



Leadership Meeting Notes

Date: 12/15/2022

Referral Documentation Form:

- All Program Partners will fill out the Referral System Documentation form on the second Wednesday of every month
 - Exception: months of February and June due to RSN meetings and data used from responses to report at these meetings
 - i. Emails for those months will go out on the 1st of those months
- A Reminder email will be sent out at the beginning of each month with the link attached
- Use the numbers from the previous month
- Open seats form will be emailed to all program partners shortly after the second Wednesday of each month
 - Purpose is to inform parents of which Program Partners may or may not have availability in certain age groups that parents are inquiring about

October 1 Child Count Audit:

- LDOE will be using the Child Count Portal again this year, to review and validate October 1 and February 1 child counts
- Reports will be available, to Lead Agencies, in the Portal for review on January 2, 2023
- Sites that submitted numbers that do not match LDOE numbers will be flagged and will need to submit error correction

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- For Type III Child Care Centers that accept CCAP funding, the LDOE runs a CCAP Payment Report for each center for October 1 and that is where they get the Internal Number from
 - Centers that have discrepancies will be sent an email on January 5th
 - The October 1 Child Count Audit report, for their center, will be attached
 - Deadline to submit any corrections/contact Brooke will be Friday, January 13th
 - Lead Agency will need to send corrections to the LDOE by January 18, 2023

CLASS:

- For St Martin Parish, the following observations were conducted for Fall 22/23
 - Infant - 9
 - Toddler - 29
 - PreK - 38
 - Total - 76
 - i. Includes Early Head Start, Head Start, Type III Child Care Centers, Family Child Care Providers and PreK classes in public schools
- To meet our 10% shadow observations criteria, we needed to make at least 8 of our observations shadow scored and we conducted 15 shadow observations for Fall 22/23
 - 3 Head Start Centers
 - 2 Type III Child Care Centers
 - 7 PreK classes in public schools
 - 3 Family Child Care Providers
- Shadow Scoring
 - Every CLASS observer must be shadow scored at least once in the observation period
 - We have a total of 20 CLASS observers

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- i. We still have 8 observers that need to be shadow observed and those will be scheduled for the Spring observations
 - Spring CLASS observations
 - Will be conducted according to Bulletin 140
 - Schedule template will go out to all observers/directors on Monday, December 19th
 - Due Friday, January 13th

Information from LDOE:

- Renewals in EdLink
 - Providers must use the EdLink system to submit their renewal applications
 - Renewal applications must be submitted prior to the first day of the month in which the current license expires
 - Providers can also visit the website for more training on EdLink
 - i. [EdLink Training](#)
 - For assistance with gaining access to EdLink or if your site already has access and has questions, the EdLink Support Team will be holding office hours every Tuesday and Thursday from 1:30-2:30
 - i. Webinar Link: <https://ldoe.zoom.us/j/97565259173>
 - ii. Phone Number: 1-470-381-2522
 - iii. Meeting ID: 975 6525 9173
- School Readiness Tax Credits
 - Parent SRTC tax forms will be mailed to Type III sites in December
 - Director and staff members tax forms will be mailed by January 2023
 - Contact Demita Walker with any questions or concerns
- Child Care Criminal Background Check 5-Year Renewal

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- Five-year eligibility renewals for the Child Care Criminal Background Check program will begin in March 2023
 - Providers and applicants who were fingerprinted in 2018 upon the program's launch will be contacted via email to initiate the fingerprinting renewal process

Performance Profiles

- 2021-2022 Performance Profiles Released
 - Sites may view their updated performance profiles for 2021-2022 on the Louisiana School and Center Finder (www.louisianaschools.com) by the end of December 2022
 - St Martin Parish
 - i. 4 Type III Child Care Centers, 4 EHS/HS, and 5 PreK public schools
 1. Publicly-Funded Enrolled
 - a. 829
 2. Number of sites
 - a. 13
 3. Overall Score
 - a. 5.62
 - A chart was shown with each site's overall score
 - A comparison chart was shown with the 2020/2021 overall scores and the 2021/2022 overall scores

Ready Start Network:

- Network Updates
 - Site tours

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- Literacy Initiative
 - Blueprint
 - Goal 4 submissions
 - Physical Development domain
 - Family/Parent Engagement Events
 - Name of event
 - Date
 - Time frame
 - Parent and student name
 - Little Free Libraries
 - Ready for paint

Coordinated Enrollment Campaign and Plan

- 2023-2024 Coordinated Enrollment Plan
 - Submitted to LDOE on Friday, December 2nd
 - Program Partners were sent a copy of the plan
- 2023-2024 Coordinated Enrollment Campaign
 - March 13 - 17, 2023
 - Advertising happens at least 3 weeks before the campaign
 - i. Advertising for Child Care Centers and Family Child Care Providers
 - 1. Flyers
 - 2. SMPSB Early Childhood Network [website](#)
 - 3. SMPSB Early Childhood Facebook page
 - ii. Advertising for school system and Head Start

1. Flyers
 2. Remind
 3. SMPSB Early Childhood Network website
 4. SMPSB Early Childhood Network Facebook page
- Flyers will be sent out to all Program Partners in January to update any information needed for advertising

Brigance Early Childhood Screeners:

- DSI (Developmental Screening Initiative) was launched in 2021.
 - By fall 2025, every child should receive a developmental screening within the first 30 days of entering school based pre-K program.
- When developmental and learning needs are identified early and accurately, and children receive specialized supports and related services, they show positive changes in health, language and communication, cognitive development, and social and emotional development. Young children have no time to lose when special services are needed, and research suggests that earlier initiation of services results in improved outcomes.
 - Child Search and Early Steps
- 2023/2024 Coordinated Enrollment Plan asked several screening questions:
 - Which Developmental Screener does your network currently utilize? Answer: Brigance
 - When are children provided with a developmental screening? Answer: children are screened upon entry into early childhood programs (EHS/HS/PreK), Screenings are provided at teacher/site request, screenings are provided at parent request.
 - Various data is necessary to monitor and evaluate the statewide impact of developmental screenings on child outcomes.
 - i. Number of children screened

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- ii. Number of children who were ‘at-risk’ in one or more developmental domains
 - iii. Out of the children determined “at-risk”, how many were referred for a formal evaluation
 - iv. Out of the children referred for evaluations, how many children were identified as needing additional services
 - Brigance Early Childhood Screeners are a collection of quick, highly accurate assessments and data-gathering tools to use with children 0-5 years of age
 - Screening can provide an important understanding of the child’s development at a particular point in time
 - Screening can serve as the first step in assessing a child’s school readiness, providing a snapshot of a child’s mastery or early development and academic skills
 - Screening also enables educators to readily identify children who may be developmentally delayed, therefore, can support any intervention that may be needed
 - Screening can help your early childhood program meet screening requirements, determine school readiness, initiate referrals for further evaluation or special services, guide instruction, and monitor progress
 - Parent Surveys
 - Brigance Screeners are used in the Early Head Start program, Head Start program and PreK school system
 - Administered within 30 days of child’s start date
 - Discussed in Coordinated Enrollment Plan
 - Brigance options with Child Care Centers and Family Child Care Providers
 - Train center staff members to administer screening
 - District Staff administer screening
 - Opt out of Brigance screening

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- Google survey will go out for feedback on options
 - Begin screening process in May 2023
 - How to administer the Brigance screener was discussed

Upcoming Events/Deadlines:

- December 16 - Powerpoint slides from today's meeting will be sent to EC Leadership Team
- December 19th - Spring CLASS observation schedule template goes out
- January 5th - Child Count audit data will be sent to Program Partners
- January 9th - Google survey will go out for Brigance options
- January 11th - Program Partners: submit Monthly Referral Documentation data
- January 13th - Deadline for CLASS observers to submit Spring observation schedule
- January 13th - Corrections from October 1 Child Count Audit due to Lead Agency
- January 17th - Observation protocols and guidelines to be sent out to all observers
- January 20th - Brigance survey due
- January 27th - February 1 Child Count template sent to all program partners
- February 3rd - February 1 Child Count due to Lead Agency
- February 8th - Program Partners: submit Monthly Referral Documentation data
- February 16th - St Martin Parish Early Childhood Network Leadership Meeting
 - Face to Face is highly recommended but google meet will be offered