What’s the role of this team?

The Head Start Collaboration Office (HSCOs) facilitates collaboration and partnerships between Head Start (tribal and non-tribal), state agencies and other state entities that provide services to benefit low-income children and their families.

What are the key responsibilities of this team?

- Partner with the NM Head Start Association and state child care systems emphasizing the Early Head Start-Child Care (EHS-CC) Partnership Initiative
- Work with state efforts to collect data regarding early childhood programs and child outcomes
- Support the expansion and access of high-quality workforce and career development opportunities for staff
- Collaborate with State Quality Rating Improvement Systems (QRIS)
- Work with state school systems to ensure continuity between Head Start and Kindergarten Entrance Assessment to Kindergarten Observation Tool (KOT)
- Strengthen the workforce and requirements of degreed teachers
- Work with tribal and non-tribal Head Start directors to support services
- Collaborate with IDEA Part C and Part B 619 Coordinator to increase services for Head Start eligible children with special needs.
- Coordinate professional development supports that are inclusive of language, culture, parent engagement, and leadership supporting the whole child and their continuum of educational services.
What’s the role of this team?

The Administrative Law Judge conducts appeal hearings in a fair and impartial manner, receives evidence and considers the relevant and material facts regarding matters that are the subject of the hearing, and makes recommendations to the Secretary. The ALJ also conducts administrative reviews of background check determinations adverse to an individual’s application, suspension, or revocation of a background clearance.

What are the key responsibilities of this team?

ASD is the foundation that supports all ECECD programs. Budget and Financial Services: operating budget of $432 million, contract administration, purchasing/Procurement Card, accounts payable, travel expenses, and leasing of vehicles and offices. Financial Audit and Grant Management: annual financial audit, internal controls, trial balances, and federal grants including Child Care Development Block Grant, Family Infant Toddler, Head Start, and Maternal, Infant and Early Childhood Home Visiting. Human Resources and Background Checks Unit: recruitment, hiring, and training for 265.5 Full Time Equivalents (FTE), and background checks on early childhood providers and agency staff.

To support clear, timely, two-way communications between the Department and external stakeholders.

Investing in IT resources: implement a role-based service structure that enables ITD to improve services, protect infrastructure, expand security controls, promote the use of Data Analytics, and provides a positive environment for growth and development of IT staff.

Enhancing Customer Service: implement a single portal for IT requests for the support of existing applications, end-user services and infrastructure requests to provide more visibility of IT efforts.

Promoting Project Management Methodologies for: design, implementation, testing, deployment, and modification of software applications to support agency business processes; website development, implementation, and support.

Provide Technology-related Leadership: develop evaluation of technology options, such as adoption of cloud-based solutions and hosting, Software as a Service (SaaS), and other emerging technologies.

To raise awareness of ECECD programs and services

To help New Mexicans access ECECD programs and services with ease

To help New Mexicans access ECECD programs and services with ease.
Responsibilities of this team?

- Assist in management of early childhood programs within three program bureaus: NM PreK, Child Care Services, and Family Nutrition.
- Assist in planning, developing, and executing administrative policy governing programs.
- Ensure adverse to federal and state statutes and regulations.
- Provide programs within three program bureaus: NM PreK, Child Care, and Family Nutrition.
- Assist in management of early childhood system for early care and education.
- Support the ECEN Division in the fiscal management, monitoring, quality supports, and technical assistance for NM PreK in traditional public schools, charter schools, and community-based organizations.
- In collaboration with PED, the NM PreK Bureau administers PreK funding and ensures that all NM PreK children with special education needs receive the services and supports they need.

What's the role of this team?

- NM PreK Bureau administers two USDA child nutrition programs: the Child and Adult Care Food Program (CACFP) and the Summer Food Service Program (SFSP).
- FNB provides monitoring and fiscal oversight of program operations and expenses to ensure that federal and state regulations are met and to ensure funds are appropriately expended.
- FNB ensures records are maintained to document to USDA that the program is properly administered and that funds are being dispensed to eligible organizations for eligible meals and snacks served as a part of meeting the objectives of the programs.
- FNB partners with other state and local organizations (such as HSD, DOH, and PED as well as food banks, advocacy groups, and similar agencies) to address hunger, access to healthy meals, and similar nutrition issues in New Mexico.
- Establish program standards.
- Administer a grant application process annually when new funding is available.
- Ensure coaching and consultation is available to all programs.
- Provide technical assistance in meeting the program standards.
- Conduct ongoing monitoring and reviews of programs.
- Promote collaboration between public schools, Head Start, BIE, and community-based providers.

