



EARLY LEARNING COALITION

North Florida

BOARD MEETING

December 5, 2018; 2:00 p.m.
Renaissance World Golf Village and Convention Center
Caddy Shack Restaurant

REVISED TENTATIVE AGENDA-HANDOUT

*Action Item

- I. Call to Order/Roll Call
- II. Public Comment
- III. Review of Delegation of Authority Items
- IV. Approval of September 19, 2018 Annual Board Meeting Minutes*
- V. **Staff and Committee Reports**
 - A. CEO Report-Verbal
 - B. Finance Manager's Report
 - C. 1st Quarter Program Update
 - D. 1st Quarter Early Literacy Report
 - E. Executive Administrative Committee
Draft minutes of November 7, 2018 Meeting – Informational

Consent Agenda:

 1. Ratify Approval of August 1, 2018 Exec/Admin Committee Meeting Minutes*
 2. Ratify Approval of ECS 2018/2019 Contract Amendment #0003-18*
 3. Ratify Approval of the Revisions to the Coalition's Personnel Policies and Procedures Manual*
- VI. **New/Unfinished Business**
 - A. RFP Ad-Hoc Committee
 1. Minutes- November 7, 2018-*Informational*
 2. Statement by Attorney/Board Member Michael Siragusa
 3. Conflict of Interest Questionnaire-*To be completed by all Board Members viewing the RFP Document-HANDOUT*
 4. Approval of Request for Proposal (RFP) #ELCNF 19/20-001 for the Delivery of School Readiness and Voluntary Prekindergarten Services (**including all appendices**)*
 - B. Approval of the RFQ Ad-Hoc Committee's recommendation for External Auditing Services Contract*-**HANDOUT**
 - C. Approval of the Management Decision Recommendation for ECS Audit 2017/2018*
 - D. Approval of 2017-2019 School Readiness Plan Amendment #19* (**Note:** Two attachments-1. "VA 1A Tier 1 FY 18-19 Schedule" and 2. "VA 1B Tier 2 FY 18-19 Compiled Data" will be provided as **HANDOUTS**)
 - E. Approval of DCF Regional Administrator or Designee: Charles Puckett*



- F. Approval of Private Sector Board Member Aubrie Simpson-Gotham*
- G. Approval of Private Sector Board Member Michelle D. Jonihakis*
- H. Approval of ELCNF Clay County Office Lease Extension to January 31, 2021*
- I. Review of Board Membership- *Informational*

VII. Board Absenteeism Log – *Informational*

VIII. Board Comment

IX. Next Meetings

- Wednesday, February 6, 2019 10:30 a.m. – Exec/Admin Committee Conference Call Meeting
- Wednesday, March 20, 2019, 10:30 a.m. – Board Meeting

X. Adjournment*

ACTION ITEM SUMMARY

DESCRIPTION	Approval of the RFQ Committee's recommendation that Moss, Krusick and Associates be awarded the Request for Qualifications for External Auditing Services Contract (for Fiscal Year Ending 06/30/2019).
Reason for Recommended Action	<p>Moss, Krusick and Associates scored the highest score out of the five proposals received. Moss, Krusick and Associates is also our current auditing firm and has done an outstanding job. Aside from the score ranking, the committee was in mutual agreement of who should be awarded the contract.</p> <p>The awarded firm's contract would be for Fiscal Year Ending 06/30/2019 (2018/2019), with the option to renew for two more years.</p> <p>If this is not done, the following would occur:</p> <ul style="list-style-type: none"> • The ELC of North Florida would not have a procured contract in place for auditing services beginning July 1, 2019.
How the Action will be accomplished	Board Approval, then notification to Moss, Krusick and Associates.

Memorandum

To: Board of Directors, ELC of North Florida
From: Brian McElhone, RFQ Committee Chair
Date: 11/27/2018
Re: RFQ for External Auditing Services

The purpose of this memorandum is to advise the Board of our committee's findings and subsequent recommendation for the upcoming fiscal years auditing services.

