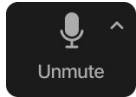
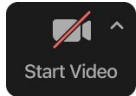


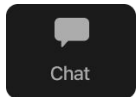
Zoom Meeting Preparation



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 - To do this, hover over the bottom left-hand side of your screen and click “Mute.”



- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
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- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.

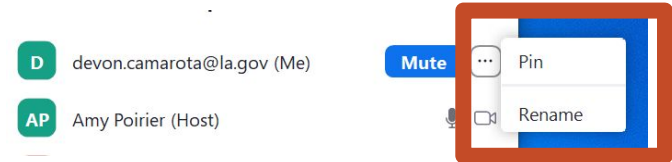
If you require an interpreter or have other accessibility needs for future LDOE meetings, please contact LDOEcommunications@la.gov.



Zoom Meeting Protocol

Participant Naming Conventions

Please change your Zoom name to reflect your actual name and Community Network you represent.



Questions

During the presentation, please add any questions to the chat. Questions will be answered at the end of the webinar. If you enter a question in the chat, please include your email.

Notice of AI Recording on Zoom

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Community Network Lead Agency Office Hours



April 9, 2024

Webinar Purpose and Objectives



Webinar Purpose and Objectives

Purpose: The Community Network Lead Agency (CNLA) Office Hours webinar provides CNLA administrators with information, updates, and reminders related to current LDOE Early Childhood Care and Education initiatives and events.

Objectives: Community Network Lead Agencies will:

- Receive new information and updates
- Obtain an eGMS Fiscal Year Close Out Walk Through
- Review reminders about upcoming deadlines



Agenda

- I. Early Childhood Community Network Updates
- II. Featured Topic: eGMS Fiscal Year Close Out Walk Through
- III. Upcoming Events and Deadlines



Early Childhood Updates



CNLA Office Hours Schedule Update

Starting with Office Hours on April 9, 2024, the LDOE will transition to an every-other-week cadence of office hours. The meetings will remain 30 minutes. This means, the next four office hours dates are:

- April 9
- April 23
- May 7
- May 21

The LDOE will provide additional scheduling updates as needed throughout this transition, including an updated calendar invitation with an updated Zoom link after Office Hours on April 9.

Early Childhood Updates

Please contact earlychildhood@la.gov with questions.



CNLA and RSN Application Updates

The Department is in the process of reviewing all submitted applications for both the Community Network Lead Agency and Ready Start Network Lead Agency roles.

The Department thanks all applicants for their patience in this review period.

The Department will reach out to any applicants with whom an interview is necessary for making final decisions by the end of this week.

The Department will notify applicants of their selection and recommendation to BESE in the end of April/Early May 2024.

All recommendations are being brought to BESE on June 11.

Early Childhood Updates

Please contact earlychildhood@la.gov with questions.



2023-2024 Lead Teacher Survey

The Department will soon release the 2023-2024 lead teacher survey to gather feedback based on the current academic year. The Department will publish information on teacher support as part of the Community Network Performance Profiles released in November 2024.

- Lead teachers will receive a link to the survey via their email address in TS GOLD® next week.
- The survey will close on May 15.
- Networks should remind all program partners to ensure lead teachers have their correct email address in TS GOLD®.

Early Childhood Updates

Please contact robert.jones4@la.gov with questions.



Featured Topic: eGMS Fiscal Year Close Out Walk Through



Submitting Reimbursements

Community Network Lead Agencies have about 90 days remaining to submit all reimbursements for the 2024-2025 Fiscal Year. The following actions need to take place between now and June 30:

- Submit Quarter 3 Periodic Expenditure Report (PER)
- Submit all final reimbursements for all activities in eGMS submitted and approved by the LDOE
- Collect documents verifying reimbursements to prepare for Quarter 4 Periodic Expense Report (due July 15)

After June 30:

- Submit Quarter 4 Periodic Expenditure Report (due July 15)

Refer to the [2023-2024 Allocations Planning Tool](#) for support in understanding each allocation and how to spend funding.



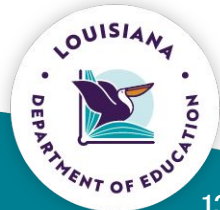
Periodic Expenditure Reports

Periodic Expenditure Reports (PERs) must be submitted by each Community Network Lead Agency for every funding source and activity combination. Activities with multiple funding sources have multiple PERs.

