

2022-23 ECEAP Deliverables and Required Activities Calendar

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

- a. Enter data into the Early Learning Management System (ELMS) in accordance with [ELMS Data Entry - Minimum Requirements](#).
- b. Enter into the Managed Education and Registry Information Tool (MERIT).
- c. Enter into GOLD® by Teaching Strategies.
- d. Send electronically to eceap@dcyf.wa.gov.
- e. Send paper copies to: DCYF ECEAP, PO Box 40970, Olympia WA 98504-0970.

For ECEAP information and forms, visit <https://www.dcyf.wa.gov/services/early-learning-providers/eceap>.

| Due Date | Deliverable or Required Activity | Submit via: |
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| At least two weeks before class start date | Submit a completed New Site Approval Form in ELMS to obtain DCYF approval for each new site. | ELMS |
| At least two weeks before class start date | Submit a completed New Classroom Approval Form to assigned CQI for: <ul style="list-style-type: none"> • Each new classroom or, • A classroom used for ECEAP more than 5 years ago. <p><i>Exception: Separate classroom approvals are not required for new sites.</i></p> <p>DCYF must approve all new classrooms.</p> | Mail or email |
| Prior to enrolling children | Staff who verify ECEAP eligibility complete a DCYF ECEAP Eligibility and Enrollment training and maintain certificates of completion. These staff must also complete Contractor-provided training on eligibility practices, eligibility fraud prevention, and the importance of protecting program integrity and the public trust. | NA |
| Upon renewal of insurance | Submit a <i>Certificate of Coverage</i> to DCYF upon renewal of insurance. <p><i>Exception: Self-insured contractors only need to submit proof once.</i></p> | 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 10 business days of vehicle purchase with ECEAP funding | Submit a copy of the vehicle title to DCYF. | Mail or email |
| Within six months of hire of an Early Achievers coach | Coach must attend the Early Achievers Coach Practice Based Coaching training and document date attended in WELS or WA Compass, when available. | WA Compass |

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| Within six months of hire of an ECEAP lead teacher | As stated in contract Exhibits E, ECEAP Performance Standards, lead teachers must: <ul style="list-style-type: none"> • Complete training to use GOLD® by Teaching Strategies. • Complete training to use Creative Curriculum. • Complete interrater reliability certification for GOLD® by Teaching Strategies, and renew certification every three years thereafter. | GOLD® |
| Within 24 months of starting ECEAP at the site | All sites are at Level 4 or 5 in Early Achievers. | NA |
| By the 15th of each month (except in June, due July 10) | <ul style="list-style-type: none"> • 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. • Enter the Monthly Report in ELMS for the previous month. There must be a Monthly Report for every month billed, including summer months, prior to payment. • Invoice DCYF via the ECEAP inbox using the A-19 Invoice provided by DCYF. | ELMS>Child/ Family Updates ELMS> Monthly Report Mail or email |
| 4th Monday and the days following in the week | Pre-scheduled Contractor calls with DCYF CQI Specialist. | Video call |
| Quarterly | Pre-scheduled ECEAP Directors video calls and one in-person* meeting. <i>*In-person or online decision based on current Department of Health guidance.</i> | Video call and in-person |
| Quarterly | Pre-scheduled video call for all Contractors subcontracting with Tribal Sovereign Nations. | Video call |

| Due Date | Deliverable or Required Activity | Submit via: |
|--|--|-------------|
| By July 1 (Working Day classes) or August 15 (Part Day and School Day classes) | Complete Contractor, Subcontractor, site, and class sections of ELMS for the new school year. | ELMS |
| By August 15 | For Working Day services only: Teachers finalize the summer checkpoint in GOLD® by Teaching Strategies. | GOLD® |
| By August 15 and September 15 | Submit monthly Summer Services data, if applicable, using the method provided by DCYF. | 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 |

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| By October 30 | Submit ECEAP Operating Budget on the DCYF template. | Email |
| By October 30 | Submit Staff Compensation Report on DCYF template. | Email |
| By November 15 | Teachers finalize the fall checkpoint in GOLD® by Teaching Strategies. | GOLD® |
| By November 30 | Mobility Mentoring® first assessment due. | ELMS |
| By January 31 | Submit Complex Needs Fund report, if applicable, on DCYF template | Email |
| 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"> On the ELMS Locations & Classes>Contractor>Service Area page, enter all current zip codes for the Contractor's recruitment area and select the "Yes" radio button in response to the question: "Would you like to receive this information for families residing in the zip codes entered below?" | ELMS |
| By February 15 | Teachers finalize the winter checkpoint in GOLD® by Teaching Strategies. | GOLD® |
| By March 29 | Mobility Mentoring® mid-year check-in due. | ELMS |
| By May 15 | Submit 2023-24 Service Area Agreements. | Mail or email |
| By June 15 | Teachers finalize the spring checkpoint in GOLD® by Teaching Strategies. | GOLD® |
| By June 15 | Submit the ECEAP Contractor Financial Disclosure Certification and carryforward plan, if applicable (i.e. carryforward amount is more than 10% of total contract). | Mail or email |
| By June 15 | Submit the ECEAP Self-Assessment, including Family Survey and Directors Survey. | Email Self-Assessment. Online link or email scanned surveys. |
| By June 28 | Mobility Mentoring® final assessment due. | ELMS |
| 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</i> for June. | Mail or email |
| By July 10 | Submit final Complex Needs Fund report, if applicable, on DCYF template. | Email |