



PROVIDER WEBINAR

FEBRUARY 2025



Welcome

Hadassah Israel
Community Relations Manager



Meeting Agenda

- 01 WELCOME
- 02 DISTANCE LEARNING
- 03 PROVIDER RELATIONS
- 04 ECE
- 05 FAMILY SERVICES
- 06 CCR&R
- 07 COMMUNITY RELATIONS
- 08 CLOSING REMARKS

Distance Learning



Kathy Douglas



850-491-4429



kdouglas@elcbigbend.org



ELC 6001

Leadership: Creating and Fostering a Sense of Place for Families

- On-demand training enables directors to learn at a pace and place that meets your needs.
- Course Dates: On Demand until June 1, 2025
- 20 hours In-Service (free), or
- 2 CEUs (\$33.00 fee)
- Target Audience: Directors and Leaders!
Meets DCF renewal requirements for the Director Credential- CEUs required by DCF.

Visit elcbigbend.org to register for this course

ELC 6002

Leadership: A
Shared Vision
for Teachers,
Families and
Leaders

- Course Dates: February 21, 2025 – March 27, 2025
- 25-hour service (free) or
- 2.5 CEUs (\$38.00 fee)
- Target Audience: Directors and Leaders!
- Meets DCF renewal requirements for the Director Credential- CEUs required by DCF.

Visit elcbigbend.org to register for this course

ELC 5025

Making &
Tinkering With
STEAM: Solving
Design
Challenges with
Young Children

- Course Dates: January 31 – March 15
- 15-hours In-Service (no fee), or
- 1.5 CEUs (\$28.00 fee)
- Target Audience: Toddler, Pre-K and VPK Teachers

Registration is open until February 12th.

Visit elcbigbend.org to register for this course

ELC 4025

Linking Letters,
Words, and
Symbols
through Books,
Art, and
Dramatic Play!

- Course Dates: February 27 – March 28, 2025
- 15-hours In-Service (no fee), or
- 1.5 CEUs (\$28.00 fee)
- Target Audience: VPK, Pre-K and Toddler Teachers

Visit elcbigbend.org to register for this course

ELC 3999

Chicka Chicka

123 - Meet Me At
the Top of the
Apple Tree

- Course Dates: February 28, 2025 to March 28, 2025
- 10 Hours In-Service, no fee
- Target Audience: Pre-K & VPK Teachers

Visit elcbigbend.org to register for this course

ELC 5025

Chicka Chicka

123 - Meet Me At
the Top of the
Apple Tree

- Course Dates: February 28, 2025 to March 28, 2025
- 10 Hours In-Service, no fee
- Target Audience: Pre-K & VPK Teachers

Visit elcbigbend.org to register for this course

Q & A



Provider Relations



Vincent Palmer



850-552-7336



providerrelations@elcbigbend.org



Attendance Reimbursement

Certified Contract Requirement

- You must have a certified contract with ELC to be reimbursed for VPK and/or School Readiness.

Attendance Submission Deadlines

- Submission Deadline: 3rd business day of the month
- Late Submissions: Will result in payment delays (paid the following month).
- Sign-in/Sign-out Sheets must be uploaded into the WebAuthor system under Provider Uploads.
- ALL Attendance Entry must be submitted in the Provider Portal (EFSMOD).

Helpful Tips

- Submit attendance early to avoid processing delays.
- Upload all Physician and "Mommy Notes" for absences.
- Remove terminated students from your roster.
- Use Provider Portal & WebAuthor to confirm submissions.
- Long Absences? Notify the Coalition if a child is absent for more than 5 consecutive days or 10 non-consecutive days without notice from the family.

Protective Services/Rilya Wilson Act Reporting

A provider must notify the ELC and Community Based Care (CBC) agency any time a protective services child is absent for **one day** without contact from the parent or caregiver by the end of the day and has **seven consecutive** unexcused absences.

Attendance Reporting Requirements

Providers must document daily attendance using sign-in/sign-out forms.

Forms must include:

- Child's full name
- Date
- Time in & Time out
- Parent/guardian signature

⚠ Failure to maintain accurate records may result in payment delays. ⚠

Deadlines Matter!

