

## Exhibit D: 2016-17 Deliverables Calendar



The Contractor must submit the following deliverables by the dates indicated, using one of the following methods as indicated below:

- a. Enter into the Early Learning Management System (ELMS). Check ELMS news page for updated information.
- b. Enter into the Managed Education and Registry Information Tool (MERIT).
- c. Enter into GOLD<sup>®</sup> by Teaching Strategies.
- d. Send electronically to [eceap@del.wa.gov](mailto:eceap@del.wa.gov).
- e. Send paper copies to: DEL ECEAP, PO Box 40970, Olympia WA 98504-0970

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/>

Due Date	Deliverable	Submit via:
At least two weeks before class start date	Submit a completed New Site Approval Form to obtain DEL written approval for each new classroom or change of classroom location.	Mail or email
Prior to enrolling children	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.	Online
Upon renewal of insurance	Submit a <i>Certificate of Coverage</i> upon renewal of insurance to DEL. Send certificates to: DEL Financial Services Office, PO Box 40970, Olympia WA 98504-0970.  <i>Exception: Self-insured contractors only need to submit proof once.</i>	Mail or email
Within 30 days of hire for each new staff	Enter staff qualifications in MERIT for each ECEAP lead teacher, assistant teacher and family support staff.	MERIT
Within 30 days of the first start of an ECEAP class at a new site.	Enroll new sites in Early Achievers in MERIT.	MERIT
Within 90 days from each child's class start date	Complete and record each child's health, developmental and dental screenings and medical exam in ELMS.	ELMS
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> </ul>	WELS
Within six months of hire of an ECEAP lead teacher	Lead teachers must: <ul style="list-style-type: none"> <li>• Complete in-person or online training to use GOLD<sup>®</sup> by Teaching Strategies.</li> <li>• Complete interrater reliability certification for GOLD<sup>®</sup> by Teaching Strategies, and renew certification every three years thereafter.</li> </ul>	GOLD <sup>®</sup> by Teaching Strategies
Within 12 months of enrollment in Early Achievers	All sites that are not licensed for child care must rate a Level 4 or 5 in Early Achievers.	
Within 18 months of starting ECEAP at the site	All sites that are licensed for child care must rate a Level 4 or 5 in Early Achievers.	

Due Date	Deliverable	Submit via:
By the 15th of each month  (except in July, due July 10)	<ul style="list-style-type: none"> <li>Update child and family information in ELMS. This includes accurate counts of family support visits, parent-teacher conferences, health exams and screenings, and developmental screenings.</li> <li>Enter the Monthly Report in ELMS for the previous month. There must be a Monthly Report for every month you bill, including summer months, prior to payment.</li> <li>Invoice DEL using the A-19 Invoice Voucher provided by DEL.</li> </ul>	ELMS>Child/Family Updates  ELMS>Monthly Report  Mail or email
4 <sup>th</sup> Wednesday and the day after	Pre-scheduled contractor calls with DEL Pre-K Specialist.	
By August 31	<i>For Extended Day ECEAP only:</i> Teachers finalize the summer checkpoint in GOLD <sup>®</sup> by Teaching Strategies.	GOLD <sup>®</sup> by Teaching Strategies
By September 15	Complete Contractor, Subcontractor, site and class sections of ELMS for the new school year.	ELMS
By September 15	Submit 2016-17 ECEAP Operating Budget to DEL.	DEL Template and attach to email
By October 1	Submit staff compensation data on the template provided by DEL.	DEL Template and attach to email
By October 15 (Optional)	Request to use ECEAP funds as federal match, if applicable, by completing that section of the September ELMS Monthly Report.	ELMS
By October 15	Complete enrollment in ELMS for all funded slots, including known children with future class start dates. Exit all children in ELMS who are not attending.  After October 15: <ul style="list-style-type: none"> <li>Enroll children in ELMS by five business days from their start in class.</li> <li>Exit children in ELMS by five business days from their last day in class.</li> </ul> <i>Exception: For ECEAP classes that share classrooms with Migrant/Seasonal Head Start, Contractors must complete enrollments by October 30.</i>	ELMS
By November 15	Teachers finalize the fall checkpoint in GOLD <sup>®</sup> by Teaching Strategies.	GOLD <sup>®</sup> by Teaching Strategies
By February 1, (Optional)	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, available at <a href="http://www.del.wa.gov/eceap">www.del.wa.gov/eceap</a>.</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. The form is available at <a href="http://www.del.wa.gov/eceap">www.del.wa.gov/eceap</a>.</li> </ul>	
By February 28	Teachers finalize the winter checkpoint in GOLD <sup>®</sup> by Teaching Strategies.	GOLD <sup>®</sup> by Teaching Strategies
By March 15	Submit your completed <i>Funding Renewal Application</i> for the following biennium.	Mail or email
By May 15	Submit 2017-18 Service Area Agreements to DEL.	Mail or email
By May 30	Teachers finalize the spring checkpoint in GOLD <sup>®</sup> by Teaching Strategies.	GOLD <sup>®</sup> by Teaching Strategies
By June 15	Submit the ECEAP Self-Assessment. The form is available at <a href="http://www.del.wa.gov/eceap">www.del.wa.gov/eceap</a> .	Mail or email

<b>Due Date</b>	<b>Deliverable</b>	<b>Submit via:</b>
By June 15	Submit the ECEAP Contractor Financial Disclosure Certification. The form is available at <a href="http://www.del.wa.gov/eceap">www.del.wa.gov/eceap</a> .	Mail signed copy
By June 15	Submit the ECEAP Customer Service Survey	Mail or email
By July 10	Final ELMS monthly report due. All data must be in ELMS for the fiscal year.	ELMS
By July 10	Submit final <i>A-19 Invoice Voucher</i> for June.	Mail or email