

## 2016-17 ECEAP ANNUAL CONTRACTOR CALENDAR

*This incorporates contract deliverables.*

For ECEAP information, visit [www.del.wa.gov/eceap](http://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
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 <a href="http://www.del.wa.gov/eceap">www.del.wa.gov/eceap</a> .
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 <a href="#">online</a> and will receive a certificate of completion.
Upon renewal of insurance	Submit a Certificate of Coverage upon renewal of insurance to DEL. Send certificates to: DEL Financial Services Office, PO Box 40970, Olympia WA 98504-0970. Exception: Self-insured contractors only need to submit proof once.
When Early Achievers coach is hired	<ul style="list-style-type: none"> <li>Coach must complete the Orientation for Early Achievers Coaches working with ECEAP sites (webinar) upon hire. Document date completed in the Activity Log in WELS.</li> <li>Coach must attend the Early Achievers Coach Framework training within six months of hire. Document date attended in the Activity Log in WELS.</li> <li>Coach must become reliable in ERS and CLASS.</li> </ul>
When a new director is hired	New ECEAP Directors must attend at least one Early Achievers Orientation.
At least two weeks before class start date	Submit a completed 2016-17 New Site Approval Form at least two weeks before a new class start date to obtain DEL written approval for each new classroom or change of classroom location.
Upon the receipt of the 2016-17 ECEAP contract	Sign and return the annual Early Achievers Participation agreement. EXCEPTION: Those contractors who are on the licensed pathway will sign their agreement at the site level with Child Care Aware.
Within 30 days of the start of the ECEAP contract	Enroll new sites in Early Achievers 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.	<ul style="list-style-type: none"> <li>Lead teachers must take the Teaching Strategies GOLD® reliability test</li> <li>Complete in-person or online training to use GOLD® by Teaching Strategies.</li> </ul>
<b><i>Within 12 months of their <u>enrollment in Early Achievers.</u></i></b>	<b><i>New ECEAP sites <u>without a child care license</u> must enroll in Early Achievers within 30 days of the start date of class and rate a Level 4 or 5.</i></b>

When	What
<b>Within 18 months of the first day of class.</b>	<b>New ECEAP sites <i>with a child care license</i></b> must enroll in Early Achievers within 30 days of the start date of class and rate a Level 4 or 5.
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 <a href="http://www.del.wa.gov/publications/eceap/">http://www.del.wa.gov/publications/eceap/</a> May mail paper copy or attach to email.
<b>Monthly</b>	
15 <sup>th</sup> 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
4 <sup>th</sup> Wed and Thurs of most months	Monthly Contractor Calls Calls are pre-scheduled for the year with your assigned Pre-K Specialist
15 <sup>th</sup> 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. DEL must receive this before your voucher is paid.
15 <sup>th</sup> 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. If emailing, send to <a href="mailto:fiscal@del.wa.gov">fiscal@del.wa.gov</a>
4 <sup>th</sup> Tuesday of the month, 10:30am-noon	Steering Committee Conference Call Occurs in September, November, January, February, March, April, and May. Canceled if there is no business.
<b>August</b>	
22	Eligibility and Enrollment training - Everett
22	ELMS Administrator training - Longview
23	Eligibility and Enrollment training – Longview
24	Eligibility and Enrollment training – Tri Cities
25	ELMS Administrator training – Tri Cities
24-25	ECEAP Monthly Contractor Calls
31	<b>For Extended Day only:</b> Teachers finalize the summer checkpoint in Teaching Strategies GOLD® Online
<b>September</b>	
6-7	TS Gold Training – Longview
12-13	Creative Curriculum Training - Pasco
14	Families Moving Forward – Pasco
15	Submit 2016-17 ECEAP Operating Budget to DEL.
15	Update Contractor, Subcontractor, site, and class sections, in ELMS. See ELMS ECEAP Data Entry – Minimum Requirements on the ELMS news page.
15	Customize priority points for risk factors, in ELMS, if desired.
15-16	TS Gold Training – Wenatchee
20	ELMS Administrator training – Green River College (Kent)
19	Families Moving Forward – Everett
21	Eligibility and Enrollment training – Green River College (Kent)
22	Eligibility and Enrollment training – ESD 105
27	Steering Committee call
28-29	ECEAP Monthly Contractor Calls
29	Families Moving Forward - Tumwater

