

Parents as Teachers (PAT) District Timeline

July

Review Data Tracking System

Discuss which data tracking system your program will be using to report to the Department of Elementary & Secondary Education (DESE) and the Parents as Teachers National Center (PATNC). There are three options currently available to PAT programs: Visit Tracker, Penelope, or a district-developed system. As you choose your data system it is important to ensure that both DESE and PATNC required reporting can be managed.

Develop a Professional Growth Plan

Each parent educator annually develops and reviews a professional growth plan cooperatively with their PAT program supervisor.

August

Participate in Professional Development

DESE's Early Learning website offers resources and links to professional development under the "Training Opportunities" tab. <http://dese.mo.gov/quality-schools/early-learning/parents-teachers>

(See ECDA Administrative Manual 2.3 for DESE's professional development requirements.)

Review Compliance Plan

Check the submitted Compliance Plan information for accuracy so the plan reflects how your program is structured to provide services to families. If the plan needs to be updated the PAT Administrator may submit revisions. Compliance Plans are located in the DESE Web Applications System.

Review Core Data (check with person at the district who is responsible for MOSIS)

- Screen 18 and 20 - Parent educator(s) must appear on Screen 18 and 20 of Core Data with the appropriate course code. (Parent Educator – 887800, contracting Parent Educator – 880010). This list will then be compared to the PATNC list to ensure appropriately trained staffing for the program.
- Screen 3 - The PAT Administrator and a PAT Contact Person for the program must be listed on Screen 3 of Core Data. The contact person will receive all the PAT communications from DESE, so please regularly update contact information as needed.

Review Fiscal Year Allocation

All school districts in the state of Missouri are required to provide PAT and must offer at a minimum the four components of PAT (family personal visits, developmental screenings,

group connections, and access to a resource network). DESE assigns each district an allocation for screenings and parent education for each fiscal year. Allocations are located in DESE's Web Applications System in ePeGS under "Current Funds Available".

Check Parent Educator Subscription Renewal Status

Annual subscription renewals for curriculum access can be done through the PATNC website at the following link: <http://www.parentsasteachers.org/>

September - March

Submit Monthly Invoices

Monthly Invoices are submitted to DESE through the Web Applications System in ePeGS. It is important to note that all Invoices submitted to DESE are cumulative. Therefore, each time an Invoice is completed it should include all the services provided from the program's start date for the current year to the date of Invoice. Programs using a data management system need to be sure that the Start Date and End Date are correct each time a report is run.

Required Invoice Submission

Small programs may find it difficult to submit invoices on a monthly basis. However, all districts are encouraged to submit an invoice in December regardless of the number of services provided.

April-May

Last Day to Submit an Invoice and Payment Request

The last day for school districts to submit a cumulative Invoice and Payment Request is April 1st.

Final Reporting

The Final Invoice and Final Payment Request is available in ePeGs on April 15th. These reports should be cumulative and include all of the services provided to date since the start of the program year.

The Final Invoice and Final Payment Request are due May 15th.

Compliance Plans

Compliance Plans for the following year are due no later than May 15th.

PATNC Affiliate Performance Reports (APRs)

DESE strongly encourages school districts to complete the APR in May, and for the report to capture the same time frame as DESE's Final Report.

June

Final Payment Report

DESE will create the Final Payment Report in ePeGs which will provide programs with detailed information regarding PAT payments for the closing fiscal year.