

**Federal OHS Review Prep – Focus Area 2**  
**November 5-9, 2018**  
**Action Items for Center Directors**



Complete by	Action Item	Notes/Progress	Check if Completed
ASAP Thank you	<b>Online Course – “What to Expect in a Federal Review”</b> HS/EHS staff members and Center Directors have received a notification via Litmos to complete this online course.		
ASAP Thank you	<b>Online Course – “Head Start Early Learning Outcomes Framework”</b> HS/EHS staff members and Center Directors have received a notification via Litmos to complete this online course.		
Monday Oct. 15	<b>Eligibility Documentation Self-Audit - Checklists</b> This was due Monday Oct. 15. If you have not yet sent your checklist, please complete and submit to your Family Engagement Coach.		

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<b>Thursday Oct. 18</b>	<b>Accurate Class Information in Class Profile</b> Verify that Class Profiles are entered and up-to-date for each class, including an accurate Daily Class Schedule and any changes specific to the week of November 5 – 9.		
<b>Thursday Oct. 18</b>	<b>Professional Learning Plans (PLPs)</b> Review the guidance in the ELPM for <a href="#">Professional Learning Plans</a> . Bring up to 2 of your best PLPs so that others can see examples of thoughtful, intentional plans and a variety of formats.		
<b>Friday Oct. 19</b>	<b>Eligibility Documentation Self-Audit – Upload Documents</b> PSESD selected 20% of family files for each Family Support Staff to review and sent notification via e-alert on Wednesday Oct. 17.  Upload eligibility documentation to ChildPlus, under the Application tab, by end of day Oct. 19.  See <a href="#">E-Alert</a> for more detailed instructions.		
<b>Monday Oct. 22</b>	<b>Safe Arrival/Departure/Transportation Assessment</b> This was due in September. Must be completed by all HS/EHS providers even if you do not provide transportation. Please make sure your work is reflective of your practice.  Upload your completed assessment to Litmos.		

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<b>Wednesday Oct. 24</b>	<b>Criminal Record Check Certification – School Districts only</b>  To make sure that each school district is following Washington State background check requirements, complete the Criminal Record Check Certification with your HR Representative.  Submit to Kristyl Riddle at <a href="mailto:kriddle@psed.org">kriddle@psed.org</a> .		
<b>Friday Oct. 26</b>  <b>Pick up on Monday Oct. 29</b>	<b>OHS Selected Files - Eligibility Documentation to PSED</b>  OHS will select family files for eligibility review. Notice of selected files will go out Friday Oct. 26.  Gather selected files eligibility documents on Friday, Oct. 26 and Team Managers will pick up on Monday, Oct. 29. Pick up arrangements will be made with Center Directors.  See handout for more details.		
<b>Wednesday Oct. 31</b>	<b>Hiring Documents</b>  Emails from Venissia Buyco have been sent to Center Directors listing Head Start/Early Head Start staff with missing hiring documents.  Submit <a href="#">Hiring Approval Forms</a> , Criminal Record Check evidence, <a href="#">Medical Release Forms</a> , and transcripts to Venissia Buyco at <a href="mailto:vbuyco@psed.org">vbuyco@psed.org</a> .		
<b>Wednesday Oct. 31</b>	<b>Safe Arrival and Departure Policy Change Tracking Form – Parents who HAVE authorized release to persons under 18 years old</b>  Sign, scan, and email form to Venissia Buyco at <a href="mailto:vbuyco@psed.org">vbuyco@psed.org</a> .  See <a href="#">E-Alert</a> for detailed instructions.		

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Wednesday Oct. 31	<p><b>Survey - Education Services Coaching</b></p> <p>To determine what sites are ready for Practice-Based Coaching implementation, complete the survey within 2 weeks. The survey link was sent on Oct. 17.</p>		
Wednesday Oct. 31	<p><b>Active Supervision Plans</b></p> <p>Each classroom needs an Active Supervision Plan uploaded into Litmos. This is a funding trigger – no claims for reimbursement of expenses after October 31 will be paid until all classroom plans are uploaded.</p>		
Oct. 29 – Nov. 2	<p><b>Prep with Teaching Staff</b></p> <p>Make sure that teaching staff are in classrooms.</p> <p>Education Coaches will be visiting classrooms this week to prepare teaching staff for observations and interviews, and to look at classroom environments.</p> <p>Health/Nutrition/Safety Coaches will look at sites/classrooms to make sure all safety requirements are in place.</p>		
Nov. 5 – Nov. 9	<p><b>REVIEW WEEK</b></p> <p>Make sure that staff are in classrooms.</p> <p><b>Substitutes:</b> Classroom observations will last about 20 minutes. Teachers will be interviewed for 10-15 minutes following the observation. Plan ahead and secure substitute teachers to step in during the interview.</p>		