Background:

The RFQ for audit committee met on November 27, 2018 to consider proposals from five certified public accounting firms for auditing services. A criteria checklist and evaluation tool was utilized to rate via numerical scoring of six criteria necessary for auditing services. These criteria included: approach to the engagement, firm profile and qualifications, audit team members and qualifications, cost of services, prior non-profit and governmental auditing services and prior Early Learning Coalition auditing experience. In addition, there were technical requirements which four out of five firms met, as one applicant did not provide paper copies or flash drives.

Committee Findings and Recommendations:

As noted, four firms submitted proposals and their assigned numerical results, out of a possible 200 maximum, were as follows:

Moss, Krusick & Associates, LLC Certified Public Accountants	197.33
James Moore Certified Public Accountants and Consultant	188.00
Verdeja, De Armas, Trujillo Certified Public Accountants	186.33
Ashley, Brown & Company Certified Public Accountants	179.33
ADC Certified Public Accountants	46.00

Given the results as noted, it is the Audit Committee's recommendation to the Board of Directors of the ELC of North Florida that Moss, Krusick & Associates, LLC Certified Public Accountants be awarded the audit services contract.



— EPISCOPAL —

**Children's
Services**

BELIEVE. ACHIEVE. SOAR.

Screening Specialist

Policies/Procedures

and

Training Guide

Staff Signature and Date

1

SRED05

Screening Specialist Training Guide

ECS SR Education

Last Revision: 7.2014

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Introduction

Welcome to Episcopal Children's Services! This Guide has been created to assist you in performing your essential job duties as a Screening Specialist.

Overview

Coalition Information:

- School Readiness (subsidized child care) and VPK (Voluntary Pre Kindergarten) are both made possible through grants from the Florida's Office of Early Learning (OEL) to the local Coalition. The local Coalition (ELC of North Florida) contracts with Episcopal Children's Services (ECS) to administer both programs.
- OEL provides us (ECS) with most of the policies that must be followed in order to receive the funding that pays our providers for their services.
- Some policies are decided at the local level by the Coalitions that act as policy boards and are based on local needs.

Job Description:

Screening Specialists utilize state and agency data to secure timely screenings of enrolled school readiness children.

As a Screening Specialist with this agency your major responsibilities will include:

1. Stay current in the field of early childhood education by reading articles and books, and by attending trainings, conferences and peer group meetings.
2. Attend quarterly provider meetings as needed to network and remind providers of screening requirements.
3. Collaborate with the Family Service Specialists to ensure enrollment screenings are completed on all school readiness children.
4. Utilizes state and agency databases to track school readiness children screenings.
5. Prepare, mail/e-mail, track and work to ensure that providers return completed screening instruments by coalition established deadlines.
6. Prepare and maintain child files complete with and case notes.
7. Identify needs by providing a variety of primary screenings for school readiness children enrolled in child care programs and family child care homes.
8. Make referrals for services or further evaluation when appropriate.

Screening Mandate

All children receiving school readiness funding through ECS, ages **birth through five years inclusive**, need to be screened within **45** days of enrollment and annually within the month of the child's birthday.

For new enrollment screenings of children **birth through five**, the Ages and Stages Questionnaire will be completed by the parent/guardian of the child receiving school readiness funding ~~on or prior to the date of enrollment~~. The online screening link will be given to the parent/guardian by a county Family Service Specialist for completion. ~~The Family Service Specialist will then store the enrollment ASQ's at their office for pick up and grading by the Screenings Specialist at a later date.~~

If the parent/guardian is not able to complete the screening at enrollment, the Screening Specialist will e-mail the link to the provider for completion.

For annual screenings of children **birth through five**, the Ages and Stages Questionnaire online link will be mailed to providers by the Screening Specialist.

Note: Children who have birthdays in summer months and will be going to Kindergarten in the fall are not screened.

~~Create Notebook for Record Keeping~~

- ~~• A notebook needs to be kept for record keeping and documentation.~~
- ~~• When monitored, this is something that will be reviewed.~~
- ~~• The following is a list of sections to include:~~

- ~~○ Job description/Goals~~
- ~~○ Referral Documentation~~
- ~~○ Trainings/Conferences Attended~~
- ~~○ Reports Backup for Monthly Reports~~
- ~~○ Other pertinent information~~

Child Files

Keep a file for ~~each child that you work with~~. children who score refer and children whose guardians have declined screening. Include the following in each file:

- Case notes
- ~~• Completed assessments/screenings~~
- Referral documentation (if applicable)
- Other pertinent information

Case Notes

Located on the left hand side of each child's file

What to note:

- Date original screening or release form was completed or mailed
- Note who completed the screening (parent/guardian at the time of enrollment or provider).
- Initials of the Specialist entering the data.
- If a release form was returned, that date should be noted as well. The referral date can be listed at the same time (i.e. 7/4/07 Received release form and forwarded referral to FDLRS).
- Date and info of any phone call exchanges with FDLRS, the Provider, or the parent.
- All communications with parent, provider, supervisor, or Coalition regarding non-compliance of returning screenings. (Note: Coalition should only be contacted by Manager or Director.)
- Other information as the Screening Specialist sees fit.

Note: All paper documents received should be Date Stamped (on the date received).

Ages and Stages Questionnaire

- The ASQ is a parent questionnaire that pertains to the communication, gross motor, fine motor, problem-solving, and personal-social skills of children birth through five.
- Questions are asked according to Yes (10 pts), Sometimes (5 pts), or Not Yet (0 points).
- Comes with a user's guide which explains scoring procedures.
- Comes with activities to copy for parents on enhancing age appropriate development.

Screening Policy and Procedures

Enrollment screening birth through five years old:

Policy: Children who are between the ages of birth and 5 years inclusive will be screened using the Ages and Stages Questionnaires within 45 days of enrollment.

Procedures for enrollment screenings:

1. Each week, the Screening Specialist will run an enrollment report from the appropriate database to find all of the previous week's new enrollments.
2. If a parent does not want their child to participate in ASQ, they may declines for their child to be screened, and no screening will be completed. Notes on

tracking logs will show that the parent declined child screening. Additionally, the provider FSS will ask the parent to sign a form stating that the screening was declined by the parent and will ask the parent to sign and date the form. This form will be returned to the screening specialists within 45 days of enrollment 30 days of receipt. This documentation will be maintained in the child's file.

3. The Screening Specialist will then compare the received ASQ's to the new enrollment report from the database. It is the responsibility of the Screening Specialist to e-mail out any ASQ's that were not received to the provider to be completed immediately.
4. The specialist will track which ASQs were not received at the time of enrollment and use this as a communication tool with the FSS and supervisors.
5. After checking received ASQ's against the enrollment report spreadsheet, the Screening Specialist will score the ASQs. Once all the ASQ's are scored, the Screening Specialist will pull the screenings that were scored "referred" (see definition below) and set the other screenings aside for further processing later, as referral ASQs are time sensitive. The screenings which are scored "referred" are entered into the database and the results are printed out immediately and mailed to both the provider and the parent, so as to meet the policy of mailing a Release of Authorized Information form to the parent within 21 calendar days of receiving the completed screening from the parent or provider.

Note: A screening is considered scored "referred" if the child's overall total score is below the overall total cutoff in one or more areas, if there are concerns about speech, hearing, or vision, or if the parent or provider requests the child be referred for any other reasons. Referrals are not given if the child scores below the cutoff for fine motor ONLY, as FDLRS and Early Steps do not accept 'fine motor only' referrals. In these instances, Fine Motor activities will be sent to the provider (with a copy for the parent) parent in order to assist the child in increasing fine motor skills. If the child scores refer in Fine Motor AND in any other area, then a referral can be made.

- ASQ results will be mailed or emailed to the parent in an encrypted email with read receipt, as to meet the requirement of verifying the parent's receipt of ASQ results. This will be noted in case notes and/or the activity log.
- If the child does not score "referred", a letter will be sent to the provider, with a copy for the parent, with information about child's development and activity sheets.
- If the child's screening is scored "referred", and the child is between 0 and 3 years of age, the Screening Specialist will send by mail or encrypted email with read receipt a release form to the parent and provider within 21-60 calendar days of receiving the completed screening, to gain permission to refer directly to the Early Steps program, along with the letter of results and activities. The date the release form is sent will be noted in the case notes and activity log. If the child is within 45 days of their 3rd birthday, the referral can be sent to FDLRS.

- If the child's screening is scored "referred", and the child is 3-5 years of age, (or less than 45 days from their 3rd birthday) the Screening Specialist will send **by mail or encrypted email with read receipt** a release form to the parent and provider within **24-60** calendar days of receiving the completed screening, to gain permission to refer directly to the FDLRS/Child Find Program, along with the letter of results and activities.
- Once the signed Release of Authorized Information is received, the Screening Specialist needs to refer the child to the appropriate agency within 21 calendar days of receiving the Release of Authorized Information, whenever possible. **If no Release of Authorized Information form is received from the parent, we have no permission to refer. Referrals will not be made unless the parent returns the Release form. Tracking logs and/or case notes will show when Authorization is received from parents.**
- **ECS will initiate individualized supports within 60 calendar days for children showing concerning screening results. (Rule 6M-4.720 (5), FAC)**

Individualized service must include, at a minimum, one of the following-

- **Additional screening or assessment**
 - **Individualized learning plan**
 - **Suggested developmental activities for parents or providers**
 - **Observations and accommodations in the early learning program**
 - **Parent education**
 - **Referrals to early intervention or specialized care**
6. The Screening Specialist will track all screenings and follow-up services and submit a monthly report to the Director of School Readiness. Specialists will ensure that all tracking sheets are completely up to date and accurate, and available ~~in the appropriate folder on the H drive~~ for supervisors to view.
 7. Computer tracking for all screenings will be entered in the designated agency database. ~~and filed in each child's individual file. (If a file is not in pre-existence one will need to be created.)~~ Screening data will be entered into an electronic data system no later than 60 calendar days after screening (unless ASQ shows concerns that result in referral, then within 30 days).

Annual screening for children through-five years old:

Policy: Children who are between the ages of 1 year and 5 years old inclusive will be screened using the Ages and Stages Questionnaire annually within the month of their birthday.

Procedures for birthday/annual screenings:

The Screening Specialist will pull a ~~birthday report monthly. posted on the H drive at the beginning of each month (pathway: H:\CCRR\Birthday-Reports for Screening Specialists).~~ Using the spreadsheet for children with birthdays ages 12, 24, 36, 48, and 60 months old the Screening Specialist will:

A. At the beginning of each month the Screening Specialist will E-mail out a list of all the ASQ's needed for all the children ages 12, 24, 36, 48, and 60 months old on the birthday report to providers during the month of the child's birthday.

1. When the Screening Specialist receives the completed ASQ from the provider, it is to be processed in the ASQ database. ~~date stamped and scored.~~ Once all the ASQ's are scored, the Screening Specialist will ~~pull~~ process the screenings that were scored "referred" (see definition below) and set the other screenings aside for further processing later, as referral ASQs are time sensitive. The screenings which are scored "referred" are entered into the database and the results ~~are printed out immediately and~~ mailed to ~~both the provider and~~ the parent, so as to meet the policy of mailing a Release of Authorized Information form to the parent within 21 calendar days of receiving the completed screening from the parent or provider. If a parent declines for their child to be screened, no screening will be completed. Notes on tracking logs will show that the parent declined child screening.

Note: A screening is considered scored "referred" if the child's overall total score is below the overall total cutoff in one or more areas, if there are concerns about speech, hearing, or vision, or if the parent or provider requests the child be referred for any other reasons. Referrals are not given if the child scores below the cutoff for fine motor ONLY, as FDLRS and Early Steps do not accept 'fine motor only' referrals. In these instances, Fine Motor activities will be sent to the provider (with a copy for the parent) in order to assist the child in increasing fine motor skills. If the child scores refer in Fine Motor AND in any other area, then a referral can be made.

- ASQ results will be mailed or emailed to the parent in an encrypted email with read receipt, as to meet the requirement of verifying the parent's receipt of ASQ results.
- ~~If the child does not score "referred", a letter will be sent to the provider and parent along with information about child's development and activity sheets.~~
- If the child's screening is scored "referred" and the child is between 4 months and 3 years, the Screening Specialist will send a release form to the parent and provider within 21 calendar days of receiving the completed screening, to gain permission to refer directly to the Early Steps program, along with the letter of results and activities. If the child is within 45 days of their 3rd birthday, the referral can be sent to FDLRs.
- If the child's screening is scored "referred", and child is 3-5 years (or less than 45 days from their 3rd birthday), the Screening Specialist will send a release form to the parent and provider within 21 calendar days of

receiving the completed screening to gain permission to refer directly to the FDLRS/Child Find Program, along with the letter of results and activities.

- Once the signed Release of Authorized Information is received, the Screening Specialist needs to refer the child to the appropriate agency within 21 calendar days of receiving the Release of Authorized Information, whenever possible. If no Release of Authorized Information form is received from the parent, we have no permission to refer. Referrals will not be made unless the parent returns the Release form. Tracking logs and/or case notes will show when Authorization is received from parents.
2. The Screening Specialist will track all screenings and follow-up services and submit a monthly report to the Director of School Readiness. Specialists will ensure that all tracking sheets are completely up to date and accurate, and available in the appropriate folder on the H drive for supervisors to view.
 3. Computer tracking for all screenings will be entered in the designated agency database and filed in each child's individual file. (If a file is not in pre-existence one will need to be created.) Screening data will be entered into an electronic data system no later than 60 calendar days after screening (unless ASQ shows concerns that result in referral, then within 30 days).

Note: Children who do not receive school-readiness funded childcare through ECS can be screened and/or observed by the Inclusion Specialist after signed documentation is received from the parent/guardian.

Tracking

- Computer tracking for all screenings will entered into the appropriate Database. after screenings are completed and graded.
- Individual files Case notes will be kept for each child with all screenings completed from the date of enrollment forward.

EFS System

- The EFS system is a computer system that has information regarding children in our program and their parents.
- This system may be used for obtaining names, addresses, and phone numbers of children, parents, and providers. If the screening specialist is aware of any information in EFS that should be updated, the specialist will notify the appropriate Family Service Coordinator by email. The Family Service Coordinator will then ensure any necessary changes are made in EFS.

Parental Contacts

- When **talking to communicating with** parents about any issue, remember to always start with any strength the child has before voicing concerns about screenings or observations.

Parental Authorizations

- Parental authorizations need to be obtained for all screenings and/or observations requested for children not receiving school readiness funds.
- Parental authorizations also need to be obtained **when referring a child to an outside agency after a screening. ECS cannot release the results of screenings or observations completed by Screening or Inclusion staff to outside agencies without parental consent.** A *Release of Authorization* form will need to be completed and signed by the parent/guardian before placing the referral. **If no Release of Authorized Information form is received from the parent, we have no permission to refer. Referrals will not be made unless the parent returns the Release form.**

Community Agencies

- There are several community agencies that families may wish to seek out for services that ECS does not provide. A community resource packet should be provided to them.

Referrals

Placing Referrals to Outside Agencies

- If there are mental health concerns for a child, the screening specialist will immediately refer the child to the appropriate Inclusion Specialist. Referrals should be mailed to the appropriate agency upon receipt of parental consent to refer, and a copy kept for documentation in the child's file. The date the referral paperwork was received and sent to the agency should be case noted in the database.

Receiving Referrals from ECS Employees

Internal referrals are placed in the appropriate database and Screening Specialist will notify via e-mail that a new referral for the Inclusion Specialist has been listed. Further details are noted in the "Complaint and Referral Procedures" section of this guide.

How the system works for children who are potentially delayed

- After the referral ~~leaves ECS and gets to~~ **is received by** FDLRS/Child Find, the intake coordinator for that agency should contact parent within 7-10 days.
- Children ages 0-3 are referred to the Early Steps Program (ES). The intake coordinator makes an appointment for further evaluations for the child. After the appointment, a service coordinator with ES meets with the parent to discuss therapy options. Usually, a therapist will travel to the childcare provider for a specified number of times per week. This happens until therapy is terminated or the child reaches the age of 3 when they are automatically transferred into Child Find's system.
- Children ages 3-5 are referred to Child Find. The Child Find Specialist will call the parent and send them a packet of information that needs to be signed. An appointment is made for the parent to bring the child to a local elementary school for a complete developmental evaluation. If eligible (meaning the child scores below a certain point on their screenings), the Child Find Specialist then refers the child to the local pre-k program to be enrolled in the ESE pre-k class. These children can be bused from their childcare provider in the morning and taken back in the afternoon.

Inclusion Laws

- ADA, the Americans with Disabilities Act, states that:
 - Child care providers must not discriminate against persons with disabilities on the basis of disability, that is, that they provide children and parents with disabilities with an equal opportunity to participate in the childcare programs and services. Specifically:
 - Childcare providers cannot exclude children with disabilities from their programs unless their presence would pose a *direct threat* to the health or safety of others or require a *fundamental alteration* of the program.
 - Providers have to make *reasonable modifications* to their policies and practices to integrate children, parents, and guardians with disabilities into their programs unless doing so would constitute a *fundamental alteration*.
 - Providers must provide appropriate auxiliary aids and services needed for *effective communication* with children or adults with disabilities, when doing so would not constitute an *undue burden*.
 - Providers must generally make their facilities accessible to persons with disabilities. Existing facilities are subject to the *readily achievable* standard for barrier removal, while newly constructed facilities and any altered portions of existing facilities must be *fully accessible*.

- IDEA (Individuals With Disabilities Education Improvement Act) was passed in 1997. The purposes of this was:
 - To ensure that all children with disabilities have available to them a free appropriate public education that emphasizes special education and related services designed to meet their unique needs and prepare them for employment and independent living;
 - To ensure that the rights of children with disabilities and their parents are protected;
 - To assist states, localities, educational service agencies, and Federal agencies to provide for the education of all children with disabilities; and to assess and ensure the effectiveness of efforts to educate children with disabilities.

Additional Requirements

Helping Hands Newsletter

All staff are required to submit an article(s) to add to our monthly *Helping Hands* newsletter. Helping Hands articles are due to your immediate supervisor by the given deadline. Your supervisor will proof read the article and submit to the HH Editor. Detailed information about each individual staff member's assigned months and the guidelines of your submissions will be provided by the Manager of School Readiness.

Provider Meetings

Throughout the year, CCR&R departments collaborate to provide quarterly provider meetings for SR providers. These meetings are designed to update our providers on any new policy changes, provide resources on early childhood education, and provide an opportunity for networking with other providers. These meetings may be in person in our service areas or provided as an online webinar type meeting. As an education staff member, you may be required to present information relating to your current position at these meetings. Detailed information on what your presentation should include will be provided by the Manager of School Readiness.

Reports and Documentation

The Screening Specialist is responsible for the following reports and documentation:

Provider Visits

All ECS education staff are required to log the number of monthly visits made to providers on the Master Provider Visit Log. Our goal is to have every active CCMS provider visited a minimum of once per fiscal year. Documenting visits assists in monitoring this goal. The master logs can be located on the H drive at the following link: (H:\CCRR\Education\Provider Visits).

Provider Signature Log

All ECS Education Staff are required to submit a monthly Provider Signature Log, as applicable. The Provider Signature Log is a log that documents the date, time, length and reason for all technical assistance visits. It is the responsibility of the Education Staff member to have either the teacher or director receiving technical assistance sign the log verifying the documented information is accurate at the time of the visit. Each classroom visited will need to have the teacher or director's signature. The monthly log will be kept in the Specialist's notebook and a copy is submitted to the Director of School Readiness. This log can also be used to record provider visit cancellations or phone calls made to providers.