Quarterly PERs require documentation to verify all reimbursement requests occurring within that quarter.

PERs must be submitted before reimbursements for the subsequent quarter may be submitted.

- *One of the most common delays in reimbursement submissions is not having completed the PER for the previous quarter*



Accessing Periodic Expenditure Reports

From the main GMS Access Select page, locate Application Name and select “Payments”. Next, select “View Reimbursement Requests/Expenditure Reports”.

The screenshot displays a table of application records. The first record is for 'Original Application' with a status of 'Final Approved' and a date of '8/23/2023'. The second record is for 'Amendment 1' with a status of 'Final Approved' and a date of '1/29/2024'. A large orange arrow points from the 'Open' button of the second record to a larger screenshot below. This larger screenshot shows the 'View Reimbursement Requests/Expenditure Reports' page for 'Vendor 31...67 03', with a sub-header 'Payment Summary as of 3/22/2024'. A second orange arrow points from the 'Payments' button in the top right of the larger screenshot back to the 'Payments' button in the top right of the main screenshot.

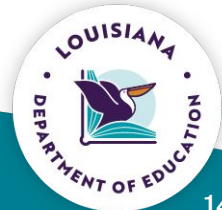
EC Guides Consolidated	Original Application	Final Approved	8/23/2023		Payments	
Believe!	Amendment 1	Final Approved	1/29/2024	Open	Payments	Review Summary

Vendor 31...67 03

View Reimbursement Requests/Expenditure Reports

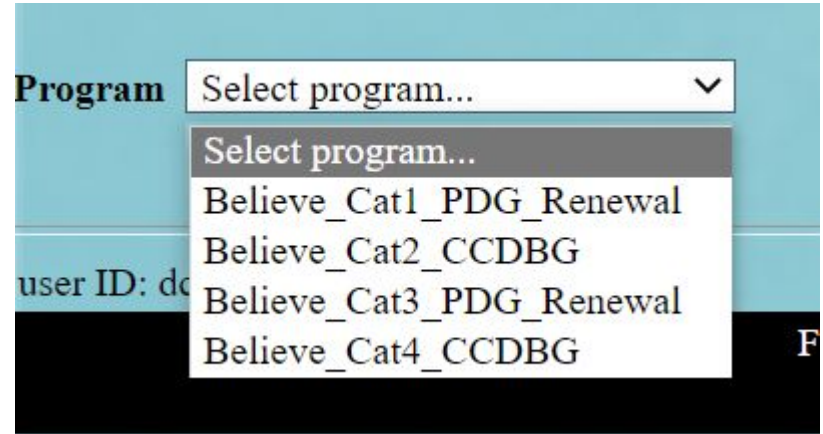
Payment Summary as of 3/22/2024

Believe_Cat1_PDG_Renewal Believe_Cat2_CCDBG Believe_Cat3_PDG_Renewal Believe_Cat4_CCDBG



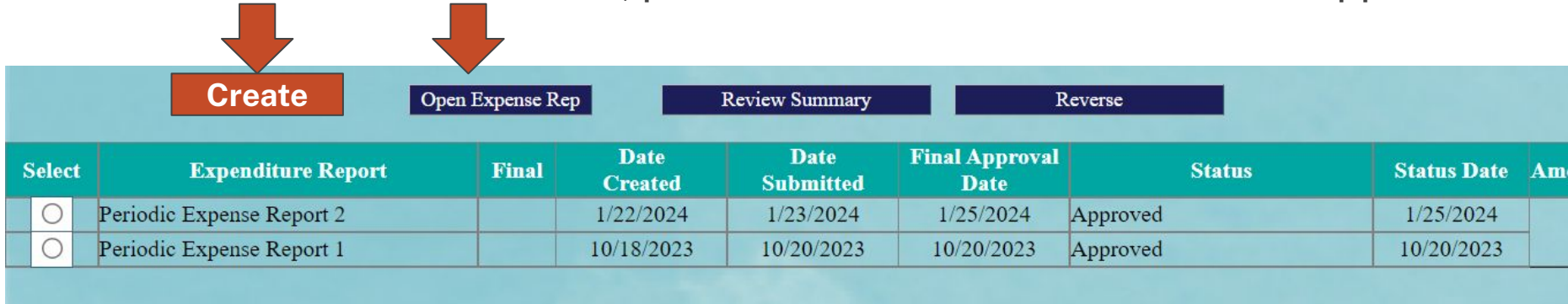
Periodic Expenditure Reports

Each program option in the drop down will need a PER if there is funding allocated to the CNLA in that fund source.



