

2015-16 ECEAP ANNUAL CONTRACTOR CALENDAR

This incorporates contract deliverables.

For ECEAP information, visit www.del.wa.gov/eceap

For ECEAP forms, visit <http://www.del.wa.gov/publications/eceap/>

Note all information is subject to change

When	What	Notes
Upon Occurrence		
Upon hire of new staff	Enter staff qualifications in MERIT for each ECEAP lead teacher, assistant teacher and family support staff	Forms are available at www.del.wa.gov/eceap .
Prior to enrolling children	Ensure staff who verify ECEAP eligibility and enrollment complete training on eligibility policy and procedures for Part-Day, Full School Day, and Extended Day. Staff will access the training online and will receive a certificate of completion.	
Current Contractors only: upon renewal of insurance New Contractors only: within 15 days of contract start date	Submit a <i>Certificate of Coverage</i> upon renewal of insurance to DEL, unless they are self-insured. New Contractors must send insurance verification within 15 days of the Contract start date. Send certificates to: DEL Financial Services Office, PO Box 40970, Olympia WA 98504-0970	Contractors who self-insure need not send letters of self-insurance each year.
At least two weeks before class start date	Submit a completed 2015-16 <i>New Site Approval Form</i> at least two weeks before a new class start date to obtain DEL written approval for each new classroom or change of classroom location. The form is available at http://www.del.wa.gov/publications/eceap/	
Within 30 days of the start of the ECEAP contract	New 2015-16 ECEAP sites must complete the Early Achievers registration in MERIT.	
Within 90 days from class start date	Complete health, developmental and dental screenings and ensure each child has a completed medical exam in ELMS.	
Within six months of their GOLD® training or within six months of the beginning of the school year.	Lead teachers must take the Teaching Strategies GOLD® reliability test	Teaching Strategies GOLD® Online
Within six months of hire	New coaches attend an Early Achievers Coach Training offered by the University of Washington Child Care Quality and Early Learning, Center for Research and Professional Development.	cqel@uw.edu 206.221.0569

When	What	Notes
Within 12 months of enrollment	New 2015-16 ECEAP sites must rate a Level 4 or 5 in Early Achievers	
Within 18 months of the start date of the ECEAP contract	New 2015-16 ECEAP sites that are licensed or certified child care centers and homes must rate a Level 4 or 5 in Early Achievers	
Within 15 calendar days after destroying all confidential information when the confidential information is no longer required by the Records Retention Act (chapter 40.14) or Exhibit C, Records Maintenance	Complete and submit a signed <i>Certification of Data Disposition</i> . The form is available at http://www.del.wa.gov/publications/eceap/ May mail paper copy or attach to email.	
Monthly		
7 th of each month (Sept. through July)	Update child and family information in ELMS. This includes accurate counts of family support visits, parent-teacher conferences, medical exams, dental screenings and developmental screenings	<i>This includes accurate counts of family support visits, parent-teacher conferences, medical exams, dental screenings, and developmental screenings.</i>
2 nd Wed and Thurs of most months	Monthly Contractor Calls	<i>Calls are pre-scheduled for the year with your assigned Pre-K Specialist</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>DEL must receive this before your voucher is paid.</i>
15th of each month, August through June, and July 10	Submit an <i>A-19 Invoice Voucher</i> provided by DEL, for the month's ECEAP services. May submit paper copy or attach to email.	
4 th Tuesday of the month, 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>
July 2015		
7 – 9	WSA Head Start/ECEAP Training Consortium Directors Retreat	http://wsa.iescentral.com/index.cfm?fuseaction=mf_events_all&daterequest=09/17/2013
16	Family Support Pilot Design Team Meeting	Kent, WA

