



— EPISCOPAL —
**Children's
Services**
BELIEVE. ACHIEVE. SOAR.

1ST QUARTER
PROVIDER MEETING

Attendance

- Please make sure to sign in on the sign-in sheet so we can take attendance and follow-up with each attendee with the provider meeting survey.
 1. Name
 2. Center
 3. Email address



MEETING AGENDA

Family Services Department Updates

Reimbursement Department Updates

Contract Department Updates

School Readiness Education

Questions



FAMILY SERVICES DEPT. UPDATES



Shanda Ellis



VPK Child Applications

- VPK Child Applications for the 2024-2025 VPK Program Year opened in the Family Portal on January 1, 2024.
- Family Services Specialists are working in the VPK Child App submitted queue daily for both the 2023-2024 and 2024-2025 program years.

VPK Age Eligibility

- **If a child was born between September 2, 2018 and September 1, 2019**, they are eligible to participate in either the 2023 -2024 School Year Program (540 hours) or the 2024 Summer program (300 hours).
- **Children born between February 2, 2019 and September 1, 2019 may postpone their VPK participation until the 2024-2025 School Year Program (540 hours) or the 25 Summer Program (300 hours).**
- **If a child was born between September 2, 2019 and September 1, 2020**, they are eligible to participate in either the 2024 -2025 School Year Program (540 hours) or the 2025 Summer program (300 hours).
- **Children born between February 2, 2020 and September 1, 2020 may postpone their VPK participation until the 2025-2026 School Year Program (540 hours) or the 2026 Summer Program (300 hours).**



VPK Certificate of Eligibility (COE)

II. ADMISSION BY PROVIDER OR SCHOOL <i>(Jointly Prepared by Provider or School AND Parent or Guardian)</i>			
11. Name of provider or school		12. Telephone	
13. Address of VPK site		14. VPK class	15. Date child will begin attendance
The provider or school certifies that it admits the child (item 8) for enrollment in the VPK program and agrees to deliver the program for the child.		I certify that I choose the provider or school (item 11) to deliver the VPK program for my child and direct that program funds be paid to the provider or school for my child.	
16. Signature of authorized representative for provider or school	17. Date	18. Parent signature	19. Date



- VPK children are able to be enrolled in your program once you have a certified VPK provider application and certified VPK Statewide Contract.
- Please remember when you enroll a child into your VPK program you **must** complete Section II of the COE with the family.
- Once you have 4 VPK COEs with an eligibility date on or before your calendar start date you may enroll the child into your VPK program through the Provider Portal.
- Once completed, please upload the COE into the document library folder named VPK Enrollment Certificates. You may do this by classroom or by individual certificates. These signed documents should be kept on file for 5 years.

VPK End of Year Reports

- The Division of Early Learning (DEL) has created a report to show any VPK children that have been paid for more than 540 hours. This report will be processed monthly from now until the end of the program year.
- If your program has any VPK children that are over 540 hours a Family Services team member will be reaching out to you letting you know of the child's termination date and any hours that will be taken back from payment.
- It is always our goal to catch the overages in a timely manner and terminate the child before more payment is made.



VPK Hours Continued

Reasons why a child may be over hours:

- VPK reenrollment from a program that provided different hours. Such as going from a 3 hour a day class to a 5 hour a day class.
- VPK reenrollment into a program with a different start date than yours. Such as reenrolling from a program that started in August, but your program may not have started until October.



School Readiness Update – Waiting List and Redeterminations.

Since 2020, we have had enough funding to enroll everyone off the wait list so we were enrolling through Priority 9.

With the new Fiscal Year, new budget, and the number of current enrollments, we are currently only able to enroll through Priority 2. Priorities 3-9 will be placed on the wait list (if eligible) until additional funding becomes available.

Redeterminations are being treated differently from this process, which will be explained.

We are not terminating anyone during their year of eligibility, unless requested by parent or provider. We are only terminating school age children at the end of their year of eligibility (redetermination date).



School Readiness Wait List



We currently are not enrolling off our wait list, but do encourage you to remind families to apply for the wait list at:

<https://familyservices.floridaearlylearning.com/>

- **Please note:** When applying for School Readiness Services, the family will be required to upload one supporting document to verify eligibility for the program. A list of acceptable proof of eligibility documents will be available in the application process. This list will vary based on the information entered in the application.
- If you have questions regarding a specific family and their situation as to whether they would qualify to be added to the wait list, please encourage them to reach out to our Program Support Coordinator Kenya Register at kenya.register@ecs4kids.org or 904-726-1500 ext. 2246.

Wait list applications are processed daily, and applications are placed on the wait list in order they are processed.

School Readiness - Priority of Services

Priority 1 – Children younger than age 13 from a family that includes a parent who is receiving temporary cash assistance under chapter 414 and subject to the federal work requirements or a parent who has an Intensive Service Account or an Individual Training Account under s. [445.009](#).

Priority 2 – At-risk children younger than age 9.

Since we are enrolling based on funding again, we are currently only enrolling through Priority 2.



School Readiness - Priority of Services

Priority 3 – Economically disadvantaged children until eligible to enter kindergarten. Their older siblings up to the age they are eligible to enter 6th grade may also be served as funding allows.

These are our BG8-ECON & BG3-28A Families.

We will honor all funding notices sent to families through 6/26/24 (due to use their notice by 7/25/24) for ages birth through age 12.

However, when our BG8-ECON Families come up on their yearly redetermination date, we will only redetermine ages birth through 5 years old not in school.



