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- Families FIRST
- Family Infant Toddler (FIT)
- Home Visiting

- Audit and Accounting
- Budget and Finance
- Human Resources Manager
- Human Resources Manager
- Contract Management and Procurement Bureau

- Comprehensive Addiction & Recovery Act (CARA) Support
- Thriving Families
- Prevention, Health and Wellness
- Family and Community Engagement / Local Early Childhood System Coalitions

- Child Care Services Bureau (CCSB)
- Food Nutrition Bureau (FNB)
- NM PreK

- Data Assessment and Research
- Policy Development
- Quality Initiatives and Workforce Development
- Head Start State Collaboration Office
- Social Emotional and Early Development (SEED) Initiative

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What's the role of this team?

The State of New Mexico is home to 23 Native American Tribes, Pueblos, and Nations – each with a unique language, history, and culture. Equity is a core value that drives ECECD's vision and mission, and ECECD seeks relationships with Tribal governments and Tribal education programs that are respectful, collaborative, and supportive of each community's unique educational goals

What are the key responsibilities of this team?

- Provide administration, coordination, and oversight of Indian early childhood education
- Collaborate with state and federal partners and agencies, Tribal governments, eligible providers, and community partners.
- Consult with Pueblos, Tribes, and Nations to support culturally, linguistically, and historically relevant curricula and learning guidelines for Tribal and non-Tribal students.
- Assist school districts and educational agencies to expand appropriate Indian education programs for infants, toddlers, children, youth, and families pursuant to Indian Child Welfare Act (ICWA).
- Seek funding to establish and strengthen programs related to infants, toddlers, children, youth, and families.
- Ensure that language and cultural considerations are included in programs administered through the department.



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Family Infant Toddler
 Manager: Leah Davidson
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Home Visiting
 Manager: Vacant

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.

Services are provided under Part C of the Individuals with Disabilities Education Act (IDEA). 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.

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.
- 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, 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.
- 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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NM PreK
Bureau Chief: Casandra Carrazco
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What's the role of this team?

Provide fiscal and informational management and oversight for the Early Care Education and Nutrition Division. Ensure fiscal integrity of federal and state general funds to support child care, NM PreK, CACFP, and SFSP services. Assist the division director with budget forecasts and adjustments.

Assist in managing NM PreK and support /promote collaboration with CCSB and FNB. Assist with strategic planning, developing, and executing administrative policy governing programs. Ensure adherence to federal and state statutes and regulations.

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.

FNB 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?

- Provide prudent management of the division's fiscal resources to ensure that funding is maximized and allows for the greatest impact
- Work in partnership with partner agencies and stakeholders to support ECECD mission and priorities
- Ensure that all Division activities and projects are made in consideration of the budget and available resources.
- Ensuring program integrity, feedback and analysis of information related to the Division

- Establish policies and procedures for effective program implementation
- Perform data analysis and reporting for a variety of internal and external partners and analyze program trends for continuous quality improvement
- Support recruitment, retention, and training for PreK team
- 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

- 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.

- Recruits, approves, monitors and reimburses local organizations to provide eligible children with nutritious meals and snacks
- 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 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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 Bureau Chief: Vacant

Data Assessment and Research
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Policy Development
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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. ECECD has developed an Infant and Early Childhood Mental Health (IECMHC) focus called the Social Emotional and Early Development (SEED) Initiative, which offers free IECMHC Consultation in early learning environments through pairing mental health professionals with early childhood educators.

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.

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.

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)
- Collaborate with IDEA Part C and Part B 619 Coordinator to increase services for Head Start eligible children with special needs.

- FOCUS oversight
- Planning Time Grant
- Scholarship Program
- Wage Supplement Program
- Certificates
- Equivalency Requests
- Provider Support
- Contract Management
- Pay Parity for Preschool Teachers
- Overseeing and coordinating the work developed by the Infant and Early Childhood Mental Health (IECMHC) focus called the Social Emotional and Early Development (SEED) Initiative

- 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



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What's the role of this team?

The purpose of the Information Technology Division is to provide collaborative leadership and support ECECD. 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.

What are the key responsibilities of this team?

- **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.



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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, organizational structure and culture, professional development, compensation, safety and health and employee relations.

Ensures child safety by mandating five-yearly checks for providers, covering criminal records, sex offender registries, and abuse histories. Streamlines the process with clear forms and instructions, including fingerprinting.