What are the key responsibilities of this team?

- Participate in the leadership and management to assure the collaborative development and successful participation of the Division with the larger ECECD structure.
- Ensure that all Division activities and projects are made in consideration of the budget and available resources.
- Analyze strengths, weaknesses, and opportunities for enhancement and refinement of Division activities, including opportunities to collaborate with other Divisions to improve organizational efficiencies and service delivery to clients.
- Support the ECEN Division in the fiscal management, record keeping and reporting of the PreK, Child Care and Family Nutrition Bureaus administered by the Division. Ensuring program integrity, feedback and analysis of information related to the Division. Support the overall Department in the implementation of a seamless delivery system for early care and education.

Key responsibilities:

- The Child Care Assistance Program helps parents/legal guardians who are working, going to school or in a job training program with child care expenses.
- The Regulatory Oversight Unit ensures that child care centers and homes and registered homes provide a quality, safe, and healthy environment for children.
- In collaboration with other ECEDC offices, the Child Care Services Bureau plans and coordinates quality child care services (including training, technical assistance, health and safety, and monitoring) and works to build child care capacity statewide.
- The Child Care Services Bureau (CCSB) administers the Child Care Assistance and the Child Care Regulatory Oversight programs, to ensure equal access to high-quality, healthy, safe, and supportive child care environments.
- Family Nutrition Bureaus administers two USDA child nutrition programs: the Child and Adult Care Food Program (CACFP) and the Summer Food Service Program (SFSP). CACFP provides reimbursement for healthy meals and snacks to child and adult care facilities; SFSP provides meals for low-income children up to 18 years of age during the summer when schools are closed.
- Family Nutrition Bureau administers two USDA child nutrition programs: the Child and Adult Care Food Program (CACFP) and the Summer Food Service Program (SFSP). CACFP provides reimbursement for healthy meals and snacks to child and adult care facilities; SFSP provides meals for low-income children up to 18 years of age during the summer when schools are closed.
- The NM PreK Bureau oversees the administration, monitoring, quality supports, and technical assistance for NM PreK in traditional public schools, charter schools, and community-based organizations. In collaboration with PED, the NM PreK Bureau administers PreK funding and ensures that all NM PreK children with special education needs receive the services and supports they need.

- Ensure that all Division activities and projects are made in consideration of the budget and available resources.
- Provide programs within three program bureaus: NM PreK, Child Care, and Family Nutrition.
- Assist in management of early childhood system for early care and education.
- Support the ECEN Division in the fiscal management, record keeping and reporting of the PreK, Child Care and Family Nutrition Bureaus administered by the Division. Ensuring program integrity, feedback and analysis of information related to the Division. Support the overall Department in the implementation of a seamless delivery system for early care and education.

- Participate in the leadership and management to assure the collaborative development and successful participation of the Division with the larger ECECD structure.
- Ensure that all Division activities and projects are made in consideration of the budget and available resources.
- Analyze strengths, weaknesses, and opportunities for enhancement and refinement of Division activities, including opportunities to collaborate with other Divisions to improve organizational efficiencies and service delivery to clients.
- Support the ECEN Division in the fiscal management, record keeping and reporting of the PreK, Child Care and Family Nutrition Bureaus administered by the Division. Ensuring program integrity, feedback and analysis of information related to the Division. Support the overall Department in the implementation of a seamless delivery system for early care and education.

- Participate in the leadership and management to assure the collaborative development and successful participation of the Division with the larger ECECD structure.
- Ensure that all Division activities and projects are made in consideration of the budget and available resources.
- Analyze strengths, weaknesses, and opportunities for enhancement and refinement of Division activities, including opportunities to collaborate with other Divisions to improve organizational efficiencies and service delivery to clients.
- Support the ECEN Division in the fiscal management, record keeping and reporting of the PreK, Child Care and Family Nutrition Bureaus administered by the Division. Ensuring program integrity, feedback and analysis of information related to the Division. Support the overall Department in the implementation of a seamless delivery system for early care and education.
What’s the role of this team?

