

MANAGEMENT MILESTONES

January Milestones

- Management - Submit certification that all key staff has completed COPA, IMEDGE, CCMIS and integrated systems training
- Management- Certify that HR module data, teacher classroom assignment, and section B of the PIR are completed and accurate in COPA system to the Office of CSD
- Management-Identify and submit staff responsible for COPA HR and Professional Development Plans to the Office of CSD
- Management - Establish and convene risk management and self-assessment planning committee
- Management- Establish, schedule, and convene meetings of the community-wide needs assessment committee.
- Management- Submit certification of personnel actions and include current Employee/Volunteer Background check clearance information, current vacancies and titles, terminations, promotions and transfers
- Management- Submit documentation of State license holds, renewals and USDA non-compliance
- Management/Governance - Submit analysis reports for PIR indicators to the Office of CSD & governance entities (Board, Policy Committee, supervisors, etc)
- Governance - Certify trainings for Board and Policy Committee in the areas of: Leadership, PC Role in HS/EHS Governance, Parliamentary, Fiscal, Personnel and sub-grant agreement process, Governance role in HS/EHS as applicable.
- Governance – Submit 2Q Certification of Personnel Actions to DFSS.
- Governance – Ensure that the Policy Committee and Board receives accurate and reports monthly as applicable.
- Governance/Safe Environments- Submit possible/ probable new sites/partners to the Office of CSD & governance entities (Board, PC, supervisors, etc.) for review and approval
- Safe Environments-Submit facility improvement plans as requested
- ERSEA - Submit electronically attendance analysis report to the Office of CSD
- ERSEA – Have ERSEA plan and approved ranked waiting list on-site for review/ Certify the criteria for defining recruitment, selection, and enrollment priorities have been approved by the policy committee and the Board
- ERSEA - Review enrollment in COPA and certify eligibility waiting list to the Office of CSD

February Milestones

- Management -Submit certification that all key staff have completed agency training on child care grant application, agency program planning and improvement process to the Office of CSD
- Management - Review and analyze quarterly PIR numbers submit and certify that data is current and accurate for quarterly report
- Management- Certify that Professional Development Plans for all staff have been completed and entered in COPA.

- Management- Review and certify accuracy and completeness of COPA HR module data.
- Management - Submit supplemental funding requests to the Office of CSD
- Management- Certify current utilization
- Management- Submit current Employee/Volunteer Background check clearance information
- Governance – Review education child outcomes data with the Policy Committee and Board
- Governance - Certify Policy Committee training occurred: Leadership, PC Role in HS/EHS Governance, Parliamentary, Fiscal, Personnel
- Governance- Submit certification that the board has approved the organization’s financial management, accounting, and reporting policies.
- Governance – Ensure that the Policy Committee and Board receives accurate and reports monthly as applicable.
- Management/Governance - Submit approved self-assessment timeline and committee names to the Office of CSD & to the policy committee and the board
- Management/Governance - Present independent audit findings and corrective action plan to the policy committee and the Board for approval
- ERSEA- Submit attendance analysis report
- ERSEA - Submit slot re-allocation request to the Office of CSD, along with teacher qualifications and age/class size documentation with request.
- Safe Environments - Certify completion of facility checklist to the Office of CSD
- Safe Environments – Submit facility improvement plans as requested

March Milestones

- Management - Submit staff names for the self-assessment committee names and the Summer Planning committees to the policy committee, Board and the Office of CSD
- Management - Submit plans for the development of community assessment to the Office of CSD
- Management- Identify and submit staff responsible for COPA HR to Office of CSD
- Governance - Submit policy committee composition and procedures for selecting and electing policy committee members to the policy committee and Board for approval
- Management/Governance - Certify payment of federal and state taxes and fringe benefits payment to Board and the Office of CSD
- Management/Governance- Certify that the personnel policies and procedures, independent audit findings and corrective action plan have been reviewed
- Management/Governance - Provide Board with copies of the finance policies and procedures, the contact information of the independent auditing firm, independent auditor name, and audit date approved by the Board to DFSS.
- Management/Governance - Complete risk management / self-assessment and submit report to the Office of CSD & governance entities (Board, pc, supervisors, etc)

- Management/Governance - Certify justification of spending rate if substantially over or under 30% to the Office of CSD and governance entities (Board, pc, supervisors, etc)
- Governance – Ensure that the Policy Committee and Board receives accurate and reports monthly as applicable.
- ERSEA - Submit modified recruitment plans as needed to the Office of CSD
- Management/ERSEA - Review and certify accuracy of HR & ERSEA COPA data to policy committee and Board
- Safe Environments - Certify Bus Evacuation Training
- Safe Environments - Complete playground equipment safety check
- Transportation - Certify emergency bus evacuation drills are conducted to the Office of CSD

April Milestones

- Governance - Certify governing Board & executive staff training completed
- Management - Certify that the HR module data and section B of the PIR are complete and accurate in COPA system and submit to the Office of CSD
- Management - Submit current Employee/Volunteer/Background check clearance information
- Management/Governance – Submit approved Self-Assessment, any findings and the improvement plan to the DFSS.
- Management/Governance - Submit completed community needs assessment for review and approval to Policy Committee, Board and the Office of CSD
- Management/Governance Complete and submit budget revision based on attendance and enrollment analysis to the policy committee, the Board and to the DFSS.
- Governance- Submit 3Q Certification of Personnel Actions to DFSS.
- Management/Governance – review and the following program governance policies and procedures with the policy committee and the board for approval by the policy committee and the Board:
 - procedures for shared decision making
 - personnel policies and procedures
 - independent audit findings and corrective action plan
 - policy committee composition and procedures for selecting and electing policy committee members
 - child care reimbursement policy
 - impasse conflict resolution policy
 - personnel policies and procedures inclusive of parent’s role in head Start matters
 - Enrollment, recruitment and selection criteria
- ERSEA - Submit electronically attendance analysis report to the Office of CSD
- ERSEA - Certify enrollment files are complete and accurate to the Office of CSD
- Safe Environments - Submit facility improvement plans as requested
- Safe Environments – Replenish First Aid Kit supplies and replace carbon monoxide and smoke alarm batteries
- Safe Environments- Review and Revise emergency preparedness plan

- Governance – Ensure that the Policy Committee and Board receives accurate and reports monthly as applicable.

