Activity or Requirement	Description	Dates / Timeline	Completed

New Provider Onboarding Orientation	Overview of PFA New Provider Onboarding Plan and important upcoming requirements.
	
	● Live Webinar facilitated by the PEL Partnerships Team
	● Meet members of the Policy & Partnerships Team and how they support PFA Providers
	● Review Important upcoming deadlines and requirements
	  ○ Facility Readiness
	  ○ Insurance Requirements
	  ○ Portal Training #1
	  ○ Plan for program descriptions
	  ○ Welcome Visits w/PEL Director
		Attend one:
		● **Monday, Jan 22** at 6:00 pm - 7:30 pm
		● **Tuesday, Jan 23** at 1:30 pm - 3:00 pm
			☐

PFA Provider Portal - Training #1: Portal and Application Process for 2024-25	Training #1 of 3 on online family application and enrollment system ● 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	Attend one: ● 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	☐
Facility Readiness Deadline	If your Preschool for All slots will be at a new classroom or facility, you must have the following requirements completed	**February 15, 2024**	☐ **Not Applicable**

	by February 15, 2024 in order to move forward with your Preschool for All contract for 2024-25: ● 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 Submit documentation to preschoolforall@multco.us		☐ **Submitted**
Insurance Requirements Deadline	For all new PFA Providers and New Sites. Providers have two options to meet this requirement: ● 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 Subcontracted Providers (home-based & small center) will submit documentation to preschoolforall@multco.us County direct contracts (schools, school districts, & large centers) will be asked to submit through online system	**February 15, 2024**	☐ **Not Applicable** ☐ **Submitted**
Infant / Toddler Stabilization Numbers Due	For all programs that serve infants and/or toddlers at the same site (not including Head Start programs or school districts).	**February 15, 2024**	☐ **Not Applicable** ☐ **Completed**

	Infant/Toddler (I/T) stabilization dollars are available to support: ● 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	Create a public profile description that highlights strengths of your program to draw in interested families. ● 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**	☐ **Profile Updated**
Continuity of Care (COC) Numbers Due	Our expectation is that no families should lose care as a result of any new PFA children that are placed in your program. Continuity of Care slots are set aside for children who are currently enrolled in your program and will qualify for PFA. ● 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**	☐ **Not Applicable** ☐ **Submitted**
PFA Program Guide Orientation	The Program Guide outlines PFA program requirements and processes to provide guidance and support to preschool professionals implementing Preschool for All. ● 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: ● 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**	☐

Environments Support	Learn about resources and supports available to PFA Providers to strengthen indoor and outdoor environments.
	● Virtual webinar facilitated by the PEL Quality Coordinator
	● Required for all new PFA Providers
	● An overview of
	   ○ LearnERS
	   ○ Environment Rating Scale (ERS) Observations
	   ○ Early learning vendors we're partnered with
		● **End of March**
		● **Dates & Times TBD**
			☐

PFA Policy Review	Each PFA Provider must review and adhere to PFA policies.
	Review each of the following PFA Policies on your own:
	   ● Inclusion & Retention Policy
	   ● Attendance Policy
	   ● Grievance Policy
		By the end of March	☐ **Inclusion & Retention**
			
			☐ **Attendance**
			
			☐ **Grievance**

Inclusion Team	Learn about what inclusion and retention means for PFA Providers and how the PEL Inclusion team will support you and your program.
	
	● Virtual webinar facilitated by the PEL Inclusion Team
	● Review of PEL Inclusion & Retention Policy (prompt to read policy beforehand, guiding-question/small group follow up
	● Welcoming **all** children and families
	● Inclusion Support Funds
	● Collaborating with MECP to support children with identified delayed and disabilities
		Attend One:
		● English Sessions: **Wednesday, April 24, 2024**
		   ○ **1:00 pm - 2:30 pm**
		       or
		   ○ **6:00 pm - 7:30 pm**
		
		● Spanish Session: **Thursday, April 25, 2024 at 6:00 pm - 7:30 pm**
			☐

Welcome Visits with PEL Director, Leslee Barnes	In-person Welcome Visit for each new PFA Site with PEL Leadership ● PEL will reach out to schedule in February	One Visit per Site scheduled during **March / April 2024** **Visit Date: _____**	☐

PFA Provider Portal - Training #2: Enroll/Unenroll Students	Training #2 of 3 on online family application and enrollment system ● Virtual 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	Attend one: ● 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**	☐
PFA Provider Portal - Training #3: Attendance	Training #3 of 3 on online family application and enrollment system ● Virtual 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	Attend one: ● 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**	☐