

Family Support To-Do List

(Also review [Health, Nutrition, and Safety To-Do List](#) and [COVID-19 Information](#))

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★ = Look for this icon throughout the program year. This indicates a new or updated item since September.

Ongoing

When	Deliverable
Frequently	Visit the Early Learning Program Manual (ELPM) to review procedures and download required forms. Watch the ELPM Directory video playlist as needed.
Monthly	Review this <i>Family Support To-Do List</i> document and all current month due dates to make sure your tasks are carried out accurately within established timelines.
Monthly	Visit Staff Professional Learning and register for trainings and meetings as applicable.
Monthly	Complete Home Language Surveys for any new children.
Annually, before the 1 st day of class	Complete the “First Five” online courses. If hired after the 1st day of class, the “First Five” online courses must be completed before supporting in the classroom/contact with children without parent/guardian present.
Annually	Returning staff have 1 month after class begins to complete their online learning path in Moodle .
As new staff are hired	New staff have 2 months from their start date to complete their online learning path in Moodle. If your role includes determining eligibility, this course is included in your learning path and must be completed before beginning work. Completion of courses is tracked regularly.
As new staff are hired	Complete new staff requirements. Visit Program Administration: Staff, Volunteers, and Subs for more information.
★ As new staff are hired	Staff who will be determining eligibility or select children for enrollment opportunities must complete the Eligibility & Selection PowerPoint training and attend an Eligibility & Selection Practice session within 90 days of hire. Must be completed before processing applications for eligibility or selecting children for enrollment opportunities. Visit the PSESD Early Learning Training and Meeting Calendar for the practice session schedule. Email ERSEA Consultant at ersea@psed.org to register. Offered monthly.
As new staff are hired	New Staff must meet with their FE Coach to begin initial onboarding using the Family Support Orientation and Onboarding Plan and must complete training on Enrollment before they can begin doing Enrollment Visits with families.



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Ongoing	<p>Follow the ERSEA Procedure to recruit children and families, to become fully enrolled, and to maintain full enrollment throughout the year. Recruitment must be done frequently and intentionally. Vacancies must be filled within 30 calendar days.</p> <p>Contact ERSEA@psed.org for support with eligibility and selection. Contact your Family Engagement Coach for support with recruitment, enrollment, attendance, and transitions.</p> <p>Programs must focus recruitment efforts on age-eligible children, including children with developmental delays or disabilities.</p> <p>HS/EHS Only: A program must ensure at least 10% of its total funded enrollment is filled by children eligible for services under IDEA. See HSPPS 1302.14 Selection Process and Inclusion of Children with Disabilities and Developmental Delays Guidance.</p>
At enrollment	Complete all Family Engagement enrollment forms. Review the ERSEA Procedure: Enrollment for a list of required forms. Visit Health and Nutrition for Health and Nutrition enrollment documents.
At enrollment	Orient families to Early Learning Policies , Parent Committee Meetings, Policy Council , and Parent Professional Learning . See the Family Engagement Procedure for more information.
At enrollment	Set up each family's file. See the Documentation and Monitoring: Family Files for more information.
★ At enrollment	<p>For children entering the program with an IFSP/IEP, acquire a full, current copy using the Release or Exchange of Confidential Health Information – Non-Health and give a copy to teaching staff. Place a copy in the child's file. You can use the PSED Fax Cover to request IFSP and IEP PSED Fax Cover for Eval and IFSP Request PSED Fax Cover for Eval and IEP Request (School District)</p> <p>ECEAP Only: Document IEP into ELMS. See IEP Data Entry in ELMS.</p> <p>EHS/HS Only: Document and upload IFSP/IEP into ChildPlus. See IFSP and IEP Data Entry in ChildPlus.</p>
At enrollment	EHS/HS Only: PIR "At Enrollment" information that should be entered when a child starts the program. See Entering Required PIR Data .
At enrollment	Have parent/guardian sign and date application if you've used the staff verification option.
By the 1 st day of class	All slots are fully enrolled. Review the ERSEA Procedure for data entry steps.
Within the 1 st 30-days of the child's 1 st day of class	<p>Complete Overview Interdisciplinary Staffing (IDS).</p> <p>Have Pedestrian Safety conversations with parents/guardians during Enrollment Visits and/or Orientation Events.</p>
Daily	Support your teaching team with attendance. See the Attendance and Meal Count Procedure and the ERSEA Procedure: Attendance for more information.