May Milestones

- Management - Identify and submit list of potential partners to the Office of CSD
- Management- Certify current utilization
- Management- Submit completed community-wide needs assessment to the Office of CSD.
- Management/Governance - Submit possible/probable new sites/partners to the Office of CSD, the board and the policy committee for review and approval
- Management/Governance – Present HS/EHS Grant application with program approach, budget line item and program philosophy, long and short term goals and procedures for program planning to the policy committee and the Board for review and approval.
- Governance – Ensure that the Policy Committee and Board receives accurate and reports monthly as applicable.
- Management/Governance - Submit the following to the entities listed:
 - grant/contract updates and approvals and submit to CSD & governance entities (Board, pc, supervisors, etc)
 - improvement and innovation grant recommendations provided by parent, community, Board and staff to the policy committee, Board and the Office of CSD
 - certification of COPA PIR data report to the Office of CSD
 - submit spring education outcomes data to the Office of CSD & governance entities (Board, pc, supervisors, etc)
 - community assessment analysis report to policy committee, the Board and to the Office of CSD
 - independent audit findings and corrective action plan to the policy committee and Board
- Governance/Safe Environments- Submit possible/ probable new sites/partners to the Office of CSD & governance entities (Board, PC, supervisors, etc.) for review and approval
- Safe Environments – Submit facility improvement plans as requested
- ERSEA - Submit report including year to date attendance and enrollment, modified recruitment plan, to support slot reallocation request submitted to Office of CSD
- Transportation - Certify emergency bus evacuation drills are conducted to the Office of CSD

June Milestones

- Governance - Recruit former and current Head Start parents to serve on the Board
- Governance – Certify that the ED has received an annual performance evaluation by the board
- Governance - Present independent audit findings and corrective action plan to the policy committee and Board

- Governance – Ensure that the Policy Committee and Board receives accurate and reports monthly as applicable.
- Management/Governance – Present HS/EHS Grant application with program approach, budget line item and program philosophy, long and short term goals and procedures for program planning to the policy committee and the Board for approval
- Management/Governance - Certify proof of current liability insurance status, payment of federal and state taxes and fringe benefits payment and a copy of filed tax form 990 to Board and DFSS.
- Management/Governance -Certify the following program governance polices and procedures have been approved by the policy committee and the board:
 - procedures for shared decision making
 - personnel policies and procedures
 - independent audit findings and corrective action plan
 - policy committee composition and procedures for selecting and electing policy committee members
 - child care reimbursement policy
 - impasse conflict resolution policy
 - personnel policies and procedures inclusive of parent’s role in head Start matters
- Management/Governance - Complete final revisions to program goals/objectives and submit them to the Office of CSD & governance entities (Board, pc, supervisors, etc)
- Management/Governance - Submit 10 month program PIR reports to the Office of CSD & governance entities (Board, pc, supervisors, etc)
- Management/Governance - Update management plans and submit to the policy committee and the Board for approval and to the Office of CSD
- Management/Governance - Certify & justify spending rate if substantially over or under 95% to the Office of CSD & governance entities (Board, pc, supervisors, etc)
- Management/Governance - Certify completed evaluations, including professional development plans on all staff to the Office of CSD; this is inclusive of the board’s evaluation
- Management/Governance - Submit possible/probable new sites/partners to the Office of CSD & governance entities (Board, pc, supervisors, etc) for review and approval
- Management - Certify participation in PIR roundtable with the Office of CSD
- Safe Environments- Complete playground equipment safety check
- Safe Environments - Submit facility improvement plans as requested

July Milestones

- Management - Submit approved Grant Application/Program Approach/Line Item Budget to the Office of CSD
- Management - Submit PIR reports
- Management-Establish and certify an internal monitoring system
- Management - Certify the review and revision of agency internal monitoring procedures.
- Governance - Present independent audit findings and corrective action plan to the policy committee and Board.

- Management/Governance Submit approved management plans inclusive of board and policy committee approval page to DFSS.
- Management/Governance - Determine probable Program Options for grant application, and submit to CSD & governance entities (Board, pc, supervisors, etc) for review
- Management/Governance – Certify that the Board has completed an annual evaluation of the Executive Head Start Director.
- Governance- Share annual DFSS financial audit with the board and policy committee.
- Governance- Submit 4Q Certification of Personnel Actions to DFSS
- Governance – Ensure that the Policy Committee and Board receives accurate and reports monthly as applicable.
- Governance – Ensure that the Policy Committee and Board receives accurate and reports monthly as applicable.
- Governance/Safe Environments- Submit possible/ probable new sites/partners to the Office of CSD & governance entities (Board, PC, supervisors, etc.) for review and approval
- Safe Environments - Submit facility improvement plans as requested
- ERSEA - Submit attendance analysis report to the Office of CSD
- ERSEA – Have ERSEA plan and approved ranked waiting list on-site for review/ Certify the criteria for defining recruitment, selection, and enrollment priorities have been approved by the policy committee and the Board

August Milestones

- Management - Review and verify all staff salaries, qualifications and responsibilities and certify all staff records for current physical exams
- Management - Certify the distribution of the agency training agenda to staff to the Office of CSD
- Management - Certify PIR data is accurate, complete and ready for submission to HHS (twelve- month programs)
- Management- Submit request for slot-reallocation to the office of CSD.
- Management - Certify current utilization
- Management - Submit current Employee/Volunteer/Background check clearance information
- Management - Certify that the HR module data and section B of the PIR are completed and accurate in COPA system and submit to the Office of CSD
- Governance - Recruit qualified new members for Board and the policy committee (parents members and community representatives)
- Governance - Present independent audit findings and corrective action plan to the policy committee and Board
- Governance- engage the policy committee and board in the development of the sub-grant agreement process
- Governance – Ensure that the Policy Committee and Board receives accurate and reports monthly as applicable.

- ERSEA - Review enrollment in COPA and certify eligibility waiting list to the Office of CSD
- ERSEA – Have ERSEA plan and approved ranked waiting list on-site for review/ Certify the criteria for defining recruitment, selection, and enrollment priorities have been approved by the policy committee and the Board
- Certify the criteria for defining recruitment, selection, and enrollment priorities have been approved by the policy committee and the Board
- ERSEA - Submit slot re-allocation request to the Office of CSD along with teacher qualifications and age/class size documentation with request
- Safe Environments - Certify the completion of facility checklist
- Safe Environments – Submit facility improvement plans as requested
- Safe Environments - Submit (revised) emergency management plans to the Office of CSD
- Transportation - Certify education staff has participated in Transportation safety/evacuation training