Periodic Expenditure Reports

Once a fund source is selected, past reimbursements and PERs will appear.



Select	Expenditure Report	Final	Date Created	Date Submitted	Final Approval Date	Status	Status Date	Am
<input type="radio"/>	Periodic Expense Report 2		1/22/2024	1/23/2024	1/25/2024	Approved	1/25/2024	
<input type="radio"/>	Periodic Expense Report 1		10/18/2023	10/20/2023	10/20/2023	Approved	10/20/2023	

CNLAs will have a button titled “Create” which will generate a new PER when clicked.

Periodic Expenditure Reports

Expenditure/Obligation Summary		Expenditure/Obligation by EIC		Certification	Submit
Periodic Expense Report 2					Click for Instructions
This request has been approved. No more updates will be saved.					
Program: Believe_Cat2_CCDBG					
Budget data will only be displayed if there is an approved or substantially approved application/budget at time of PER submission.					
Object Code	Obligation/Expenditure Description and Itemization	Final Approved Budget	LDE Funds Released	Previously Reported Obligated/Expended	Accumulated Obligations/Expenditures to Date
100	Salaries	\$0	\$0	\$0	
200	Benefits	\$0	\$0	\$0	
300	Purchased Professional / Technical Svcs	\$0	\$0	\$0	
400	Purchased Property Svcs	\$0	\$0	\$0	
500	Other Purchased Svcs	\$0	\$0	\$0	
600	Supplies	\$31,505	\$0	\$0	\$3,6
700	Property	\$0	\$0	\$0	
800	Other objects	\$0	\$0	\$0	
Totals:		\$31,505	\$0	\$0	\$3,6
Indirect Cost Approved Rate 11.0952 % Derived Rate 11.0935%		\$3,495		\$0	\$4
Totals:		\$35,000		\$0	\$4,0
Expenditure Period End Date <input type="text" value="12/31/2023"/>					
NOTE: Data displayed on this page was effective as of 1/23/2024					

Ensure the Period End Date is reflective of the appropriate Quarter, and input the “Accumulated Obligations/Expenditures to Date.”

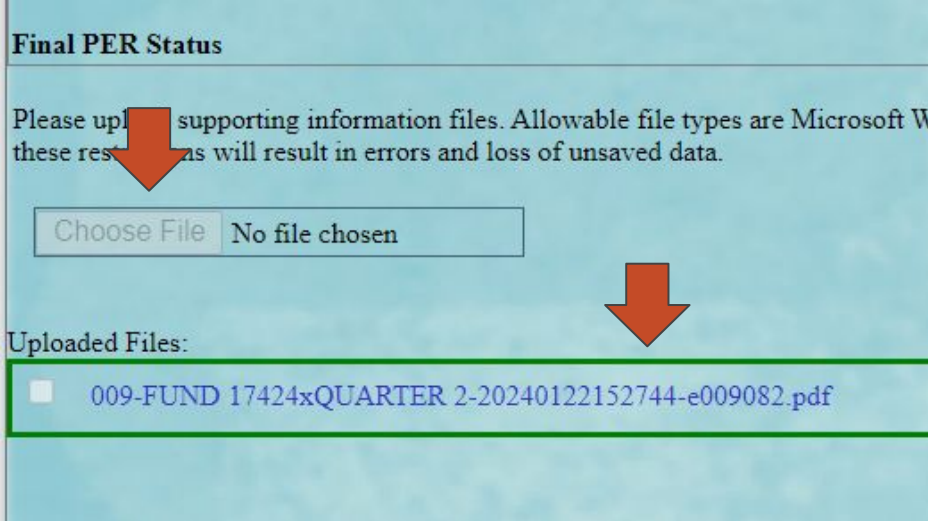
eGMS Fiscal Year Close Out Walk Through
Please contact the program manager of the activity with questions.