Late or incomplete submissions may result in delay or denied reimbursements.



Early Learning
Coalition of the
Big Bend Region

2024-2025 Provider Payment Dates

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
DAY OF THE WEEK ATTENDANCE IS DUE	WED	MON	WED	THU	MON	WED	FRI	WED	WED	THU	MON	WED
ATTENDANCE DUE DATE	7/3	8/5	9/4	10/3	11/5	12/4	1/6	2/5	3/5	4/3	5/5	6/4
PROVIDER REIMBURSEMENT PAYMENT DATE	7/19	8/21	9/20	10/21	11/21	12/20	1/21	2/21	3/21	4/21	5/21	6/20

Please Note: Payment dates are subject to change due to unforeseen circumstances, such as but not limited to natural disasters (e.g., hurricanes) or other events beyond our control.

Monitoring

All contracted providers must comply with School Readiness and VPK contract requirements.

Key Reminders:

- ELC staff must have access to the facility. If the director is unavailable, staff should know the location of the following required documents:
 - VPK Enrollment Certificates
 - Sample attendance records
 - Proof of copayments received
 - All contract-related records outlined in the monitoring email sent at the beginning of the monitoring program (note: this is different from program assessment emails, which are sent two weeks prior).

Failure to comply may result in placement on a corrective action plan or additional measures.

VPK Monitoring

Monitoring Period: Ongoing until early May 2025

Objective: Ensure compliance with VPK program requirements and support provider quality.

Key Monitoring Areas:

- Provider Program Information: Licensure, accreditation, and director credentials
- Classroom Compliance: Instructor qualifications, student ratios, and curriculum use
- Attendance and Progress Monitoring: Daily logs, monthly certifications, and screening compliance
- Insurance and Contract Compliance: Worker's compensation, general liability, and E-Verify affidavit

Next Steps:

- Ensure all required documents are up to date
- Request technical assistance if needed
- Compliance findings may require a corrective action plan (CAP)

Attendance Acknowledgement

Parents are required to complete the VPK attendance verification forms every month.

**Use the
Short Form
if**

**Parents sign in
and out daily**

**Use the
Long Form
if**

**Any method other than a daily
sign-in form is used, such as a roll
sheet or roster**

School Readiness (SR) Monitoring

Monitoring Period: Ongoing until the end of May 2025

Objective: Assess compliance with School Readiness program standards and support provider adherence.

Key Monitoring Areas:

- Contract Execution & Readiness: EFS Mod profile, licensing, health & safety documents
- Provider Compliance: Developmentally appropriate curriculum, child assessments, attendance certification
- Health & Safety Standards: Facility inspections, background screenings, emergency preparedness
- Financial Accountability: Parent copayment collection, reporting absences, maintaining records for audit

Next Steps:

- Providers should review and update all compliance documentation
- Any non-compliance issues will require follow-up and resolution
- Coalition staff are available for support and guidance

Contract Deadlines

Summer VPK Application Deadline: May 1, 2025

School Readiness Contract Deadline: May 20, 2025

VPK Application and Contract Deadline: July 31, 2025

Ensure all applications and contracts are submitted on time to avoid delays in processing.

Contact **providerrelations@elcbigbend.org** for assistance.

Q & A



Early Care & Education (ECE)



Melanie Sanders



850-552-7320



resources@elcbigbend.org



Resource Room



Leon, Madison, Gadsden,
Taylor, & Wakulla Counties

Order Online:

