

# **CHILD CARE RESOURCE & REFERRAL DIRECTOR TIMELINES**

## **Monthly**

Attend weekly Administrative meeting

Submit month end report to Executive Director

Complete In-Kind report for Fiscal Director

Ensure quarterly and annual updates are complete for the provider data base

Monitor parent referrals, completion of referral within 1 working day

Mail Training Session Roster, Stipends, W9s, Pre-Survey and evaluations from LEHRC sessions to WOU

Monitor the check out and return of items from the lending library

Attend community meetings as necessary

Complete Child Care Billing:

1. Enhanced contract submitted electronically to DHS DPU by the 12<sup>th</sup>, enter \$ amount on Excell spread sheet and a copy to fiscal
2. CCDF individual billing forms and invoice submitted to CCD by the 12<sup>th</sup>, enter \$ amount on Excell spread sheet and a copy of invoice to fiscal
3. CCB submitted to DHS Direct Pay Unit by the 12<sup>th</sup>, enter \$ amount on Excell spread sheet and a copy of each form to fiscal
4. Send electronic copy of classroom billing form to each FA in full day
5. Trouble shoot ERDC billing difficulties with DSH Lead Workers at each branch and or individual case managers
6. Process paid Child Care Billing forms when received

Ensure CCD Training Calendar, UMCHS Training Calendar and ORO are up to date

Deliver training sessions upon need for CCR&R clients and community participants

## **June**

Distribute (mail and electronic) CCR&R Quarterly Provider Newsletter and Training page by the end of the month for the next quarter

Begin process to renew CCD licenses for full day sites and Recorded Preschool status

Work with Human Resource Assistant to ensure Staff Training Logs are up to date and entered in ORO for all education staff and site directors at licensed sites

Update Child Care Center Parent Handbook for next program year and have printed

Annual Leveraged Funds report due by Aug 15<sup>th</sup> for the program year. Submit to CCD

Fiscal year end for CCD and DHS Grants

## **July**

Ensure Quarterly OPEC report has been submitted

Submit Bi-annual Provider Report to WOU by the 5<sup>th</sup> working day

Submit Bi-annual Client Report to WOU by the 25<sup>th</sup>

Sub electronically by the 5<sup>th</sup> working day, to WOU the Food Handler Log and the RRCAN Log

Submit Enhanced Child Care Billing to DHS by the 12<sup>th</sup> for the month of June

Participate in Strategic Planning Retreat

Work with Operations to ensure Fire and Sanitation inspections requests are completed

Work with Family Advocates to enroll/qualify eligible families for the Enhanced Contract

## **August**

Prepare trainings sessions as requested for Pre-Service  
Update Child Care Billing information, site specific with names of children enrolled and subsidy information for new program year  
Submit CCD License renewal packets (Depending upon expiration date)  
Distribute new CCDF applications to sites with teen parents  
Distribute new Enhanced Contract checklists to sites with Full Day services  
Submit Annual Leveraged Funds report to CCD by Aug 15<sup>th</sup>  
Finalize Enhanced Contract with Family Advocates and DHS for families for coverage to begin in Sept.

## **September**

Ensure all On-Site Directors at licensed center have completed the orientation  
Ensure all staff at full day centers have received an orientation to the duties of the sub-director and this training is documented in their SDC record  
Complete Monitor visit for Licensed Sites  
Schedule inspection times with CCD Certifier for licensed sites expiring in October  
Distribute (mail and electronic) CCR&R Quarterly Provider Newsletter and Training page by the end of the month

## **October**

Ensure Quarterly OPEC report has been submitted  
Sub electronically by the 5<sup>th</sup> working day, to WOU the Food Handler Log and the RRCAN Log  
Submit by the 15<sup>th</sup> the Quarterly Commission on Children and Families report to the Umatilla/Morrow Commissions (if receiving grant funds)

## **November**

Facilitate Quarterly Advisory Board Meeting  
Meet with DHS Program Manager to review progress on Statement of Work goals for ICCP Grant

## **December**

Distribute (mail and electronic) CCR&R Quarterly Provider Newsletter and Training page by the end of the month

## **January**

Ensure Quarterly OPEC report has been submitted  
Submit Bi-annual Provider report to WOU by the 5<sup>th</sup> working day  
Submit Bi-annual Client Report to WOU by the 25<sup>th</sup>  
Sub electronically by the 5<sup>th</sup> working day, to WOU the Food Handler Log and the RRCAN Log  
Submit by the 15<sup>th</sup> the Quarterly Commission on Children and Families report to the Umatilla/Morrow Commissions (if receiving grant funds)  
Monitor Training Log Records (SDC) for staff at full day sites (to meet the 15 required hour of

training)  
Schedule Quarterly Advisory Board Meeting to be held in February

### **February**

Facilitate Quarterly Advisory Board Meeting  
Meet with DHS Program Manager to review progress on Statement of Work goals for ICCP Grant  
Prepare copies of the CCR&R Complaint Policy to be distributed to all providers in the March Newsletter

### **March**

Distribute (mail and electronic) CCR&R Quarterly Provider Newsletter and Training page by the end of the month  
Begin process to renew CCR&R/DHS grants with the Child Care Division to include:

- Budget
- Training Plan
- Statement Of Work

### **April**

Ensure Quarterly OPEC report has been submitted  
Sub electronically by the 5<sup>th</sup> working day, to WOU the Food Handler Log and the RRCAN Log  
Schedule Quarterly Advisory Board Meeting to be held in May

### **May**

Begin planning for next program year's training schedule  
Facilitate Quarterly Advisory Board Meeting  
Meet with DHS Program Manager to review progress on Statement of Work goals for ICCP Grant  
Submit Budget Request to the Hermiston School District for the After School Program  
Ensure families on the Enhanced Contract have an approved back up provider for summer months

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Timeline.doc rvs July 22, 2013