Periodic Expenditure Reports

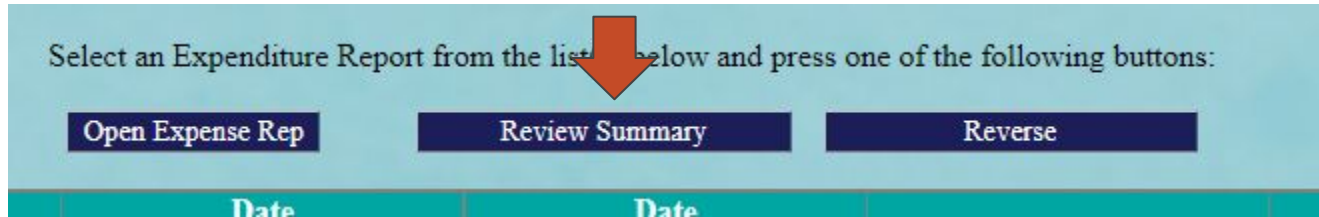
Remember, all PERs must have documentation submitted to validate the reimbursements requested that quarter.

Once the appropriate document is uploaded by selecting “Choose File”, the document will appear as a link under Uploaded Files.



The screenshot shows a web interface for uploading files. At the top, it says "Final PER Status". Below that, there is a text instruction: "Please upload supporting information files. Allowable file types are Microsoft Word documents, PDFs, and Excel spreadsheets. These restrictions will result in errors and loss of unsaved data." A red arrow points to the word "upload". Below the instruction is a file selection button labeled "Choose File" with the text "No file chosen" to its right. Another red arrow points to the "Choose File" button. Below the button is a section titled "Uploaded Files:" which contains a single entry: a small square icon followed by the text "009-FUND 17424xQUARTER 2-20240122152744-e009082.pdf". A green horizontal line is positioned above and below this entry. A red arrow points to the "Uploaded Files:" label.

Periodic Expenditure Reports



CNLAs can view the review status (whether the LDOE has reviewed, approved, or rejected) the PER by clicking “Review Summary.”

If there is a delay longer than ten business days for the approval or rejection of a PER, please use this tool to find the person scheduled to review the PER. If a delay has gone longer than ten business days, please contact that person and cc the program manager of the activity.

- *Ex: If an EC Guide PER is delayed, cc devon.camarota@la.gov as program manager.*

Reimbursements

CNLAs should have already noticed that the reimbursement buttons are housed in the same page(s) as Periodic Expense Reports (PERs).

Reimbursement Requests:

Select an Reimbursement Request from the list(s) below and press one of the following buttons:

Create [Open Request](#) [Review Summary](#)

Select	Reimbursement Request	Date Created	Date Submitted	Final Approval Date	Status	Status Date
<input type="radio"/>	Reimbursement Request 1	9/1/2023	1/23/2024	1/25/2024	Approved	1/25/2024

CNLAs will have a button titled “create” which will generate a new reimbursement request when clicked.

Reimbursements

Budget codes must align with what was approved in the budget (original or amended, and must be less than or equal to the remaining balance (final approved budget - previously requested).

Descriptions should have quantities, rates, and description in alignment with what was written in the budget.

Program: Believe_Cat2_CCDBG

Itemize and explain each expenditure amount. Provide a complete breakdown of eligible employee benefits. Click on the "Create Additional Entries" button to enter additional information. (Use whole dollars only. Omit Decimal Places, e.g. \$2536)

Describe Object Codes

Expenditure Description and Itemization (1000 Character Maximum)	Final Approved Budget	Previously Requested	Reimbursement Request	Delete Row
600 SUPPLIES FOR JULY 2023 THROUGH DECEMBER 2023	\$31,505		\$0 3630	<input type="checkbox"/>
Indirect			Total	\$3,630
	\$3,495		\$0	\$403
			Total	\$4,033

Reimbursement description goes here

Reimbursements

Reimbursements do not require attached documents to verify expenditures since those are provided in the PER. However, it is a best practice to upload those documents when available.

Please upload supporting information files. Allowable file types are Microsoft Word (.doc / .docx) and Adobe PDF. Files must be less than 10M. These restrictions will result in errors and loss of unsaved data.

