



Allocations, Payments, Reporting & More . . . Questions & Answers

Missouri Department of Elementary and Secondary Education, DESE

The following questions and answers are provided as a support piece for Administrators and Parent Educators. It is important for all parent educators to read the Early Childhood Development Act (ECDA) Administrative Manual.

ALLOCATIONS & PAYMENTS

1. When does DESE provide allocations for PAT and how do I access this information for my district?

New allocations are set by DESE in July and loaded into the Web Applications System in ePeGs. Programs can access their specific allocation by logging into ePeGs and clicking the [Current Funds Available](#) link on the left side of the screen.

2. Are there priorities established by DESE for reimbursing PAT services?

DESE has established Reimbursements and Priorities for PAT which is available on our Early Learning website, <http://dese.mo.gov/sites/default/files/eel-el-PrioritiesReimbursement.pdf>.

3. How frequently should a program submit a Payment Request?

Programs should submit a *Payment Request* monthly requesting funding for services provided. Smaller programs may consider quarterly. It is important to keep the payment requests as current as possible to assist DESE with their obligation to disperse the funding.

REPORTING

4. How does the district request funding for PAT services?

All Invoices and Payment Requests will be submitted through the DESE Web Applications System in ePeGs. The district will need to assign a Data Entry person who will have the ability to create and complete the *Invoice* and create the *Payment Request*. This is generally the PAT Coordinator. The district will also need an Authorized Representative who will have the ability to perform the same role as the Data Entry person along with submitting the *Payment Request*. This person is generally the Superintendent, Elementary Principal or Director of Special Services. A parent educator **should never** be assigned an Authorized Representative status.

5. Who is responsible for assigning the Data Entry and Authorized Representative status for my district?

Each district has identified a User Manager at the district level that is responsible for setting up the authority for each state or federal program.

6. Does the program need to report information in Core Data for the PAT program?

Yes. The district will need to list the PAT Contact on Screen 3 of Core Data. This will be the person that will receive all communication from DESE. It is important that this information is updated as changes occur.

In addition to the PAT Contact, all parent educators will need to be listed on Screen 18 of Core Data. DESE will pull this list from Core Data and run a cross check with the PAT national office list to ensure all annual renewals are up to date and parent educators are appropriately certified. If you have questions regarding the renewal information for your parent educators you may access this information from the national office.

7. Do PAT children need to be reported in the Missouri Student Identification System (MOSIS) and what information is needed to make the assignments?

Yes. All children participating in PAT must have a MOSIS number assigned and it is suggested that programs update newly enrolled children periodically throughout the year. Every district has an individual that is responsible for the MOSIS assignments. Each child will need five pieces of information in order to make the assignment. The PAT program will need to provide the child's first and last name, date of birth, gender and race/ethnicity.

8. What is a family visit and how is it reimbursed?

A family visit is the opportunity for the parent educator to partner, facilitate and reflect with the parents/guardians to provide an individualized, strength-based visit that focuses on child development, and parent-child interactions. Because parents/guardians do not interact in isolation with each child in their daily routines we encourage parent educators to develop family visits that support the child development and interactions of all the age eligible children.

Family visits reported this year will be reimbursed by the visit regardless of the number of children involved in the visit.

9. I use Visit Tracker to record and track services provided. How will the family visit effect reporting?

If you are using Visit Tracker to record the family personal visit, you must report all of the eligible children on the Family Visit Record as long as the children were included in the visit. When Visit Tracker pulls information for DESE Invoices it will pull and count one family, the number of children included in the visit and one reimbursement based on the age of the youngest child reported. Visit Tracker will pull by family visit based on the "Start Date" for FY15 designated by each individual program.

Family Visits Including Prenatal Information - If you are using Visit Tracker please note that the individuals entering information into the system will need to be aware of the number of prenatal visits a family is eligible to receive. Once the required number of prenatal visits have been completed, the Family Visit Record should only list the older siblings.

10. How do programs determine if a family is eligible for reporting on the DESE Invoice under “Waiting List”.

If a family has requested services but cannot be provided family visits due to limited funding they should be reported on the waiting list. DESE would encourage programs to engage the family in other services such as developmental screenings, group connections or referral to community resources.

AND MORE . . .

11. Our district is hiring a new parent educator, are there requirements for being a parent educator?

Before a program hires a new parent educator it is important that the Qualifications and Renewal of Parent Educators, Section 2.3 of the Administrative Manual is reviewed. This section not only lists the qualifications each new hire must meet to be a parent educator in Missouri but also the required training that must be completed each year.

Please note that we have a change to the requirements for a first year parent educator as follows:

- 1 hour observation of an experienced parent educator;
- 5 hours of “Introduction to Health and Developmental Screening”;
- 3 hours of Family Personal Visit Consultation; and
- 11 hours of professional development from DESE PAT Learning Communities or the PAT national office.