

2023 MSHS Timeline

First Child Attendance Day	May 1, 2023	Last Child Attendance Day October 27 th
Family Questionnaire	May 1, 2023 - May 5, 2023	To be completed over the phone within 5 days of Child Attendance Day (CAD)
Initial Health History	May 1, 2023 - May 5, 2023	Complete within 5 days of Child Attendance Day (CAD)
ASQ-3 / ASQ:SE-2	May 1, 2023 - May 31, 2023	Complete within 30 days of Child Attendance Date (CAD)
Health Screenings: height, weight, vision, and hearing	May 1, 2023 - May 31, 2023	Complete within 30 days of Child Attendance Date (CAD)
Attendance	May 1, 2023 - June 29, 2023	Complete within 30 days of Child Attendance Date (CAD) - Prepare Attendance Action Plans as needed 90-85% attendance – direct contact or phone call meeting 84-75% Attendance Action Plan required 74% or lower – possible waitlist *staffing must occur first
1st Parent – Teacher Conference	May 1st - June 9th	The teacher visit cannot occur until the ASQ-3 and ASQ: SE has been completed by the parent- the results will be shared at the 1st PT conference. Share Kinder packet & Information
1st FA Family Visit - Home (prioritize Pre-K classroom first then do infant, toddler, and preschool classrooms)	May 1st - June 30th	Due to COVID-19 some adjustments may have to be made. Outcomes Assessment, Needs Assessment (PIR Section), Family Goal, Referrals, and Title 1 Migrant Forms. (Email Title 1 Migrant forms to Eligibility and Program Governance Content Specialist)
Monthly FA Family Check-in	Monthly (minimum)	After the FA 1st visit, families will receive a check-in at least once a month to follow-up on progress of family goals, family engagement events, family well-being, etc.
Meet Enrollment Numbers	June 30, 2023	2022-2023 Enrollment Numbers
Begin to individualize on the lesson plan	May 15th	Begin with School Readiness Goal
Enter the ASQ & ASQ:SE parent information into TS Gold (use the crosswalk form)	Before 1st Checkpoint(Spring)	If a child enrolls after spring checkpoint, their ASQ information will be entered into TS Gold before finalizing the next checkpoint period.
Complete the Classroom Baseline Tool activity form and enter data into TS Gold	Before 1st Checkpoint (Spring)	For preschool classrooms only.

		If a child enrolls after spring checkpoint, their baseline information will be entered into TS Gold before finalizing the next checkpoint period.
Before finalizing Spring you must: <ul style="list-style-type: none"> • Enter Classroom Baseline tool data into TS Gold.(Preschool only) • Enter the ASQ & ASQ:SE (using crosswalk form) data into TS Gold. • Check demographic report to make sure child information is correct. • Class list needs to be current (no withdrawn children should be in TS Gold.) 		
TS Gold Spring Checkpoint Period	May 1st- June 23rd	After finalizing the Spring checkpoints, print observations for each child. Place one copy in the child's file and give one copy to the family at the visit. *Please remember to NOT include other children's names or photos.
1 st Home Visit	June 12th -July 21st	Share Kinder packet & information, if not already shared previously.
Before finalizing Summer you must: <ul style="list-style-type: none"> • Enter Classroom Baseline data into TS Gold.(Preschool Only) • Enter the ASQ & ASQ:SE (using crosswalk form) data into TS Gold. • Check demographic report to make sure child information is correct. • Class list needs to be current (no withdrawn children should be in TS Gold.) 		
TS Gold Summer Checkpoint Period	June 26th-August 18th	After finalizing the Summer checkpoints, print observations for each child. Place one copy in the child's file and give one copy to the family at the visit. *Please remember to NOT include other children's names or photos.
WCE, Dental, Lead, Nutrition Dental + Physical Health Status (90 days)	July 28, 2023	Complete within the first 90 days of Child Attendance Date (CAD)
2nd home visit	July 24th-September 1st	
2nd FA Family Visit - Center (Pre-K Classroom ONLY)	July 24th - August 11th	End of year Outcomes Assessment. Finalize Needs Assessment (PIR Section), Family Goals and Referrals.
Pre-K Rooms Last Day of Attendance	August 11, 2023	Last Day of Attendance for Pre-K Classrooms- EW
Before finalizing Fall you must: <ul style="list-style-type: none"> • Enter Classroom Baseline data into TS Gold.(Preschool Only) • Enter the ASQ & ASQ:SE (using crosswalk form) data into TS Gold. • Check demographic report to make sure child information is correct. • Class list needs to be current (no withdrawn children should be in TS Gold.) 		
TS Gold Fall Checkpoint Period	August 21st-October 13th	After finalizing Fall checkpoints, print out observations for each child. Place one copy in the child's file and send one copy home to share with family.* Please remember to NOT include other children's names or photos.
2nd Parent -Teacher Conference	September 4th-October 13th	

2nd FA Family Visit - Center	September 11th - October 20th	End of year Outcomes Assessment. Finalize Needs Assessment (PIR Section), Family Goals and Referrals.
Last week to Individualize	Week of October 9th	For all children
Individual Child Profile Report		Send Individual Child Profile report to family (place one copy in child's file)
Complete Classroom Inventory List		Submit one copy to SRCS and leave one posted in the classroom
Last Child Attendance Date	October 27th	Last Child Attendance Date
Turn in materials (camera, TSG binder & lesson plans) and clean-up classroom	Week of October 23rd	The blocks need to go in boxes. Please leave classroom set-up as is, place items in shelf in a clear plastic bag

Teachers: If a child enrolls from May 01- June 09 the child will need 4 visits. If a child enrolls from June 12th - July 21st the child will need 3 visits. If a child enters on July 24th -September 1st, the child will need 2 visits. If a child enters from September 4th -October 27th the child will need 1 visit.

Family Advocates: If a child enrolls from May 2nd - September 2nd, the family will receive 2 visits. If a child enrolls from September 2nd - October 27th then the family will receive 1 visit.