

2023-24 ECEAP Deliverables and Required Activities Calendar

The Contractor must submit the following deliverables by the dates indicated, using one of the following methods as indicated below:

- a. Enter data into the Early Learning Management System (ELMS) in accordance with [ELMS Data Entry - Minimum Requirements](#).
- b. Enter into the Managed Education and Registry Information Tool (MERIT).
- c. Enter into GOLD® by Teaching Strategies.
- d. Send electronically to eceap@dcyf.wa.gov.
- e. Send paper copies to: DCYF ECEAP, PO Box 40970, Olympia WA 98504-0970.

For ECEAP information and forms, visit <https://www.dcyf.wa.gov/services/early-learning-providers/eceap>.

Due Date	Deliverable or Required Activity	Submit via:
At least two weeks before class start date	Submit a completed New Site Approval Form in ELMS to obtain DCYF approval for each new site.	ELMS
At least two weeks before class start date	Submit a completed New Classroom Approval Form to assigned CQI for: <ul style="list-style-type: none"> • Each new classroom or, • A classroom used for ECEAP more than 5 years ago. <p><i>Exception: Separate classroom approvals are not required for new sites.</i></p> <p>DCYF must approve all new classrooms.</p>	Mail or email
Prior to enrolling children	Staff who verify ECEAP eligibility complete a DCYF ECEAP Eligibility and Enrollment training and maintain certificates of completion. These staff must also complete Contractor-provided training on eligibility practices, eligibility fraud prevention, and the importance of protecting program integrity and the public trust.	NA
Upon renewal of insurance	Submit a <i>Certificate of Coverage</i> to DCYF upon renewal of insurance. <p><i>Exception: Self-insured contractors only need to submit proof once.</i></p>	Mail or email
Within 30 days of hire for each new staff	Enter staff qualifications in MERIT for each ECEAP lead teacher, assistant teacher, and family support staff.	MERIT
Within 30 days of the first start of an ECEAP class at a new site	Enroll new sites in Early Achievers in MERIT.	MERIT
Within 10 business days of vehicle purchase with ECEAP funding	Submit a copy of the vehicle title to DCYF.	Mail or email
Within six months of hire of an Early Achievers coach	Coach must attend the Early Achievers Coach Practice Based Coaching training and document date attended in WELS or WA Compass, when available.	WA Compass

Within six months of hire of an ECEAP lead teacher	As stated in contract Exhibits E, ECEAP Performance Standards, lead teachers must: <ul style="list-style-type: none"> • Complete training to use GOLD® by Teaching Strategies. • Complete training to use Creative Curriculum. • Complete interrater reliability certification for GOLD® by Teaching Strategies, and renew certification every three years thereafter. 	GOLD®
Within 24 months of starting ECEAP at the site	All sites are at Level 4 or 5 in Early Achievers.	NA
By the 15th of each month (except in June, due July 10)	<ul style="list-style-type: none"> • Update child and family information in ELMS. This includes accurate counts of family support visits, parent-teacher conferences, health exams and screenings and developmental screenings. • Enter the Monthly Report in ELMS for the previous month. There must be a Monthly Report for every month billed, including summer months, prior to payment. • Invoice DCYF via the ECEAP inbox using the A-19 Invoice provided by DCYF. 	ELMS>Child/ Family Updates ELMS> Monthly Report Mail or email
4th Monday and the days following in the week	Pre-scheduled Contractor calls with DCYF CQI Specialist.	Video call
Quarterly	Pre-scheduled ECEAP Directors video calls and one in-person* meeting. <i>*In-person or online decision based on current Department of Health guidance.</i>	Video call and in-person
Quarterly	Pre-scheduled video call for all Contractors subcontracting with Tribal Sovereign Nations.	Video call

Due Date	Deliverable or Required Activity	Submit via:
By July 1 (Working Day classes) or August 15 (Part Day and School Day classes)	Complete Contractor, Subcontractor, site, and class sections of ELMS for the new school year.	ELMS
By August 15	For Working Day services only: Teachers finalize the summer checkpoint in GOLD® by Teaching Strategies.	GOLD®
By August 15 and September 15	Submit monthly Summer Services data, if applicable, using the method provided by DCYF.	Email
By October 15 (Optional)	Request to use ECEAP funds as federal match, if applicable, by completing that section of the September ELMS Monthly Report.	ELMS

By October 30	Submit ECEAP Operating Budget on the DCYF template.	Email
By October 30	Submit Staff Compensation Report on DCYF template.	Email
By November 15	Teachers finalize the fall checkpoint in GOLD® by Teaching Strategies.	GOLD®
By November 30	Mobility Mentoring® first assessment due.	ELMS
By January 31	Submit Complex Needs Fund report, if applicable, on DCYF template	Email
By February 1 (Optional)	<p>If the Contractor wishes to obtain names and addresses of age-eligible DSHS clients for recruitment and enrollment efforts:</p> <ul style="list-style-type: none"> On the ELMS Locations & Classes>Contractor>Service Area page, enter all current zip codes for the Contractor's recruitment area and select the "Yes" radio button in response to the question: "Would you like to receive this information for families residing in the zip codes entered below?" 	ELMS
By February 15	Teachers finalize the winter checkpoint in GOLD® by Teaching Strategies.	GOLD®
By March 29	Mobility Mentoring® mid-year check-in due.	ELMS
By May 15	Submit 2023-24 Service Area Agreements.	Mail or email
By June 15	Teachers finalize the spring checkpoint in GOLD® by Teaching Strategies.	GOLD®
By June 15	Submit the ECEAP Contractor Financial Disclosure Certification and carryforward plan, if applicable (i.e. carryforward amount is more than 10% of total contract).	Mail or email
By June 15	Submit the ECEAP Self-Assessment, including Family Survey and Directors Survey.	Email Self-Assessment. Online link or email scanned surveys.
By June 28	Mobility Mentoring® final assessment due.	ELMS
By July 10	Final ELMS monthly report due. All data must be in ELMS for the fiscal year.	ELMS
By July 10	Submit final A-19 Invoice for June.	Mail or email
By July 10	Submit final Complex Needs Fund report, if applicable, on DCYF template.	Email