

# ECEAP Services Deliverables and Required Activities Calendar

The Contractor must submit the following deliverables by the dates indicated, using one of the following methods as indicated below:

- Enter data into the Early Learning Management System (ELMS) in accordance with [ELMS Data Entry - Minimum Requirements](#).
- Enter into the Managed Education and Registry Information Tool (MERIT).
- Enter into GOLD® by Teaching Strategies.
- Send electronically to [eceap@dcyf.wa.gov](mailto:eceap@dcyf.wa.gov).

For ECEAP information and forms, visit <https://www.dcyf.wa.gov/services/early-learning-providers/eceap>.

Due Date	Deliverable or Required Activity	Submit via:
At least two weeks before class start date	Submit a completed New Site Approval Form in ELMS to obtain DCYF approval for each new site	ELMS
At least two weeks before class start date	Submit a completed New Classroom Approval Form to the assigned ELMS for: <ul style="list-style-type: none"> <li>Each new classroom or,</li> <li>A classroom used for ECEAP more than 5 years ago</li> </ul> Exception: Separate classroom approvals are not required for new sites  DCYF must approve all new classrooms	ELMS
Prior to enrolling children	Staff who verify ECEAP eligibility complete DCYF ECEAP Eligibility and Enrollment training and maintain certificates of completion. These staff must also complete Contractor-provided training on eligibility practices, eligibility fraud prevention, and the importance of protecting program integrity and the public trust	N/A
Upon renewal of insurance	Submit a Certificate of Coverage to DCYF upon renewal of insurance  Exception: Self-insured contractors only need to submit proof once	Email



Washington State Department of  
**CHILDREN, YOUTH & FAMILIES**

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Early Learning Division | Approved for distribution by Jennifer Cassarino, ECEAP Senior Administrator

Within 30 days of hire for each new staff	Enter staff qualifications in MERIT for each ECEAP lead teacher, assistant teacher, and family support staff	MERIT
Within 30 days of the start of an ECEAP class at a new site	Enroll new sites for Early Achievers in MERIT	MERIT
Within six months of hire of an Early Achievers coach	Coach must attend the Early Achievers Coaching Basics training and document date attended in their Professional Development log.	Email
Within six months of hire of an ECEAP lead teacher	As stated in contract Exhibits E, ECEAP Performance Standards, lead teachers must: <ul style="list-style-type: none"> <li>• Complete training to use GOLD® by Teaching Strategies</li> <li>• Complete training to use Creative Curriculum</li> <li>• Complete interrater reliability certification for GOLD® by Teaching Strategies and renew certification every three years thereafter</li> </ul>	Quorum® by Teaching Strategies
Within 24 months of starting ECEAP at site	All sites are at Level 4 or 5 in Early Achievers	MERIT
By the 15th of each month (except in June, due July 10)	<ul style="list-style-type: none"> <li>• Update child and family information in ELMS. This includes accurate counts of family support visits, parent-teacher conferences, health exams and screenings and developmental screenings</li> <li>• Enter the Monthly Report in ELMS for the previous month. There must be a Monthly Report for every month billed, including summer months, prior to payment</li> <li>• Invoice DCYF via the ECEAP inbox using the A-19 Invoice provided by DCYF</li> <li>• ECLIPSE (if applicable) Service Delivery Report via Smartsheet template provided by DCYF</li> </ul>	ELMS>Child/ Family Updates  ELMS> Monthly Report  Email  Smartsheet
15 <sup>th</sup> of the month following, except June is due July 10  <b>(CNF)</b>	Complex Needs Fund Monthly Spending Report (applicable to all Contractors who receive Complex Needs Funding)  By the 15 <sup>th</sup> of the following month, except for the June final report due July 10. Monthly spending reports submitted via Smartsheet.	Smartsheet
4th Monday-Friday of Each Month	Pre-scheduled Contractor calls with DCYF CQI Specialist	Video call
3 <sup>rd</sup> Wednesday of Each Month 3p-4p <b>(ECLIPSE)</b>	Pre-scheduled ECLIPSE Contractor meetings	Video call

Three times per year	Required ECEAP Directors Teams meeting	Teams meeting
Quarterly	Pre-scheduled video call for all Contractors subcontracting with Tribal Sovereign Nations	Video call
Quarterly ( <b>ECLIPSE</b> )	Scheduled ECLIPSE contractor call or visit with ECLIPSE specialist(s)	Video call and in-person
By July 1 (Working Day classes) or Aug. 15 (Part Day and School Day classes)	Complete Contractor, Subcontractor, site, and class sections of ELMS for the new school year	ELMS
By Aug. 15	For Working Day services only: Teachers finalize the summer checkpoint in GOLD® by Teaching Strategies	GOLD®
By Oct. 15 (Optional)	Request to use ECEAP funds as federal match, if applicable, by completing that section of the September ELMS Monthly Report	ELMS
By Nov. 15	Teachers finalize the fall checkpoint in GOLD® by Teaching Strategies	GOLD®
By Nov. 30	Submit Service Area Agreements	Email
By Nov. 30	Submit ECEAP Services Operating Budget on the DCYF template	Email
By Nov. 30	Submit Staff Compensation Report on DCYF template	Email
By Nov. 30	Mobility Mentoring® first assessment due	ELMS
By Feb. 1 (Optional)	<p>DSHS Eligible Families Data</p> <p>If the Contractor wishes to obtain names and addresses of age eligible DSHS clients for recruitment and enrollment efforts:</p> <ul style="list-style-type: none"> <li>On the ELMS Locations &amp; Classes&gt;Contractor&gt;Service Area page, enter all current zip codes for the Contractor's recruitment area and select the "Yes" radio button in response to the question: "Would you like to receive this information for families residing in the zip codes entered below?"</li> </ul>	ELMS

By March 15	Teachers finalize the winter checkpoint in GOLD® by Teaching Strategies	GOLD®
By March 31	Mobility Mentoring® mid-year check-in is due.	ELMS
By June 15	Teachers finalize the spring checkpoint in GOLD® by Teaching Strategies	GOLD®
By June 15	Submit the ECEAP Contractor Financial Disclosure Certification, including Carry Forward plan (if applicable)	Email
By June 15	Submit the ECEAP Self-Assessment, including Family Survey and Directors Survey	Email Self-Assessment. Online link or email scanned surveys.
By June 30	Mobility Mentoring® final assessment due	ELMS
By June 30 <b>(ECLIPSE)</b>	Submit 1 Family Care Plan per 25 slots	Email
By June 30	Spend all DCYF ECEAP Funding	N/A
By July 10	Final ELMS monthly report due. All data must be in ELMS for the fiscal year	ELMS
By July 10	Submit the final A-19 Invoice for June	Email
By July 10 <b>(CNF)</b>	Submit final Complex Needs Fund Monthly Spending Report (applicable to all Contractors who receive Complex Needs Funding)	Smartsheet