When	What
<b>October</b>	
1	Submit staff compensation data on the template provided by DEL. A guide on how to fill out the compensation form can be found <a href="#">here</a> . This template is pre-filled as an example, only. Complete with your information.
3	Family Support Pilot Webinar – Administrative Staff
3	Family Support Pilot Webinar - Program Staff
3-4	TS Gold Training - Spokane
5-6	ECEAP Director’s Meeting
11-12	Creative Curriculum Training – Longview
15	In ELMS, enroll children in classes for all funded slots, including known children with future class start dates. Complete the ELMS prescreen and application modules for children for all funded slots. Exit all children who are not attending. Exceptions: <ul style="list-style-type: none"> <li>• For ECEAP classes that share classrooms with Migrant/Seasonal Head Start, Contractors must complete enrollments by October 30.</li> <li>• For classes starting in January 2015, this due date is December 15.)</li> </ul>
15	Complete the form within the September ELMS Monthly Report to request to use ECEAP funds as federal match, if applicable.
After October 15, <b>within five business days</b> 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, <b>within five business days</b> of each child’s last day in class.	In ELMS, exit all children who are not attending.
15-17	WSA Fall Directors Meeting – Wenatchee, WA
17-21	Monitoring visits - Individually scheduled
24-25	Creative Curriculum Training – Bellevue
26-27	ECEAP Monthly Contractor calls
26-27	Creative Curriculum Training –Snohomish County
27-29	WAEYC Annual Conference 2016 -optional Lynnwood Convention Center
<b>November</b>	
2	New Directors/Contractors Webinar
4	Coaches Webinar
7	Family Support Pilot Webinar- Agency Coordinators
9	New Contractor/Directors Webinar
14-18	Monitoring visits - Individually scheduled
15	Teachers finalize the fall checkpoint in Teaching Strategies GOLD® Online
22	Steering Committee call
30	Contractor Calls
<b>December</b>	
1	Contractor Calls
2	Coaching Webinar
5	Family Support Pilot Webinar- Agency Coordinators

<b>When</b>	<b>What</b>
7-9	WERA/OSPI Annual Conference 2016 - optional Hilton Seattle Airport Conference Center
12-16	Monitoring visits - Individually scheduled
27	Steering Committee
<b>January</b>	
2	Family Support Pilot Webinar- Agency Coordinators
2	Family Support Pilot Webinar –Direct Services Staff
6	Coaching Webinar
9	2017 Legislative Session starts
17-20	Monitoring visits - Individually scheduled
24	Steering Committee call
25-26	Contractor calls
<b>February</b>	
1	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"> <li>• Send the Request for Confidential Client Contact Information form to DEL ECEAP.</li> <li>• 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.</li> </ul> These forms are available on the <a href="#">DEL website</a> under non-disclosure of confidential data.
1	New Directors/Contractors Webinar
3	Coaching Webinar
6	Family Support Pilot Webinar – Agency Coordinators
13-17	Monitoring visits - Individually scheduled
22-23	ECEAP Monthly Contractor calls
28	Teachers finalize the winter checkpoint in Teaching Strategies GOLD® Online
<b>March</b>	
3	Coaching Webinar
6	Family Support Pilot Webinar- Agency Coordinators
13-17	Monitoring visits - Individually scheduled
15	Request for Applications due. The form is available on the DEL website.
28	Steering Committee call
29-30	ECEAP Monthly Contractor calls
27-31	Monitoring visits - Individually scheduled
<b>April</b>	
3	Family Support Pilot Webinar- Agency Coordinators
3	Family Support Pilot Webinar- Direct Services Staff
7	Coaching Webinar
17-21	Monitoring visits - Individually scheduled
25	Steering Committee call
26-27	ECEAP Monthly Contractor calls
<b>May</b>	
1	Family Support Pilot Webinar - Agency Coordinators
3	New Directors/Contractors Webinar
5	Coaching Webinar

When	What
15-19	Monitoring visits - Individually scheduled
15	Submit 2017-18 Service Area Agreements to DEL. The form is available on the DEL website. May submit paper copy or attach to email. Sample Service Area <a href="#">agreement</a> Service Area Agreement Guidance <a href="#">document</a>
23	Steering Committee call
25-26	ECEAP Monthly Contractor calls
30	Teachers finalize the spring checkpoint in Teaching Strategies GOLD® Online
<b>June</b>	
11-14	NAEYC Professional Learning Institute – San Francisco - optional
15	Submit the ECEAP Self-Assessment. A form is available at on the DEL website. May submit paper copy or attach to email. 2016-17 form will be available in January.
15	Mail the signed copy of the ECEAP Contractor Financial Disclosure Certification to <a href="mailto:eceap@del.wa.gov">eceap@del.wa.gov</a> . The form is available at <a href="http://www.del.wa.gov/publications/eceap/">http://www.del.wa.gov/publications/eceap/</a>
<b>July</b>	
10	Submit final monthly report in ELMS.
10	Submit final A-19 Invoice Voucher for June.