Questions and Answers for Parents as Teachers Virtual Service Delivery and End-of-Year Reporting

1. **Where can I find more information about Virtual Service Delivery?**
   The Department of Elementary and Secondary Education (DESE) provides guidance on virtual visits for programs in the Correspondence section on the Parents as Teachers (PAT) webpage. Visit the webpage often, as information is updated frequently. A webinar on Virtual Service Delivery is available on the PAT webpage for programs to review. DESE is aligned with virtual service guidance provided by the Parents as Teachers National Center (PATNC), including a *TA Brief Supporting Families during the COVID-19 Public Health Crisis: Model Guidance for Virtual Service Delivery* and an FAQ document, *Response to Health Crisis: Virtual Service Delivery FAQ*, located in the COVID-19 Resources in O.L.I.V.E.R.

2. **Whom do I need to notify if my district is providing virtual service delivery?**
   Complete the online survey located on page 61 of the PATNC *TA Brief Supporting Families during the COVID-19 Public Health Crisis: Model Guidance for Virtual Service Delivery*.

3. **Will I need to record virtual and telecommunication visits separately?**
   If you are using Penelope or Visit Tracker, please contact the appropriate data system. If the program is not using a data system, the number of virtual and telecommunication visits will need to be documented for accurate reporting on the Final Invoice.

4. **Are the functional hearing, vision and dental screening components required for a virtual screening?**
   The functional hearing, vision and dental screening will be waived for virtual screenings provided during COVID-19.

5. **What screening tools can be used for virtual screenings?**
   The PATNC has contacted the developer of the ASQ and provided guidance in O.L.I.V.E.R. If a district chooses another screening tool, the district is responsible for contacting the developer of the screening tool for guidance on virtual use.

6. **What virtual PAT services are required to be reported?**
   Districts are required to report all PAT services, virtual and traditionally delivered, on the Final Invoice, including virtual services provided through family personal visits, developmental screenings, group connections and resource networks.

7. **How would virtual group connections work?**
   One strategy for delivering group connections can be to partner with neighboring districts to provide a shared group connection through a virtual platform. This opportunity can be a safe way for families to network and gain knowledge from others. Additional strategies for group connections are available by contacting your Early Learning Supervisor or participating in the weekly regional calls sponsored by the Missouri Parents as Teachers Association (MOPATA). Click the Grow tab on the association's webpage for call information.

8. **Where do I document virtual group connections and resources provided to families?**
   There is no change in reporting this information. See Sections 2.8 and 2.9 of the ECDA Administrative Manual for more information on documentation.

9. **How do I document virtual teen group connections?**
   There is no change in reporting this information. See Section 2.6 of the ECDA Administrative Manual.

10. **When is the Final Invoice and Final Payment Request due?**
    The Final Invoice and Final Payment Request is due June 1, 2020. Districts are strongly encouraged to continue providing virtual services through the extension period for reimbursement in the current program year. Programs that are not providing virtual services are encouraged to submit the Final Invoice and Final Payment Request as soon as services have ended for this program year.

11. **I am a 12-month program. When do I need to end my program year?**
    Districts establish an end of program year date. This information is recorded on Section IV of the Final Invoice. All services provided after the end of the program year date will be reported in the next program year.

12. **How will the June 1, 2020 extension affect my program year?**
    The program year and service dates are recorded separately in Section IV of the Final Invoice. Districts will establish a date for the end of the program year. The start of the next program year will occur the day after the end of the current program year. For example, if the program selects an end of program year date of May 31, 2020, the start of the next program year will be June 1, 2020. Districts also determine the number of months PAT services will be provided to all enrolled families. This is reported separately from the start and end dates of the program year.

13. **Will the program year dates affect the number of months PAT services are provided by my program?**
    No. Districts determine the number of months PAT services are provided to all families enrolled in the program and report this information in Section IV of the Final Invoice.

14. **Will the Final Payment Report be available in ePeGS this program year?**
    The Final Payment Report, which provides your final payment amount, will not be available in ePeGS this program year. Each district's final payment amount will be available in the DESE Payment Transmittal. Check with your district's bookkeeper for locating this information. For specific information and questions, please contact your Early Learning Supervisor.

15. **When can districts expect to receive payment for the PAT Final Invoice?**
    Districts will receive final payment for PAT services outside of the normal June school payment. This will take place in a second June school payment after all Final Invoices and Final Payment Requests are reviewed and approved.

16. **Can districts continue with virtual service delivery for families during the summer?**
    Yes. At this time, we are following guidance on social distancing and will continue with virtual service delivery until it is safe to return to our normal routines. We will continue to update programs as more information becomes available.

17. **Can virtual training sessions count for professional development requirements?**
    Yes. The requirements for professional development are available in Section 2.3 of the ECDA Administrative Manual.

18. **I am close to my parent education allocation. Should I stop delivering services?**
    Districts should contact their Early Learning Supervisor to discuss their allocation for this program year.

19. **What will parent education and screening allocations look like for 2020-2021 program year?**
    Allocations for Parents as Teachers services will be determined after the budget is approved for FY21. Decreased services due to COVID-19 will be taken into consideration when determining allocations for the next program year.