When	What	Notes
16 – 19	Early Achievers Institute	<i>Kennewick</i> – https://www.regonline.com/builder/site/Default.aspx?EventID=1715775
29 – 30	Two-day Basic Teaching Strategies GOLD® training	<i>Tentatively held until approval</i>
30 – 2-Aug	Early Achievers Institute	https://depts.washington.edu/cgel/resources/upcoming-events/
August 2015		
3 – 5	Starting Strong Conference	<i>Tacoma, WA</i> http://www.startingstrong.net/assets/starting-strong-registration-brochure_2.pdf
6	Family Support Pilot Design Team Meeting	<i>Kent, WA</i>
12 – 13	ECEAP Monthly Contractor Calls	
25 – 28	Two-day Basic Teaching Strategies GOLD® training	<i>Tentatively held until approval</i>
26	ELMS Administrators Training – new ECEAP staff. This free one-day training is for new ELMS Administrators who will be the ELMS super-users for their ECEAP contractor.	<i>See details and register by one week in advance here.</i>
31	For Extended Day only: Teachers finalize the summer checkpoint in Teaching Strategies GOLD® Online	
31 – 1-Sept.	Two-day Mobility Mentoring Training	<i>Everett, WA</i>
September 2015		
1	New Contractors and existing Contractors impacted by expansion must submit 2015-16 Service Area Agreements to DEL. The form is available at http://www.del.wa.gov/publications/eceap/	<i>Sample Service Area agreement Service Area Agreement Guidance document</i>
3 – 4	Two-day Basic Teaching Strategies GOLD® training	
9	Family Development Matrix Training	<i>Centralia, WA</i>
11	Family Development Matrix Training	<i>Spokane, WA</i>
9 – 10	ECEAP Monthly Contractor Calls	
15	This does not apply to Contractors with all sites on the licensed pathway: Complete your annual Early Achievers Participation Agreement.	
15	New 2015-16 Contractors must attend at least one Early Achievers Orientation.	
15	Submit 2015-16 ECEAP Operating Budget to DEL. The form is available at http://www.del.wa.gov/publications/eceap/	<i>Sample operating budget</i>

When	What	Notes
15	Update Contractor, Subcontractor, site, and class sections, in ELMS.	<i>See ELMS ECEAP Data Entry – Minimum Requirements on the ELMS news page.</i>
15	Customize priority points for risk factors, in ELMS, if desired.	
28	Steering Committee call	<i>10 - noon</i>
October 2015		
1	Existing ECEAP sites must enroll in Early Achievers by October 1, 2015 in MERIT.	
1	Sites participating in the Early Achievers Hybrid Project: need an approved Request for On-Site Evaluation in MERIT no later than October 1, 2015 (Cohort 1)	
1	Submit staff compensation data on the template provided by DEL. The form is available at http://www.del.wa.gov/publications/eceap/	<i>This template is pre-filled as an example, only. Complete with your information.</i>
5-6	Two day Basic Teaching Strategies GOLD® training	<i>Bremerton</i>
7	Family Support Pilot Webinar	
8	ECEAP Coach TA Webinar	
Thursday 8 th and Wed 14 th	Monthly Contractor Calls	
12-13	Two day Basic Teaching Strategies GOLD® training	<i>Vancouver</i>
15	In ELMS, enroll children in classes for all funded slots, including known children with future class start dates. Exceptions: <ul style="list-style-type: none"> For ECEAP classes that share classrooms with Migrant/Seasonal Head Start, Contractors must complete enrollments by October 30. For classes starting in January 2015, this due date is December 15.) 	<i>Complete the ELMS prescreen and application modules for children for all funded slots. Exit all children who are not attending.</i>
15	Complete the form within the September ELMS Monthly Report to request to use ECEAP funds as federal match, if applicable.	
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 last day in class.	In ELMS, exit all children who are not attending	
22 – 23	ECEAP Directors (Contractors) meeting	<i>Green River College – Kent Campus</i>

When	What	Notes
27 – 29	WSA Fall Meeting	http://wsa.iescentral.com/index.cfm?fuseaction=mf_events_all&daterequest=09/17/2013
29 – 31	2015 WAEYC Annual Conference	Seattle Hilton and Convention Center – http://www.waeycco.org/
November 2015		
4	Family Support Pilot Webinar	
5	ECEAP Coach TA Webinar	
6	ELMS Administrator Training	<i>Burien Skills Center</i>
6 - 8	NAEYC Annual Conference	<i>Los Angeles</i>
12	Monthly Contractor Calls	
15	Teachers finalize the fall checkpoint in Teaching Strategies GOLD® Online	
16 – 20	Contractor Visits Week	<i>Individually scheduled</i>
18 – 21	NAEYC Annual Conference	<i>Orlando, FL</i>
December 2015		
2	Family Support Pilot Webinar	
3	ECEAP Coach TA Webinar	
7	New Contractor Webinar with DEL	
9 – 10	Monthly Contractor Calls	
9 – 10	WSA ECEAP/HS/EHS Directors Meeting	<i>Embassy Suites Tukwila, 15920 West Valley Highway, Seattle, WA 98188</i>
9 – 11	WERA/OSPI Annual Conference	<i>Hilton Seattle Airport Conference Center – http://www.wera-web.org/events/</i>
15	For expansion sites starting in January, complete class enrollment in ELMS for all funded slots. This includes children with future class start dates	
January 2016		
6	Family Support Pilot Webinar	
7	ECEAP Coach TA Webinar	
11	2016 Legislative Session starts	
13 – 14	Monthly Contractor Calls	
15	For Sites participating in the Early Achievers Hybrid Project: UW's Early Achievers data collection visit completed between November 15 to January 15 (Cohort 1); unless written approval given for Cohort 2	

