Slide 1
- Welcome to The Department of Education (DE) Webinar for the Statewide Voluntary Preschool Programs awarded grants in the 2010-2011 school year.
- Penny Milburn and Judy Russell, early childhood consultants, are facilitating this webinar today.
- This webinar is intended for new districts awarded the Statewide Voluntary Preschool Program for Four-Year-Old Children in 2010-2011.
- In this webinar, we will be discussing the reporting requirements to generate Preschool Grant Award funding for 2010-2011 and meet the requirements of the Statewide Voluntary Preschool Program.
- We are recording this webinar so we will answer questions at the end.

Slide 2
- The web-based data system enhances DE’s ability to track results of preschool programs in school districts and local partnering preschool programs.
- The system also allows DE, AEAs, school districts, and community preschool programs supporting IQPPS or other program standards to:
  - collect;
  - analyze; and
  - report levels of implementation.
- The collection provides an accurate child count for grant year funding, and information about compliance with the requirements of IAC 281-16 as listed in this slide.

Slide 3
- The information provided by districts will assist the DE in monitoring the program standards. This will be discussed in more detail in our next webinar.
- Gathering programming data contributes to the monitoring and implementation of a quality preschool program resulting in positive outcomes for children.

Slide 4
- Our focus today will be on the Early Childhood Web Application located on the DE Secure Website or EdInfo.
- The district superintendent and staff person who completes the EASIER and BEDS reports have access to this site. They may give permission for others in the district to see this site. The application is called Early Childhood. If it does not show up for a district please contact David Krieger. His contact information is at the end of this power point.

Slide 5
- This slide shows the Task Bar on the left hand side that districts will use to navigate this system. We are currently in the District section and it may be expanded or reduced by clicking the carrot to the left of District. This site works much like one you might use to purchase an airline ticket or make a hotel reservation.
- The AEA Early Childhood Consultants and IQPPS trained verifiers also have sections of the website that allow those users to monitor the requirements of Chapter 16 and/or sign up for IQPPS.
Verification Visits. In addition, the system allows users to generate a variety of reports live and on the web or export data to excel, pdf, or word for a variety of purposes. This feature is very important to DE in generating quick and accurate data during the next few months for the upcoming legislative session. It may also be useful to AEs or districts in reporting information to the public and/or at board meetings.

- Please check the top left corner drop down box in white to make sure it reflects the current school year. It can be confusing when you get into a different school year. We do archive this data so we can track the history of this program.

**Slide 6**

- The bold italics sections of the Task Bar indicates the sections that districts will need to complete by September 14. Not all sections will be completed this fall so we will focus today on the sections that will assist in counting the children and generating the grant agreements for the 2010-2011 school year.
- The Task Bar also assists districts in navigating through the system. Again, today’s session will focus on a systematic method for entering the data. Once information is in the system districts may easily move from one section of the Task Bar to another and begin tracking progress and generating reports.

**Slide 7**

- The My Preview is useful once information has been entered into the application. This screen provides a quick update of the items that may need to be completed by a district. Sessions indicates all of the classroom and session related information, Corrective Actions indicates the number of issues with assurances or program standards. The bottom half provides a summary of the district program related to standards being implemented and status update regarding completing all the tasks. For example, a district may be waiting on DE approval, as in Waiting State Approval, or district approval of the session information.

**Slide 8**

- District Contact is the first step for districts.
- I have entered an example for two districts from the application for the purposes of demonstration today. This year the application was different from previous years due to legislative changes so DE will not have all the details to enter accurate information in this web site.
- Districts that have some information listed still need to go back to enter some information, check and possibly edit information.
- Again, remember to choose 2010-11. A couple of tips to help you navigate; like most web applications if you type the beginning letter of the district name the scroll down menu will move to that part of the alphabet and the section of the application that you are currently in will be indicated in red under the Task Bar. Whenever you see an update or save button please do so. The Submit and Reset buttons help to refresh or update your page.
- The contact information will be used when contacting the district to gather any additional information and to set up the IQPPS visits. Please keep this information updated. We do have many requests from the Governor’s office, legislature, and media and we rely on this to provide accurate information and our timely communication to districts.

**Slide 9**

- Let’s look at the My Classrooms page our next step in completing all the information.
- The district will choose the AEA, district and building through the drop down menus in the Search box at the top of this page. All buildings have assigned unique building numbers including private or community based preschools. DE staff worked with districts this summer to verify the specific sites that districts were partnering with for the Four-Year-Old Preschool. These building codes are common across all DE data systems including BEDS and IMS, the Information Management System for Special Education.
- With all the new districts this year and the changes in the application, DE staff may not have been able to accurately reflect all your partners. Districts will need to contact Judy Russell or me (Penny Milburn) at the DE to add a building and issue the unique building identification number. Please do this as soon as possible so that we can coordinate with BEDS and generate the preschool grant award funds.
- In the example table completed here, the ID is automatically assigned by this system. The remaining information is entered by the district through the New Classroom button that will bring up the next screen.

**Slide 10**
- Once the district has completed all the blanks, click Add a Classroom and the information is saved. Please hit Submit once you have added the classroom and that classroom session should show up.
- If you need to update or edit click the classroom that you wish to edit and the window will appear. Simply choose edit.
- There are a couple of important definitions to remember when completing these screens. We will momentarily talk about these as they come up on the screen.
- Definition of a classroom is the physical space and a teacher.

**Slide 11**
- The My Session is the next section to be completed. There are several tabs in this section once you open the screen.
- This slide indicates the type of information that districts will be providing.

**Slide 12**
- This screen shows a summary of all the district sessions. Clicking on a session provides the next screen.

**Slide 13**
- The district will complete the Details, Standard, Curriculum and Assessment tabs.
- Tabs reflect a red X when information is missing and a green check when all is complete.
- The Primary tab provides information on location of classroom. This should be completed once the contact information has been completed.
- Details—This screen provides session details, such as the teacher name, folder number, partnering agencies, number of children, whether the session is a segregated ECSE, or has children on IEP, the time and days of each session. The system calculates the number of minutes automatically ensuring that there are A MINIMUM OF 10 HOURS OF INSTRUCTION. Please make sure each session has a minimum of 360 minutes. In addition, it provides information to assist in arranging IQPPS Verification Visits.
- Under the Agencies section, check all that apply except district unless the session is in a district building and run by the district.
To determine Agency, you must consider the board that oversees this preschool site. If the preschool is not accountable to the school board for daily programming do not check district. Check all that apply except district.

- Head Start is a Head Start agency that may be providing Preschool
- Licensed Child Care or Preschool is a private child care center (or preschool) and will also be licensed by DHS.
- Accredited Nonpublic school is an nonpublic school accredited by the DE.
- Faith-Based is a licensed child care center (or preschool) or an Accredited Nonpublic Preschool. If it is a child care center (not an accredited nonpublic school) provide the DHS license number.

The standard is assigned on the Standard tab IQPPS, Head Start or NAEYC. A district may change the program standard annually if necessary. If a district will be changing its program standard at the beginning of the next school year they will need to contact Judy or Penny.

If partner classroom is not showing up contact DE.

Details-
- The district will provide the teacher name and folder number and whether or not the teacher is appropriately licensed. DE will also check teacher endorsements. If the district had not hired a teacher you will need to complete all the remaining info in this section.
  - Please ignore license # (only enter teacher folder number for teacher).
- Enter time and days of week the session meets
- Number of 3, 4, 5 year old children will come from the child page. Total # of children area is grayed out. Later on we will talk about how we are collecting this information.
- Enter # of children on an IEP. You will only be entering the total number of children who are on an instructional IEP. Remember, the total number of children is not to exceed 20
- Remember a session is a teacher and a group of children within a given time period. A different group of children during a different time is a new session.
- Agency—partnering community agencies that are providing the Statewide Voluntary Preschool (previously discussed the details about Agency). Enter all categories that describe an agency
- Program—choose only one, the one that best describes the setting.
- ECSE (Early Childhood Special Education)—Is this a segregated ECSE classroom with an ECSE endorsed teacher.
- ECERS—This is optional. If a district has conducted a program evaluation with the Early Childhood Environmental Rating Scale please provide the score.
- QRS (Quality Rating System)—optional DHS incentive improvement system. Some preschool sites may be participating in the QRS through DHS. There is a rating 1-5 if you have participated in the QRS you would have been given a score. Enter this information.
- Remember the IQPPS Visit schedule will be based on this information.
- Tabs reflect red X when information is missing. Green check when all is complete.

Slide 14
- This information will be entered because you have already completed it in my sessions. Pull down menus at top already have AEs, districts and schools entered. All buildings have assigned numbers including private or community based preschool.
- Districts need to verify and may edit information by clicking the edit button and using the classroom details dialogue box.
• If a school does not show up—such as the case where a district added a partner or a partner decided not to participate then contact us. Penny will work with BEDS and EASIER staff to get this information added and the building code assigned.

Slide 15
• The next area you are going to assess curriculum.
• The Statewide Voluntary Preschool Program is required to implement research-based curriculum and assessment. The final two tabs collect information on these items.
• We have listed the most common research-based curriculum and assessments. Please designate the comprehensive research based curriculum used in this session.
• If a district is using another curriculum please indicate the name under Other.
• Again, as a reminder, save your information.

