

Activity or Requirement	Description	Dates / Timeline	Completed
New Provider Onboarding Orientation	<ul style="list-style-type: none"> • Live Webinar facilitated by the PEL Partnerships Team • Meet members of the Policy & Partnerships Team and how they support PFA Providers • Overview of onboarding plan • Review Important upcoming deadlines and requirements <ul style="list-style-type: none"> ◦ Facility Readiness ◦ Insurance Requirements ◦ Portal Training #1 ◦ Plan for program descriptions ◦ Welcome Visits w/PEL Director 	Attend one: <ul style="list-style-type: none"> • Monday, Jan 22 at 6:00 pm - 7:30 pm • Tuesday, Jan 23 at 1:30 pm - 3:00 pm 	<input type="checkbox"/>
PFA Provider Portal - Training #1: Portal and Application Process for 2024-25	<ul style="list-style-type: none"> • Virtual training facilitated by the PEL Application & Enrollment Team • Required for all new PFA Providers and current Providers who missed last year's sessions ; Optional refresher for all others • Training #1 of 3 on online family application and enrollment system 	Attend one: <ul style="list-style-type: none"> • English Session: Tuesday, Jan 30, 2024 at 6:00 pm - 7:30 pm • English Session: Tuesday, Feb 6, 2024 at 2:00 pm - 3:30 pm • Spanish Session: Thursday, Feb 8th at 6:00 pm - 7:30 pm • English Session: Thursday, Feb 22, 2024 at 6:00 pm - 7:30 pm • Spanish Session: Tuesday, Feb 27, 2024 at 6:00 pm - 7:30 pm 	<input type="checkbox"/>
Facility Readiness Deadline	If your Preschool for All slots will be at a new classroom or facility, you must have the following requirements completed by February 15, 2024 in order to move forward with your Preschool for All contract for 2024-25:	February 15, 2024	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Submitted

	<ul style="list-style-type: none"> • For licensed programs: Temporary License/Letter from Office of Child Care Certifier by February 15, 2024 • For programs that are partnering with school districts on classroom space: a written agreement between with the school district in place and shared with PEL by February 15, 2024 • For licensed exempt programs - a letter of occupancy from the city <p>Submit documentation to preschoolforall@multco.us</p>		
Insurance Requirements Deadline	<p>For all new PFA Providers and New Sites.</p> <p>Providers have two options to meet this requirement:</p> <ul style="list-style-type: none"> • A certificate or documentation from insurance company showing that you meet current requirements with the effective dates OR • Documentation from insurance company that you are in underwriting and what insurance coverages will be and the effective dates <p>Subcontracted Providers (home-based & small center) will submit documentation to preschoolforall@multco.us</p> <p>County direct contracts (schools, school districts, & large centers) will be asked to submit through online system</p>	February 15, 2024	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Submitted
Infant / Toddler Stabilization Numbers Due	<p>For all programs that serve infants and/or toddlers at the same site (not including Head Start programs or school districts).</p> <p>Infant/Toddler (I/T) stabilization dollars are available to support:</p>	February 15, 2024	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Completed

	<ul style="list-style-type: none"> • staff retention and pay equity for PFA providers that serve infants and toddlers • Ensure care continues to be available for infants and toddlers in Multnomah County to prevent a greater infant/toddler desert • Complete the 2024-25 PFA Infant/Toddler Stabilization Survey 		
Update Bridgecare Portal Profiles	<p>Create a public profile description that highlights strengths of your program to draw in interested families.</p> <ul style="list-style-type: none"> • Include photos of your program and staff bios • All updates must be completed by February 22nd. After the 22nd, the system will be locked. 	February 8, 2024 to February 22, 2024	<input type="checkbox"/> Profile Updated
Continuity of Care (COC) Numbers Due	<ul style="list-style-type: none"> • Watch the Continuity of Care (COC) video • Complete COC worksheet to determine total number of COC slots requested 	COC number due to PEL: March 1, 2024	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Submitted
PFA Program Guide Orientation	<ul style="list-style-type: none"> • Virtual or in-person webinar facilitated by the PEL Partnerships Team • Required for all new PFA Providers and current Providers who missed last year's sessions ; Optional refresher for all others 	Attend One: <ul style="list-style-type: none"> • English Virtual: Thursday March 7, 2024 at 1:30 pm - 3:00 pm • Spanish Virtual: Thursday, March 7, 2024 at 1:30 pm - 3:00 pm • In Person: Thursday, March 14, 2024 at 6:00 pm - 7:30 pm 	<input type="checkbox"/>
PFA Policy Review	<p>Each PFA Provider must review and adhere to PFA policies. Review each of the following PFA Policies on your own:</p> <ul style="list-style-type: none"> • Inclusion & Retention Policy • Attendance Policy • Grievance Policy 	By the end of March	<input type="checkbox"/> Inclusion & Retention <input type="checkbox"/> Attendance <input type="checkbox"/> Grievance

Inclusion Team	<p>This is specific to the program implementing and meeting PFA site requirement of inclusion.</p> <ul style="list-style-type: none"> • No expulsion/exclusion policy (prompt to read policy beforehand, guiding-question/small group follow up) • Data and expectations • Welcoming <i>all</i> children and families • Inclusion funds • MECP Model and Application • Mental Health Consultants and Early Childhood Consultants (?????) 	April? - TBD (24th/25th?)	<input type="checkbox"/>
Welcome Visits with PEL Director, Leslee Barnes	<ul style="list-style-type: none"> • In-person Welcome Visit for each new PFA Site with PEL Leadership • PEL will reach out to schedule in February 	<p>One Visit per Site scheduled during March / April 2024</p> <p>Visit Date: _____</p>	<input type="checkbox"/>
PFA Provider Portal - Training #2: Enroll/Unenroll Students	<ul style="list-style-type: none"> • Virtual or in-person webinar facilitated by the PEL Application & Enrollment Team • Required for all new PFA Providers and current Providers who missed last year's sessions ; Optional refresher for all others • Training #2 of 3 on online family application and enrollment system 	<p>Attend one:</p> <ul style="list-style-type: none"> • English Session: Thursday, May 2, 2024 at 6:00 pm - 7:30 pm • Spanish Session: Tuesday, May 7, 2023 at 6:00 pm - 7:30 pm • English Session: Tuesday, May 14, 2024 at 2:00 pm - 3:30 pm 	<input type="checkbox"/>
PFA Provider Portal - Training #3: Attendance	<ul style="list-style-type: none"> • Virtual or in-person webinar facilitated by the PEL Application & Enrollment Team 	Attend one:	<input type="checkbox"/>

	<ul style="list-style-type: none">• Required for all new PFA Providers and current Providers who missed last year's sessions ; Optional refresher for all others• Training #3 of 3 on online family application and enrollment system	<ul style="list-style-type: none">• English Session: Wednesday, August 7, 2023 at 2:00 pm - 3:30 pm• Spanish Session: Thursday, August 15, 2023 at 6:00 pm - 7:30 pm• English Session: Tuesday, August 20, 2024 at 6:00 pm - 7:30 pm	
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