Status Update: January 2024

Project Summary: DCYF is implementing a new training site, called DEVELOP.

- **Child care providers** will be able to find training for in-service hours and complete online trainings in DEVELOP when it launches.

- **Trainers** will access DEVELOP to list trainings, track completions, manage rosters, and connect to their training organization. It's also where new trainers will apply to become state-approved trainers.

- **Training organizations** will be able to submit their trainings for approval and manage their State-Approved Trainers in DEVELOP. Visit <u>here</u> for more information and regular updates about DEVELOP.

- **Conferences and Special Events** will be listed in DEVELOP. Organizers will be able to manage sessions and rosters.

To Date, Accomplishments Include:

- The final URL for DEVELOP has been established and is ready for use with system launch.

- Extensive internal testing of DEVELOP and resource creation continues in preparation from launch, informed by feedback collected from UX testing with trainers and training organizations.

- DCYF staff Marlene White, Workforce Development and Public Relations Manager and Karma Hugo, Learning Management System Coordinator, provided an update about DEVELOP at the October 11, 2023 Provider Supports Subcommittee Meeting.

- This August, DCYF invited child care providers to give feedback about DEVELOP through one-on-one user testing sessions to take place later this fall. During these sessions, volunteers will be navigating the site with a DCYF user-experience representative. We intend to recruit a wide range of providers:
  - Center staff (all staff)
  - Family, Friend, and Neighbor (FFN) Providers

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- Family home licensees and staff
- Bilingual child care providers whose first language is Spanish (Spanish/English)
- Bilingual child care providers whose first language is Somali (Somali/English)

We are especially interested in hearing from providers who find technology challenging, or lack technical skills with computers, or navigating websites. The feedback we receive during these sessions will be used to inform changes to DEVELOP and resources development.

- In June, we surveyed early learning and child care professionals asking about their profession, and how they describe it. The 400+ responses we received provided key words that helped us generate possible names for DEVELOP. We then took those names and had the public vote for their favorite name. We received nearly 700 responses on our survey; out of the 10 names provided, DEVELOP came in at #1 with 23% of the vote! **Check out the full results here.** We're excited about our new name, and hope you agree! We sincerely thank everyone who contributed to this effort. We wouldn't be here without you.

- Karma Hugo presented at the ECEAP Directors Check-In on June 7, 2023, to share an update about DEVELOP and collect input for its eventual renaming.

- Shared an informational flyer about DEVELOP at the Early Childhood Teacher Preparation Council Spring Retreat in Leavenworth, Washington, April 27-28, 2023.

- DCYF staff Marlene White and Karma Hugo attended the April 12, 2023, Provider Supports Subcommittee meeting to provide updates and collect input for engagement planning.

- Shared informational flyer about DEVELOP at the Washington State Indian Education Association (WSIEA) Conference in Toppenish, Washington, April 3-5, 2023.

- DCYF Professional Development staff attended the Early Learning Advisory Council (ELAC) meeting on February 7, 2023, to provide updates about DEVELOP and continue gathering input for engagement planning.

- Shared informational flyer about DEVELOP at the Focus on Children Conference, in Bellingham, Washington on February 4, 2023.

- DCYF Professional Development staff presented about DEVELOP as part of the Winter Webinar Series on January 24, 2023. Short recordings from the Webinar were posted to our Webinars webpage.
  - DEVELOP Webinar Update (10 minutes), English: https://www.youtube.com/watch?v=TldYROGcBlQ
  - DEVELOP Webinar Update (11 minutes), Spanish: https://www.youtube.com/watch?v=X2cWEPvFR1Q

- DCYF Professional Development staff attended Provider Supports Subcommittee meeting December 14, 2022, to provide information about DEVELOP and gather input for engagement planning.

- DCYF Professional Development staff attended the Early Learning Advisory Council (ELAC) meeting on December 6, 2022, to provide information about DEVELOP and gather input for engagement planning.

- DCYF partnered with DCYF professional development contractors and national training organizations who offer 100 trainings or more each year to import trainings into the new site. DCYF conducted 10 sessions of user-experience (UX) testing with English, Spanish, and Somali-speaking trainers and training organization representatives. Participants provided input that is currently being reviewed to inform training platform customization.

Coming Up:

- Before transitioning to DEVELOP, DCYF's Training Team will have an opportunity to pilot DEVELOP's evaluation tool. Training evaluations are an important tool to help assess training content, including a participant's learning and experience. DEVELOP has evaluation capabilities that will help DCYF assess training-related trends. Beginning in February, the Training Team will start gathering feedback from participants. Trainings will be selected at random. DCYF is excited to improve our data collection efforts and will be communicating any changes this pilot may bring. Please note: Trainers can still distribute their own training evaluations to collect data for their own purposes.

- DCYF has been working diligently to transition to DEVELOP, with the hopes of a launch date in 2023. Due to continuing IT and system configurations, our expected launch date has been moved to 2024. We will continue working with our audiences and provide status updates as we progress toward the launch.

- Training organizations and trainers will be notified when it's time to begin transitioning to DEVELOP. Among the resources they can expect phased supports that will include:
  - How-to guides for:
    - Submitting courses and setting up training events
    - Managing training events, including rosters and evaluations
    - Managing trainers and other staff within a training organization
    - Managing online trainings in DEVELOP
    - Using DEVELOP to search and register for trainings on the new site.
  - Webinars demonstrating key functions of DEVELOP.
  - Open office hours for training orgs and trainer to assist with use of new training site and answer questions.

- o Individualized technical assistance.
- Learners continue to use **MERIT** to find training and the **Student Training Portal** to access required training until we are ready to transition to DEVELOP.
- This winter, DCYF will be engaging with a mix of child care providers (see above list) to collect user experience feedback on DEVELOP. Input collected will be utilized to make systems improvements and resources for users.

  What will participation look like?
  - o Participants will work one-on-one with a DCYF representative.
  - o Participants will navigate DEVELOP and provide their feedback about the site and usability.
  - o Sessions will be conducted online via Zoom.
  - o Sessions will last 60-75 minutes.
  - o Participants should have a quiet space with minimal interruptions and will need a computer with high-speed internet.

  If you would like to participate, please fill out the application available at this link**:** https://tinyurl.com/47xwzvrz

  If you have questions, please email Marlene White at **marlene.white@dcyf.wa.gov**.

For questions about DEVELOP, contact MERIT at dcyf.merit@dcyf.wa.gov.