Customer Service to ECECD Divisions with all procurement activities, contract development / processing, and obtaining "best value" through compliance with the New Mexico Procurement Code and the New Mexico Administrative Code.

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). 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
- Promote healthy workplace and culture
- Help create and manage an organizational culture embracing justice, equity, diversity and inclusion
- 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.

- **Conducting Comprehensive Background Checks:** Ensuring all child care providers undergo background checks every five years, including checks of criminal records, sex offender registries, and abuse and neglect histories.
- **Providing Forms and Instructions:** Supplying necessary forms and guidance to child care centers and homes for completing background check requests.
- **Fingerprinting Process Management:** Overseeing the fingerprinting process for child care providers, including registration and submission of results.

- **Customer Service:** Assisting ECECD divisions with procurement activities.
- **Contract Development:** Handling the creation and processing of contracts.
- **Procurement Activities:** Managing the acquisition of goods and services.
- **Best Value Compliance:** Ensuring procurement aligns with the New Mexico Procurement Code and Administrative Code to achieve the best value



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Family and Community Engagement / Local Early Childhood System Coalitions
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To ensure families with a history of substance use are supported and connected to high quality early childhood programs and services

To coordinate the prenatal to three work across the Children's Cabinet with a focus on primary, secondary and tertiary prevention of adverse childhood experiences (ACEs), including abuse and neglect.

To improve health outcomes through development of data-driven policies, reports, and analyses.

To better connect the healthcare and early childhood systems, promote family and community engagement, and elevate the family voice in a way that centers equity.

What are the key responsibilities of this team?

- Increase the percentage of families with a history of substance who are connected to high quality ECECD supports and services.
- Ensure ECECD programs are meeting the needs of families with a history of substance use.
- Collaborate with CYFD, DOH and HSD to continually evaluate and improve the experience for families with a history of substance use.
- Ensure early childhood professionals are trained in best practices for working with families with a history of substance use.
- Help train healthcare professionals and hospitals on the CARA program and how ECECD programs support these families.

- Support the Children's Cabinet Agencies and Children's Cabinet Director in developing and refining the prenatal to three prevention plan.
- Maintain a catalog of prevention programs funded by state agencies.
- Collaborate with CYFD to ensure alignment of ECECD and CYFD policies to better support CYFD-involved families through ECECD programming.
- Ensure early childhood professionals are trained in best practices to support families in prevention of child maltreatment.
- Support CYFD in standing up Family Resource Centers in high-risk counties.

- Work with the health team and DOH to develop data analyses to improve health outcomes for the prenatal to five population.
- Collaborate with DOH and CYFD to ensure ECECD programs are supporting high risk populations such as children with a history of ACEs, maltreatment, or substance exposure.
- Support the work of the Thriving Families Plan and the Children's Cabinet to develop outcome measures and data collection plans.

- Coordinate the Early Childhood Comprehensive Systems (ECCS) grant and ECCS Advisory Council
- Ensure early childhood programming meets the needs of all children, including those with special healthcare needs, chronic medical conditions, and disabilities.
- Develop a framework to support family engagement and leadership activities across the Department.
- Support the work of the Family Leadership Council and work to incorporate their feedback into Department policies and program.
- Ensure family voice and input is incorporated into ECECD programs and policies.
- Focus on engaging with specific populations such as those who are incarcerated, fathers, grandparents raising grandchildren, and young parents.
- Oversee the work of the local early childhood system building coalitions, including oversight of funding and technical assistance.
- Help connect the coalitions to health councils and other health entities.



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What's the role of this team?

The communication team plays a crucial role in facilitating effective communication both internally within ECECD and externally with stakeholders, clients, and the public.

What are the key responsibilities of this team?

- **Internal Communication:** Ensuring smooth communication flow within ECECD by disseminating important information, updates, and announcements to employees through various channels such as emails, newsletters, intranet platforms, and meetings.
- **External Communication:** Managing the ECECD's image and reputation by communicating with external stakeholders such as media, clients, partners, investors, and the public. This involves crafting press releases, managing social media accounts, responding to inquiries, and organizing public relations events.
- **Media Relations:** Building and maintaining relationships with journalists and media outlets.
- **Content Creation:** Producing engaging and informative content for various platforms, including websites, blogs, social media, and marketing materials.
- **Brand Management:** Ensuring consistency in messaging and branding across all communication channels to reinforce ECECD's identity and values.