September Milestones

- Governance- engage the policy committee and board in the development of the sub-grant agreement process
- Governance- Convene parent orientation on policy committee responsibilities
- Management – Identify work program roundtable participants
- Management - Participate in Work Program Roundtables at the Office of CSD
- Management - Secure signatures and approvals for contracts and submit to the Office of CSD
- Governance - Submit enrollment certification to the Office of CSD by 9/25/12
- Governance - Present independent audit findings and corrective action plan to the policy committee and Board
- Management/Governance - Submit parent involvement activity budget calendar to the Office of CSD
- Management/Governance - Certify payment of payroll tax and fringe benefit payments report to the Board and the Office of CSD
- Governance – Ensure that the Policy Committee and Board receives accurate and reports monthly as applicable.
- ERSEA – Certification process – 1st Friday and 3rd Friday of September - enrollment numbers and ensure all child/family enrollment data is entered into COPA and in age/class size compliance to the Office of CSD
- ERSEA - Verify the completion of the income eligibility checklist on COPA (HSEV section 5)
- Safe Environments - Certify evacuation plan partnership location
- Safe Environments – Submit facility improvement plans as requested
- Transportation - Certify 30 day mandated emergency bus evacuation drills are conducted to the office of CSD
- Transportation- Conduct pedestrian safety training

October Milestones

- Management Governance-submit approved sub grant agreement to DFSS
- Management - Certify the input of all child/families data into COPA by the last operating day of the month to the Office of CSD
- Management- Certify the completion of internal monitoring procedures to Office of CSD
- Governance - Submit parent committee/policy committee tracking form to the Office of CSD
- Governance - Certify Policy Committee has been established to the Office of CSD
- Governance - Present independent audit findings and corrective action plan to the policy committee and Board
- Governance- Submit IQ Certification of Personnel Actions to DFSS.
- Management/Governance - Submit approved modifications to the sub-grant agreements for the program year to the Office of CSD
- Management/Governance - Submit meeting and planning calendar changes to the Office of CSD and governance entities
- Governance – Ensure that the Policy Committee and Board receives accurate and reports monthly as applicable.

- ERSEA - Submit attendance analysis report to the Office of CSD
- Safe Environments - Replenish First Aid Kit Supplies and replace carbon-monoxide and smoke alarm batteries
- Safe Environments – Submit facility improvement plans as requested
- Transportation - - Certify 30 day mandated emergency bus evacuation drills are conducted to the office of CSD

November Milestones

- Management - Review and analyze quarterly PIR numbers submit and certify that data is current and accurate for quarterly report to the Office of CSD
- Management - Certify current utilization
- Management/Governance - Submit possible/probable new sites/partners to the Office of CSD & governance entities (Board, pc, supervisors, etc) for review and approval
- Management - Submit current Employee/Volunteer/Background check clearance information
- Management - Certify that the HR module data and section B of the PIR are complete and accurate in COPA system.
- Governance - Certify election or re-election of Policy Committee members to the Office of CSD
- Governance - Submit Letter of Certification to the Office of CSD
- Governance - Submit current year policy committee membership list to the Office of CSD
- Governance - Certify that community representatives are made up of members from the community and are not exclusive of former Head Start parents to the Office of CSD
- Governance - Present independent audit findings and corrective action plan to the policy committee and Board

- Governance-Submit certification that the board meets the 2007 Head Start Act Board Composition requirements.
- Governance – Ensure that the Policy Committee and Board receives accurate and reports monthly as applicable.
- Safe Environments – Submit facility improvement plans as requested
- Safe Environments/Governance - Submit possible/probable new sites/partners to the Office of CSD & governance entities (Board, pc, supervisors, etc) for review and approval

December Milestones

- Management - Submit updated General Information Forms to the Office of CSD
- Governance – Submit certification ensuring that the Board’s compositional make-up meets current Head Start requirements to the Office of CSD
- Governance - Submit completed CPPC Election of Officers Nomination Applications with certification to the Office of CSD
- Governance - Present and submit written verification of payroll tax and fringe benefit payments report and independent audit findings and corrective action plan to the policy committee and Board (4QMtg)
- Governance – Ensure that the Policy Committee and Board receives accurate and reports monthly as applicable.
- Management/Governance - Complete internal monitoring process to ensure program governance compliance and program governance records are maintained and filed
- Safe Environments - Complete comprehensive safe environment review (annual safety checklist) & report including playground, emergency evacuations, and food service
- Safe Environments – Submit facility improvement plans as requested

HEALTH SERVICES MILESTONES FOR 2012.2013

January Milestones

- Medical/Dental: Certify that 100% health screenings (including vision and hearing) are completed and report to CSD.
- Medical/Dental: Ensure all physical/dental exams, and vision/hearing screenings are completed by the 45th day
- Medical/Dental: Schedule treatment/follow-up appointments.
- Medical/Dental: Complete COPA case notes on health services.
- Medical/Dental: Complete analysis of Medical Home report for all children
- Nutrition: Complete annual nutrition food experience plan for children.
- Nutrition: Identify supplies and budget needed and submit to governing bodies/management
- Nutrition: Implement and document IMIL program.
- Nutrition: Track BMI for Overweight and Underweight.
- Developmental Screening: Inventory and place order for developmental screening materials for the upcoming program year
- Mental Health: Complete second classroom observation
- Mental Health: Review ASQ-(SE) results in COPA for children needing follow up.
- Mental Health: Follow up on referred children and update COPA
- Medical/Dental/Nutrition: Complete referral and follow-up for children with identified needs and enter into COPA
- Medical/Dental/Mental Health Nutrition: Monitor Health services reports in COPA and update COPA health case notes
- Developmental Screenings: Ensure developmental screenings are completed by 45th day and enter into COPA
- Developmental Screenings: Screening decisions in the “refer” category must be provided to the disabilities coordinator within 48 hours.

February Milestones

- Medical/Dental: Complete analysis of second quarter PIR data
- Medical/Dental/Mental Health Nutrition: Monitor Health services reports in COPA and update COPA health case notes
- Nutrition: Complete second growth assessment in COPA [height and weight growth chart plotted, head circumference, printed and place in child’s health folder]
- Nutrition: Document IMIL implementation
- Nutrition: Tie in IMIL goals to growth and nutrition assessment.
- Nutrition: Track BMI for Overweight and Underweight.
- Nutrition: Complete second quarter assessment of nutrition services and submit to governing bodies/ management.
- Mental Health: Complete second classroom observation.

- Ensure that for children identified as needing an individual observation, parent consent is obtained and individual observation is scheduled within 2 weeks of identification from classroom observation.
- Mental Health: Complete second quarter report on mental health services
- Mental Health: Submit action plan on mental health services to CSD, governing bodies/management.
- Developmental Screenings: Ensure developmental screenings are completed by 45th day and entered into COPA.
- Screening decisions in the “refer” category must be provided to the disabilities coordinator within 48 hours.
- Health: Follow up on referred children and update COPA.