- Construction Paper
- Die Cuts
- Bulletin Board Paper
- Lamination

Visit elcbigbend.org

Program Assessments

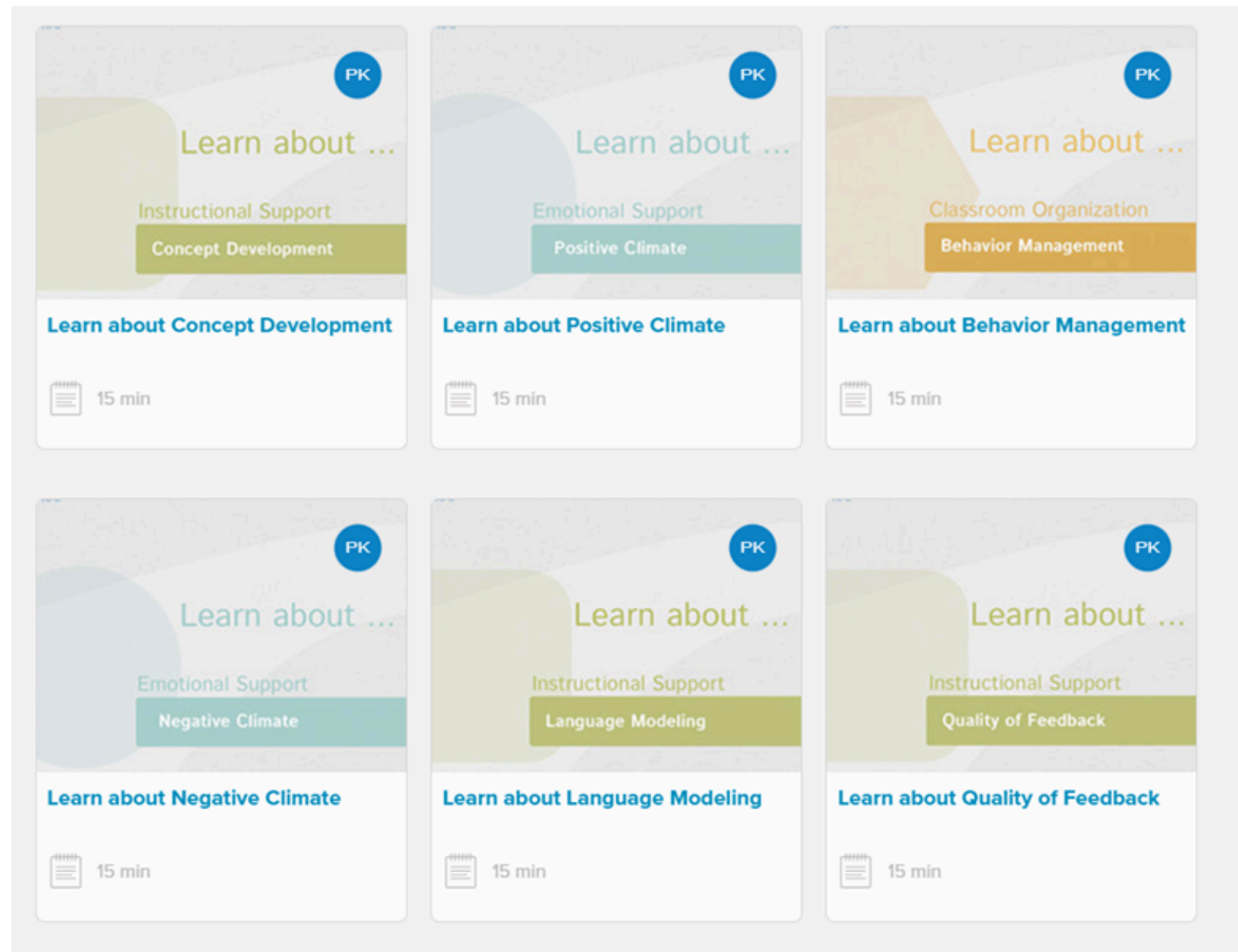
- Program Assessment registration must be updated in the Quality Performance System (QPS) for SR providers whenever staff changes occur.
- PLEASE DO NOT INCLUDE YOUR VPK CLASSROOMS in QPS.
- VPK providers with teacher changes must update their contracts in the Provider Portal.
- **Remember, Program Assessment is a contractual agreement**—keeping your scheduled assessment is imperative. If an emergency arises, please contact resources@elcbigbend.org immediately so our team can assess whether rescheduling is necessary.