Choose File No file chosen

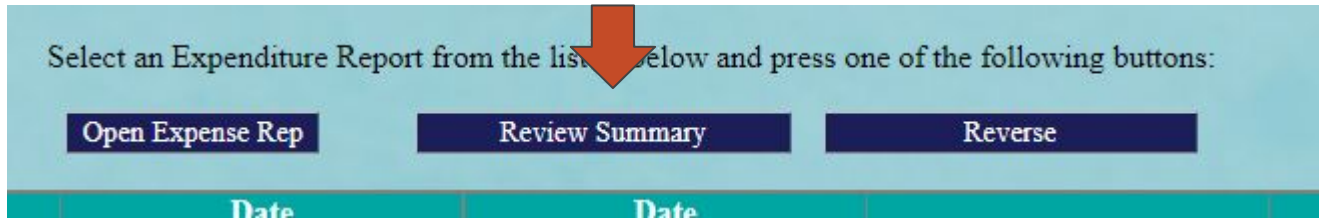
Uploaded Files:

The upload folder is empty. Please upload a file if required by the system to submit or if you have been notified by LDE that this is required.

Reimbursements

Just like with PERs, CNLAs can view the LDOE reviewer after the reimbursement is submitted. If the review takes longer than ten business days, please contact the person upon whom the reimbursement is waiting, and cc the program manager.

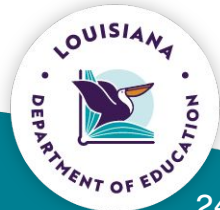
- *Ex: If an EC Guide reimbursement is delayed, cc devon.camarota@la.gov as program manager.*



Close Out Summary

Community Network Lead Agency program staff and business office staff must work together to ensure timely completion of fiscal responsibilities.

- PERs are due the same time each year
 - October 15
 - January 15
 - April 15
 - July 15
- PERs require documentation to validate reimbursements requested in that quarter
- PERs must be completed prior to reimbursements are submitted for the subsequent quarter (or fiscal year).
- Reimbursements do not require documentation



Close Out Summary

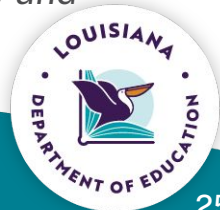
Community Network Lead Agency program staff and business office staff must work together to ensure timely completion of fiscal responsibilities.

- Reimbursements should be submitted early and often to avoid end of year “traffic jams”
- Every CNLA can see where the submitted application, PER, or reimbursement is in the review process and should use this for status checks regularly
- If there is a delay in the approval process, please contact the program manager of that activity along with the person named in the review process

Please enter eGMS related questions in the chat now to allow time for the LDOE team to review and respond within the webinar time.

eGMS Fiscal Year Close Out Walk Through

Please contact the program manager of the activity with questions.



Reminders



Publicly Funded Program Attendance

All Community Network Lead Agencies that have received LA4, NSECD, and CCAP B-3 Seats must submit complete and submit attendance by or before the 10th of the subsequent month.

Please reach out to the respective program manager of each program if there is an anticipated barrier preventing timely submission.

LA4 and NSECD - kishia.grayson@la.gov

CCAP B-3 Seats - devon.camarota@la.gov

Upcoming Events and Deadlines



Pre-K Eligibility Determinations Office Hours

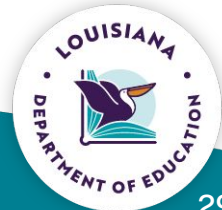
CNLAs and anyone responsible for making LA 4 and NSECD eligibility determinations are asked to attend this webinar. This webinar will provide participants with key information to successfully complete the eligibility determination process for each LA 4 and NSECD program applicant.

Attendees can access the webinar using the information below:

Date: April 17, 2024 at 10 a.m.
Webinar Link: <https://ldoe.zoom.us/j/98293663068>
Phone Number: 1-346-248-7799
Meeting ID: 982 9366 3068

Upcoming Events

Please contact earlychildhood@la.gov with questions.



Monthly Office Hours for New Directors

CNLAs are asked to share this information with new directors. The LDOE team holds New Director webinars that focus on topics related to early childhood quality or operations while also helping to expand new directors' network of peers.