March Milestones

- Medical/Dental: Submit an improvement plan based upon second quarter PIR Analysis for any areas less than 100% compliance.
- Medical/Dental/Nutrition: Complete referral and follow-up for children with identified needs and enter into COPA
- Medical/Dental/Nutrition: Replace toothbrushes
- Medical/Dental/Mental Health: Complete required child screenings, including vision/hearing and submit COPA documentation within 45 days
- Mental Health: Complete second classroom observation.
- Nutrition: Document IMIL implementation
- Nutrition: Follow up on nutrition assessments
- Nutrition: Track BMI for Overweight and Underweight.
- Medical/Dental/Mental Health Nutrition: Monitor Health services reports in COPA and update COPA health case notes
- Developmental Screenings: Ensure developmental screenings are completed by 45th day and entered into COPA.
- Developmental Screenings: Screening decisions in the “refer” category must be provided to the disabilities coordinator within 48 hours.

April Milestones

- Medical/Dental: Complete updated materials including policies and procedures for transition of health services to Kindergarten or from EHS to HS and submit for approval to governing bodies/management.
- Medical/Dental: Complete referral and follow up of children with identified needs.
- Medical/Dental: Replenish health services supplies
- Medical/Dental: Ensure all physical/dental exams, and vision/hearing screenings are completed by the 45th day.
- Schedule treatment/follow-up appointments.
- Nutrition: Complete and implement third quarter cycle menus.
- Nutrition: Document IMIL implementation.
- Mental Health: Analyze and submit report of mental health service contact with agency to governing bodies/management.
- Mental Health: Complete third classroom observation for EHS **only**.

- Medical/Dental/Mental Health Nutrition: Monitor Health services reports in COPA and update COPA health case notes.
- Developmental Screenings: Ensure developmental screenings are completed by 45th day and entered into COPA
- Developmental Screenings Screening decisions in the “refer” category must be provided to the disabilities coordinator within 48 hours:

May Milestones

- Medical/Dental: Complete analysis of third quarter PIR data
- Medical/Dental: Compile list of returning and transitioning children in need of health services and submit to management.
- Medical/Dental/Mental Health: Complete required child screenings, including vision/hearing and submit COPA documentation within 45 days
- Mental Health: Review activity record to ensure all services are complete
- Nutrition: Document IMIL implementation
- Nutrition: Track BMI for Overweight and Underweight.
- Medical/Dental/Nutrition: Complete referral and follow-up for children with identified needs and enter into COPA
- Medical/Dental/Mental Health Nutrition: Monitor Health services reports in COPA and update COPA health case notes.
- Health Services: Delegate Team preparation for PIR Roundtable Process with DFSS Team Facilitators and Support Service Coordinators.
- Developmental Screenings-Pick up developmental screening materials for the next program year from CSD
- Developmental Screenings: Ensure developmental screenings are completed by 45th day and enter into COPA
- Developmental Screenings: Screening decisions in the “refer” category must be provided to the disabilities coordinator within 48 hours.

June Milestones

- Medical/Dental/Mental Health: Submit an improvement plan based off third quarter PIR analysis for any area under 100% compliance.
- Medical/Dental: Submit HSAC certification for the Program Year to CSD, governing bodies/management
- Medical/Dental/Nutrition/Mental Health: Submit revised and updated management and training plans for the Program Year to CSD, governing bodies/management.
- Medical/Dental: Replace toothbrushes
- Medical/Dental: Ensure all dental exams are completed by the 45th day
- Medical/Dental: Schedule treatment/follow-up appointments
- Medical/Dental/Mental Health Nutrition: Compile, complete, review and update Health Services Resource Information.
- Nutrition: Document IMIL implementation
- Nutrition: Track BMI for Overweight and Underweight.
- Medical/Dental/Mental Health Nutrition: Monitor Health services reports in COPA and update COPA health case notes

- Developmental Screenings: Ensure developmental screenings are completed by 45th day and entered into COPA.
- Developmental Screenings: Screening decisions in the “refer” category must be provided to the disabilities coordinator within 48 hours

July Milestones

- Medical/Dental: Complete review and revision of emergency and other health posting policies and procedures and submit to governing bodies/management.
- Medical/Dental: Complete review report and COPA documentation of staff health certifications (CPR, First Aid, etc.) to governing bodies/management,
- Medical/Dental: Complete and document transition health information for parent and appropriate agencies.
- Medical/Dental: Replenish health services supplies
- Medical/Dental: Ensure all physical/dental exams, and vision/hearing screenings are completed by the 45th day
- Medical/Dental: Schedule treatment/follow-up appointments.
- Medical/Dental/Mental Health/Nutrition: Complete cooperative agreements for medical/dental homes/mental health services and submit first and last page to CSD, governing bodies/management.
- Nutrition: Complete nutrition services assessment and submit to governing bodies and management.
- Nutrition: Complete menus and nutrition program assessment with parent input and submit to governing bodies and management
- Nutrition: Document IMIL implementation
- Nutrition: Track BMI for Overweight and Underweight.
- Medical/Dental/Nutrition: Complete referral and follow-up for children with identified needs and enter into COPA
- Medical/Dental/Mental Health Nutrition: Monitor Health services reports in COPA and update COPA health case notes
- Developmental Screenings: Ensure developmental screenings are completed by 45th day and enter into COPA.
- Developmental Screenings: Screening decisions in the “refer” category must be provided to the disabilities coordinator within 48 hours
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August Milestones

- Medical/Dental: Revise and update forms, schedules and procedures for PY2013-2014 and submit to governing bodies/management.
- Medical/Dental: Analyze and submit an improvement plan of the final quarter PIR data to CSD and governing bodies/management for any areas under 100% compliance.
- Medical/Dental: Complete schedule of health screenings (including Vision and Hearing) for returning and wait listed children.
- Medical/Dental/Mental Health/Nutrition: Complete cooperative agreements for medical/dental homes/mental health services and submit first and last page to CSD, governing bodies/management.

- Medical/Dental: Complete schedule of vision/hearing screenings and preparation of children for screenings
- Medical/Dental: Publish updated resource directory
- Medical/Dental: Complete HSAC revisions and updates of membership, policies and procedures, meeting schedules for new Program Year and submit to governing bodies/management.
- Medical/Dental: Complete on-site checklist of health and safety postings and availability of all health policies and procedures at all sites.
- Medical/Dental: Complete review/update of parental consent/refusal forms, policies and procedures and submit to governing bodies/management.
- Medical/Dental/Mental Health/Disabilities: Complete required child screenings and submit COPA documentation within 45 days
- Nutrition: Complete updated nutrition assessment for returning children.
- Nutrition: Cycle menus are approved, distributed and posted.
- Nutrition: Child Care Food Program (CCFP) contract is completed, approved and submitted to governing bodies/management.
- Nutrition: Document IMIL implementation
- Nutrition: Plan IMIL activities for next year.
- Mental Health: Complete mental health schedule for the next Program Year and submit to governing bodies/management.
- Mental Health: Conduct the Mental Health Planning Meeting
- Mental Health: Complete the Mental Health Activity Record
- Medical/Dental/Mental Health Nutrition: Monitor Health services reports in COPA and update COPA health case notes
- Developmental Screenings: Ensure developmental screenings are completed by 45th day and enter into COPA.
- Developmental Screenings: Screening decisions in the “refer” category must be provided to the disabilities coordinator within 48 hours.

