Shasta Head Start Child Development, Inc. Early Head Start Yearly Timeline

Month I & II	Month III & IV	Month V	Month VI	Month VII	Month VIII	Month IX	Month X	Months XI – XII
July/August	September/October	November	December	January	February	March	April	May/June
Setup Caregiver binder	□ 1 st home visit (45 days) □ Screeners-ASQ-3	□ Individualization Tracking - ongoing	Individualization Tracking - ongoing	Complete DRDP Rating Record- 2 nd	Review child outcomes reports	□ Transition Activities □ Individualization	□ Transition Activities □ Individualization	□ Transition Activities □ Final home visits
Setup Curriculum binder	ASQ-SE (45 days)	□ Portfolio Collections	□ Weekly Lesson Planning	rating	$\square 2^{nd}$ Conferences	tracking -final cycle	tracking -final cycle	□ Portfolios to families
□ Review child files	\square 1 st DRDP Ratings	□ Weekly Lesson Planning	\square Review/update files	□ Weekly Lesson Planning	Update child goals	□ Weekly Lesson Planning	Complete Portfolios	□ Review final child
□ Review IFSP goals	\square 1 st conference	□ Review/update files	□ Staff with Family	□ Review/update files	Review IFSP/IEP	□ Review/update files	Complete DRDP	outcomes reports
□ Weekly Lesson Planning	□ Set Child Goals	□ Staff with Family	Worker (Monthly)	□ Staff with Family	Goals	□ Staff with Family	Rating Record- 3 rd	\Box Close child files –
□ Building the Foundation	□ Begin individualization	Worker (Monthly)	□ Child Observations	Worker (Monthly)	□ Weekly Lesson Planning	Worker (Monthly)	rating	transfer documents
Checklist – Due 5 days after	tracking – 1st cycle	□ Child Observations	Portfolio collections	□ Child Observations	□ Begin Transition	□ Child Observations	□ Review/update files	from caregiver binder to
school starts	□ Address IFSP/IEP	□ Update Needs &	□ Update Needs &	Portfolio collections	activities	Portfolio collections	□ Staff with Family	child files
*1 st week lesson plan	Goals as identified	Services plan	Services plan	□ Update Needs &	□ Individualization	□ Update Needs &	Worker (Monthly)	□ Review/update files
*Daily Schedule	Weekly Lesson Planning	Parent Child Activity	Parent Child Activity	Services plan	tracking -final cycle	Services plan	□ Child Observations	□ Staff with Family
*Framing Your Day	□ Review/update files	Records (PCAR)	Records (PCAR)	Parent Child Activity	DRDP Summary	Parent Child Activity	□ Update Needs &	Worker (Monthly)
*Class Rules & Expectations	□ Staff with Family	□ ITERS Environment	□ ITERS Environment	Records (PCAR)	follow-up State	Records (PCAR)	Services plan	□ Child Observations
*Behavior Crisis	Worker (Monthly)	□ Requirements for Late	□ Requirements for Late	□ ITERS Environment	Only (EESD 3900)	□ ITERS Environment	DRDP Summary	□ Update Needs &
Intervention Plan	Child Observations	start families:	start families:	□ Requirements for Late	□ Review/update files	□ Requirements for Late	follow-up State	Services plan
(Scan to ED Dept.)	Portfolio collections	Needs & Services Plan	Needs & Services Plan	start families:	□ Staff with Family	start families:	Only (EESD 3900)	Parent Child Activity
\Box 1 st home visit	Update Needs &	1 st Home visit,	1 st Home visit,	Needs & Services Plan	Worker (Monthly)	Needs & Services Plan	Parent Child Activity	Records (PCAR)
(45 days)	Services plan	Screeners (45 days)	Screeners (45 days)	1 st Home visit,	□ Child Observations	1 st Home visit,	Records (PCAR)	□ ITERS Environment
□ Screeners-ASQ-3 ASO-SE (45 days)	Parent Child Activity Records (PCAR)	DRDP (60 days)	DRDP (60 days)	Screeners (45 days) DRDP (60 days)	 Portfolio collections Update Needs & 	Screeners (45 days)	□ ITERS Environment	Requirements for Late start families:
