



Washington State Department of Early Learning

## 2012-13 ECEAP ANNUAL CALENDAR

*This incorporates contract deliverables.*

<b>When</b>	<b>What</b>	<b>Notes</b>
<b>Monthly</b>		
7 <sup>th</sup> of month	Contractors update ELMS child and family information, so that it is accurate before monthly calls with the assigned DEL ECEAP Specialist.	<i>Ensure accurate counts of family support visits, parent-teacher conferences, medical exams and dental screenings.</i>
2 <sup>nd</sup> T, W & Th, with a few exceptions	Monthly calls for Contractors and DEL ECEAP Specialists	<i>See the three days listed below for each month. Unless specifically needed, there are no calls July, August, December or February.</i>
15th of each month, August through June and July 10	Enter the Monthly Report in ELMS for the previous month. There must be a Monthly Report for every month you bill, including summer months.	<i>This must be received by DEL before your voucher can be paid.</i>
15th of each month, August through June, and July 10	Send DEL an <i>A-19 Invoice Voucher</i> to bill for ECEAP services.	
4 <sup>th</sup> Monday, 10:00 a.m.	Steering Committee conference call	<i>Occurs in September, November, January, February, March, April and May. Canceled if there is no business.</i>
<b>Upon Occurrence</b>		
Upon hire of new staff	Contractors send DEL a completed <i>Staff Qualifications Form</i> for each newly hired lead teacher, assistant teacher, family support specialist and family support aide.	<i>Forms are available at <a href="http://www.del.wa.gov/eceap">www.del.wa.gov/eceap</a>.</i>
Upon renewal of insurance	Send a <i>Certificate of Coverage</i> upon renewal of insurance to DEL, Financial Services Office.	<i>Contractors who self-insure need not send letters of self-insurance each year.</i>
Two weeks before class start date	Send a <i>Site Approval Form</i> for each new or relocated classroom.	<i>The form is available at <a href="http://www.del.wa.gov/eceap">www.del.wa.gov/eceap</a>.</i>
After October 15, within five business days of each child's start in class.	Enter each child's prescreen and application in ELMS, and attach the child to a class within ELMS.	
After October 15, within five business days of each child's start in class.	Exit all children who are not attending.	

<b>When</b>	<b>What</b>	<b>Notes</b>
<b>July 2012</b>		
2	ELMS release #1 – Child enrollment, contractors/subs/sites/classes, ELMS admin	
9	ELMS webinar for data managers	9-11:30
13	ELMS webinar for eligibility/enrollment staff	9-11:30
30	ELMS Release #2 – Monthly Report form	
<b>August 2012</b>		
Two weeks before class start	New site approval forms due, if applicable	
15	ELMS monthly report and voucher due	
17	ELMS webinar for eligibility/enrollment staff	9-11:30
21	ELMS webinar for data managers	9-11:30
23	ELMS in-person training for teachers, family support & health staff	Moses Lake -10-2:00
29	ELMS webinar for teachers, family support & health staff	1-3:30 p.m.
Upon hire	Staff Qualifications forms due	
<b>September 2012</b>		
	Teaching Strategies GOLD training	TBD
1	ELMS Release #3 – Screening and updates, reports, data export	
6	ELMS in-person training for teachers, family support & health staff	Renton - 10-2:00
7	ELMS webinar for teachers, family support & health staff	9-11:30
11, 12, 13	Monthly Call with DEL Specialist	11, 12, 13
11-12	Teaching Strategies GOLD Training	Yakima – 8:30-4:00
13-14	Teaching Strategies GOLD Training	Tacoma – 8:30-4:00
15	ELMS monthly report and vouchers due	
15	ELMS – Contractors update required fields for contractor, subcontractor, site and class information.	Confirm contractor, subcontractor and site information in ELMS. Complete any missing information. Create classes in ELMS.
15	Customize priority points for risk factors, in ELMS, if desired.	
21	Coalition for Safety and Health in Early Learning, including Head Start/ECEAP Health & Safety Consortium	heidi.collins@cdhd.wa.gov
24	ECEAP Steering Committee	10 a.m. Conference Call
<b>October 2012</b>		
	Teaching Strategies GOLD training	TBD
4-5	ECEAP Directors meeting	
7	By today, update ELMS child and family information.	Family support visits, parent-teacher conferences, medical and dental, etc.

<b>When</b>	<b>What</b>	<b>Notes</b>
9,10,11	Monthly Call with DEL Specialist	
15-19	Program Review Week - Contractor TBD	
15	ELMS monthly report and vouchers due	
15	All child data in ELMS	<i>Complete the ELMS prescreen and application modules for children for all funded slots. Exit all children who are not attending.</i>
15 (Optional)	Federal match requests due, in ELMS September monthly report	
15	e-DECA releases due to DEL	<i>Only for contractors using DECA for social-emotional assessment this year.</i>
	<i>No ECEAP Steering Committee</i>	
<b>November 2012</b>		
7	By today, update ELMS child and family information.	<i>Family support visits, parent-teacher conferences, medical and dental, etc.</i>
8,13,14	Monthly Call with DEL Specialist	
15	ELMS monthly report and vouchers due	
16	Coalition for Safety and Health in Early Learning, including Head Start/ECEAP Health & Safety Consortium	<i>heidi.collins@cdhd.wa.gov</i>
26	ECEAP Steering Committee	<i>10 a.m. Conference Call</i>
30 (for GOLD users)	If your Teaching Strategies GOLD child portfolios are paid by DEL, finalize the fall checkpoint in GOLD online for the following areas of development and learning: Physical, Language, Cognitive, Literacy and Mathematics.	
<b>December 2012</b>		
1	ELMS Release #4 – Monitoring, assessment data, spell check, email, notes (other than child notes)	
3-7	Program Review Week - Contractor TBD	
7	By today, update ELMS child and family information.	<i>Family support visits, parent-teacher conferences, medical and dental, etc.</i>
11,12,13 (only if needed)	Monthly Call with DEL Specialist	
15	ELMS monthly report and vouchers due	
15	Submit staff qualifications forms requested by DEL this fall	
<b>January 2013</b>		
7	By today, update ELMS child and family information.	<i>Family support visits, parent-teacher conferences, medical and dental, etc.</i>
8,9,10	Monthly Call with DEL Specialist	
15	ELMS monthly report and vouchers due	
15 (optional)	Requests for Confidential Client Data due	<i>Send to DEL the Request for Confidential Client Contact Information form, available at</i>