This month's topic is "*An Overview of Bulletin 137*". Participants will gain an understanding of Bulletin 137 and will learn how to avoid being cited for common deficiencies.

Attendees can access the webinar using the information below:

Date: April 26, 2024 at 12 p.m.
Webinar Link: <https://ldoe.zoom.us/j/92298578944>
Phone Number: 1-346-248-7799
Meeting ID: 922 9857 8944

Upcoming Events

Please contact earlychildhood@la.gov with questions.



Monthly Provider Update Webinar

CNLAs are encouraged to attend the monthly webinars for early childhood providers. These webinars will include important updates and reminders for all provider types.

Providers can access the next provider webinar using the information below:

Date: May 2, 2024 at 1 p.m.

Webinar Link: <https://ldoe.zoom.us/j/93597745872>

Phone Number: 1-312-626-6799

Meeting ID: 935 9774 5872

Passcode: 641464

Upcoming Events

Please contact earlychildhood@la.gov with questions.



Early Childhood Conference 2024

New this year, the 2024 Early Childhood Conference will be held at two locations, with each location hosting a Saturday, one-day only, conference:

- **September 7, 2024:** Shreveport Convention Center, Shreveport, LA
- **October 5, 2024:** Crowne Plaza, Baton Rouge, LA



EARLY CHILDHOOD

AN OFFICE OF  **LDoe**

Upcoming Events

Please contact events@emergentmethod.com with questions.



Events and Deadlines



April 10: LA4/NSECD/CCAP B-3 Attendance due

April 15: Periodic Expense Report due in eGMS

April 17: Pre-K Eligibility Determination Office Hours

April 23: Next Community Network Lead Agency Office Hours

May 15: Lead Teacher Survey Due

May 28-30: Teacher Leader Summit in New Orleans

Please contact earlychildhood@la.gov with questions.



Questions





Thank You!

The Early Childhood Strategy Leadership Team

Devon Camarota

Director of Access Strategies and
Business Supports

Devon.Camarota@la.gov

Brittney Cochran

Director of Early Childhood
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Sonia Fields-Gutierrez

Director of Accountability and
Workforce Supports

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Janet Grigg

Director of Community Level
Strategy

Janet.Grigg@la.gov

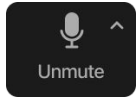
Amy Hook-Poirier

Executive Director of
Early Childhood Strategy

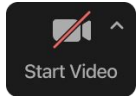
Amy.Poirier@la.gov



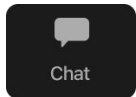
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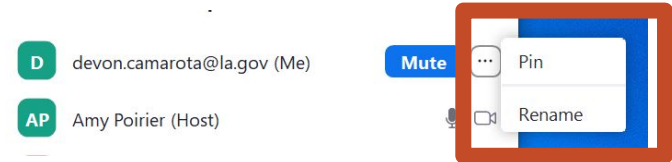
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Zoom Meeting Protocol

Participant Naming Conventions

Please change your Zoom name to reflect your actual name and Community Network you represent.



Questions

During the presentation, please add any questions to the chat. Questions will be answered at the end of the webinar. If you enter a question in the chat, please include your email.

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Community Network Lead Agency Office Hours



April 23, 2024

Webinar Purpose and Objectives



Webinar Purpose and Objectives

Purpose: The Community Network Lead Agency (CNLA) Office Hours webinar provides CNLA administrators with information, updates, and reminders related to current LDOE Early Childhood Care and Education initiatives and events.

Objectives: Community Network Lead Agencies will:

- Receive new information and updates
- Review the process for updating Preliminary Informational Metrics
- Review reminders about upcoming deadlines



Agenda

- I. Early Childhood Community Network Updates
- II. Featured Topic: Preliminary Informational Metrics
- III. Early Childhood Reminders
- IV. Upcoming Events and Deadlines



Early Childhood Updates



Early Childhood Updates

Community Network Lead Agencies (CNLAs) should plan to complete and enter all observations by May 15, 2024, the deadline for the Spring Observation Period.

CNLAs can receive updates on observation completion via the “Reports” section of the [Early Childhood CLASS® Portal](#), “System Level Reports” including the:

- Community Network CLASS® Observations Completion Report,
- Community Network CLASS® Observations Planned Report, and
- Community Network CLASS® Observations Missing Report.

