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.
ASQ Individual Learning Plans

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<th>Date</th>
<th>Teacher Signature</th>
<th>Director Initials</th>
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Teacher Notes: Please provide notes or comments regarding the child’s 8 week intervention that you may need to further discuss with the implementation team.

Please return the implementation verification form via email or fax (239) 275-6649 to Joseph Orendo at joseph.orendo@earlycoalition.org following 8 week completion of intervention. Please note that any documentation must be submitted complete or cost prior to the above date or the form will not be accepted.

An email confirmation will be sent upon receipt of documentation.
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 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.

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<th>Your Vendor Number:</th>
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<td>Provider Name:</td>
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Reimbursement Dates 2023-2024
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)
  - 4th thru 13th Absences are payable with documentation (A)
  - Attendance folder in Document Library contains uploaded Excuse Notes
  - Absences greater than 13 must are coded Enrolled/Non-Reimbursable (N)

- **SR Attendance Codes**

![SR Attendance Codes Table](image-url)
School Readiness Absences

**Payable Absences “A”**

- 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”.

**Non-Payable Absences “N”**

- Vacation
- Transportation Issues
- Summer Break
- Suspended
- Other Reason

- 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
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 12th at 1:30 pm

Spotlight Topic:
Emergent Literacy Micro Credential

Thank you for your continuing support of children and families!