Provider Database

All trainings, technical assistance, and assessments are required to be logged in the Provider Database. This includes: any communication with a provider through phone calls, emails, and visits. Dates letters are mailed, scores of screenings, etc. are also required to be entered into the database.

Timesheets and PAR (Personal Activity Record)

Timesheets (PAR and ECS) must be submitted to the Director of School Readiness by each requested deadline. Detailed instructions on how to complete both forms will be given to you by the Director of School Readiness.

Travel Reimbursement Forms

Travel/Reimbursement Forms are submitted monthly to the Manager of School Readiness. Detailed instructions on how to complete the form will be given to you by the Manager of School Readiness.

Local Travel

Time spent traveling during normal work hours is considered compensable work time. Work-related travel will be reimbursed and must be pre-approved by the Manager of School Readiness. Work-related travel is to be documented on a mileage form. The form shall be filled out completely and approved by the supervisor before submission to the Fiscal Department.

Work-related travel that occurs between employees' home and office, which is on the direct travel route, may not be submitted for reimbursement. Work-related travel that occurs between employees' home and office will be allowed as follows: either the total mileage minus the direct path mileage or mileage from destination in question to the office, whichever is shorter.

Out of Town Travel

Pre-approved work-related travel expenses will be paid by ECS and include the following: hotel, airfare and/or mileage, cab fares to/from airport and per diem for meals. In accordance with section 112.061 Florida Statutes, conference agendas or other appropriate description of the conference should be attached to purchase order. If meals are included in the conference package, per diem will not be issued.

The employee is responsible for obtaining receipts for all travel expenses, with the exception of per diem. When actual expenses exceed prepaid expenses ECS will reimburse the employee when receipt is presented and approved by their supervisor. When prepaid expenses exceed actual expenses, the employee shall arrange with the vendor to refund ECS.

Employees shall be paid for an eight-hour work day for each day out of town on work-related business.

Cell Phone Reimbursement

Cell Phone Reimbursement is given to approved staff each pay period to cover work related cell phone use. Detailed information will be given to you by the Manager of School Readiness.

Snapshots

The Screening Specialist is required to submit a monthly snapshot detailing all technical assistance, enrollment and annual provided to the Director of School Readiness by the 5th of each month. The snapshot also includes any training the Screening Specialist attended, as well as other pertinent information. Detailed instructions on how to complete the snapshot will be provided by the Director of School Readiness.

Screening Staff Checklist

The Screening Staff Checklist was created to help you remember all of the required documentation that needs to be submitted on a weekly, monthly and quarterly basis. The checklist has all of the required documentation listed above. The checklist is due to the Director of School Readiness on the 5th of each month submitting the previous month's reports.

All items are to only be checked off once the documentation/report has been completed. The checklist is not to be submitted until all items have been completed unless some items are not applicable for that month. If any item listed on the checklist is not applicable, a "N/A" needs to be listed next to the box.

~~Electronic copies of the Screening Staff Monthly Checklist will not be accepted. All checklists must be printed off with a physical signature and date.~~ If the checklist is submitted past the deadline, the education staff member is required to list on the notes section any reason their document was late. The Director of School Readiness will then sign and date the checklist and keep a copy in the staff member's file.

Meetings

Team meetings are scheduled once a month. Attendance is required and expected. If unable to attend, the staff member is responsible for notifying the Manager of School Readiness and obtaining all information that was discussed.

Complaint and Referral Procedures

ECS Complaint Policy and Procedures:

Policy: ECS follows the FOEL-DCF complaint policy. All complaints including child abuse or neglect, licensing, etc. called into Episcopal Children's Services needs to be documented in the appropriate database. An "open" or "closed" status will be maintained on each case so that all employees will be aware of the situation.

Procedures:

1. Take complaint
2. Create a complaint in the database. (fill-out form; create a case number (county initial and date) *If more than one complaint is taken from same county on same day, Use letters to distinguish between the cases. Example: If a second complaint is taken on 1/23/09, change the first one to C012309a. The second one should be C012309b.*
3. Send e-mail to supervisors of county issue occurred letting them know a case has been opened.
4. Supervisors read and evaluate if and how their team members can address complaint.

