local <b>statutes, regulations, agreements and polices</b> provide clear authority and direction for implementation of our statewide system? (GV2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Do our <b>administrative structures</b> maximize family engagement and effectively support statewide implementation of services? (GV3-5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does our current <b>leadership</b> advocate for appropriate resources and effectively plan, communicate and collaborate to drive ongoing system improvement? (GV6-8)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Notes:

# Finance

<http://ectacenter.org/sysframe/component-finance.asp>

Subcomponent(s)	Yes	No	Not Sure
1. Do we conduct strategic <b>finance planning and forecasting</b> to meet program infrastructure and service delivery needs? (FN1-FN2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do we <b>access and use fiscal data</b> for planning, budget development and management, and reporting? (FN3-4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Do we <b>secure funds and resources</b> to meet the needs of the system? (FN5-6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Do we <b>allocate, use, and disburse funds</b> in a timely and allowable manner to meet the needs of the system? (FN7-9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Do we regularly <b>monitor funds and resources</b> to ensure that spending is in compliance with federal, state and local requirements? (FN10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Notes:

# Accountability & Quality Improvement

<http://ectacenter.org/sysframe/component-accountability.asp>

Subcomponent(s)	Yes	No	Not Sure
1. Does our <b>plan for accountability and quality improvement</b> address all levels of the system statewide? (AC1-2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do we <b>collect and analyze performance data</b> to determine the current status of our system and services? (AC3-4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Do we <b>use data for continuous improvement</b> of our system and to inform practices? (AC5-7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Notes:

# Personnel/Workforce

<http://ectacenter.org/sysframe/component-personnel.asp>

Subcomponent(s)	Yes	No	Not Sure
1. Does our <b>leadership team</b> provide direction for our state’s comprehensive system of personnel development? (PN1-2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do we have state <b>personnel standards</b> across disciplines that are aligned to national standards? (PN3-4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Do our institutions of higher education provide <b>preservice personnel development</b> that effectively prepare individuals for the workforce? (PN5-6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Do we provide effective <b>inservice personnel development and technical assistance</b> to support a high quality workforce? (PN7-8)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Do we <b>recruit and retain</b> a high quality workforce? (PN9-10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Do we <b>use data to evaluate</b> our comprehensive system of personnel development and make improvements? (PN11-12)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Notes:**

# Data System

<http://ectacenter.org/sysframe/component-datasystem.asp>

Subcomponent(s)	Yes	No	Not Sure
1. Do we have a clear <b>purpose, vision and goals</b> for our data system? (PV1-2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do we have clear <b>data governance and management structures</b> that support effective decision-making, quality data, secure and appropriate access and use of data? (DG1-8)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Do we engage <b>stakeholders</b> in the development of the data system and the use of data? (SE1-4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is our state planning to enhance or build a new state data system? If not, skip to the next question. If yes, are we familiar with best practices in <b>initiating system requirement analyses, system design and development, and system acceptance and deployment</b> with the active involvement of Part C/619 staff? (SD1-9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Do we <b>plan, analyze, and use data</b> to inform decisions and meet the needs of state and local systems? (DU1-6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Do we enhance and maintain our data system to ensure long-term <b>sustainability</b> ? (SU1-2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Notes:**

# Quality Standards

<http://ectacenter.org/sysframe/component-qualitystandards.asp>

Subcomponent(s)	Yes	No	Not Sure
1. Do we effectively use <b>child level standards</b> to support the implementation of quality practices? (QS1-3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do we effectively use <b>program level standards</b> to support the implementation of quality programs? (QS4-6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Notes: