

## Appendix D – Program Timeline

### Extracted from the Early Childhood Development Act(ECDA) Administrative Manual

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). This timeline is a general listing of important tasks and reporting information that will assist the PAT supervisor in their role. Each district is assigned an Early Learning Supervisor who is available to provide additional guidance as needed.

#### **Prior to Start of the Program Year**

##### Review Fiscal Year Allocation

DESE assigns each district an allocation for screening and parent education for each fiscal year. Allocations are located in DESE's Web Applications System in ePeGS under "Current Funds Available". The PAT supervisor will develop a budget for the program and continue to monitor the budget monthly using information submitted to DESE through the regular Invoices and Payment Requests.

##### Develop a Professional Growth Plan

Each parent educator completes an annual self-reflection tool to assess their knowledge and skills in the five core competencies of PAT. The PAT supervisor cooperatively works with each parent educator to develop and review a professional growth plan for the upcoming year.

##### Establish an Advisory Committee

Review the member list and their roles and responsibilities. Schedule, at a minimum, two meetings that allows stakeholders to assist with planning and promoting the program within the community and participate in the overall evaluation of the program's effectiveness based on the programs goals.

##### Participate in Professional Development

DESE's Early Learning website offers resources and links to professional development under the "[Curriculum Training and Professional Development](#)" header.

##### Review Compliance Plan

Check the submitted Compliance Plan information for accuracy so the plan reflects how the program is structured to provide services to families. If the plan needs to be updated the PAT Administrator may submit revisions.

#### **July – Access to PAT in ePeGS Opens**

##### Submission of Regular Invoices and Payment Requests

Invoices and Payment Requests are recommended to be submitted monthly. If a program is not able to submit monthly Payment Requests then a minimum submission is required. The minimum submissions must occur October 1<sup>st</sup>, December 1<sup>st</sup> and March 1<sup>st</sup>. These reports are available 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.

Programs must submit an Invoice and Payment Request by the 1<sup>st</sup> calendar day of each month in order to receive payment in that month.

## **August – October Core Data Reporting and Curriculum Subscription(s)**

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

- August Cycle Screen 3 - The PAT Supervisor and a PAT Contact Person for the program must be reported on Screen 3 of Core Data. These contacts will receive all PAT communications from DESE, so please regularly update contact information as needed.
- October Cycle Screen 18 and 20 - Parent educator(s) must appear on Screens 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. Refer to Exhibit 17B and Exhibit 33 of the [Core Data and MOSIS Reference Manual](#) for additional information.

Check Parent Educator Subscription Renewal Status

Annual subscription renewals for curriculum access are required by September 30<sup>th</sup> and can be done through the [PATNC](#) website.

It is important to note that if the program does not update Core Data and renew parent educator(s) subscriptions within this timeframe, access to funding will be put on hold.

## **April and May – End of Year Reporting**

Regular Invoice and Payment Request period ends April 1<sup>st</sup>.

Final Invoice and Payment Request is available in ePeGs on April 15<sup>th</sup> with submission due by May 15<sup>th</sup>. These reports should be cumulative and include all of the services provided to date since the start of the program year.

Compliance Plans for the New Year are due May 15<sup>th</sup>.

Present PAT Data to the School Board. The PAT Supervisor will present to their school board annually providing detailed information regarding the services provided, program goals and how the program is impacting the district's overall goals for school readiness.

## **June – Final Payment Report**

Review the Final Payment Report in ePeGs. This report will provide programs with detailed information regarding PAT payments for the closing fiscal year.