Slide 16
• On this page please designate the comprehensive research based assessment used in this session.

Slide 17
• The district will need to answer the Assurances question by September 14. If a district indicates “no” these items will generate Corrective Action plan. District must address these issues immediately.
• The section titled Your Comments is used to explain the reason. In addition, DE is collecting information about implementation.
  1. Appropriate teacher endorsement
  2. Instructional Time Minimum of 10 hours per week
  3. Integration of Other Preschool Programs Head Start ECSE Shared Visions Community Empowerment Accredited Nonpublic preschools, faith-based preschools, licensed child care centers. In the comment section please briefly describe how your district is integrating with these other preschool programs.
  4. Collaboration with community partners Head Start ECSE Shared Visions Community Empowerment. We have listed all the partners. In the comment section, please describe how the district is collaborating with Accredited non-public, Faith-based schools, Licensed child care centers, Registered child development homes
  5. Appropriate Staff Development. Please tell us how many hours of staff development you intend to provide this year, the content of that staff development and who will be providing it. Please remember to save your data.

Slide 18
• If the district answers no to any of the assurances, it will show up in this page. You will be shown a comment box where you will briefly describe how you intend to meet those assurances.
• At this time districts might be developing a corrective action plan if assurances are not met. Assurances must be addressed immediately.
• This corrective action plan is used for the assurances as well as any issues related to the IQPPS.
• District will generate actions to address these needs.

Slide 19
• Once all information has been reviewed go to the Approve session page and check the approve box. This certifies to DE all info is accurate.
The number of children will not show up on this page yet. Again we will talk about how the DE is collecting the number of children in a moment.

**Slide 20**
- Next we will discuss program standards and the information the district will need to complete assure that program standards are in place.
- The approved program standards are listed on this slide
  - IQPPS (Iowa Quality Preschool Program Standards)
  - NAEYC (National Association for the Education of Young Children Standards and Criteria Accreditation)
  - Head Start (Head Start Program Performance Standards)

**Slide 21**
- Please begin completing this information by September 14.
- Here we are showing you the NAEYC questions. The district may not have the answers to all these questions this fall. Once candidacy due date is established, onsite visits are set up by NAEYC a district my reenter the web site and provide this information.
- The grant award date will be July 1 2010 for all districts. The application date is the application date to NAEYC indicating to the national agency that you would like to become accredited. It is not the application date for the SWVPP but the application date for this particular session. Once you have made application, NAEYC will give you a program identification number.

**Slide 22**
- Head Start Program Performance Standards - Please begin completing this information by September 14. District may not have the answers to all these questions this fall. However, districts should have a written agreement in place specifying agency responsibilities related to monitoring of these program standards.

**Slide 23**
- For those districts adopting the IQPPS this page may be reviewed once the district has had a IQPPS VERIFICATION VISIT the data will be displayed.
- These are all drop down menus so the criteria will appear for each of the standards when you click on a standard. Any comments the Verification Team made about the criteria will be visible at that point.

**Slide 24**
- Iowa Quality Preschool Program Standards - As a result of the IQPPS Verification Site Visit districts may need to develop corrective action plans to address any needed criteria.
- IQPPS Criteria and comments will be displayed after the time of the Verification Visit.
- This website will automatically generate your actions to address these needs. Through drop down menus you will be able to see which standards and criteria have not been met and a location to address these standards here.
- More information will be coming at our next webinar in Sept.

**Slide 25**
- All districts will be reporting information in two sites; the Early Childhood Web Application and EASIER.
• The children participating in the Statewide Voluntary Preschool Program will be captured in an EASIER test site. This data will be used to determine the number of funded eligible children and generate the grant agreement for 2010-2011. The ages of children will be verified using the EASIER site.
• It will be important to report all children in the Statewide Voluntary Preschool Program. In addition, DE is requesting that districts report all children in early childhood programs funded through sources such as Head Start, community empowerment, Shared Vision and parent tuition. You will report those children in EASIER but you may not report that information in the EC because not all of those children are in the SWVPP. The DE will be reporting the total numbers of children ages 3 to 5 as well as the program standards those classrooms are meeting.
• Carla Schimelfenig will provide a webinar for district EASIER staff later in August.
• Please review Addendum F and G at this site for EASIER elements and building code numbers.

Slide 26
• Please remember the timeline requirements.

Slide 27
• The Early Childhood Web Application will be updated by districts each fall.

Slide 28
• Issues such as log-in, passwords or if you cannot see the Early Childhood Web Application, please contact David Krieger for assistance in those types of things. His contact information is contained on this slide.

Slide 29
• For information about content, about the website or information about SWVPP; please contact Judy or myself (Penny). Here is our contact information on this slide.

Thank you for your participation.