September Milestones

- Medical/Dental: New COPA health data completed and entered in COPA.
- Medical/Dental: Ensure all physical/dental exams, and vision/hearing screenings are completed by the 45th day
- Medical/Dental: Schedule treatment/follow-up appointments.
- Medical/Dental: Complete health orientation for parents and submit report to governing bodies/management. (what report)
- Medical/Dental: Vision/Hearing Screenings conducted and results entered into COPA.
- Medical/Dental: Replenish health supplies and update checklist for first aid kit.
- Medical/Dental: Distribute tooth brushes
- Nutrition: Cycle menus for first quarter are certified and in place and special dietary needs addressed as in the plan.
- Nutrition: Growth Assessment must be documented in COPA.
- Nutrition: Track BMI for Overweight and Underweight.
- Mental Health: Completed list of consultants assigned to sites submitted to CSD.
- Mental Health: Conduct Parent Orientation/Workshops

- Mental health: Mental health activity plans completed and posted.
- Nutrition: Implement and Document IMIL program
- Medical/Dental/Nutrition: Complete referral and follow-up for children with identified needs and enter into COPA
- Medical/Dental/Mental Health Nutrition: Monitor Health services reports in COPA
- Developmental Screenings: Ensure developmental screenings are completed by 45th day and enter into COPA.
- Developmental Screenings: Screening decisions in the “refer” category must be provided to the disabilities coordinator within 48 hours.

October Milestones

- Medical/Dental: Ensure all physical/dental exams and vision/hearing screenings are completed by the 45th day
- Medical/Dental: Schedule treatment/follow-up appointments.
- Medical/Dental: Complete dental examinations/schedule follow-up and submit COPA documentation
- Medical/Dental: Complete COPA health case notes with a minimum of 1 follow up contact with families.
- Medical/Dental/Mental Health/Developmental Screenings: Complete health data analysis for the new Program Year and submit to governing bodies/management
- Nutrition: Conduct first growth assessment and document in COPA (if not completed in August)
- Nutrition: Track BMI for Overweight and Underweight.
- Nutrition: Document IMIL implementation
- Mental Health: Complete and submit plan for parent and staff services to CSD, governing bodies/management.
- Mental Health: Complete first classroom observation
- Mental health: Conduct staff workshop
- Mental Health: Ensure that Children identified as needing an individual observation; parent consent is obtained; individual observation is scheduled within 2weeks of identification.
- Medical/Dental/Mental Health/ Nutrition: Monitor Health services reports in COPA
- Developmental Screenings: Ensure developmental screenings are completed by 45th day and enter into COPA.
- Developmental Screenings: Screening decisions in the “refer” category must be provided to the disabilities coordinator within 48 hours.

November Milestones

- Medical/Dental: Complete analysis of PIR first quarter reports
- Medical/Dental: Ensure all physical/dental exams and vision/hearing screenings are completed by the 45th day
- Medical/Dental: Schedule treatment/follow-up appointments.
- Nutrition: Documentation IMIL implementation

- Nutrition: Track BMI for Overweight and Underweight.
- Mental Health: Schedule staffing for referred children for further evaluation.
- Medical/Dental/Nutrition: Complete referral and follow-up for children with identified needs and enter into COPA
- Medical/Dental/Mental Health Nutrition: Monitor Health services reports in COPA and update COPA health case notes
- Developmental Screenings: Ensure developmental screenings are completed by 45th day and enter into COPA.
- Developmental Screenings: Screening decisions in the “refer” category must be provided to the disabilities coordinator within 48 hours.

December Milestones

- Medical/Dental: Submit an improvement plan based upon the analysis of the first quarter PIR report for any areas under 100% to CSD, governing bodies/management.
- Medical/Dental: Complete update certification of PY’2012-13 COPA health data.
- Medical/Dental: Replace tooth brushes and replenish health services supplies
- Medical/Dental: Ensure all physical/dental exams and vision/hearing screenings are completed by the 45th day
- Medical/Dental: Schedule treatment/follow-up appointments.
- Nutrition: Prepare nutrition community assessment.
- Nutrition: Document IMIL implementation
- Nutrition: Track BMI for Overweight and Underweight.
- Medical/Dental/Mental Health/ Nutrition: Monitor health services screening (including hearing and vision) reports in COPA and update COPA health case notes
- Developmental Screenings: Ensure developmental screenings are completed by 45th day and enter into COPA.
- Developmental Screenings: Screening decisions in the “refer” category must be provided to the disabilities coordinator within 48 hours.

SUPPORT SERVICES MILESTONES

January Milestones

- FCP: Follow-up on documentation in COPA (goals, referrals/services and case notes) documentation must support families' priorities
- FCP: Review and update monthly COPA reports of family progress towards goals, referrals/services and case notes; review COPA reports 1008, 1009, 1010 and PIR
- Disabilities: Train staff on CPS/CSD referral process, submit referral packets
- Disabilities: Enter evaluation dates and completed IEP/IFSP into COPA
- Disabilities: Complete CPS and CFC referral status report and submit to CSD, governing bodies as needed and management.

February Milestones

- FCP: By February 15th 75% of families should have received at least one referral/service and must be documented in COPA
- FCP: Follow-up on documentation in COPA (goals, referrals/services and case notes) documentation must support families' priorities
- FCP: Review and update monthly COPA reports of family progress toward goals, referrals/services and case notes; review COPA reports 1008, 1009, 1010 and PIR
- FCP: Complete second quarter report on family services based on PIR submit analysis and improvement plan to CSD, governing bodies/management
- FCP: Submit parent & community engagement framework summary with program self-assessment
- Disabilities: Train staff on CPS/CSD referral process, submit referral packets
- Disabilities: Enter evaluation dates and completed IEP/IFSP into COPA
- Disabilities: Complete CPS and CFC referral status report and submit to CSD, governing bodies/management

March Milestones

- FCP: Follow-up on documentation in COPA (goals, referrals/services and case notes) documentation must support families' priorities
- FCP: Review and update monthly COPA reports of family progress toward goals, referrals/services and case notes (review COPA reports 1008, 1009, 1010 and PIR)
- FCP: Complete documentation of parent volunteerism and submit to management
- Disabilities: Train staff on CPS/CSD referral process, submit referral packets
- Disabilities: Enter evaluation dates and completed IEP/IFSP into COPA
- Disabilities: Complete CPS and CFC referral status report and submit to CSD, governing bodies/management

