



# Monthly Town Hall Meeting

## 8/8/2023



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## Agenda

- *Welcome-Did you do anything fun over the summer?*
- A Quick Word from Dr. Melanie
- VPK FAST Assessment
- ASQ ILP's and Rescreening Update
- Reimbursement Updates
- Questions
- Spotlight Topic 9/12/23
  - Emergent Literacy Micro Credential



# VPK Assessment

- Progress Monitoring windows will be sent out before VPK begins in the Fall.
- ALL VPK children are to be assessed 3 times per year.
- 23-24 VPK Assessments must be completed on time to avoid Notices of Non-Compliance.
- Failure to do so can result in loss of VPK payment and VPK Contracts.



# VPK Assessment



- The Renaissance website URL is changing. Watch for the change information to be coming from DEL.
- Once the current 22-23 VPK FAST URL is deactivated, you will not be able to retrieve student testing data for your 22-23 VPK school year and summer programs.
- Generate and save your reports before your last day of instruction.
- Review the following links for help in running reports: [Star Parent Report](#), [Star Test Activity Report](#), [Star Summary Report](#), [Star Diagnostic Report](#), [Star Annual Progress Report](#)



# ASQ Individual Learning Plans

- When ILP Requests are sent to the provider, we will also send an informational email to the parents.
- With the ILP Activities, providers will be required to complete the checklist with the activities done weekly for 8 weeks listed, and teacher and director signatures.
- The checklist must be returned to the ELC after the 8 weeks to be considered complete.





# Reimbursement Due Dates

- Attendance for School Readiness and VPK must be submitted online in the Provider Portal by the **third (3) business day** of the following month.
- Sign-In and Sign-Out sheets must be uploaded to your Provider SharePoint Site by the **third (3) business day** of the following month.
- VPK Long Forms or VPK Short Forms must be uploaded to your Provider SharePoint Site by the **tenth (10) business day** of the following month.
- SharePoint – if you need assistance with SharePoint or have not received your username and password, send an email to [Helpdesk@elcofswfl.org](mailto:Helpdesk@elcofswfl.org) and you must include your Provider Name and Provider ID Number, which is located under the section “Provider Site Summary” on your Home screen and most important, you must list **your Vendor Number (ends in W)** as this will be your UserID.

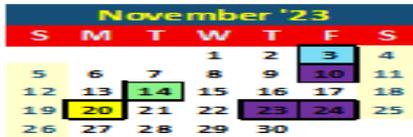
Your Vendor Number:	_____
Provider Name:	_____
Director Name:	_____
Provider ID Number:	_____
Email Address:	_____
Phone Number:	_____



# Reimbursement Dates 2023-2024

## 2023-2024

## REIMBURSEMENT DATES



**3RD BUSINESS DAY**  
Attendance due online in Portal  
Sign in/out's upload to SharePoint

**10TH BUSINESS DAY**  
VPK Long/Short Upload to SharePoint

**HOLIDAYS**  
Coalition Holidays

**PAYMENTS**  
Provider's Paid

MONTH	YEAR	3rd BUSINESS DAY	10TH BUSINESS DAY
JULY	2023	Thursday, August 3, 2023	Monday, August 14, 2023
AUGUST	2023	Wednesday, September 6, 2023	Friday, September 15, 2023
SEPTEMBER	2023	Wednesday, October 4, 2023	Friday, October 13, 2023
OCTOBER	2023	Friday, November 3, 2023	Tuesday, November 14, 2023
NOVEMBER	2023	Tuesday, December 5, 2023	Thursday, December 14, 2023
DECEMBER	2023	Thursday, January 4, 2024	Tuesday, January 16, 2024
JANUARY	2024	Monday, February 5, 2024	Wednesday, February 14, 2024
FEBRUARY	2024	Tuesday, March 5, 2024	Thursday, March 14, 2024
MARCH	2024	Thursday, April 4, 2024	Monday, April 15, 2024
APRIL	2024	Friday, May 3, 2024	Tuesday, May 14, 2024
MAY	2024	Wednesday, June 5, 2024	Friday, June 14, 2024
JUNE	2024	Wednesday, July 3, 2024	Tuesday, July 16, 2024

# School Readiness Attendance

- **SR Attendance will automatically show all days the child is enrolled with an “X” for present and Providers must change present days to absences**
- **Absences cannot exceed 13 absences per month per child**
  - **1st three (3) Absences are excused without documentation (E)**
  - **4<sup>th</sup> thru 13<sup>th</sup> Absences are payable with documentation (A)**
  - **Attendance folder in Document Library contains uploaded Excuse Notes**
  - **Absences greater than 13 must be coded Enrolled/Non-Reimbursable (N)**