School Readiness - Priority of Services



We are currently NOT serving the following priorities for first year of eligibility or renewing a new year of eligibility.

Priority 4 – Children from birth to kindergarten whose parents are transitioning from the temporary cash assistance work program to employment.

Priority 5 – At-risk children who are at least age 9 but younger than 13. Those with siblings in priority groups 1-3 are higher priority than other children ages 9-13 in this priority group.

Priority 6 – Economically disadvantaged children younger than 13. Priority in this category is given to children who have a younger sibling in the School Readiness Program under priority 3.

Priority 7 – Children younger than 13 whose parents are transitioning from the temporary cash assistance work program to employment.

Priority 8 – Children who have special needs and current individual educational plans from age 3 until they are eligible to enter kindergarten.

Priority 9 – Children concurrently enrolled in the federal Head Start Program and VPK, regardless of priorities 1-4.

School Readiness - Redeterminations



For Priority 3 Families (BG8-ECON, BG3-28A) we will only continue services for ages birth through five years old, at their redetermination date.

Example - If a family is due to redetermine on 8/15/24 - any school ager age 5 (before or on September 1st) through age 13 will not redetermine.

If, for this family, there is a younger sibling in the home (age 0 to 5 years old, not in school) we will redetermine care as usual. For the school ager in the home, we will put a future enrollment termination date in for the last day of their year of service and then place them on our wait list.

If there are no younger siblings in the home, we will terminate the child's enrollment on their last day of their year of services and inactivate the child and the record. We will encourage the family to place the child/ren on the wait list.

School Readiness Redeterminations



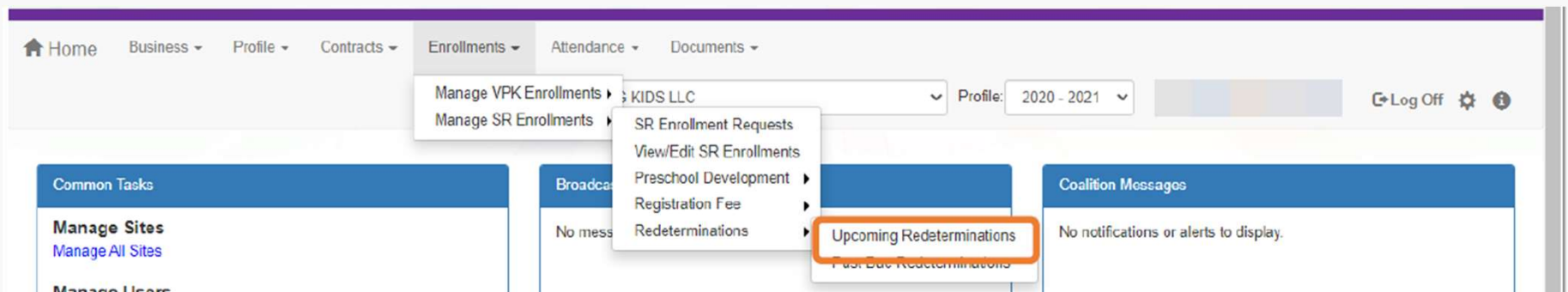
Our Family Services Team will give families with upcoming redeterminations that have school aged children at least a 30-day notice that funding will not be continued for their school age child/ren.

Each family/provider will receive an email detailing the date the services will end as well as our Family Services Team contact information, Child Care Resource and Referral link on our website and wait list information.

As best practice, our team will do our best to call the providers of these children as well as the parents to inform over the phone of the upcoming termination of services.

View Upcoming SR Redeterminations in the Portal.

- The SR Eligibility Redetermination menu allows providers to view enrollments with “upcoming” or “past due” redeterminations. These queues are for informational purposes only and aid providers in knowing when an enrolled child is reaching the end of their School Readiness eligibility.
- Upcoming Eligibility Redeterminations
 - To see the enrollments with upcoming eligibility redeterminations, navigate to **Enrollments > Manage SR Enrollments > Redeterminations > Upcoming Redeterminations**.



- **Redetermination records will only appear in the Provider Portal Upcoming Redetermination queue when:**
- Child eligibility status is Eligible
- Child enrollment status is Enrolled or Pending Family Acceptance
- The redetermination is **within 45 days from** the due date



View Past Due SR Redeterminations in the Portal.

- Past Due Eligibility Redeterminations
- To see the enrollments with past due eligibility redeterminations, navigate to **Enrollments > Manage SR Enrollments > Redeterminations > Past Due Redeterminations**.

The screenshot shows the top navigation bar of the Provider Portal. The 'Enrollments' menu is open, showing a sub-menu for 'Manage SR Enrollments' which is further open to 'Redeterminations'. The 'Redeterminations' sub-menu is open, showing 'Upcoming Redeterminations' and 'Past Due Redeterminations'. The main content area is partially visible, showing 'Common Tasks' with links for 'Manage Sites' and 'Manage Users', and 'Coalition Messages' with the text 'No notifications or alerts to display.'

Redetermination records will only appear in the Provider Portal Past Due Redetermination queue when:

Child eligibility status is Eligible

Child enrollment status is Enrolled or Pending Family Acceptance

The redetermination is at least one day past the redetermination due date



NOTE: If the ELC changes the Household Eligibility Status from **Redetermination** to **Active** or **Inactive**, the child's eligibility will be removed from Redetermination status and the record(s) will be removed from the Provider Portal Redetermination queues.

Child Eligibility Details

Child Information		
Name Et [REDACTED]	Date of Birth [REDACTED]	Age 1

Parent Contact Information		
Name [REDACTED]	Telephone (555) 555-5555	
Address [REDACTED]		
City Mount Dora	State FL	Zip Code 32757

Eligibility Information		
EV Number EV_0000437 [REDACTED]	Billing Group BG8	Co-Payment \$4.25
Eligibility Status COALITION REVIEWING	Eligibility Start Date 06/03/2020	Eligibility End Date 03/11/2021
Enrollment Status Enrolled	Redetermination Due Date 03/11/2021	

[Close](#)



At Risk Referral Changes & Reminders

As of 7/1/24, ECS will no longer accept at risk referrals for children over eight (8) years of age, until further notice. Also, we will not be waiving parent fees like we normally do, which means children on these referrals will have a minimal copay of \$.80 for full-time days and \$.40 for part time days with sibling discounts set at \$.40/\$.20 when applicable.

As a reminder, when accepting an at-risk child, you will need to follow the following School Readiness Rule: ***Child Care Provider: According to rule 6m-4.5000, when an at-risk child has one (1) unexcused absence or seven (7) consecutive days of excused absences, school readiness provider must notify the child's case worker and the early learning coalition prior to the close of business on the day of the absence and maintain documentation of the notification.**

The name of the caseworker and their contact information is in the body of the enrollment email that is sent to the parent with your program copied. If you cannot locate the email, you are always welcome and encouraged to contact the Family Services Department to help you with this information.



One Stop Office Staff & Central Staff



Family Services Specialists

Baker – Eryss Meguia – 904-259-4255
Eryss.Meguia@ecs4kids.org

Bradford – Vickie Hancock - 904-964-1543
vickie.Hancock@ecs4kids.org

Nassau – Holly Poole – 904-432-0009 ext. 2626
Holly.Poole@ecs4kids.org

Clay – Leatrice Ahmadu – 904-213-3939 ext. 2039
Leatrice.Ahmadu@ecs4kids.org

Clay – Angela Shaver– 904-213-3939 ext. 2081
Angela.Shaver@ecs4kids.org

Central – Florine Reeves – 904-726-1500 ext. 2273
Florine.Reeves@ecs4kids.org

Family Services Specialists

St Johns – April Florida – 904-770-2565 ext. 104
April.Florida@ecs4kids.org

St Johns – Martha Castaneda – 904-770-2565 ext. 101
Martha.Castaneda@ecs4kids.org

St Johns – Elizabeth Every – 904-770-2565 ext. 105
Elizabeth.Every@ecs4kids.org

Putnam – Christina Jackson – 386-385-5450 ext. 2284
Christina.Jackson@ecs4kids.org

Putnam – Maria Castellanos– 386-385-5450 ext. 2283
Maria.Castellanos@ecs4kids.org

Central – German Ramirez– Family Services Assistant – 904-726-1500 ext. 2154
German.Ramirez@ecs4kids.org

Family Services Management Team



Emily Taylor- 386-385-3450 ext. 2881
(emily.taylor@ecs4kids.org) Family Services
Coordinator to Putnam, St Johns and Bradford staff.

Mary Catherine Quigley - 904-726-1500 ext. 2290
(mary.quigley@ecs4kids.org) Family Services
Coordinator to Nassau, Baker, Clay and Central staff.

Jacki Chimino- 904-213-3939 ext. 2080
(jacki.chimino@ecs4kids.org) Child Care Resource and
Referral Coordinator, all counties.

Kenya Register - 904-726-1500 ext. 2246
(kenya.register@ecs4kids.org) Program Support
Coordinator, all counties.

Shanda Ellis - 904-726-1500 ext. 2253
(Shanda.ellis@ecs4kids.org) Manager of Family
Services.



QUESTIONS?



PROVIDER SERVICES UPDATES



Shivaughn Williams





REIMBURSEMENT DEPARTMENT UPDATES

24-25 SR Rates

- ❖ School Readiness Reimbursement Rates are now in effect as of July 1, 2024. These updates will support families and ensure quality early education in our communities.
- ❖ School Readiness reimbursement rates are now based on the county where your childcare program is located instead of the county where the child resides.

[ELC of North Florida 2024-2025 School Readiness Rates](#)



24-25 VPK Allocations

2024-2025 School Year Allocations (Effective 7/1/2024)

County Name	Rate Based on FTE	Program Hours	Hourly Rate
Baker	\$2,856.60	540	\$5.29
Bradford	\$2,824.20	540	\$5.23
Clay	\$2,937.60	540	\$5.44
Nassau	\$2,986.20	540	\$5.53
Putnam	\$2,829.60	540	\$5.24
St Johns	\$3,013.20	540	\$5.58

June 2025 Summer Allocations (Effective 7/01/2024)

County Name	Rate based on FTE	Program Hours	Hourly Rate
Baker	\$2,439.00	300	\$8.13
Bradford	\$2,412.00	300	\$8.04
Clay	\$2,508.00	300	\$8.36
Nassau	\$2,550.00	300	\$8.50
Putnam	\$2,415.00	300	\$8.05
St Johns	\$2,571.00	300	\$8.57



Monthly Payments

Before every deposit providers will receive an email entitled:

RE: Payment Notification, Settlement Date:



If you have any questions regarding your program's monthly payments, please direct all email to Sidney Kostecki, Reimbursement Coordinator at Sidney.Kostecki@ecs4kids.org.



VPK Provider Verification Reports

What is the VPK Provider Verification Process and when does it happen?

Per DEL policy, every VPK provider must verify the annual cumulative attendance of each child enrolled in their VPK program, which certifies the paid hours of attendance of each child enrolled for the program year. **ECS may NOT pay any VPK provider their final payment of the program until this final verification is received.** The Provider Verification reports will be sent out after we process your final month's attendance rosters. The timeline for the 2023-2024 program year is:

Last month of VPK	Month your last rosters will be processed in	Provider Verification Reports will be sent out	Reports due back to ECS
May	June	On or before June 15 th	On or before June 30 th
June	July	On or before July 15 th	On or before July 31 st
July (for Summer providers only)	August	On or before August 16 th	On or before August 31 st
August (for Summer providers only)	September	On or before September 15 th	On or before September 30 th

Please also note that if you fail to notify ECS of any errors contained on the VPK Provider Verification Report, we are under no obligation to accept changes made to the KRR website during their Provider Verification Process.



School Year Parent Fees

School Age Parent Fee will change from Full time to Part time for all counties at the start of the school year

- **Baker - School starts August 12, 2024**
- **Bradford - School starts August 12, 2024**
- **Clay - School starts August 13, 2024**
- **Nassau - School starts August 12, 2024**
- **Putnam - School starts August 12, 2024**
- **St. Johns - School starts August 12, 2024**

Children that turn Five Years Old on or before September 1st and that are beginning Kindergarten will be updated to School Age children and have their schedules/parent fees updated to reflect the change for the 24-25 program year.



SR Provider's Private Pay Rates

We encourage providers to enter in Part - Time Provider Rates if they have not done so already. This can be done by submitting a contract amendment.

Unit of Care Full-Time Daily Rates

* Special needs rate will be negotiated up to coalition pursuant to Rule 6M-4.500, F.A.C. T

		A
Care Code	Description	Provider's Private Pay Rates
INF	<12 Months	\$43.00
TOD	12 <24 Months	\$36.00
2YR	24 <36 Months	\$27.00
PR3	36 <48 Months	\$26.00
PR4	48 <60 Months	\$26.00
PR5	60 <72 Months	\$26.00
SCH	In School	\$26.00

Unit of Care Part-Time Daily Rates

* Special needs rate will be negotiated up to coalition pursuant to Rule 6M-4.500, F.A.C. T

		A
Care Code	Description	Provider's Private Pay Rates
INF	<12 Months	\$0.00
TOD	12 <24 Months	\$0.00
2YR	24 <36 Months	\$0.00
PR3	36 <48 Months	\$0.00
PR4	48 <60 Months	\$0.00
PR5	60 <72 Months	\$0.00
SCH	In School	\$0.00



SR Provider's Private Pay Rates (example)

Eligibility Start Date: 9/25/2023		Eligibility Redetermination Due Date: 9/23/2024						
Rilya Wilson Reporting Requirement: No		Referring Agency Phone: N/A						
Assigned ELC Counselor: N/A		Referring Agency Email: N/A						
Provider Daily Reimbursement Rates: Full-Time: \$28.02		Part-Time: \$22.00		Special Needs Rate: \$0.00				
Parent Daily Co-Pay**: Full-Time: \$1.60		Part-Time: \$0.80						
Enrollment Start: 10/2/2023		Enrollment End: 9/23/2024						
Billing Group: BG8		Eligibility: ECON						
Care Level: TOD		School Calendar Name:		School Holiday Unit of Care:				
Enrollment Schedule Note:								
<small>** Parent co-payment is what the parent is responsible for paying (copay). Additional fees may also be applied, contact your provider for more details.</small>								
Unit of Care / Day of Care:		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		PT	PT	PT	PT	PT		

Using the portion of the Certificate above,

- The child's care level is Toddler
- The Unit of Care is PT & Day of Care is M-F. This means ECS will only reimburse care for PT reimbursement M-F.
- ECS pays \$22.00 a day for PT Toddler care for the county shown.
- To determine the amount ECS will pay, take the daily rate (\$22.00) & subtract the parent fee (.80) = \$21.20 (\$22.00 - .80 = \$21.20 a day)

If you have a child enrolled who qualifies for Part-time, but your program does not have part-time rates listed in your contract the reimbursement staff will reject the child's attendance and request that you reach out to the Contracts Team to update your contract.



Reporting SR Child Absences



Reporting Child Absences Participating in the School Readiness Program

Rule 6M-4.500 Child Attendance and Provider Reimbursements.

(c) If a child has five (5) consecutive days of absences during the child's regularly scheduled attendance or ten (10) unexplained absences, during a calendar month, with no contact from the parent, the provider shall submit written notification to the local coalition or its designee who in turn shall determine the need for continued care. The coalition shall document in the case file all attempts to contact the parent by the coalition, provider, or referring agency, if applicable.

(e) When an at-risk child under the age of school entry has one (1) unexcused absence or seven (7) consecutive days of excused absences, the school readiness provider shall notify the Department of Children and Families or community-based lead agency and the early learning coalition prior to the close of business on the day of the absence. The provider shall maintain documentation of the notification. The coalition shall document any contact made with the provider, referring agency and parent in the case file.

Monitoring of Absence Reporting

Any monitoring sample pulled by Episcopal Children's Services (ECS), Early Learning Coalition of North Florida (ELCNF), or Florida's Department of Education, Division of Early Learning (DEL) will review your daily sign in/out sheets in comparison to your submitted monthly attendance rosters. It is your responsibility as a contracted School Readiness Provider to follow all contractual requirements including the excerpts of Rule and Statute listed above. It is extremely important that you follow the required reporting of child absences and document such attempts. This documentation will be requested for review, if selected for a monitoring sample with any of the absence scenarios listed above. If you have any questions about this process, please reach out to Episcopal Children's Services' Reimbursement Department for guidance.

(904) 726-1500 or toll free at (800) 238-3463

To reach any Reimbursement Specialist, please dial extension 7050.

Sidney Kostecki, Reimbursement Coordinator, ext. 2221	Courtney Cariveau, Reimbursement Specialist, ext. 2293
Marshay Mosby, Reimbursement Specialist, ext. 5607	Darius Cannon, Reimbursement Specialist, ext. 2239

Reimbursement Department Staff



If you run into any issues or questions regarding Reimbursement, SR or VPK, please reach out to the **Reimbursement Department** at **(904) 726-1500 ext. 7050**.

- Sidney Kostecki, Reimbursement Coordinator, ext. 2210
- Courtney Cariveau, Reimbursement Specialist, ext. 2293
- Darius Cannon, Reimbursement Specialist, ext. 2239
- Marshay Mosby, Reimbursement Specialist, ext.5607



Questions?



Contract Department



2024-25 VPK Program Participation Deadlines

All VPK Provider application should be submitted at least 14 calendar days before your anticipated start date to allow sufficient time for review and processing.

*For example: If your anticipated start date is August 12, 2024, you should submit your application by **July 26, 2024**, at the latest.*

If your VPK application and contract are not certified 14 calendar days before your anticipated start date, then your start date may need to be changed.

2024-25 VPK Program Advance Payment Deadlines

****Advanced payment deadlines are subject to change per DEL policy****

If you have chosen to receive the VPK advance payment, the deadlines are as follows:

The deadline to receive the **August and September's** advance payment has already passed.

To receive the **October** advanced payment:

1. Should be submitted no later than August 15, 2024
2. At least 4 approved certificates of eligibilities entered into the provider portal VPK enrollment tab and submitted for approval
3. Your completed original child certificates of eligibility received by our Family Services Department no later than August 30, 2024.



We want to say Thank you!

With your help we were able to reach 100% completion for 24-25 provider profiles and 24-25 SR Contracts were certified before June 30, 2024.



Contract Department Staff



If you have any questions regarding Profiles or Contracts, SR or VPK, please reach out to the **Contract Department** at **(904) 726-1500 ext. 7054**.

- Sarah March, Contract Coordinator, ext. 2206
- Roushawn Saunders, Lead Contract Specialist, ext. 2241
- Michele Yingst, Contract Specialist, ext.2167
- Cameron Cline, Contract Specialist, ext. 2297
- Melisha Farmer, Contract Monitor, ext. 2243

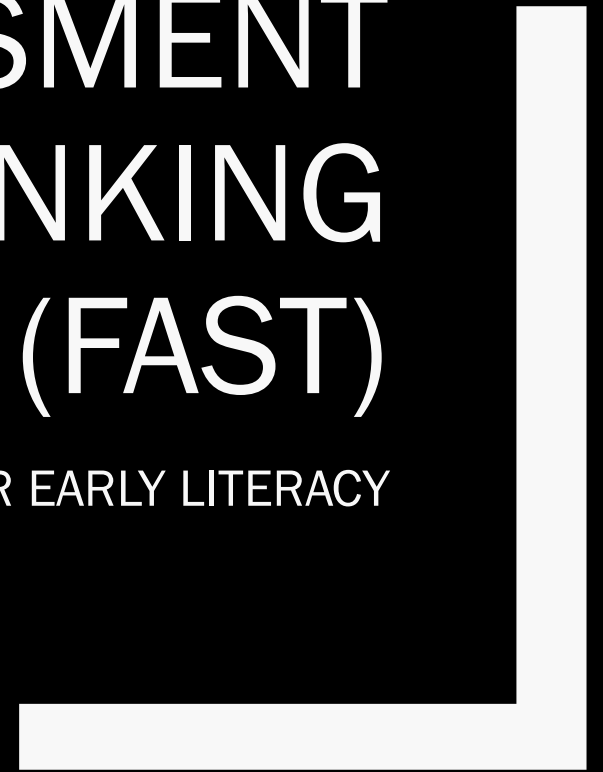


Questions?



FLORIDA'S ASSESSMENT OF STUDENT THINKING (FAST)

USING STAR EARLY LITERACY



NEW FAST USERS FOR 2024-2025

RENAISSANCE SITE FOR SCHOOL YEAR:

<HTTPS://GLOBAL-ZONE05.RENAISSANCE-GO.COM/WELCOMEPORTAL/7957988>

PROVIDERS MUST DESIGNATE IN THE DEL PROVIDER PORTAL AT LEAST ONE PERSON AS AN AUTHORIZED RENAISSANCE USER OR “ADMIN” FOR VPK FAST STAR EARLY LITERACY. THESE USERS ARE VPK PROGRAM OWNERS, DIRECTORS, OR VPK DIRECTORS THAT WILL HAVE ACCESS TO THE VPK RENAISSANCE TESTING SITE AND ARE RESPONSIBLE FOR IMPLEMENTING THE VPK FAST STAR EARLY LITERACY ADMINISTRATIVE TASKS.

TO ADD, EDIT OR REMOVE AUTHORIZED RENAISSANCE USERS, A BUSINESS ADMINISTRATOR MUST SIGN INTO THE DEL PROVIDER PORTAL AND GO TO THE “BUSINESS” MENU, SELECT, “MANAGE EXTERNAL SERVICE USERS”, AND THEN “RENAISSANCE”.

