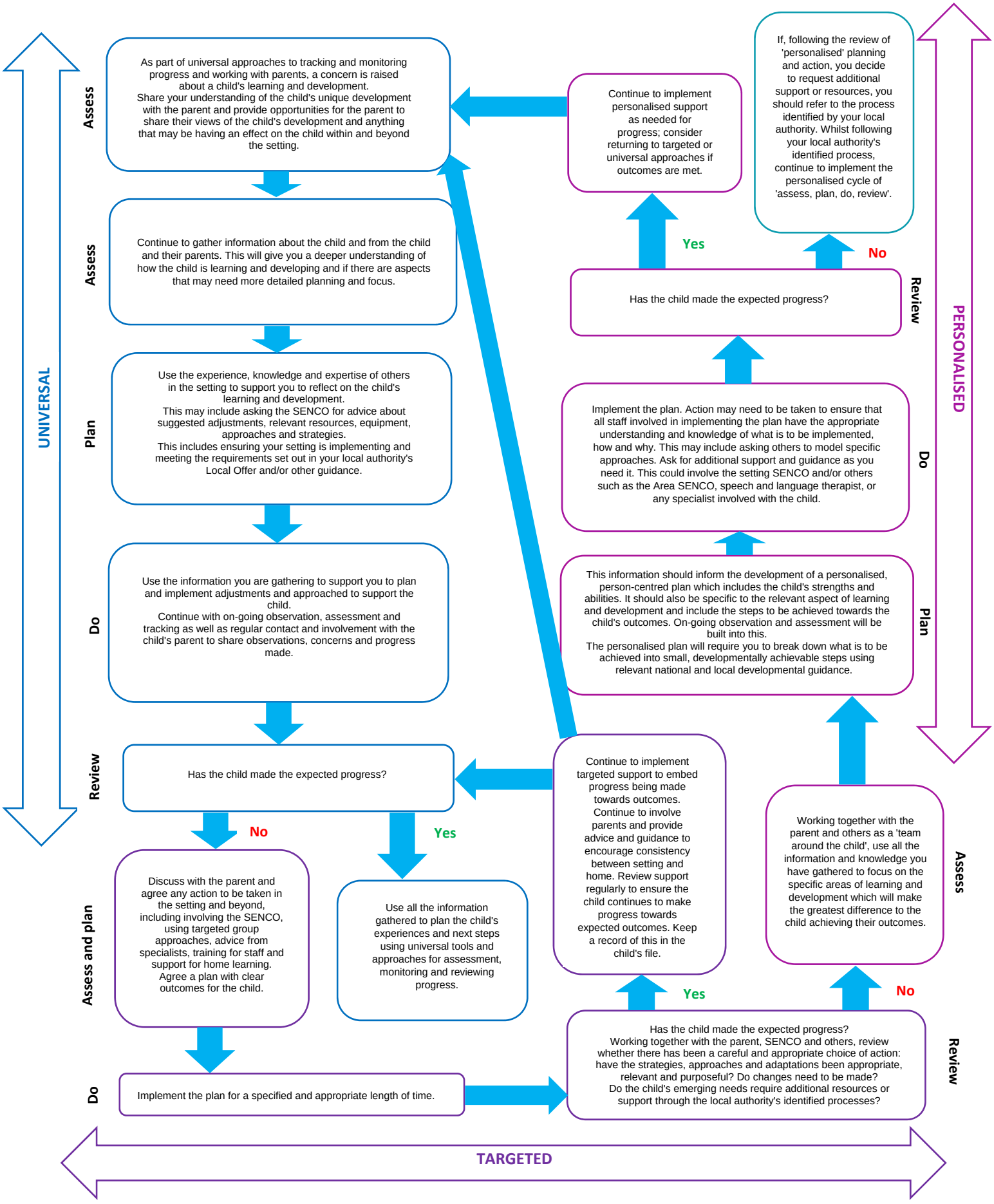A key person's guide to supporting early action for children with emerging needs