□ Initial Needs &	□ ITERS Environment			DRDP (60 days)	Services plan	DRDP (60 days)	Requirements for Late start families:	Needs & Services Plan
Services Plans	DRDP Summary State				□ Parent Child Activity		Needs & Services Plan	1 st Home visit,
	Only (EESD 3900)				Records (PCAR)		1 st Home visit,	Screeners (45 days)
Changes (ITERS)	\Box Requirements for Late				□ ITERS Environment		Screeners (45 days)	DRDP (60 days)
□ Setup Portfolio	start families:		Transition Activities	Program Self	\Box Requirements for Late		DRDP (60 days)	DRDI (00 days)
System & begin	Needs & Services Plan		\Box Parent Meeting (as needed)	Assessment	start families:	Transition Activities	Diedi (00 cm/0)	Parent Meeting (as needed)
collections	1 st Home visit,	Transition Activities	□ Parent Calendar	□ Program Planning	Needs & Services Plan	□ Parent Meeting (as needed)		□ Shut down checklist
□ Parent Child Activity	Screeners (45 days)	□ Parent Meeting (as needed)	□ Fire/Disaster Drills	□ Transition Activities	1 st Home visit,	□ Parent Calendar	Transition Activities	□ Close & transition files of
Records (PCAR)	DRDP (60 days)	□ Parent Calendar	□ Safety Checklist	□ Parent Meeting (as needed)	Screeners (45 days)	□ Fire/Disaster Drills	□ Parent Meeting (as needed)	families moving out of
□ Child Observations		□ Fire/Disaster Drills	□ Monthly site meeting	□ Parent Calendar	DRDP (60 days)	□ Safety Checklist	□ Parent Calendar	program
□ Staff with Family		□ Safety Checklist)	□ File/Portfolio Checks	□ Fire/Disaster Drills		□ Monthly site meeting	□ Fire/Disaster Drills	□ Transition Activities
Worker (Monthly)	□ Referrals sent to	□ Monthly site meeting	Review Lesson Plans	□ Safety Checklist	Review child outcomes	□ File/Portfolio Checks	□ Safety Checklist	Parent Calendar
	Disability Dept.	□ File/Portfolio Checks	Individual monthly	□ Monthly site meeting	reports	Review Lesson Plans	□ Monthly site meeting	□ Fire/Disaster Drills
□ Start-up checklist	□ Transition Activities	Review Lesson Plans	staffing	☐ File/Portfolio Checks	Transition Activities	□ Individual monthly	☐ File/Portfolio Checks	□ Safety Checklist
□ Licensing updates	□ Parent Meeting (as needed)	□ Individual monthly	Center Maintenance	Review Lesson Plans	□ Parent Meeting (as needed)	staffing	□ Review Lesson Plans	□ Monthly site meeting
Disaster plans	Parent Calendar	Staffing	Checklist	□ Individual monthly	Parent Calendar	Center Maintenance	□ Individual monthly	☐ File/Portfolio Checks
\Box Order start up	□ Fire/Disaster Drills	Center Maintenance	Child Supervision Monthly	staffing	□ Fire/Disaster Drills	Checklist	staffing	Review Lesson Plans
Supplies Orientation/Parent	□ Safety Checklist	Checklist	Checklist	Center Maintenance Checklist	□ Safety Checklist	Child Supervision Monthly	□ Center Maintenance Checklist	Individual monthly staffing
	□ Site meeting	Child Supervision Monthly			□ Monthly site meeting	Checklist		
Meeting Parent Calendar	 File/Portfolio Checks Review Lesson Plans 	Checklist		□ Child Supervision Monthly Checklist	□ File/Portfolio Checks □ Review Lesson Plans		□ Child Supervision Monthly Checklist	Center Maintenance Checklist
□ Fire/Disaster Drills	□ Individual monthly			CHECKIISt	□ Individual monthly		CHECKIE	Child Supervision Monthly
□ Review Files	staffing				staffing			Checklist
□ Monthly site meeting	Center Maintenance				Center Maintenance			
\Box Review Lesson Plans	Checklist				Checklist			
□ Individual monthly	Child Supervision Monthly				Child Supervision Monthly			
Staffing	Checklist				Checklist			
Center Maintenance								
Checklist								
□ Child Supervision Monthly								
Checklist								
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