

**Number of Coordinators Per Site**

The Partner Agency will employ, at minimum, one (1) full-time staff person per every 50 families as a site coordinator to supervise the Early Learning Specialists (ELs) and coordinate implementation of the program model at the program site (the “Coordinator”).

Every Sponsoring Agency must follow the minimum Coordinator hours per number of families as shown in the grid below.

<b>Number of Families</b>	<b>Number of Coordinators</b>	<b>Equivalent Coordinator Hours</b>
50 families	1	37.5
40 families	0.8	32.9
37 families	0.75	31.75
30 families	0.6	28.3
25 families	0.5	26
<25 families, consult w/ National Center		

*Coordinator Staffing – Minimum Staffing Levels*

**Minimum Number of Coordinator’s Hours Devoted to Program Implementation Per Site**

Additionally, each site must ensure that the Coordinator follows the One-on-One implementation activity hours’ guidelines as shown in the grid below (page 2).

These guidelines have been developed to ensure fidelity to the program and quality assurance, which require consistent levels of time devoted to program oversight and ELS support.

<b>Number of Families</b>	<b>Minimum Coordinator Hours Devoted to Program Implementation</b>	<b>Pro-ratable Hours - Based on # of families [as a % of full load (50 families)]</b>	<b>Total Hours</b>
100% (50 families)	14.5	23	37.5
80% (40 families)	14.5	18.4	32.9
75% (37 families)	14.5	17.25	31.75
60% (30 families)	14.5	13.8	28.3
50% (25 families)	14.5	11.5	26
< 25 families Consult with National Center	14.5	TBD	TBD

*Coordinator Hours Devoted to Program Implementation – Minimum Hours*

### **Coordinator Staffing Levels Beyond 50 Families**

If a site serves more than 50 families, additional Coordinators must be hired. The staffing hours of each additional Coordinator must follow the guidelines above, as set forth in the *Coordinator Staffing – Minimum Staffing Levels* table (see above).

In instances when an existing Partner Agency is expanding, an experienced Coordinator may be authorized to take on a bigger caseload. This may be done with the following stipulations:

- The Partner Agency requests approval from the State Director, or if no State Director, then the National Center.
- The number of additional families does not exceed 15 families.
- The Partner Agency has sufficient supports in place for the coordinator, including support for data entry, support for materials inventory, and supports with grant writing and other development tasks.

### **Early Learning Specialist’s Family Caseload (Minimums/Maximums)**

- A Coordinator is required to conduct homes visits with at least one family during the first implementation cohort.
- It is recommended that Coordinators continue this practice on an ongoing basis as front-line knowledge is a vital component of supporting their staff.
- Full-time (FT), **newly** hired Early Learning Specialists should have a caseload of no more than 12 families (depending upon travel times it could be fewer).
- **Experienced** FT ELSs may carry a caseload of up to 14-15 families, at the Coordinator’s discretion and taking into consideration travel times.