April Milestones

- FCP: Follow-up on documentation in COPA (goals, referrals/services and case notes) documentation must support families' priorities

- FCP: Review and update monthly COPA reports of family progress toward goals, referrals/services and case notes (review COPA reports 1008, 1009, 1010 and PIR)
- FCP: Complete and distribute transition package of information to parents.
- Disabilities: Train staff on CPS/CSD referral process, submit referral packets
- Disabilities: Enter evaluation dates and completed IEP/IFSP into COPA
- Disabilities: Complete CPS and CFC referral status (including the children going to summer assessment) report and submit to CSD, governing bodies/ management

May Milestones

- FCP: By May 15th 90% of families should have received at least one referral/service and must be documented in COPA
- FCP: Follow-up on documentation in COPA (goals, referrals/services and case notes) documentation must support families' priorities
- FCP: Review and update monthly COPA reports of family progress toward goals, referrals/services and case notes (review COPA reports 1008, 1009, 1010 and PIR)
- FCP: Complete third quarter report on family services based on PIR submit analysis to CSD, governing bodies/management
- Disabilities: Train staff on CPS/CSD referral process, submit referral packets
- Disabilities: Enter evaluation dates and completed IEP/IFSP into COPA
- Disabilities: Complete CPS and CFC referral status report and submit to CSD, governing bodies/management

June Milestones

- FCP: Follow-up on documentation in COPA (goals, referrals/services and case notes) documentation must support families' priorities
- FCP: Review and update monthly COPA reports of family progress toward goals, referrals/services and case notes (review COPA reports 1008, 1009, 1010 and PIR)
- Disabilities: Complete end of the year staffing on children with disabilities/special needs
- Disabilities: Enter evaluation dates and completed IEP/IFSP into COPA
- Disabilities: Complete CPS and CFC referral status report and submit to CSD, governing bodies/management

July Milestones

- FCP: Follow-up on documentation in COPA (goals, referrals/services and case notes) documentation must support families' priorities
- FCP: Review and update monthly COPA reports of family progress toward goals, referrals/services and case notes (review COPA reports 1008, 1009, 1010 and PIR)

- FCP: Complete and provide records to parents of children transitioning into Kindergarten.
- Disabilities: Train staff on CPS/CSD referral process
- Disabilities: Enter evaluation dates and completed IEP/IFSP into COPA
- Disabilities: Review/update disabilities services plans and written policies and procedures for disability services with staff and governing bodies/management.

August Milestones

- FCP: Complete all (new/ongoing/in progress) goals, referral and services
- FCP: Review (goals, referrals/services, case notes) to ensure documentation supports families priorities
- FCP: Renew/Complete linkage agreements
- FCP: Complete parent orientation
- FCP: Publish revised parent handbook and community resource handbook
- FCP: Complete plans for parent involvement activities and submit to governing bodies/management
- Disabilities: Initiate parent orientation on the disabilities referral process
- Disabilities: Enter final evaluation dates and completed IEP/IFSP into COPA
- Disabilities: Complete list of returning children with disabilities and submit to CSD, governing bodies/management.
- Disabilities: Train staff on CPS/CSD referral process

September Milestones

- FCP: At enrollment, enter strength and needs assessment, goal, referral/services and case notes on all families. Documentation must support families' priorities.
- FCP: Complete parent orientation
- FCP: Complete list of parent and community volunteers and distribute to agency staff
- Disabilities: Train staff on CPS/CSD referral process, submit referral packets
- Disabilities: Complete CPS and CFC referral status report and submit to CSD, governing bodies/management
- Disabilities: Submit transportation log for children with IEP's, if documented as related service to CSD and management

October Milestones

- FCP: Complete strength and needs assessment and family partnership agreements by October 31st
- FCP: Follow-up on documentation in COPA (goals, referrals/services and case notes), documentation must support families' priorities
- Disabilities: Train staff on CPS/CSD referral process, submit referral packets
- Disabilities: Ensure completion of developmental screenings and generate referrals
- Disabilities: Complete CPS and CFC referral status report and submit to CSD, governing bodies/management

November Milestones enter Framework Summary Report w/SA

- FCP: By November 15th, 50% of families should have received at least one referral/service and must be documented in COPA.
- FCP: Follow-up on documentation in COPA (goals, referrals/services and case notes) documentation must support families' priorities.
- FCP: Review and update monthly COPA reports of family progress toward goals, referrals/services and case notes (review COPA reports 1008, 1009, 1010 and PIR).
- FCP: Complete first quarter report on family services based on PIR submit analysis to CSD, governing bodies/management
- Disabilities: Train staff on CPS/CSD referral process, submit referral packets
- Disabilities: Enter evaluation dates and completed IEP/IFSP into COPA
- Disabilities: Complete CPS and CFC referral status report and submit to CSD, governing bodies/management

December Milestones

- FCP: Follow-up on documentation in COPA (goals, referrals/services and case notes). Documentation must support families' priorities.
- FCP: Review and update monthly COPA reports of family progress toward goals, referrals/services and case notes (review COPA reports 1008, 1009, 1010 and PIR).
- Disabilities: Train staff on CPS/CSD referral process, submit referral packets
- Disabilities: Enter evaluation dates and completed IEP/IFSP into COPA
- Disabilities: By Dec. 1st, every agency must report 10% enrollment of children with diagnosed disabilities
- Disabilities: Dec. 15th submit disability improvement plan whether reaching 10% or not to CSD, governing bodies/management
- Disabilities: Complete CPS and CFC referral status report and submit to CSD, governing bodies/management

EDUCATION MILESTONES

January Milestones

- Complete Classroom Observation and provide feedback.
- Review lesson plans using criteria for child appropriate planning and implementation of curriculum and provide feedback.
- Review Gold Documentation Report (for quantity)
- View documentation (for quality)
- Review COPA and Teaching Strategies GOLD information to ensure data entered is accurate for: teacher/classroom match, funding sources, color bands, Home Language survey, primary language, children with IEPs and HR
- Prepare staff for 2nd Parent Conference & Schedule.
- Teaching Strategies GOLD Plans reviewed and updated. (Winter/February 1st)
- Schedule self-assessment preparation & assignments.
- Review 2012-2013 Creative Curriculum, GOLD Assessment, CLASS activities and/or training schedule for the month of February and March
- Register new staff into Gateways within 30 days of hire
- Verify GOLD Assessment preliminary markings
Prepare and schedule transition activities, End of the Year Celebrations and field trips
- Review and compare COPA #601/970 staffing patterns with GOLD staffing patterns and email to DFSS Education Support Service Coordinator