Program Assessments

- If you were assessed between **August 2023 and March 2024**, ELC is currently scheduling your 2024-2025 program assessments.
- SR providers will now receive a program assessment every year—biennial status (every other year) no longer applies.
- ELC has partnered with the Children’s Forum this year to complete program assessments. Please monitor your email for scheduling notifications, which may come from either ELC or the Children’s Forum. The email subject line will be “**Upcoming CLASS Observation.**”
- VPK program assessments will only be conducted during your contracted VPK instructional hours.
- Pre-K and Toddler program assessments will be conducted in the morning, while Infant program assessments may take place in the afternoon.
- Please share all program assessment resources with your staff in advance to ensure they know what to expect.

Program Assessments

- You can learn more about Program Assessments using the MyTeachstone Learn Abouts!
- Contact resources@elcbigbend.org to learn more.





Ages and Stages (ASQ) Processing

- Screening is completed via EFS Mod when parents are coming into SR services
- Parents can defer a screening during the SR application process to the Provider or Coalition.
- The provider must use the provider portal to complete screenings that were deferred to them by the parent. We encourage you to check your Provider Portal account weekly - the system will not alert you.
- Screenings deferred to the Provider must be completed within the first 45 days from the child's enrollment date (NOT their start date, if different). The Provider Portal will provide you with the screening deadline for each child.
- **Per your contract, Providers who do not meet this requirement will be placed on a Corrective Action Plan.**

Accessing ASQ's from the Provider Portal



[Log On]

WELCOME TO FLORIDA'S EARLY LEARNING PROVIDER SERVICES PORTAL

Provider Services Logon

Account Information

User name (must be a valid email address)

mworley@elcbigbend.org

Password

.....

Log On

Not yet registered?

Click [here](#) to register a new provider account.

[Forgot my password](#)

[Change my password](#)

On the left-hand side of the home screen click on “Developmental Screening Queue”

The screenshot shows a web application interface with a sidebar on the left and several content panels on the right. The sidebar is titled "Common Tasks" and contains several sections: "Manage Users" with a link "Manage All Users"; "Manage VPK Applications and Contracts" with links "VPK Provider Application", "Manage VPK Instructors, Calendars, and Classes", "Statewide VPK Provider Contract", and "VPK Contract Amendment"; "Manage SR Contracts" with links "Statewide SR Provider Contract" and "SR Contract Amendment"; "Surveys/Grant Applications" with a link "ARPA Round 1 Expenditure Survey"; and "Provider Cost of Care Estimate" with a link "2023 - 2024 Provider Cost of Care Estimate". At the bottom of the sidebar, "Preschool Development" and "Developmental Screening Queue" are highlighted in yellow and enclosed in a red rectangular box. The main content area has five panels: "Broadcast Messages" with a "Voluntary Customer Satisfaction Survey" notice; "Helpful Documents" with links "VPK Curricula for Providers on Probation" and "SR Curricula"; "Provider Site Summary" with a table of provider information; "Frequently Used Links" with links "Core Competencies (Coming Soon)", "DCF Provider Training", "Provider Portal User Guide", "Quality Performance System (QPS)", and "VPK Provider Readiness Rate Website"; and a footer with the text "Please contact your early learning coalition for immediate assistance."

Provider Site Summary	
Business name:	1200 Kids Korner
Doing business as:	1200 Kids Korner
Provider ID:	26112
License number:	
SSN / Federal ID number:	933225110
Accountability ID:	A200117

On the “Preschool Developmental Screening Incomplete Queue” page, review the screenings that are due and select English or Spanish to complete the required screening. Remember, you only have to do the ASQ. The ASQ: SE is not required.

Show 10 entries

Clear All Filters Export Search:

Child ID	Child Name	DOB	Assigned Counselor	Provider ID	Provider Name	Screening ID	Request Date	Enrollment Actual Start Date	Due Date	Days Until Due	Questionnaire	Enter Screening
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	
		11/04/2020		4741	BROWNSVILLE PREPARATORY INSTITUTE, LLC		10/22/2024		12/05/2024	17	ASQ-3	English Spanish

VPK FAST Assessment

VPK FAST Test Administrator Training

- If you hire new VPK teachers, they must complete the VPK FAST Test Administrator training before administering assessments to students.
- Proof of training (certificates and agreements) must be uploaded to the provider portal before PM2.