When	What	Notes
15	If the Contractor wishes to obtain names and addresses of age-eligible DSHS clients for recruitment and enrollment efforts: <ul style="list-style-type: none"> • Send the Request for Confidential Client Contact Information form to DEL ECEAP. • Submit a signed Notice and Agreement Regarding Access to Confidential Personal Information form for any person who will or may have access to this information. • These forms are available at http://www.del.wa.gov/publications/eceap/ 	<i>Submit signed Notice and Agreement Regarding Access to Confidential Personal Information form for any person who will or may have access to this information.</i>
19 - 22	Contractor Visits Week	<i>Individually scheduled</i>
26	Steering Committee call	<i>11-12:30</i>
25 - 29	Contractor Visits Week	<i>Individually scheduled</i>
28 – 29	Two-day Basic Teaching Strategies GOLD® training	<i>Tentatively held until approval.</i>
February 2016		
1	New Contractor Webinar with DEL	
3	Family Support Pilot Webinar	
4	ECEAP Coach TA Webinar	
4 – 5	Two-day Basic Teaching Strategies GOLD® training	<i>Tentatively held until approval.</i>
8 – 12	Contractor Visits Week	<i>Individually scheduled</i>
10 – 11	Monthly Contractor Calls	
19	Directors Meeting webinar	<i>10 AM - 12 PM</i>
22 – 26	Contractor Visits Week	<i>Individually scheduled</i>
23	Steering Committee call	<i>11-12:30</i>
28	Teachers finalize the winter checkpoint in Teaching Strategies GOLD® Online	
March 2016		
1	Existing ECEAP sites must rate a Level 4 or 5 in Early Achievers.	
2	Family Support Pilot Webinar	
3	ECEAP Coach TA Webinar	
9 – 10	Monthly Contractor Calls	
14 – 18	Contractor Visits Week	<i>Individually scheduled</i>
17 – 18	Two-day Basic Teaching Strategies GOLD® training	<i>Tentatively held until approval.</i>
24 – 25	Two-day Basic Teaching Strategies GOLD® training	<i>Tentatively held until approval.</i>
29	Steering Committee call	<i>11-12:30</i>
28 – April 1	Contractor Visits Week	<i>Individually scheduled</i>
TBD	WERA P-3 Symposium	

When	What	Notes
April 2016		
4	New Contractor Webinar with DEL	
6	Family Support Pilot Webinar	
7	ECEAP Coach TA Webinar	
13 – 14	Monthly Contractor Calls	
18 - 22	Contractor Visits Week	<i>Individually scheduled</i>
26	Steering Committee call	<i>11-12:30</i>
25 - 29	Contractor Visits Week	<i>Individually scheduled</i>
May 2016		
4	Family Support Pilot Webinar	
5	ECEAP Coach TA Webinar	
5 - 6	IECC Conference	<i>Tacoma</i>
11 – 12	Monthly Contractor Calls	
15	Submit 2015-16 Service Area Agreements to DEL. The form is available at http://www.del.wa.gov/publications/eceap/ . May submit paper copy or attach to email.	<i>Sample Service Area agreement Service Area Agreement Guidance document</i>
19	Directors Meeting webinar	<i>10 AM - 12 PM</i>
24	Steering Committee call	<i>11-12:30</i>
30	Teachers finalize the spring checkpoint in Teaching Strategies GOLD® Online	
June 2016		
6 - 8	NAEYC Institute for Early Childhood Professional Development	<i>Baltimore</i>
15	Submit the ECEAP Self-Assessment. A form is available at http://www.del.wa.gov/publications/eceap/ . May submit paper copy or attach to email.	<i>2015-16 form will be available in January.</i>
15	Mail the signed Contractor Financial Disclosure Certification to DEL. The form is available at http://www.del.wa.gov/publications/eceap/	
July 2016		
10	Submit final monthly report in ELMS.	
10	Submit final A-19 Invoice Voucher for June.	