**Head Start & Early Head Start Time Sensitive Activities Schedule**

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| **Activity** | **Time Line (Due Date)** | **Person Responsible for**  | **Forms/Monitoring Tools/Reports**  |
| Developmental Screening (ASQ-3/Brigance) | Completed within 45 calendar days of enrollment\* | Brigance-COOP completes; Teachers enter; ASQ-3-Teacher and enter into online; Management Team monitors | Online System, Summary Report, myHeadStart, Child File |
| Monitoring for Developmental Screenings | Four consecutive weeks if one area is the gray area\* | Teachers complete ASQ-3 Activity Log; Management Team monitors | My TeachingStrategies Activities, Activity Log |
| Social-Emotional Screenings (ASQ-SE) | Within 45 days of enrollment\* | Parents complete; Teachers enter into online system; Management Team monitors | Online System, myHeadStart, Child File |
| Social-Emotional Referral | Within 7 days of results | Teacher refers to Behavioral Interventionist | EC Development and Health Services Referral/Follow-up, Consent for Individual SE Consultation in the Classroom |
| Monitoring for Social-Emotional Screenings | Four consecutive weeks if X is close to or on cut-off | Teachers complete ASQ-SE-2 Activity Log; Management Team monitors | My TeachingStrategies Activities, Activity Log |
| Mental Health Observations | Twice a Program Year | Behavioral Interventionist completes | TPITOS, TPOT, Mental Health Individual/Classroom Observation |
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| Disability Referral | Within 7 days after initial screening | Teachers refer to Disability Team | EC Development and Health Services Referral/Follow-up |
| Referrals for Social Emotional (ASQ-SE) Above Cutoff | Within 7 days of failed screening/result | Teachers refer to Mental Health Team | Child Find, EC Development and Health Services Referral/Follow-up, Consent for Individual Consultation in the Classroom (SE) |
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| Height and Weight Measurements | Within 45 days of enrollment- 1st measurement\*Last day of March- 2nd measurement | Health Specialist/Health Team | Child Physical, myHeadStart |
| Hearing and Vision | Within 45 calendar days of enrollment\* (HSPPS 1304.42(b)(2) | Health Specialist/Health Team | myHeadStart |
| Physicals and Dentals | Within 90 calendar days of enrollment\* (HSPPS 1304.42(b)(1)(i) | Primary Care Physician, Family Service | myHeadStart |
| Immunizations | Within 90 calendar days of enrollment\* (HSPPS 1304.42(b)(1)(i) | Primary Care Physician, Family Service | myHeadStart |

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| **Activity** | **Time Line (Due Date)** | **Person Responsible**  | **Forms/Monitoring Tools/Reports** |
| Child Portfolio Assessments | Starts 3 weeks after enrollment | Teachers initiate; Education Team monitors | Child Portfolio Requirements |
| Weekly Individualized Plans | Starts 3 weeks after enrollment | Teachers initiate; Education Team monitors | My TeachingStrategies |
| First Home Visit | Begins 1st week of enrollment/ no later than 5th week | Teachers complete; Education Team monitors | Educational Home Visit Form, myHeadStart |
| Second Home Visit | Within one week after last Checkpoint Due Date for Child Outcomes | Teachers complete; Education Team monitors | Educational Home Visit Form, myHeadStart |
| Parent/Family Conferences (3) | Within one week after each Checkpoint Due Date for Child Outcomes | Teachers complete; Education Team monitors | Family Conferencing Form |
| Child Outcomes (My TeachingStrategies, Work Sampling, OUNCE) | Three times annually (Nov/Feb/May) | Teachers complete; Education Team monitors | My TeachingStrategies |
| Transitions from EHS to PreschoolTransitions that occur over breaks/closings | Begins 6 months prior to child’s 3rd birthdayBegin immediately before breaks/closings start | Teachers complete; Education Team monitors | Transition Notes, Individual/Final Transition Plan |
| CLASS Observations | 2 Cycles Twice Per Year- November & May | Certified CLASS Observer | CLASS Instrument, My Teachstone Online system |
| PFCE Outcomes | 2 Cycles Twice Per Year- November & May | Center Teams Complete, Management Team monitors | myHeadStart, Ready Rosie |
| Review of Child Files and myHeadStart | 2 weeks prior to 45- or 90-day expiration  | Education Team | Early Childhood Services Checklist, myHeadStart |
| Monitoring of Fidelity of Curriculum Implementation | 2 weeks after completion of Each Checkpoint  | Coaches implement; POSs monitor | Coaching Implementation Tool |
| Attendance | Entered into myHeadStart daily by 10 am; calls to absent child’s family to determine reason | Teachers enter; Nutrition Manager monitors for meals; ERSEA monitors monthly for 85%; FSA/Data Entry monitor weekly for entry and error | myHeadStart |
| DataSay | 2 Cycles Twice Per Year- October & March | Family Service, Home-based Teachers, and Parent Educators survey and renter data; Management Team monitors assigned caseload | DataSay |

**\***Ongoing Monitoring of all services should be completed two weeks prior to the end of the 45- or 90-day expiration. All Follow-ups should be completed within 90 days of child’s enrollment. Action plans will be completed monthly for all monitoring and follow-ups.

***\*\*Additional precautions will be adhered to regarding Covid-19. Revised/updated Policies & Procedures are in place for all staff, therapists, children and their families.***