VPK FAST PM2 is HERE!

- Ensure that all VPK children are assessed by your PM2 deadline to remain compliant with program requirements. Deadlines vary based on each VPK schedule.
- Provide parents with a copy of the assessment results. This is both an important way to keep them informed about their child's progress and a VPK program requirement.

Questions?

- For questions about VPK FAST training requirements, PM2 window dates, or provider resources, email **VPKFAST@elcbigbend.org**.



New Worlds Reading Initiative

Children who score below the 40th percentile on the FAST Star Early Literacy/Reading assessment are eligible to enroll in Florida's **free** home literacy program.

Program Benefits:

- One free book per month during the school year
- Resources & activities for caregivers and children to strengthen literacy skills

How to Enroll:

- We encourage all providers to inform families of eligible children and direct them to apply as soon as possible, as the verification process may take several weeks.
- Apply & learn more: NewWorldsReading.com

Q & A



Family Services



Kwanza Johnson

Sanntia Pierre-Antoine



familyservices@elcbigbend.org



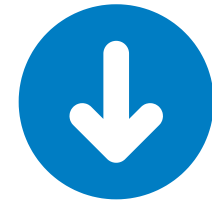
School Readiness Enrollment Process



Family tells ELC where child will go.



ELC enrolls child at the chosen provider in Coalition Portal.



ELC emails the family to accept the enrollment in Family Portal.



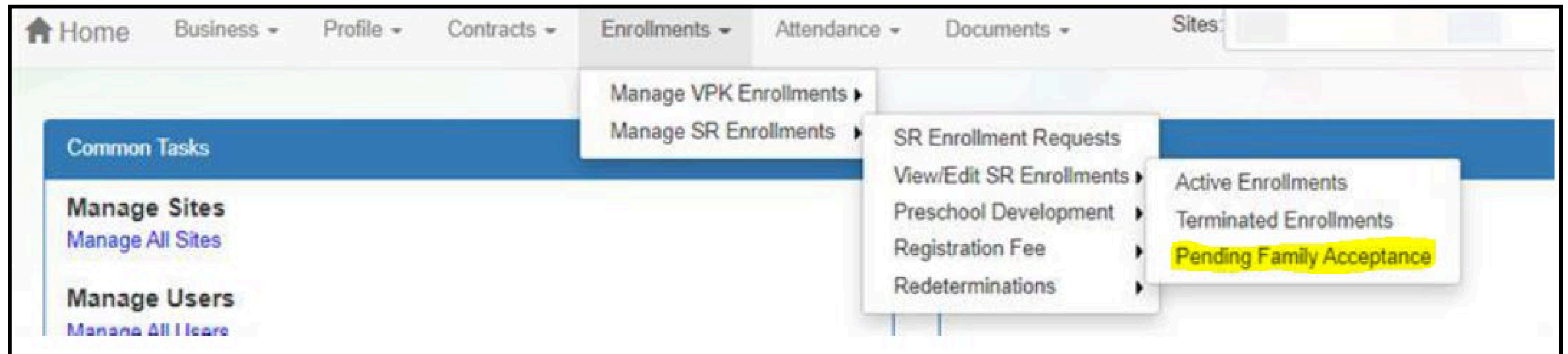
Family logs in to Family Portal and accepts enrollment.



Child shows up on your attendance roster.

School Readiness Enrollment Missing?

1. Login to your Provider Portal account.
2. Go to the Pending Family Acceptance menu.



3. Review the list of children in **Pending Family Acceptance**.
4. Ask the family to login to their Family Portal account and accept their SR enrollment
5. If the child has never and will not attend, click **Cancel Enrollment** next to the child's name and follow the portal's instructions.

School Readiness Redetermination and Review Dates

- A Redetermination date can be found on a family's SR Certificate. A Review Date can be found via email with ELC.
- Families receive email reminders leading up to these dates from both the Family Portal and ELC
- Co-payments are **REQUIRED** of families receiving SR services.

