

# Manual Language Update

March 1, 2026



**Manual Title:** Baby Promise Program Guidance for Providers

**Section:** Subcontracting with a CCR&R as a Baby Promise Program Provider, and Glossary of Terms

**Page Number(s):** 8, 39, 40

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**Reason for Update:** The updates were made to improve clarity, align with new program requirements, and ensure compliance with current standards. They also introduce more precise definitions for key terms and processes.

Original Manual Language	Updated Manual Language
<p><b>Page 8</b></p> <p>For the provision of business support as needed by Baby Promise providers, the provider must join Oregon Child Care Alliance (OCCA <a href="https://www.oregonchildcarealliance.org/">https://www.oregonchildcarealliance.org/</a>) at no cost to the provider. The level of support for each provider shall be determined in consultation with designated CCR&amp;R staff members.</p>	<p><b>Page 8</b></p> <p>For the provision of business supports Membership with Oregon Child Care Alliance (OCCA <a href="https://www.oregonchildcarealliance.org/">https:// www.oregonchildcarealliance.org/</a>) may be required for Baby Promise Providers (at no cost to the provider) in consultation with the designated CCR&amp;R staff member. After consultation with the Grantee, Baby Promise Providers may opt out of membership by completed the grantee provided form.</p>
<p><b>Page 39, 40</b></p> <p><b>Glossary of Terms</b></p> <p><b>Community of Practice" (CoP)</b> The term Community of Practice was first introduced by Jean Lave and Etienne Wenger (1991). A community of practice (CoP) is a group of people (generally peers) who share a concern or passion for something they do. Participants learn how to improve their practice as they interact regularly over time. The goal of each CoP is for participants to connect, share experiences and gain expertise from each other; it is not a time for training, policy/process</p>	<p><b>Page 39, 40</b></p> <p><b>Glossary of Terms</b></p> <p><b>"Coaching"</b> means a relationship-based process led by an expert with specialized and adult learning knowledge and skills, who often serves in a different professional role than the recipient. Coaching is designed to build capacity for specific professional dispositions, skills, and behaviors and is focused on goal setting and achievement for an individual or group.</p>

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<p>clarification or general updates. A CoP may include time for focused dialogue, reflections on a shared learning experience, reflective protocols, and sharing of a problem of practice for peer insights and guidance. To support relationships and conversations, Communities of Practice should not be recorded.</p> <p><b>Infant Toddler Coach</b> Is an Infant Toddler Specialist specifically funded through Baby Promise and who works exclusively with Baby Promise Programs. The Infant Toddler Coach has expertise and content knowledge to provide support to programs serving infants and toddlers. The Infant Toddler Coach will lead Focused Child Care Networks specifically working with Baby Promise Early Educators and/or Program Directors or administrators assisting to develop their continuous quality improvement processes, provide professional development, coaching, and other supports to facilitate high-quality care.</p> <p><b>“Focused Child Care Network (FCCN)”</b> “Focused Child Care Network” or “FCCN” means a cohort of childcare practitioners who meet frequently and regularly, in small or large groups, with a Quality Improvement Specialist to discuss best practices as defined and as directed by Agency; access and share resources; receive training; and encourage progress as they work toward increasing the quality of their Early Learning Programs.</p>	<p>Coaching may be provided in different formats, including but not limited to, one on one coaching, peer-coaching, and group coaching.</p> <p><b>“Community of Practice” or “CoP”</b> means a group of people who share a common concern, a set of problems, goals, or an interest in a topic, and who come together to fulfill both individual and group goals Generally, there is a facilitator who leads the Community of Practice and supports the coordination of the group.</p> <p><b>“Consultation”</b> means a collaborative, problem-solving process led by a Quality Improvement Specialist with specific expertise or skills. Consultation facilitates the assessment and resolution of an issue-specific concern—a program-/organizational-, staff-, or child-/family-related issue—or addresses a specific topic.</p> <p><b>“Infant Toddler Coach”</b> means an individual who provides both ongoing and intensive Technical Assistance, including coaching as well as other modalities tailored to Early Educators and Early Learning Programs serving infants and toddlers, and who meets the qualifications described in this Grant. The Infant Toddler Coach is a specialized position focused on increasing the individualized system of supports to infant and toddler early educators, to include goal setting, improved child-level outcomes, improved early educator retention and wellbeing, and availability and quality of infant and toddler care in the Grantee’s Region.</p> <p><b>“Focused Child care Network” or “FCCN”</b> means a supportive, relationship-based group of early learning and care professionals who meet regularly, over time, with the support of a dedicated Coordinator. The network is designed to provide individualized and group-based professional learning, build community, and support continuous quality improvement. It is a structure for ongoing support, reflection, connection, and growth.</p>