Spring 2024 CLASS® Observation Completion

Please contact robert.jones4@la.gov with questions.



Early Childhood Updates

Special shout out to the community networks that have completed 90% of observations or more!

Bienville, Central, Claiborne, East Carroll, Iberia, Jackson Lafayette, Madison, Morehouse, St. James, Terrebonne

Spring 2024 CLASS® Observation Updates

Please contact robert.jones4@la.gov with questions



Featured Topic

Preliminary Informational Metrics



Preliminary Informational Metrics

The Department provides all Community Network Lead Agencies with a Preliminary Informational Metrics file in the spring of each academic year.

The purpose of this file is to share the Informational Metrics that are self-reported by sites in the [Early Childhood CLASS® Portal](#). The Preliminary Informational Metrics file provides an opportunity for sites to review current data and make the necessary updates in the [Early Childhood CLASS® Portal](#) prior to summer Data Certification window.

Though preliminary data is shared via an excel file, only the data in the [Early Childhood CLASS® Portal](#) will be used to generate Informational Metrics for network and site Performance Profiles.

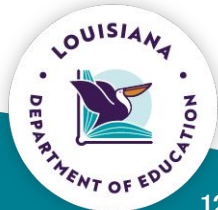


Preliminary Informational Metrics

The LDOE provided Community Network Lead Agencies with the preliminary informational metrics data file via the [FTP site](#) on Wednesday, April 24, 2024.

- CNLAs should share these data with sites and ensure sites review data for accuracy.
- Sites must make any updates in the [Early Childhood CLASS® Portal](#) no later than May 15, 2024.

Reminder - ALL updates should be made directly into the [Early Childhood CLASS® Portal](#).



Preliminary Informational Metrics

Preliminary Informational Metric files can be located in the [FTP site](#).

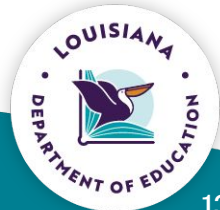
- Within the [FTP site](#), locate the “Data Certification Folder”
- Open the folder labeled “2023-2024”
- Select the “Network_Preliminary Informational Metrics_April 2024 Spreadsheet”

A	B	C	D	E	F	G	H
Network Code	Network Name	Site Code	Site Name	Publicly-Funded Enrolled	Children Per Teacher	Pre-K Curriculum Quality	Infant/Toddler Curriculum Quality
	Sample 1 Network	123456	Dunn Elementary School	20	None or Not Rated	3 Stars	N/A
	Sample 1 Network	234567	Perkins Growth and Development Center	61	None or Not Rated	None or Not Rated	N/A
	Sample 1 Network	345678	Xu Place for Kids	60	None or Not Rated	3 Stars	N/A

Sites must make updates in the [Early Childhood CLASS® Portal](#) to ensure the correct information is utilized during Data Certification.

Accessing Preliminary Informational Metrics

For questions regarding the FTP site, contact Demita.Walker@la.gov.



Preliminary Informational Metrics

Add or Update Classroom:

Classroom Name: Elephants

Classroom Configuration: Pre-K

Lead Teacher: Brandy Morin

Is this a virtual classroom?: No

Curriculum : Frog Street Press LLC - Frog Street PreK, Age

Adult:Child Ratio : [\(Teacher/Child Ratios Guidance\)](#) 3 Stars

Teacher Name as Of October 1: Alicia Franklin

October 1 Teacher Degree: Masters +

Teacher Certification as of Oct. 1, for teacher on Oct. 1: Yes

Certification Number: 123456

Submit

Delete the Classroom

Instructions:

Show Closed Classes

Show Cancelled Observations

The following metrics, captured on October 1, 2023, should be reviewed for accuracy and updated via the [Early Childhood CLASS® Portal](#) by May 15.

- Curriculum
- Ratio
- Teacher Name as of October 1
- October 1 Teacher Degree
- Teacher Certification
- Certification Number

Preliminary Informational Metrics

Milestones & Expectations	Due Date
CNLAs communicates with sites - Informational Metrics are generated from the October 1 Snapshot via the Early Childhood CLASS® Portal	April 24 - May 15
CNLAs should: <ul style="list-style-type: none">● review preliminary informational metrics data via the FTP site; and● work with sites to ensure data reflected in the Early Childhood CLASS® Portal is accurate	April 25
Preliminary Informational Metrics reviewed, and updated, and finalized via the Early Childhood CLASS® Portal	May 15



Early Childhood Reminders



Community Network Lead Agency and Ready Start Network RFA Reminders

The Department is in the process of reviewing all submitted applications for both the Community Network Lead Agency and Ready Start Network Lead Agency roles.