School Readiness Waitlist

- The School Readiness program is temporarily paused from inviting new families from the waitlist.
- Families currently enrolled in the program who have an upcoming redetermination may remain eligible, provided they meet the requirements and respond on time.

VPK Enrollments

VPK Enrollment is now open!

- Any child that is four years old on or before September 1st AND is a Florida resident is eligible for VPK enrollment.
- Please encourage your eligible families to apply now for the 2025-2026 school year by visiting elcbigbend.org

Q & A



CCR&R



Gabby Aboki



866-973-9030



ccrr@elcbigbend.org



Provider Profile Updates

To participate in Child Care Resource & Referral (CCR&R) services and maintain a School Readiness or VPK contract for the upcoming program year, **both contracted and non-contracted Big Bend providers must update their profiles in the Provider Portal and complete the Cost of Care Survey.**

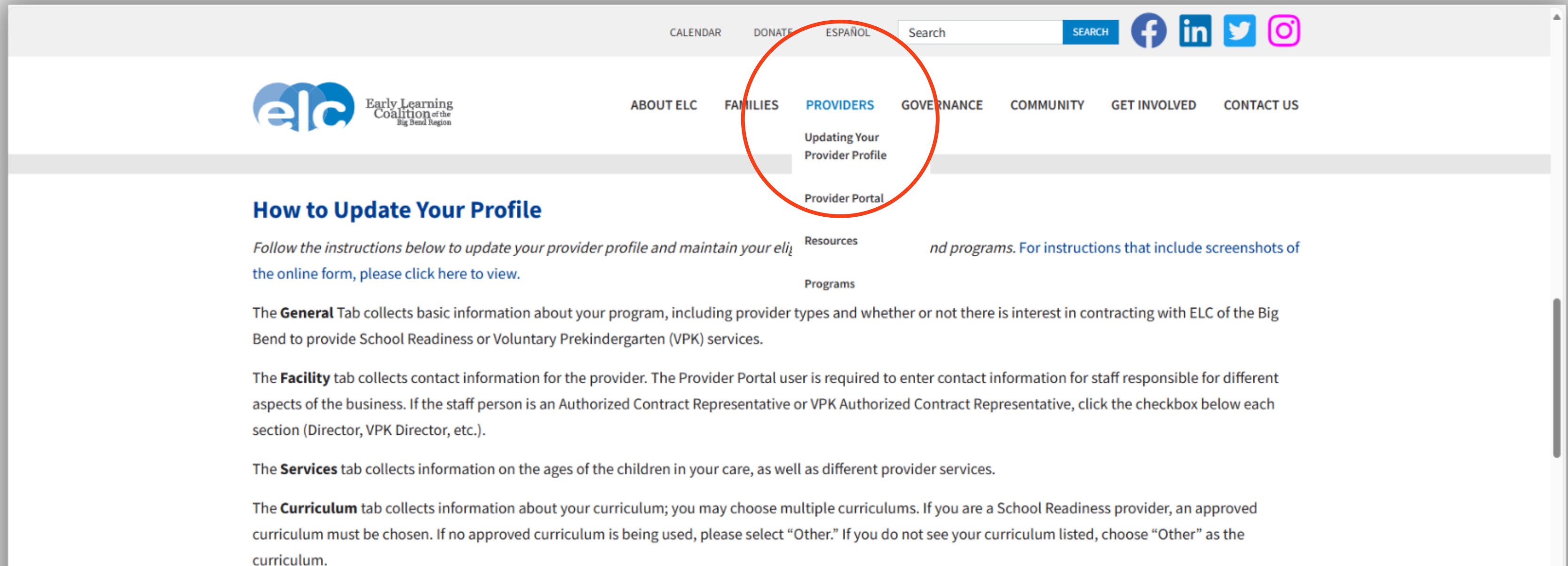
Technical Assistance Days

ELC Big Bend will offer in-person support at our Leon County service center on:

- Wednesday, February 26th
- Wednesday, March 26th

Deadline: Tuesday, April 1st

Updating Your Provider Profile



The screenshot shows the website for the Early Learning Coalition of the Big Bend Region. The navigation menu includes 'ABOUT ELC', 'FAMILIES', 'PROVIDERS', 'GOVERNANCE', 'COMMUNITY', 'GET INVOLVED', and 'CONTACT US'. The 'PROVIDERS' menu item is circled in red, and its dropdown menu is visible, containing 'Updating Your Provider Profile' and 'Provider Portal'. Below the navigation, the page title is 'How to Update Your Profile'. The main content area contains instructions for updating the provider profile, including a link to view the online form and descriptions of the 'General', 'Facility', 'Services', and 'Curriculum' tabs.

How to Update Your Profile

Follow the instructions below to update your provider profile and maintain your eligibility for the programs. For instructions that include screenshots of the online form, please click [here to view](#).

The **General** Tab collects basic information about your program, including provider types and whether or not there is interest in contracting with ELC of the Big Bend to provide School Readiness or Voluntary Prekindergarten (VPK) services.

The **Facility** tab collects contact information for the provider. The Provider Portal user is required to enter contact information for staff responsible for different aspects of the business. If the staff person is an Authorized Contract Representative or VPK Authorized Contract Representative, click the checkbox below each section (Director, VPK Director, etc.).

The **Services** tab collects information on the ages of the children in your care, as well as different provider services.

The **Curriculum** tab collects information about your curriculum; you may choose multiple curriculums. If you are a School Readiness provider, an approved curriculum must be chosen. If no approved curriculum is being used, please select "Other." If you do not see your curriculum listed, choose "Other" as the curriculum.

More information and steps can be found on elcbigbend.org under the Providers tab

Child Safety Seat Program

- Leon and Gadsden families currently receiving School Readiness or on the Waitlist are eligible to upgrade their child's car seat for \$15
- Caregiver must meet income guidelines
- A \$15 money order is required
- Caregiver must present ID when picking up car seat at either Leon or Gadsden Service Center
- Contact ccrr@elcbigbend.org for more information

ELC Early Learning Coalition of the Big Bend Region **KidSafe**

DOES YOUR CHILD NEED A CAR SEAT?

ELC Big Bend, in partnership with Kidsafe of Lutheran Social Services of North Florida, is able to provide new car seats for eligible Leon and Gadsden County families for just \$15.

Eligibility Requirements:

- ✓ Leon or Gadsden County Resident
- ✓ Currently receiving School Readiness services or on the Waitlist

Your Car Seat Checklist:

- 1 Receive School Readiness or currently on the Waitlist
- 2 Bring a \$15 money order to your Leon or Gadsden Service Center
- 3 Present ID when picking up your car seat

Request a Seat:

- ☎ 1-866-973-9030
- 🌐 www.elcbigbend.org
- ✉ ccrr@elcbigbend.org

The Safety Seat provided meets all safety standards and adapts to the growth requirements of a child from 5 to 100 pounds. Limit one car seat per child. Eligible families to pay \$15 via money order.

Community Outreach



Hadassah Israel



850-552-7325



outreach@elcbigbend.org





Cultivating
CURIOSITY

Early Learning Conference

APRIL 12, 2025

AUGUSTUS B TURNBULL CONFERENCE CENTER



Your hand artwork should be connected by yarn, ribbon, or string in lengths no more than 8 feet.

Mail or drop them off at the Children's Forum, 1650 Summit Lake Drive, in Tallahassee by Friday, March 28.



Children's
WEEK
Because Every Child Matters



**SAVE
THE DATE!**

**APRIL 13-18,
2025**

#KeepBloomingCWFL



childrensweek.org
850-487-6300

CONTACT US

**Provider Conference, Program Assessments,
and Trainings:** resources@elcbigbend.org

VPK FAST Assessments: VPKFAST@elcbigbend.org

ELC Virtual Courses: distancelearning@elcbigbend.org

Attendance: providerrelations@elcbigbend.org

Outreach: outreach@elcbigbend.org

All Other Provider Concerns: providerrelations@elcbigbend.org





Please take this short survey to help improve our webinars.

THANK YOU!