**Deliverables Report**

**Agency/Site\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Month\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Must be completed by** | **Contract Reporting Requirement** | Target | Achieved |
| **Monthly** | All attendance data will be entered by the end of the month.  **Verification: Agency will update information in DEEL data system, calculated by DEEL Data staff, verified by Early Education Specialist.** |  |  |
| **08/31/2016** | The Agency will submit a Classroom Startup Plan to the Early Education Specialist.  **Verification: Copy of Classroom Startup Plan submitted and approved by Early Education Specialist** |  |  |
| **10/31/2016** | Children will be enrolled/selected by the Agency in Pathway by October 31, 2016.  **Verification: Agency will update information in DEEL data system, calculated by DEEL Data staff, verified by Early Education Specialist.** |  |  |
| **10/31/2016** | The Agency will submit a Kindergarten Transition Action Plan.  **Verification: Copy of Transition Plan submitted and approved by Early Education Specialist.** | 1 |  |
| **10/31/2016** | The Agency will work in partnership with a DEEL Coach to develop or update the teachers’ progress on the Classroom Quality Improvement Plans. The Agency will provide the Early Education Specialist with the completed QIP.  **Verification: Copy of QIP submitted and approved by DEEL Coach and Early Education Specialist.** | 1 |  |
| **10/31/2016**  (or within 30 calendar days from the child’s first service date) | The Agency will complete a developmental screening by using the following tools: ASQ-3 and ASQ-SE-2.  **Verification: Agency will update information in ASQ Online, calculated by DEEL Data staff, verified by Early Education Specialist.** |  |  |
| **11/15/2016** | The Agency will work in partnership with a City-funded consultant to complete the Fall Peabody Picture Vocabulary Test 4th edition for all three- and four-year-old children.  **Verification: PPVT report will be submitted by City-funded consultant and verified by DEEL Data staff and Early Education Specialist.** |  |  |
| **11/15/2016** | The Agency will complete Fall TSG assessments portfolios for all children enrolled for at least 60 days prior to the Fall checkpoint deadline.  **Verification: Agency will complete info in TSG database, calculated by DEEL Data staff, verified by Early Education Specialist.** |  |  |
| **12/30/2016** | The Agency will complete health screenings for each child within 90 days of the child’s start date.  **Verification: Agency will update information in DEEL data system, calculated by DEEL Data staff, verified by Early Education Specialist.** |  |  |
| **02/15/2017** | The Agency will participate in the first data meeting.  **Verification: Meeting attendance will be verified by Early Education Specialist.** | 1 |  |
| **02/28/2017** | The Agency will complete winter TSG assessment portfolios for all children enrolled for at least 60 days prior to the winter checkpoint deadline.  **Verification: Agency will complete info in TSG database, calculated by DEEL Data staff, verified by Early Education Specialist.** |  |  |
| **02/28/2017** | The Agency will work in partnership with a DEEL Coach to discuss or update the teachers’ progress on the Classroom Quality Improvement Plans. The Agency will provide the Early Education Specialist with the completed QIP.  **Verification: Copy of QIP submitted and approved by DEEL Coach and Early Education Specialist.** | 1 |  |
| **04/15/2017** | The Agency will participate in the 2nd Data meeting.  **Verification: Meeting attendance will be verified by Early Education Specialist.** | 1 |  |
| **05/15/2017** | The Agency will work in partnership with a City-funded consultant to complete the Spring Peabody Picture Vocabulary Test 4th edition for all three- and four-year-old children.  **Verification: PPVT report will be submitted by City consultant and verified by DEEL Data staff and Early Education Specialist.** |  |  |
| **05/30/2017** | Teachers will complete the Spring TSG assessment portfolios for all children enrolled for at least 60 days prior to the Spring checkpoint deadline.  **Verification: Agency will complete info in TSG database, calculated by DEEL Data staff, verified by Early Education Specialist.** |  |  |
| **05/31/2017** | The Agency will work in partnership with a DEEL Coach to complete or update the teachers’ progress on the Classroom Quality Improvement Plans. The Agency will provide Early Education Specialist with the completed QIP.  **Verification: Copy of QIP submitted and approved by DEEL Coach and Early Education Specialist.** | 1 |  |
| **05/31/2017** | The Agency will submit a completed Kindergarten Transition Action Plan showing outcomes achieved. **Verification: Copy of completed Kindergarten Transition Plan submitted and approved by Early Education Specialist.** |  |  |