- **SR Attendance Codes**

<b>X</b>	<b>Enrolled/Present</b>
<b>A</b>	<b>Absent</b>
<b>CR</b>	<b>Reimbursable Temporary Closure</b>
<b>CN</b>	<b>Non-Reimbursable Temporary Closure</b>
<b>N</b>	<b>Non-Reimbursable Day</b>
<b>NS</b>	<b>Non-Reimbursable/Non-Scheduled Days</b>
<b>H</b>	<b>Paid Holiday Days</b>
<b>T</b>	<b>Terminated/Enrollment Ended</b>
<b>*</b>	<b>Closed</b>
	<b>Attendance has not started</b>

# School Readiness Absences

## Payable Absences “A”



A screenshot of a web form showing a dropdown menu for 'Reason'. The menu is open, displaying a list of reasons for absence. The first two options are '-- Select Reason --'. The remaining options are: Child Hospitalized, Child Illness, Death in Family, Court Ordered Visitation, Military Deployment, Other Reason, Enrolled/Non-Reimbursable Day, and Absence Due To Disaster. A 'Note' field is visible to the left of the dropdown.

## Non-Payable Absences “N”



A list of non-payable absence reasons enclosed in a black-bordered box. The reasons listed are: Vacation, Transportation Issues, Summer Break, Suspended, and Other Reason.

- **Non-Payable Absences must be coded as N's - “Enrolled/Non-Reimbursable Day”.**
- **Absences for Vacation, Transportation problems, and Summer Break are NOT PAYABLE and cannot be coded as “A”.**
- **SR ATTENDANCE HAS EXCUSE NOTES (NO EXCUSE NOTES FOR VPK)**
- **Upload Excuse Notes when entering attendance.**
- **Excuse Notes are saved in “Attendance” folder in your Document Library**

# School Readiness Absences

Absence From <sup>\*</sup> 
Absence To <sup>\*</sup> 
✕

**Carmen Gaud**

**Reason <sup>\*</sup>**

**Note**

Max length allowed is 500 characters: 500 remaining.

Attach your document

This will upload a copy of your document and store it in the document library management system. The upload process may take from several seconds to a minute, depending on the size of the document and speed of your internet connection.

**Select a file to upload**

No file chosen

Folder Name	View	Upload
<b>DUPLICATE (0 files)</b>	<input type="button" value="View Files"/>	<input type="button" value="Upload New File"/>
<b>A1-SIGN IN OUT SHEETS (0 files)</b>	<input type="button" value="View Files"/>	<input type="button" value="Upload New File"/>
<b>A1-VOUCHERS (0 files)</b>	<input type="button" value="View Files"/>	<input type="button" value="Upload New File"/>
<b>A1-VPK LONG SHORT FORMS (0 files)</b>	<input type="button" value="View Files"/>	<input type="button" value="Upload New File"/>
<b>A1-VPK VERIFICATION (2 files)</b>	<input type="button" value="View Files"/>	<input type="button" value="Upload New File"/>
<b>Accreditation and / or Gold Seal (0 files)</b>	<input type="button" value="View Files"/>	<input type="button" value="Upload New File"/>
<b>ARPA CQI (0 files)</b>	<input type="button" value="View Files"/>	<input type="button" value="Upload New File"/>
<b>ARPA Curriculum Receipts (0 files)</b>	<input type="button" value="View Files"/>	<input type="button" value="Upload New File"/>
<b>ARPA Receipts (10 files)</b>	<input type="button" value="View Files"/>	<input type="button" value="Upload New File"/>
<b>ARPA Receipts Round 2 (2 files)</b>	<input type="button" value="View Files"/>	<input type="button" value="Upload New File"/>
<b>ARPA WCW (0 files)</b>	<input type="button" value="View Files"/>	<input type="button" value="Upload New File"/>
<b>ASQ (0 files)</b>	<input type="button" value="View Files"/>	<input type="button" value="Upload New File"/>
<b>AT-RISK ABSENCE (0 files)</b>	<input type="button" value="View Files"/>	<input type="button" value="Upload New File"/>
<b>Attendance (110 files)</b>	<input type="button" value="View Files"/>	<input type="button" value="Upload New File"/>



# Questions?

- Provider Questions from the Chat Box
- What would you like to learn about?
- Send us some fun updates from the first few weeks of school.





**Next Meeting**  
**Tuesday, September 12<sup>th</sup> at 1:30**  
**pm**

**Spotlight Topic:**  
**Emergent Literacy Micro**  
**Credential**

**Thank you for your continuing**  
**support of children and families!**