February Milestones

- Finalize WINTER child Assessment data by 2/15/13 using (save data in PDF)
- Ed Coordinator/Program Director review assessment data to inform program planning
- Complete Classroom Observation and provide feedback.
- Review lesson plans using criteria for child appropriate planning and implementation of curriculum and provide feedback
- Review Gold Documentation Report (for quantity)
- View documentation (for quality)
- Review COPA and Teaching Strategies GOLD information to ensure data entered is accurate for: teacher/classroom match, funding sources, color bands, Home Language survey, primary language, children with IEPs and HR
- Assess Parent Conference attendance...Identify any issues or concerns.
- Share outcome reports with individual teaching teams and management staff.
- Review 2012-2013 Creative Curriculum, GOLD Assessment, CLASS activities and/or training schedule for the month of March and April

- Register new staff into Gateways within 30 days of hire
- Verify GOLD Assessment preliminary markings
- Classroom attendance analysis
- Review and compare COPA #601/970 staffing patterns with GOLD staffing patterns and email to DFSS Education Support Service Coordinator
- SLOT REALLOCATION

March Milestones

- Complete and submit WINTER Outcome Analysis Report 3/18/13
- Complete Classroom Observation and provide feedback.
- Review lesson plans using criteria for child appropriate planning and implementation of curriculum and provide feedback
- Review Gold Documentation Report (for quantity)
- View documentation (for quality)
- Review COPA and Teaching Strategies GOLD information to ensure data entered is accurate for: teacher/classroom match, funding sources, color bands, Home Language survey, primary language, children with IEPs and HR
- Plan & schedule for Week of the Young Child.
- Share completed Outcome Analysis report and share with parent and policy groups.
- Review 2012-2013 Creative Curriculum, GOLD Assessment, CLASS activities and/or training schedule for the month of April and May
- Register new staff into Gateways within 30 days of hire
- Verify GOLD Assessment preliminary markings
- Webinar: Delegate agency Education Data Analysis discussion with ED/PD and Ed Coordinator
- SLOT REALLOCATION – new slots awarded to delegate agencies
- New partner sites on GOLD
- Review and compare COPA #601/970 staffing patterns with GOLD staffing patterns and email to DFSS Education Support Service Coordinator

April Milestones

- Prepare & schedule end of the year staffing for children who are dually enrolled/receiving special services.
- Complete Classroom Observation and provide feedback.
- Review lesson plans using criteria for child appropriate planning and implementation of curriculum and provide feedback
- Review Gold Documentation Report (for quantity)
- View documentation (for quality)
- Review COPA and Teaching Strategies GOLD information to ensure data entered is accurate for: teacher/classroom match, funding sources, color bands, Home Language survey, primary language, children with IEPs and HR
- Implement Week of the Young Child Activities.
- Update/revise Education Plan for approval by Parent Group.

- Implement Child Abuse/Neglect Prevention Month training and activities.
- Review 2012-2013 Creative Curriculum, GOLD Assessment, CLASS activities and/or training schedule for the month of May and June
- Register new staff into Gateways within 30 days of hire
- Verify GOLD Assessment preliminary markings
- Education webinars Data Analysis discussion with ED/PD and Ed Coordinator
- Review and compare COPA #601/970 staffing patterns with GOLD staffing patterns and email to DFSS Education Support Service Coordinator

May Milestones

- Finalize SPRING child Assessment data by 5/24/13 (save data in PDF)
- Ed Coordinator/Program Director review assessment data to inform program planning
- Review COPA and Teaching Strategies GOLD information to ensure data entered is accurate for: teacher/classroom match, funding sources, color bands, Home Language survey, primary language, children with IEPs and HR
- Complete Classroom Observation and provide feedback.
- Review lesson plans using criteria for child appropriate planning and implementation of curriculum and provide feedback
- Review Gold Documentation Report (for quantity)
- View documentation (for quality)
- End of the Year Home visits Scheduled and completed
- Provide support/training in planning transitional activities.
- Prepare & schedule staff for end of the year home visit.
- Review 2012-2013 Creative Curriculum, GOLD Assessment, CLASS activities and/or training schedule for the month of June and July
- Register new staff into Gateways within 30 days of hire
- Verify GOLD Assessment preliminary markings
- Classroom attendance analysis
- Prepare/attend PIR/Roundtable meetings
- Review and compare COPA #601/970 staffing patterns with GOLD staffing patterns and email to DFSS Education Support Service Coordinator

June Milestones

- Complete and submit SPRING Outcome Analysis Report
- Complete Classroom Observation and provide feedback.
- Review lesson plans using criteria for child appropriate planning and implementation of curriculum and provide feedback.
- Review Gold Documentation Report (for quantity)
- View documentation (for quality)
- Report out on status of children moving on to kindergarten

- Review COPA and Teaching Strategies GOLD information to ensure data entered is accurate for: teacher/classroom match, funding sources, color bands, Home Language survey, primary language, children with IEPs and HR
- Share outcome report with teaching and management staff..
- Classroom inventories completed.
- Order new materials based on classroom inventories, self-assessment and outcomes.
- Review/update with teaching staff their individual staff development plans. Set schedule with staff for ongoing review and conversation about progress made.
- Finalize plans for pre-service training.
- Transition Activities implemented.
- Review 2012-2013 Creative Curriculum, GOLD Assessment, CLASS activities and/or training schedule for the month of July and August
- Register new staff into Gateways within 30 days of hire
- Prepare/attend PIR/Roundtable meetings
- Review and compare COPA #601/970 staffing patterns with GOLD staffing patterns and email to DFSS Education Support Service Coordinator

July Milestones

- Complete Classroom Observation and provide feedback.
- Review lesson plans using criteria for child appropriate planning and implementation of curriculum and provide feedback.
- Review Gold Documentation Report (for quantity)
- View documentation (for quality)
- Review COPA and Teaching Strategies GOLD information to ensure data entered is accurate for: teacher/classroom match, funding sources, color bands, Home Language survey, primary language, children with IEPs and HR
- Develop training goals / strategies for teaching staff and parents based on self-assessment, validation, and outcome measures.
- Program year outcome report shared with parent and policy committee.
- Plan & complete training calendar for next school year.
- Recruit new staff.
- Review personal files of teaching staff to ensure needed evidence of staff qualifications is present in each file. (transcripts and certificates)
- Update staff roster and certify the qualifications of Head Start classroom teachers and assistant teachers.
- Update & modify Education management plan based on outcome reports, self assessment, and parent input.
- Update staff Professional Development Plans
- Review 2012-2013 Creative Curriculum, GOLD Assessment, CLASS activities and/or training schedule for the month of August
- Register new staff into Gateways within 30 days of hire
- Prepare/attend PIR/Roundtable meetings
- Certification of qualified teaching staff
- Review and compare COPA #601/970 staffing patterns with GOLD staffing patterns and email to DFSS Education Support Service Coordinator

