



FY21 Monitoring Timeline *(subject to change based on PHLpreK priorities)*

Month of Initial Monitoring	When Due	Deliverable Item	Source of Evidence		Reporting System
			Documentation	Data Entry	
July (prior to start)	Prior to Pre-enrollment in ChildWare	PHLpreK Application: Eligibility Verification	PHLpreK application, age and residency documentation	Complete application, birthdate, address, and demographic information	ChildWare
July (prior to start)	At enrollment	PHLpreK Application: Consent/Release Forms	<ul style="list-style-type: none"> <li>○ Screening, Assessment, and Data Sharing Release Form</li> <li>○ Dental Consent (optional)</li> <li>○ Ready4K Consent (optional)</li> </ul>	Documents uploaded in ChildWare (optional)	ChildWare
July (prior to start)	At enrollment	PHLpreK Application: Parent Fee Agreement	CY321 Day Care Agreement (Sample form)	Document uploaded	ChildWare
July (prior to start) & Mar	At enrollment/ 6-month update	PHLpreK Application: Emergency Contact	CY 867 Emergency Contact/Parental Consent Form (Sample form)	Primary contact information, demographic information, primary contact number, primary email and relationship to the child Document uploaded	ChildWare
July (prior to start)	At enrollment	PHLpreK Application: Child Care Works/Subsidy	PHLpreK Subsidy Enrollment Verification Form; CCW Subsidy Enrollment Summary (only for children receiving subsidy)	Note type: Child Care Works Subsidy (required) Document uploaded	ChildWare
July	Prior to Start	Staff Qualifications	Certificate, Degree, Transcript	NA	NA
Dec/Apr	Within 60 days of hire	Staff Qualifications		Staff Profile entered, Credentials submitted	PA Keys Registry
Sept (monthly)	Enter weekly	Attendance/ Average Daily Attendance	Daily Sign In/Out Sheets	Attendance updated	ChildWare
Nov	45 days from start date	Developmental Screening (completed)	Ages and Stages Questionnaire, 3 <sup>rd</sup> Edition (ASQ-3) and Ages and Stages Social Emotional (ASQ – SE) or evidence -based reliable and valid screening instrument <i>(only if waiver is approved)</i> .	Note type: Health Event Event Date, Screening Name, Completed By, Concern Identified (if applicable); Referral Date (if applicable) Health/Development Concerns	ChildWare

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			Current Individual Education Plan (IEP), if applicable	Note type: IEP/IFSP date (if applicable) Where applicable indicate the following: Start Date, End Date, Primary Disability, IEP sharing allowed (checkbox) IEP Case Worker Name, Not Currently receiving services (check box), Annual Meeting (checkbox) Parent declined services (checkbox)	
Nov	21 days from ASQ completion	Developmental Screening (results shared with the family and referral to additional services if applicable)	Dated documentation in child file re family meeting to share results and if applicable status of referral.	Note type: Health Event, Referred to and Referral Date (if referral needed and made)	ChildWare
Nov Mar June	Oct 30 Feb 26 June 4	Kindergarten Transition <ul style="list-style-type: none"> <li>○ Plan</li> <li>○ Meeting</li> <li>○ Registration</li> </ul>	Kindergarten Transition Plan in Child's File updated with each event.	Note/Event: Add Kindergarten Note Type: Kindergarten Plan, Meeting Registration, Date of Event, Completed by, Caregiver 1 Caregiver 2. <ul style="list-style-type: none"> <li>○ Kindergarten Transition Note Type: Plan – Note about how plan discussed with family</li> <li>○ Meeting – Note about type of meeting that occurred with family</li> <li>○ Registration: Date registered, name of school, Note about name of School</li> </ul>	ChildWare
Aug Nov May	At Enrollment Nov 16 May 15	Child Outcomes Assessment	Child Outcomes Assessment Vendor Reports	Child Profile in TSG	Teaching Strategies Gold



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				Observations and required data fields completed to finalize assessments	
Dec (monthly)	90 days from start date	Health Assessment with Immunizations	CD51 Child Health Assessment or any assessment document used by a physician (completed in past 12 months)	Note type: Health event, date of health assessment, completed by, notes (if applicable)	ChildWare
<b>Fiscal Reporting and Review &amp; Compliance/Administrative Audit</b>					
Oct (for Sept)	Monthly	Invoicing	Invoice form and ChildWare Enrollment and Attendance reports	NA	
Jan & Jun	Jan & Jun	Expense Reconciliation	Expense Report Form	NA	
Jul 2021	Oct 30, 2021	Review for Fiscal Adherence	As per review guidelines	NA	
Jan & May		Compliance/Administrative Audit	As per review guidelines	As per review guidelines	