INSTRUCTIONS ON “HOW TO MANAGE EXTERNAL SERVICE USERS” CAN BE FOUND IN THE PROVIDER PORTAL USER GUIDE. IT CAN TAKE UP TO 48 HOURS FROM THE TIME INFORMATION IS ENTERED AND SAVED IN THE DEL PROVIDER PORTAL TO UPDATE IN THE RENAISSANCE SYSTEM.



FAST Implementation Reminders

- VPK Programs are required to administer the assessment **three times** within its school year program and must be administered by a qualified test administrator. (PM1; PM2; PM3). Summer VPK Programs are required to administer the assessment **two times** within the summer program and must be administered by a qualified test administrator. (PM1; PM3)
- Providers are required to provide student performance results to the family within 7 calendar days of each PM administration using the **Star Parent Report**. The Star Parent Report provides a printable and customizable informational letter for parents or guardians and is available in **English** and **Spanish**. The parent letter along with proof the parent letter was given to the parent within 7 days. This will only be collected when your program is being monitored by ECS, the ELC, or DEL. These letters should be kept as part of your 5-year records (electronic copies are acceptable). The link to running instructions can be found here: <https://help2.renaissance.com/reports/25027>.



- Any child enrolled during the Progress Monitoring window will need to be assessed in Renaissance before the end of the testing window. This may include child enrollment transfers due to ownership changes, as well as children transferring from one provider to another.
- Please run the STAR Test Activity report at the end of your testing window for your files, as these are to be kept by the provider for 5 years. Please make sure you click the Non-Participation box and use the custom dates when running the report so all the information needed will show.
- If you accidentally test outside of your classroom's testing windows, you will need to retest the children during your testing windows in order to be in compliance with the VPK contract.
- If you test a child more than once in your testing window, DEL will use the first test administered for that Progress Monitoring period.

Florida's Assessment of Student Thinking (FAST) using Star Early Literacy (Cont.)

VPK Program Administrators will need to ensure that their **Provider Portal is up to date** throughout the year. This includes the VPK applications and the child enrollments.

All program changes must be made in the Provider Portal and may take up to 48 hours to reflect in the Renaissance site. Changes cannot be made in the Renaissance site.



FAST Progress Monitoring Periods

VPK School Year Progress Monitoring (PM) Periods

- **Progress Monitoring 1 (PM1)**: Is the **first thirty (30) instructional days** of the VPK class schedule beginning with the first VPK instructional day.
- **Progress Monitoring 2 (PM2)**: Is the period of time in a VPK class schedule where **at least 40% of the instructional hours have been completed and no more than 60% of the instructional hours** have been completed. **PM2 IS A REQUIREMENT FOR VPK SCHOOL YEAR PROGRAMS**
- **Progress Monitoring 3 (PM3)**: Is the **last thirty (30) instructional days** of the VPK class schedule ending on the last VPK instructional day.

Please remember that your testing window dates may change if you have any calendar changes.

Please check our website for your PM window start dates and end dates through our new automated system that is updated weekly! All you will need is the email used as the FAST contact in your provider profile and your Provider ID. <https://www.ecs4kids.org/programs/vpk/providers/progress-monitoring/>



FAST - Non-Participation Statuses

- **Each child should attempt to take the assessment three (3) times before being marked in a Non-Participation Status**

The four Non-Participation status options are: Assessment Inappropriate, Failed Practice, Not Present During Testing Window and Non-English Speaker.

- Children marked as non-participation will now show on the STAR activity test report as long as you check the non-participation box when running the report.
- Please ensure you are checking your STAR Activity Test report for children showing as not tested periodically before your testing window ends. Make sure children who need to be marked as non-participation are done so within Renaissance. When running the STAR Activity Test report, please make sure you are using the custom dates (These would be your PM window start and end dates)
- If the child was not tested for any other reason, you must keep documentation as to why the child was not tested.



Most Common Errors noticed during the 23-24 Program Year

1. Providers not checking the STAR Test activity report before the end of the testing window to ensure all children have been tested and not using the Custom Dates to show the correct information for that PM window.
2. Children's enrollments were not entered in the portal in a timely manner. Children enrolled later than their actual start date.
3. Children not terminated when the child stops attending the providers program. Termination entered weeks later.
4. Children who were unable to participate in the testing were not marked with non-participation status before the end of the PM window.
5. Children who recently enrolled during the testing window were not tested during that testing window.

FAST Training Requirements

**New Training is now available for the
24-25 program year.**

To be qualified as a test administrator, an individual must be employed by a private VPK provider or school district; and complete, and document completion of, professional development training that is designed to ensure the proper administration of the assessment. This training should be completed before assisting with the assessments.

To complete the VPK FAST training, participants will need to register/ log in to Renaissance-U (Ren-U) using the Renaissance-U Enrollment Guidance.

https://www.fldoe.org/core/fileparse.php/20626/urlt/RenUEnrollment_June-2024.pdf

THIS TRAINING IS NOW AN ANNUAL REQUIREMENT.



Training Course Certificate and Forms

The new training will also include 2 forms that will need to be completed by the test administrator. These forms will need to be signed in ink. **NO electronic signatures.**

Once signed in pen, they will need to be combined into one pdf file along with the course Certificate of Completion. When saving the file please label it as: **First name_ Last name_ VPK FAST 24-25.**

Then please upload them to the Document library in the provider portal in the folder labeled **24-25 FAST Test Administrators.**

Each file will only contain 3 pages: **The VPK Test Administrators Course Certificate, the Administrators Agreement form and the Prohibited Activities form.**

And each Test Administrator will have their own file.