<b>When</b>	<b>What</b>	<b>Notes</b>
		<a href="http://www.del.wa.gov/eceap">www.del.wa.gov/eceap</a> . Submit signed Notice and Agreement Regarding Access to Confidential Personal Information form for any person who will or may have access to this information. The form is available at <a href="http://www.del.wa.gov/eceap">www.del.wa.gov/eceap</a> .
14-18	Program Review Week - Contractor TBD	
18	Coalition for Safety and Health in Early Learning, including Head Start/ECEAP Health & Safety Consortium	<i>heidi.collins@cdhd.wa.gov</i>
28	ECEAP Steering Committee	<i>10 a.m. Conference Call</i>
<b>February 2013</b>		
7	By today, update ELMS child and family information.	<i>Family support visits, parent-teacher conferences, medical and dental, etc.</i>
11	ECEAP Directors webinar	<i>Using ELMS for monitoring. Entering staff in MERIT</i>
12, 13, 14 (only if needed)	Monthly Call with DEL Specialist	
15	ELMS monthly report and vouchers due	
19-22	Program Review Week - Contractor TBD	<i>Monday, Feb. 18 is a holiday &amp; this is mid-winter break in some schools.</i>
25	ECEAP Steering Committee	<i>10 a.m. Conference Call</i>
<b>March 2013</b>		
1 (for GOLD users)	If your Teaching Strategies GOLD child portfolios are paid by DEL, finalize the winter checkpoint in GOLD online for the following areas of development and learning: Physical, Language, Cognitive, Literacy and Mathematics.	
7	By today, update ELMS child and family information.	<i>Family support visits, parent-teacher conferences, medical and dental, etc.</i>
12,13,14	Monthly Call with DEL Specialist	
15	ELMS monthly report and vouchers due	
15	Coalition for Safety and Health in Early Learning, including Head Start/ECEAP Health & Safety Consortium	<i>heidi.collins@cdhd.wa.gov</i>
18-22	Program Review Week - Contractor TBD	
25	ECEAP Steering Committee	<i>10 a.m. Conference Call</i>
30	ELMS Release #5 – staff qualifications, rollover to next school year.	
<b>April 2013</b>		
	<b>Teaching Strategies GOLD training</b>	<b>TBD Apr-May</b>
7	By today, update ELMS child and family information.	<i>Family support visits, parent-teacher conferences, medical and dental, etc.</i>

<b>When</b>	<b>What</b>	<b>Notes</b>
9,10,11	Monthly Call with DEL Specialist	
15	ELMS monthly report and vouchers due	
15	Complete all Contractor, Subcontractor and Site information fields in EMS. This serves as your funding renewal application to DEL.	
15-19	Program Review Week - Contractor TBD	
22	ECEAP Steering Committee	10 a.m. Conference Call
<b>May 2013</b>		
7	By today, update ELMS child and family information.	Family support visits, parent-teacher conferences, medical and dental, etc.
7,8,9	Monthly Call with DEL Specialist	
13-17	Program Review Week - Contractor TBD	
15	ELMS monthly report and vouchers due	
15	Service area agreements due	
17	Coalition for Safety and Health in Early Learning, including Head Start/ECEAP Health & Safety Consortium	heidi.collins@cdhd.wa.gov
20	ECEAP Directors webinar	
27	ECEAP Steering Committee	10 a.m. Conference Call
<b>June 2013</b>		
7	By today, update ELMS child and family information.	Family support visits, parent-teacher conferences, medical and dental, etc.
11,12,13	Monthly Call with DEL Specialist	
15	ELMS monthly report and vouchers due	
15 (for GOLD users)	If your Teaching Strategies GOLD child portfolios are paid by DEL, finalize the spring checkpoint in GOLD online for the following areas of development and learning: Physical, Language, Cognitive, Literacy and Mathematics.	
15	Self-assessments due	The form is available at <a href="http://www.del.wa.gov/eceap">www.del.wa.gov/eceap</a> .
15	Financial Disclosure Certification is due	The form is available at <a href="http://www.del.wa.gov/eceap">www.del.wa.gov/eceap</a> .
30	Return signed contracts to DEL	
30	ELMS Release #6	
<b>July 2012</b>		
7	By today, update ELMS child and family information.	Family support visits, parent-teacher conferences, medical and dental, etc.
9,10,11	Monthly calls if needed	
10	Final ELMS monthly report and voucher due	