Data Assessment and Research works to ensure data accuracy and integrity and provides high-quality statistical reporting, analysis and research for policymakers and the public.

Policy Development works to ensure effective policies and regulations are in place to support children and families while complying with federal and state laws.

Quality Initiatives and Workforce Development oversees New Mexico’s Tiered-Quality Rating and Improvement System (FOCUS), manages workforce development efforts across the early childhood field and provides support to registered home providers.

What are the key responsibilities of this team?

- Data analysis
- Data integrity
- Data requests
- Internal and external reporting
- Federal reporting
- Collaborative research (ECIDS)
- Accountability
- System assessment and development

- Family friendly policies
- Provider friendly policies
- Health and safety policies for children
- Program integrity
- Transparent process
- Accountability
- Federal and state compliance
- Public inclusiveness

- FOCUS oversight
- Planning Time Grant
- Scholarship Program
- Wage Supplement Program
- Certicates
- Equivalency Requests
- Provider Support
- Contract Management
- Pay Parity for Preschool Teachers
NM Early Childhood Education and Care Department
Cabinet Secretary
Elizabeth Groginsky
Elizabeth.Groginsky@state.nm.us

Division - Leadership Team
Team - Reports to Leadership Team

Assistant Secretary for Native American Early Childhood Education and Care
Joycena Archuleta
Joycena.Archuleta@state.nm.us

Deputy Secretary
Dr. Kate Gibbons
kate.gibbons@state.nm.us

Chief General Counsel
Kate Girard
Kate.Girard@state.nm.us

Division Director Family Support and Early Intervention
Maya Guberez
Maya.Guberez@state.nm.us

Division Director Early Care, Education, and Nutrition
Sandy Trujillo-Medina
sandy.trujillo-medina@state.nm.us

Division Director Policy, Research, and Quality Initiatives
Dr. Tiffany Wynn
tiffany.wynn13@state.nm.us

Division Director Administrative Services
Ron Lucero
ron.lucero1@state.nm.us

Chief Health Officer
Dr. Janis Gonzales
Janis.Gonzales2@state.nm.us

What's the role of this team?

To monitor the Department's financial transactions to ensure compliance with federal and state laws, rules and regulations.

What are the key responsibilities of this team?

- Ensure proper internal controls are designed and implemented effectively.
- Ensure that all transactions are in compliance with Generally Accepted Accounting Principles (GAAP).
- Ensure the year-end financial audit demonstrates the agency is free from material misstatements and operating according to GAAP.
- Provide timely and accurate financial information to internal and external customers.

- Ensure all financial transactions comply with the Department of Finance and Administrations Model of Accounting Practices, NM Procurement Code, rules and regulation, statute and ECECD's policies and procedures.
- Oversee procurement for ECECD: purchase orders, procurement card purchases, and contracts and agreements. Review Internal Purchase Requests (IPR) to ensure sufficient budget and provide correct accounting string for processing of purchase orders and operating transfers. Review and provide budget approval for Contract Request Forms (CRF). Provide guidance to programs on available budget for contracts and agreements. Review and approve purchase orders in SHARE financial ensuring correct accounting string and attachment of required documents.
- Ensure payments are processed by ASD in a timely manner. Review and approve vouchers in SHARE financial.
- Oversee the agency's budget request, operating budget, budget status reports, budget projections, DFA budget projections (for HR transactions), Budget Adjustment Requests (BARs), OpBud-4 form submissions, and Budget Realignment Forms (BRFs).

- Ensure the efficient and accurate performance of all HR functions to meet agency mission.
- Assess, establish and manage an effective and relevant Workforce Development Program for ECECD staff.
- Establish and manage the ECECD Loss Prevention and Control Program.
- Ensure the timely completion of criminal background investigations for childcare providers across the state as well as the employees of ECECD.
- Manage the intake of and timely response to constituent concerns.