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Monthly	Provide an opportunity for your Policy Council Parent Representative to report back to peers. Continue to recruit if you do not have Policy Council representatives and document efforts.
Quarterly	Have an active Parent Center Committee and provide at least one family event per quarter. See the Family Engagement Procedure for more information.
Quarterly	Complete Interdisciplinary Staffings with your Teaching Team using the Preschool Interdisciplinary Staffing Checklist and Notes or EHS Interdisciplinary Staffing Checklist and Notes . Visit Documentation and Monitoring: Interdisciplinary Staffings for more information.
Quarterly and as needed	Complete family support visits with families to set family goals and support needs and interests. See the Family Engagement Procedure for more information.
Quarterly and as needed	<p>Ensure IFSPs and IEPs are data entered using the Release or Exchange of Confidential Information - Non-Health. Provide copies to teachers. You can use the PSESD Fax Cover to request IFSP and IEP</p> <p>PSESD Fax Cover for Eval and IFSP Request</p> <p>PSESD Fax Cover for Eval and IEP Request (School District)</p> <p>EHS/HS Only: Disabilities Consultants will provide ongoing monitoring to ensure the 10% Mandate is being met through quarterly communications. Response may be required to confirm or clarify current IFSP/IEP counts. See IEP Data Entry in ELMS and/or See IFSP and IEP Data Entry in ChildPlus.</p>
As parent contact is made	Log any family support visits, formal meetings, or substantive conversations with families in ELMS / Family Contact Log . Review the Documentation Protocols and Family Engagement Procedure as needed.
As services are needed	<p>Partner with families in initiating and navigating the referral process for early intervention or special education services. Update and upload the <i>Developmental Concerns Checklist</i> (EHS/HS, ECEAP) to ChildPlus with follow up and decisions.</p> <p>Contact your primary Disabilities Consultant as needed for assistance in the referral process and informing families of their rights under IDEA. Ask the family for center staff to be a part of eligibility and IFSP/IEP meetings.</p> <p>Visit the Disabilities ELPM page for more information.</p>
As Interpreters or translations are needed	Visit Multilingual Services for interpreter/translation support. An up to date “Interpreter Contact List” is linked in the Connector Monthly Newsletter email each month.
Beginning in January and ongoing	Discuss and complete transition activities with families using the Transition Action Plan Guidance Preschool to Kindergarten or Transition Action Plan Guidance EHS to Preschool . See the Family Engagement Procedure and the ERSEA Procedure: Transitions for more information.



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When	Deliverable
At end of program year or as participants leave the program	EHS/HS Only: PIR “At End of Enrollment” information should be completed as participants leave the program or at the end of the program year. See Entering Required PIR Data .
Ongoing	EHS/HS Only: Complete PIR Data. See Entering Required PIR Data . <ul style="list-style-type: none"> Family services should be updated throughout the program year (preferably as they happen). EHS Home-Based: All pregnant families must have a Pregnancy Record started when they enter the program and completed by the end of the program year or when baby is delivered.

September

Due By	Deliverable
Before the 1 st day of class	Complete the “First Five” online courses.
By the 1 st day of class	Ensure classes are fully enrolled.
Within 1 month after class begins	Returning staff have 1 month after class begins to complete their online learning path in Moodle .
September 5	ECEAP only: Submit ELMS Monthly Report.
September 30	Complete Home Language Surveys for all children.

October

Due By	Deliverable
As soon as possible	For classrooms starting at the end of September/beginning of October: Review the September To-Do List and complete deliverables. Contact your Team Manager for support.
By the 1 st day of class	Ensure classes are fully enrolled.
Within 1 month after class begins	Returning staff have 1 month after class begins to complete their online learning path in Moodle .



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October 5	ECEAP only: Submit ELMS Monthly Report.
Mid-October to Mid-November	Fall Home Visits. Set S.M.A.R.T. Goals with families. Offer resources and referrals as needed.

