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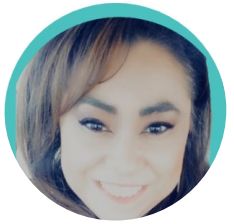

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Division - Leadership Team

Team - Reports to Leadership Team

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- Head Start State Collaboration

Deputy Secretary
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- Administrative Law Judge
- Administrative Services Division
- Chief Information Officer
- Communications

Chief General Counsel
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- Families FIRST
- Family Infant Toddler
- Home Visiting

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- Child Care Services Bureau
- Family Nutrition Bureau
- NM PreK

Division Director Policy, Research, and Quality Initiatives
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- Data Assessment and Research
- Policy Development
- Quality initiatives and Workforce Development

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- Audit and Accounting
- Budget and Finance
- Human Resources Manager

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- Early Childhood Comprehensive Systems Grant

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Head Start State Collaboration Office
Vacant

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.

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What's the role of this team?	The Administrative Hearings Unit is comprised of one Administrative Law Judge who performs all administrative functions of the unit (scheduling hearings and pre-hearing conferences, preparing scheduling notices, issuing subpoenas, drafting recommendations for the Secretary's review, and establishing and maintaining appeal records).	The purpose of the Administrative Services Division is to provide quality financial and human resource services by being responsible stewards in support of ECECD's internal and external customers. ASD's vision is to be efficient and effective, and to provide high quality services to be that standard and example to other state agencies through leadership and accountability. We strive to perform in a manner warranting the highest level of internal and external customer confidence while demonstrating an ongoing commitment to improving and streamlining processes.	The purpose of Information Technology Division is to provide collaborative leadership and support for the Early Childhood Education and Care Department. The IT division provides a broad range of services that has an impact on every division within the agency. As ECECD is a new agency, the IT division will focus its effort to align technologies to develop platforms for effective planning, development, implementation, and support of solutions that help business areas achieve their goals in effective manner.	To support clear, timely, two-way communications between the Department and external stakeholders.
What are the key responsibilities 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.	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, Child and Adult Care Food Program, Summer Food Services Program, 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.	**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; web site 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.

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	Deputy Division Director Ellie Ortiz ellie.ortiz2@ececd.nm.gov	**Families FIRST** Manager: Kristi Romero kristi.romero@ececd.nm.gov	**Family Infant Toddler** Vacant	**Home Visiting** Manager: LouAnn Sanchez-Lovato LouAnn.SanchezLovat@ececd.nm.gov
What's the role of this team?	Provide fiscal and informational management and oversight for the Family Support & Early Intervention Division. Ensure fiscal integrity of federal and state general funds to support FIT, home visiting, and Families FIRST services. Assist division director in with budget forecasts and adjustments.	Assists families and caregivers in gaining access to medical, social, and educational services that are necessary to foster positive pregnancy and birth outcomes to promote optimal health for infants and children in New Mexico. Provides case management services to Medicaid eligible pregnant women and children birth to three years old.	Provides services and support to families whose children are either babies, one-year-olds, or two-year-old's. Children qualify if their development is delayed or if they are at risk for a developmental delay. Services are provided by qualified professionals directly to parents and children in a child's home or in a community. The purpose of the services are to build the parent's skills in addressing the child's developmental needs. Services are provided under Part C of the Individuals with Disabilities Education Act (IDEA).	Administer, monitor and support NM Home Visiting programs to support families in strengthening their parenting skills, connecting them with supports in their community, and attaining the emotional and physical wellness needed to care for and educate their young children.
What are the key responsibilities of this team?	• Collaborate with stakeholders to help move both the FSEI and ECECD priorities forward. • Provide prudent management of the division's fiscal resources to ensure that funding is maximized and allows for the greatest impact on delivering services. • Work in partnership with the Department, its partner agencies and stakeholder to support the mission and priorities that contribute to a seamless coherent service delivery system.	• Helping Medicaid eligible families access prenatal and pediatric care and community resources to improve early development and health outcomes. • Increase the use of prenatal care and the early entry into care coordination. • Improve interaction between parents'/caregivers and children. • Improve pregnancy outcomes as evidenced by reduced low birth weight rates and infant mortality rates. • Active participation of pregnant women in all aspects of pregnancy, prenatal care, and childbirth. • Increase participation in Early Periodic Screening, Diagnosis, and Treatment (EPSDT) program. • Reduced incidence of acute, chronic illness and incidence of injuries.	• Provide oversight of 34 provider agreements with local agencies that delivery FIT services to communities statewide. • Monitor compliance with New Mexico FIT regulations, standards, and guidance and with federal IDEA regulations. • Provide Technical Assistance to build the capacity of FIT providers to successfully use evidence-based practice • Maintain and manage a comprehensive early intervention system. • Attend all Interagency Coordinating Council meetings and keep the council abreast of any changes in the early intervention system. • Oversee the system of transition out of FIT services in partnership with child care, PreK, and the PED. • Maintain New Mexico's early intervention data via the FITKids data system • Provide reporting to the federal Office of Special Education (OSEP) on program performance, program data, and child outcomes.	• Provide a coordinated continuum of high-quality, community-driven, culturally and linguistically appropriate home visiting services to promote maternal, infant, and early childhood health, safety, development, and strong parent-child relationships. • Ensure program service delivery is geared toward long term outcomes. • Provide oversight of home visiting state, federal and TANF budget allocation and financial expenditures. • Maintain and manage a comprehensive home visiting system • Provide oversight of home visiting contracts supporting home visiting initiatives. Such as, ongoing monitoring of contracts scope of work to ensure contractual performance and compliance. Including, guidance and oversight of the Maternal, Infant and Early Childhood Home Visiting (MIECHV) federal funded contracts. • Ensure aggregate and program data is available through the home visiting data base system. • Provide training and technical assistance, workforce development, and continuous quality improvement support. • Provide support to expand home visiting and alternative methods of reimbursement (Centennial Home Visiting).

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	Deputy Division Director David Craig david.craig2@ececd.nm.gov	**Child Care Services Bureau** Bureau Chief: Kimberly Brown kimberly.brown@ececd.nm.gov	**Family Nutrition Bureau** Bureau Chief: Loren Miller loren.miller@ececd.nm.gov	**NM PreK** Manager: Kristie Sage Kristie.Sage@ececd.nm.gov
What's the role 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 adherence to federal and state statutes and regulations. Provide Fiscal and Information Management and Oversight for the Early Care, Education and Nutrition Division in federal and state funds.	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 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.
What are the key responsibilities of this team?	•Participate in the leadership and management to assure the collaborative development and successful participation of the Divisionwith 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.	• 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 licensed child care centers and homes and registered homes provide a quality, safe, and healthy environment for children. • In collaboration with other ECECD 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.	• FNB recruits, approves, monitors and reimburses local organizations to provide eligible children in NM with nutritious meals and snacks • FNB is responsible to administer two child nutrition programs (The Child and Adult Care Food Program and the Summer Food Service Program) in accordance with USDA regulations • FNB provides support, training and technical assistance to eligible organizations which partner with ECECD to ensure successful operations of the two programs the Bureau administers. • 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.

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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 • Certificates • Equivalency Requests • Provider Support • Contract Management • Pay Parity for Preschool Teachers

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What's the role of this team?	To monitor the Departments financial transactions to ensure compliance with federal and state laws, rules and regulations.	Oversee financial services for the ECECD, including procurement, contracts/ agreements, accounts payable, deposits, Itemized Schedule of Travel Expenditures (ISTEs), and budget.	To be a strategic partner in quality staffing, professional development, compensation, safety and health, and employee and labor relations.
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 that 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.