If you are unable to combine the files you can also email them to Roushawn.saunders@ecs4kids.org.

You do NOT have to have the training for the upcoming year prior to the expiration of your current training certificate expiration date. As long as you have completed the training prior to administering the FAST assessments, you are in compliance. If the test administrator's current training is still valid and has not expired, the test administrator may complete the Test Administrator forms and send them along with a copy of their current valid training course completion certificate. And once your current Course training certificate has expired, please send the new course training certificate to show you have completed the new training prior to the other certificate expiring.

FAST/Renaissance Resources & Support

Resource Website

VPK Program Administrators should be familiar with the VPK FAST website as information and resources are updated frequently, linked here: <https://www.floridaearlylearning.com/vpk/fast>.

Several resources have been added & this will your best resource for up-to-date FAST information.

Contact Information

Renaissance System Support: Users who need Renaissance System support should contact the Renaissance Place Help Desk and Technical Assistance Team at 1-800-338-4204 or by completing this NEW [form](https://www.renaissance.com/request-support/) (<https://www.renaissance.com/request-support/>) or a Renaissance representative.

Policy Questions? Contact the Division of Early Learning with questions related to FAST using Star Early Literacy implementation requirements. Select which best describes who you are: [VPK Provider](#) or [VPK Parent](#) and your information and questions will be submitted to the Division of Early Learning.

<https://www.floridaearlylearning.com/vpk/fast/fast-vpk-providers-form>

ELC Contact: Roushawn Saunders: by email: Roushawn.saunders@ecs4kids.org or by phone: 904-726-1500 ext. 2241



Questions?





Amanda Griffis

SCHOOL READINESS EDUCATION UPDATES



Provider Information Site

<https://www.ecs4kids.org/programs/provider-services/>

Book mark this link and visit often!



BUILD A WORLD CLASS WORKFORCE
GRANT INFORMATION

click here!



Newsletters

Emails

Provider Meetings

DEL Memos

Portal Guidance

CLASS

Staffing Updates:

Screening and Inclusion Coordinator- Rebecca Huth
Inclusion Specialist- Robert Kozak



Provider Email Updates:

Please make sure your site's contact information is up to date, especially email addresses in the following systems:

- EFSM Provider Portal (all providers)
- QPS (SR providers)



Amazing Opportunities Available!

- **LENA Grow-** LENA Grow is a fascinating new initiative that ECS is excited to offer this year! When LENA and coaching are implemented in **Infant and Toddler** classrooms, the data can be used to strengthen language opportunities within the classroom. This program is a great tool to complement the CLASS framework. LENA's research has shown that teachers who participated in the program increased the amount of Conceptual Development, Quality Feedback and Language Modeling in their classrooms as measured by CLASS.
- For an application to participate, please email Amanda.Griffis@ecs4kids.org



Amazing Opportunities Available!



How will LENA Grow benefit our center?



- ✓ New/more words from children
- ✓ Increased teacher confidence
- ✓ Stronger adult-child relationships
- ✓ Children better able to express needs, feelings
- ✓ Fewer challenging behaviors



Amazing Opportunities Available!



MarcoPolo For Educators Training

Training is scheduled for
July 24th from 6pm-7:30pm EST

- During this training, participants will learn **how to support their educators to boost classroom quality with MarcoPolo For Educators through the lens of the CLASS® tool (pre-k) and fostering kindergarten readiness.**
- Participants will learn best-practice examples of classroom facilitation to boost instructional practices and how educators can use built-in resources to **simplify lesson planning.**
- Participants will learn how to provide **access to their educators and families** and will gain an understanding of the features and resources they have access with MarcoPolo For Educators and MarcoPolo For Families for **FREE.**

Scan the QR Code or
Click [HERE](#) to sign up



Reach out to
hillary@marcopololearning.com
for any questions

Who should sign up?

- VPK Directors/Owners with children 3-5 years old in their programs
- School Readiness Directors/Owners with children 3-5 years old in their programs
- VPK and/or School Readiness Directors/Owners at Family Child Care Homes with children 3-5 years old in their programs

Sponsored by Episcopal Children's Services,
ELC of North Florida, and the State of Florida.



ASQ/ASQ-SE (SR Providers)

- **Please do not wait until the due date to complete a screening.** It is imperative that screenings be completed as soon as possible in order to initiate services for the child without unnecessary delay. It is recommended that providers log in WEEKLY and complete outstanding screenings.
- Parents only have 5 days to complete the screenings in the Parent Portal before the screenings roll over to the Provider Portal.
- If you are unfamiliar with the child (newly enrolled), ask the parent/guardian to fill out a printed version for you to enter into the Provider portal.
- If a child never attended your center, you can terminate the enrollment in the Provider Portal. The termination instructions were shared during last quarter's meeting, but if you need these instructions, please contact Amanda.Griffis@ecs4kids.org.