November

Due By	Deliverable
November 1	Hold Policy Council Representative Elections and complete the Policy Council Representative Notice and Verification Form . If no representative is elected, complete Policy Council Elections – No Representative Elected . Continue to recruit if you do not have Policy Council representatives and document efforts.
November 1	Hold first Parent Center Committee meeting to begin planning Family Events. Review and confirm Parent Fund Budget Form .
November 5	ECEAP only: Submit ELMS Monthly Report.
November 15	Submit completed Parent Fund Budget Form to your FE Coach.
November 30	ECEAP only: Complete Mobility Mentoring Pre-Assessment in ELMS.

December/January

Due By	Deliverable
December 5	ECEAP only: Submit ELMS Monthly Report.
December 15	Complete your Center Transition Plan and submit it to your FE Coach (not required for EHS-HB).
January 5	ECEAP only: Submit ELMS Monthly Report.
Mid-January to Mid-March	Winter Home Visits. Follow-up on Family Goals and begin writing Transition Action Plans in partnership with families. Follow up on resources/referrals. See Family Engagement Procedure .



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February

Due By	Deliverable
February 1	Review Recruitment section of the next program year's ERSEA Procedure for updates. Update forms.
February 5	ECEAP only: Submit ELMS Monthly Report.

March

Due By	Deliverable
March 1	Review Eligibility section of the next program year's ERSEA Procedure for updates. Update forms.
March 5	ECEAP only: Submit ELMS Monthly Report.
March 31	ECEAP only: Complete Mobility Mentoring Mid-Year Check-ins in ELMS.

April

Due By	Deliverable
★ April 1	Review Selection section of the next program year's ERSEA Procedure for updates. Update forms.
April 5	ECEAP only: Submit ELMS Monthly Report.
April 30	Complete the Recruitment Plan and submit to your Family Engagement Coach.
April 30	Complete your Selection Plan and submit to ERSEA@psed.org .
April 30	EHS/HS Part and School Day, Part Year only: Complete PIR data in ChildPlus. See Entering Required PIR Data .
Mid-April to Mid-June	Spring/Transition Home Visits. Follow-up on Family Goals and check-in on Transition Plans in partnership with families. Follow up on resources/referrals.



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May

Due By	Deliverable
May	OAE, Audiometers, and SPOT screeners get collected to be inventoried and re-calibrated throughout May and early June. Gather OAE and Vision Screeners to return to PSESD Staff.
★ May 1	Review Enrollment and Attendance sections of the next program year's ERSEA Procedure for updates. Update forms.
May 5	ECEAP only: Submit ELMS Monthly Report.
★ May 30	Before leaving for the summer, send a list of ChildPlus ID/ELMS ID numbers of returning OI/ESE children to ERSEA@psed.org and Sue Gettmann .

Summer

Due By	Deliverable
★ June 1	Review Transitions section of the next program year's ERSEA Procedure for updates. Update forms.
June 5	ECEAP only: Submit ELMS Monthly Report.
June 30	ECEAP only: Complete Mobility Mentoring Post-Assessment in ELMS.
June 30	ECEAP only: Exit children for the program year. Exit children (up to 1-week early) using the child's expected last class day or your program's scheduled last day of school. See the ELMS Eligibility and Enrollment Manual: Exit a Child & Bulk Exit for more information.
June 30	EHS/HS School and Working Day, Full Year only: Complete PIR data in ChildPlus. See Entering Required PIR Data .
★ June 30	Before leaving for the summer, send a list of ChildPlus ID/ELMS ID numbers of returning OI/ESE children to ERSEA@psed.org and sgettman@psed.org .
July 1	ECEAP Working Day & Family Child Care only: Enroll all children for the new program year. Use July 1 as the "Expected Start Date". Enter the "Actual Start Date" using the child's 1 st day attending class or your program's scheduled 1 st day of providing services. The "Actual Start Date" must be entered within 5 days of child attending class/receiving services.
July 5	ECEAP Working Day only: Submit ELMS Monthly Report.
August 5	ECEAP Working Day only: Submit ELMS Monthly Report.