August Milestones

- Complete Classroom Observation and provide feedback.
- Finalize SUMMER assessment data by August 16, 2013 (save in PDF)
- Review lesson plans using criteria for child appropriate planning and implementation of curriculum and provide feedback.
- Review Gold Documentation Report (for quantity)
- View documentation (for quality)
- Review COPA and Teaching Strategies GOLD information to ensure data entered is accurate for: teacher/classroom match, funding sources, color bands, Home Language survey, primary language, children with IEPs and HR
- Prepare/attend PIR/Roundtable meetings
- Implement pre-service training.
- Distribute Education Folders for the new program year. Provide training for teaching staff on time lines, expectations, and how services provided for children and families are documented. (home visits, parent conferences, child observation, assessment, goals)
- Conduct home visit training for teaching staff.
- Review & update policy (holiday celebration policy), procedures and education systems with teaching staff.
- Update & complete 1st session for new staff orientation.
- Establish center class lists to ensure teacher/child ratio's and group size based on predominate age of the children enrolled meet performance standards.
- Evaluate and assess classroom room arrangements. **Resource: Creative Curriculum "Preparing for the First 6 weeks of school" – Teacher Guide (3 to 5 center-base)**
- Phase in / Transition Plan updated & implemented.
- Schedule Initial Home visits for returning children.
- Review and Clean House on the Teaching Strategies GOLD
- Update staff Professional Development Plan
- Register new staff into Gateways within 30 days of hire
- Certification of qualified teaching staff
- CPS – Track "E" begins
- Training calendar review
- Schedule and complete initial home visits. Complete/update Home Language survey. **Resources to share (TSI books) and handout on Child Assessment**
- Establish parents School Readiness goals
- Certify Education staff participated in Pedestrian and Transportation Safety/Evacuation training
- Review and compare COPA #601/970 staffing patterns with GOLD staffing patterns and email to DFSS Education Support Service Coordinator
- SLOT REALLOCATION

September Milestones

- Complete Health and Safety Checklist on classrooms.
- Plan and conduct parent orientation.
- Schedule and complete initial home visits. Complete/update Home Language survey. ***Resources to share (TSI books) and handout on Child Assessment***
- Parents establish School Readiness goals during home visit
- Review each classrooms daily routine. Do they match Head Start and curriculum requirements? Observe daily routines and focus on how the children and staff are adjusting to the new program year and provide feedback.
- Review COPA and Teaching Strategies GOLD information to ensure data entered is accurate for: teacher/classroom match, funding sources, color bands, Home Language survey, primary language, children with IEPs and HR
- Schedule safety training...bus/pedestrian. (within 30 days of program start date) Certify that bus evacuation drills occur prior to children/adults go on field trips.
- Update staff Professional Development plan
- Register new staff into Gateways within 30 days of hire
- Complete Parent School Readiness survey
- Certification process enrollment in compliance with age and class size
- Review 2012-2013 Creative Curriculum, GOLD Assessment, CLASS activities and/or training schedule for the month of September and October
- Certify Education staff participated in Pedestrian and Transportation Safety/Evacuation training
- Prepare and schedule transition activities, End of the Year Celebrations and field trips
- Certification of teaching staff qualification
- Training calendar update
- CPS Track "R" starts
- Curriculum and Assessment Orientation for teachers and teacher assistants
- Review and compare COPA #601/970 staffing patterns with GOLD staffing patterns and email to DFSS Education Support Service Coordinator

October Milestones

- Complete Classroom observation and provide feedback.
- Review lesson plans using criteria for child appropriate planning and implementation of curriculum and provide feedback
- Review Gold Documentation Report (for quantity)
- View documentation (for quality)
- Review COPA and Teaching Strategies GOLD information to ensure data entered is accurate for: teacher/classroom match, funding sources, color bands, Home Language survey, primary language, children with IEPs and HR
- Plan & schedule with Mental Health specialists training and support needed for staff and parents/children. Schedule classroom observations.
- Review/update holiday celebration policy...Halloween, etc...
- Participate & complete the review of special need referrals.
- Complete developmental, social emotional screenings (within 45 days of child's program start date)

- Schedule and begin Family/Child Reviews.
- Enter completed fall assessments into Teaching Strategies GOLD (Nov. 1st)
- Review 2012-2013 Creative Curriculum, GOLD Assessment, CLASS activities and/or training schedule for the month of November and December
- Register new staff into Gateways within 30 days of hire
- Verify GOLD Assessment preliminary markings
- Classroom attendance analysis
- Review and compare COPA #601/970 staffing patterns with GOLD staffing patterns and email to DFSS Education Support Service Coordinator

November Milestones

- Finalize FALL child Assessment data by 11/02/13 using Classroom Profile (save data in PDF)
- Ed Coordinator/Program Director review assessment data to inform program planning
- Complete Classroom Observation and provide feedback.
- Review lesson plans using criteria for child appropriate planning and implementation of curriculum and provide feedback
- Review Gold Documentation Report (for quantity)
- View documentation (for quality)
- Review COPA and Teaching Strategies GOLD information to ensure data entered is accurate for: teacher/classroom match, funding sources, color bands, Home Language survey, primary language, children with IEPs and HR
- Progress Reports, Goal Plans, and 1st Parent Conferences completed.
- Create Individual Development & Learning Report and share with parents to identify and upgrade goals.
- Outcome reports generated, shared with individual teaching teams and management staff.
- Review 2012-2013 Creative Curriculum, GOLD Assessment, CLASS activities and/or training schedule for the month of December and January
- Register new staff into Gateways within 30 days of hire
- Verify GOLD Assessment preliminary markings
- Review and compare COPA #601/970 staffing patterns with GOLD staffing patterns and email to DFSS Education Support Service Coordinator

December Milestones

- Complete and submit FALL Outcome Analysis Report 12/03/13
- Complete Classroom Observation and provide feedback.
- Review lesson plans using criteria for child appropriate planning and implementation of curriculum and provide feedback
- Review Gold Documentation Report (for quantity)
- View documentation (for quality)
- Progress Reports, Goal Plans, and 1st Parent Conferences completed.

- Create Individual Development & Learning Report and share with parents to identify and upgrade goals.
- Review COPA and Teaching Strategies GOLD information to ensure data entered is accurate for: teacher/classroom match, funding sources, color bands, Home Language survey, primary language, children with IEPs and HR
- Implement Holiday Celebration Policy
- Review outcome report and share findings with parent and policy committee.
- Review 2012-2013 Creative Curriculum, GOLD Assessment, CLASS activities and/or training schedule for the month of January and February
- Register new staff into Gateways within 30 days of hire
- Verify GOLD Assessment preliminary markings
- Review and compare COPA #601/970 staffing patterns with GOLD staffing patterns and email to DFSS Education Support Service Coordinator