ASQ/ASQ-SE Reminder

- If you completed a screening for a child and they are still showing as 'incomplete' in the Portal, it is likely due to the fact that the SE has not been completed. Click on that child's screening again and complete the SE.
- Any comments added on a screening by a provider or teacher will be visible to the parent/guardian. Please make sure you are communicating any concerns with guardians prior to completing the screening(s).
- Failure to complete ASQs as required by Rule, will result in a Non-Compliance notice for your site.
 - *Every attempt to contact providers regarding incomplete/late screenings is case noted.*
 - *If you do receive a Non-Compliance notice, there are *two* requirements: submitting the screenings that are past due *and* responding to the notice with an action plan of how your site will remain in compliance with the screening requirement.*



Inclusion Services

- When requesting services from the Inclusion Specialists, please keep the following things in mind:
 - *Inclusion assistance should be a first stop, not a last resort. As soon as you recognize you may need assistance, contact your inclusion specialist immediately.*
 - *We have 2 specialists who cover 6 different counties, so schedules may not be able to accommodate “emergency calls”.*
 - *Inclusion services cannot diagnose a child, nor inform the provider whether the site should disenroll a child/family.*
 - *Make sure you've already communicated any concerns and issues with the family before contacting the Inclusion Specialist, so the family understands the process and knows what to expect.*



CLASS Assessments

- Due to the high volume of CLASS assessments required and the addition of previously Biannual status assessment, **we cannot guarantee that assessments will occur for each site during the same time frame as scheduled last year.**
- VPK Providers: Per Rule, ALL VPK hours are observable.

VPK Instructional Hours and Observations Review

[Rule 6M-8.100](#) defines instructional hour as 60 minutes of instructional time that comprises planned activities or experiences implementing a curriculum that enhances a child's progress in attaining the VPK performance standards adopted in Rule 6M-8.602, F.A.C.(8).



SR CLASS Training/Resources

- It is **extremely** important for teachers to receive **on-going** CLASS training. Please do not assume that your center will receive a score similar to your last year's score if your teachers have not continued to train on CLASS.
 - *CLASS strategies and scoring are very specific. Directors should have a training plan in place for seasoned teachers as well as new teachers.*
 - *Don't wait until your CLASS registration notice to request assistance to prepare for your assessments. Please contact your Education Specialist as soon as possible if you need to request assistance.*
- Be sure to take advantage of the FREE MyTeachstone accounts we have been advertising. This resource has a library of information, courses, and videos on every area of CLASS in each of the 3 age ranges (Infant, Toddler, PreK).



MyTeachstone Accounts

- If you would like to sign up yourself and your teachers for an account you can reach out to your assigned Education Specialist or Amanda.Griffis@ecs4kids.org
- Send a list of first and last names and an individual email address.



Other CLASS Learning Opportunities

- Check the ECS training calendar:
<https://ecs4kids.gosignmeup.com/Public/Course/Browse>
- Check the Early Learning Florida Training Calendar
<https://www.earlylearningflorida.com/catalog>
- Read the ECS Helping Hands Monthly Newsletter
 - *Includes CLASS strategies in the activities*
- Read the Book of the Month activities/ Watch the BOM videos
 - *Includes CLASS strategies in the activities*
 - *Posted to "ECS In The Know" Provider Facebook Group: <https://www.facebook.com/groups/ECSInTheKnow>*
- Visit the Teachstone website for products to use in the classroom
<https://teachstone.com/>
- Reminder: For providers who received the CLASS strategy cards and CLASS dictionary- be intentional about using these materials in the classroom.
- Directors- ensure lesson plans are being created with CLASS strategies in mind, complete informal CLASS strategy observations; create training plans for each staff member that include formal and informal CLASS training





QUESTIONS?



GRANTS CURRENTLY AVAILABLE

Grants Currently Being Offered by ECS

- CDA Scholarships

Grants Currently Offered by Other Funders

- Emergent Literacy Micro-Credential
- New Worlds Reading Initiative (VPK Lead Teachers & Aides Eligible)
Receive a \$450 Stipend – Questions Lastinger@coe.ufl.edu



<https://www.ecs4kids.org/grants/>



CDA Scholarships

- CDA Scholarships for Baker, Bradford, Clay, Duval, Nassau, Putnam & St. Johns Counties: Scholarships may be available for CDA applicants through the TEACH Scholarship Program. For additional information, please contact:
- Danesha Davis at (904) 726-1500 ext. 2299, danisha.davis@ecs4kids.org
- We offer an online course that does not require an approved TEACH application.
- **Once all requirements have been completed, ECS will scholarship the \$425 application fee to the National CDA Council.**
- Scholarships will be available as long as funding is available.
- For additional Frequently Asked questions, please visit <https://www.ecs4kids.org/programs/regional-training-institute/cda-2-0/> or contact Denesha Davis if your question is not listed.



Questions?

Amanda Griffis

(904)726-1500 x 2255

amanda.griffis@ecs4kids.org



Brittney Spangler

(904)726-1500 x 2229

brittney.spangler@ecs4kids.org

Blythe Mauldin

(904)726-1500 x 2230

blythe.mauldin@ecs4kids.org

Shanda Ellis

(904)726-1500 x 2253

shanda.ellis@ecs4kids.org

Shivaughn Williams

(904)726-1500 x 2283

shivaughn.williams@ecs4kids.org



Provider Survey Instructions

■ Please take the time to answer the short 4 question survey. Your feedback is important to us!

(Only for participants who registered for the meeting through our GSMU website.)

■ You will be emailed a link to the training survey. If you do not receive the survey email, you **must** do the following:

-Go to the website where you registered for the meeting: <https://ecs4kids.gosignmeup.com/Public/Course/Browse>

(Please remember your password and only create one account!)

-Once you log in, you will see your student page.

■ **Received Email** shows copies of all of the emails you have received from GoSignMeUp regarding trainings/meetings with ECS. **If you are missing a survey, check these messages by clicking on the envelope!**

■ **Note:** This is also how you access certificates for ECS trainings, but quarterly meetings are not trainings and thus do not issue certificates.

■ Survey will close in 1 week.