The Department will notify applicants of their selection and recommendation to BESE on early May 15, 2024.

All recommendations are being brought to BESE on June 11.

Reminders

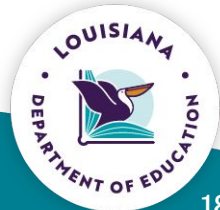
Please contact earlychildhood@la.gov with questions.



2023-2024 Lead Teacher Survey

The Department will release the 2023-2024 lead teacher survey today (April 23, 2024). The purpose of this survey is to gather feedback based on the current academic year. The Department will publish information on teacher support as part of the Community Network Performance Profiles released in November 2024.

- Lead teachers received a link to the survey via their email address in TS GOLD®.
- The survey will close on May 15.
- Networks should remind all program partners to ensure lead teachers complete this survey.



Upcoming Events and Deadlines



Upcoming Events

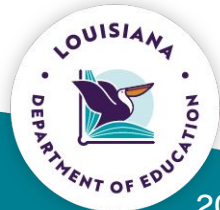
CNLAs are asked to share this information with new directors. The LDOE team holds New Director webinars that focus on topics related to early childhood quality or operations while also helping to expand new directors' network of peers.

This month's topic is "*An Overview of Bulletin 137*". Participants will gain an understanding of Bulletin 137 and will learn how to avoid being cited for common deficiencies.

Attendees can access the webinar using the information below:

Date: April 26, 2024 at 12 p.m.
Webinar Link: <https://ldoe.zoom.us/j/92298578944>
Phone Number: 1-346-248-7799
Meeting ID: 922 9857 8944

Monthly Office Hours for New Directors
Please contact earlychildhood@la.gov with questions.



Upcoming Events

CNLAs that received CCAP B-3 Seat allocations in 2023-2024 must attend this webinar to receive important information about the close out of the 2023-2024 CCAP B-3 Seats year, reallocation instructions, and some updates on the 2024-2025 CCAP B-3 Seats year.

Attendees can access the webinar using the information below:

Date: April 30 at 3:00 p.m.

Webinar Link: <https://ldoe.zoom.us/j/92876530262>

Meeting ID: 928 7653 0262

CCAP B-3 Informational Webinar

Please contact earlychildhood@la.gov with questions.



Upcoming Events

CNLAs are encouraged to attend the monthly webinars for early childhood providers. These webinars will include important updates and reminders for all provider types.

Providers can access the next provider webinar using the information below:

Date: May 2, 2024 at 1 p.m.

Webinar Link: <https://ldoe.zoom.us/j/93597745872>

Phone Number: 1-312-626-6799

Meeting ID: 935 9774 5872

Passcode: 641464

Monthly Provider Webinar

Please contact earlychildhood@la.gov with questions.



Upcoming Events

New this year, the 2024 Early Childhood Conference will be held at two locations, with each location hosting a Saturday, one-day only, conference:

- **September 7, 2024:** Shreveport Convention Center, Shreveport, LA
- **October 5, 2024:** Crowne Plaza, Baton Rouge, LA

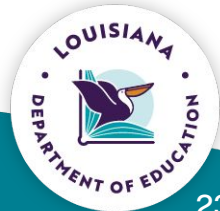


EARLY CHILDHOOD

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Early Childhood Conference 2024

Please contact events@emergentmethod.com with questions.



Events and Deadlines



April 30: CCAP B-3 Webinar

May 2: Monthly Provider Update Webinar

May 10: LA4/NSECD/CCAP B-3 attendance due

May 15: All spring CLASS® observations must be entered into the EC CLASS® portal

May 15: All Informational Metrics updated in the EC CLASS® portal

May 28: No Office Hours

May 28 - May 30: Teacher Leader Summit

May 31: Spring TS Gold® Checkpoint

Please contact earlychildhood@la.gov with questions.



Questions





Thank You!

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