5. Supervisors send out e-mail to respective staff to address complaint.
6. Staff will update the database complaint/TA documentation until case is closed. Follow up with DCF needs to be attempted at least once within 30 days of initial complaint.

CCR&R Intra-Office Referral Form Policy and Procedures:

Policy: All referrals in the department will be documented in the appropriate database. The referral should be immediately shared with the recipient so that technical assistance can be given as quickly as possible. An “open” or “closed” status will be maintained on each case so that all employees will be aware of the situation.

Procedures:

1. Make referral in the database.
2. Send an e-mail to respective staff member noting a new referral had been generated.
3. Person provides TA and documents case notes on referral form in the database.
4. Print completed referral and place in position notebook Send an e-mail to the person who made the referral noting that the updated follow-up is in the database so that they can print and place in notebook.

Community Events and Brochure Distribution

ECS seeks out opportunities to attend and speak at events held by other community resource agencies, institutions involved with early childhood learning and other events involving community and business leaders throughout the region to bring awareness to Resource and Referral Services. Education staff is asked to volunteer to participate in these events throughout the year.

Recognizing that the counties we serve are at least partially rural counties with few large employers, ECS seeks opportunities to work with the business community to provide information to their employees concerning Resource and Referral services. We increase public awareness of the value of CCR&R services which promote quality early care and education by marketing to businesses at key locations in Putnam, St. Johns, Clay, Nassau, Baker and Bradford Counties. Brochures and posters are distributed to businesses by CCR&R and Education staff members and database entries are made to reflect distribution. Education staff members are required to distribute brochures to a minimum of ten businesses each fiscal year. To ensure we are distributing the brochures throughout the year, five of the ten businesses need to be completed by December 31st of each fiscal year.

Documentation of attendance and distribution of brochures in the agency database is required by all ECS staff .

Changes/Revisions:

Date of Change/Revision	Person making change/revision	Change/Revision
7.1.09	Brittney Spangler	Added detailed information on the required documents that are submitted.
01.19.10	Brittney Spangler	Clarified wording in section IV. Screening Policy and Procedures.
9.22.10	Amanda Griffis	Added new ECS logo. Added information on reporting EFS information updates.
7.1.11	Amanda Griffis	Deleted coaching information. Added updated information on monthly checklist, provider signature log, and entering database information weekly.
7.29.14	Amanda Griffis	Made clarifications to referral references and internal referral procedures
9.2.14	Amanda Griffis	Clarified what ages to refer to FDLRs and Early Steps
9.22.14	Amanda Griffis	Added "Screening data will be entered into an electronic data system no later than 60 calendar days after screening." Based on OEL monitoring suggestion.
6.1.16	Amanda Griffis	Updated Helping Hands section, provider meeting section. Updated language for a minimum of weekly TA visits to targeted providers 'as schedules allow' to account for cancellations, holidays, etc.; removed information regarding Resource room. Added information about specialists providing an environmental assessment/action plan.
8.31.16	Amanda Griffis	Corrected screening 45 days from birthday to 'annually within the month of the child's birthday'.
9.11.18	Amanda Griffis	Removed items related to School districts completing their own screenings, as SR children at these sites will be screened by the SD sites through our ASQ online system. Added: ASQ results will be emailed to the parent in an encrypted email with read

		<p>receipt, as to meet the requirement of verifying the parent's receipt of ASQ results.</p> <p>Added: If a parent declines for their child to be screened, no screening will be completed. Notes on tracking logs will show that the parent declined child screening.</p> <p>Added: If no Release of Authorized Information form is received from the parent, we have no permission to refer. Referrals will not be made unless the parent returns the Release form.</p> <p>Tracking logs and/or case notes will show when Authorization is received from parents.</p>
<p>11/8/18</p>	<p>Teresa Matheny & Amanda Griffis</p>	<p>Various changes to meet new OEL plan requirements, list additional interventions, communication by encrypted email and clean up document.</p>