

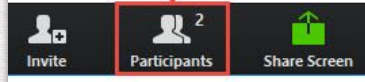
# NEW Zoom Name Change

## Network and Name

1. Click on the "Participants" button at the top of the Zoom window.
2. Hover the mouse over your name in the "Participants" on the right of the Zoom window. Click on "Rename."
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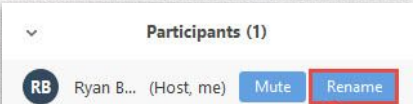


Participants (1)

RB Ryan B... (Host, me) Mute Rename

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Rename

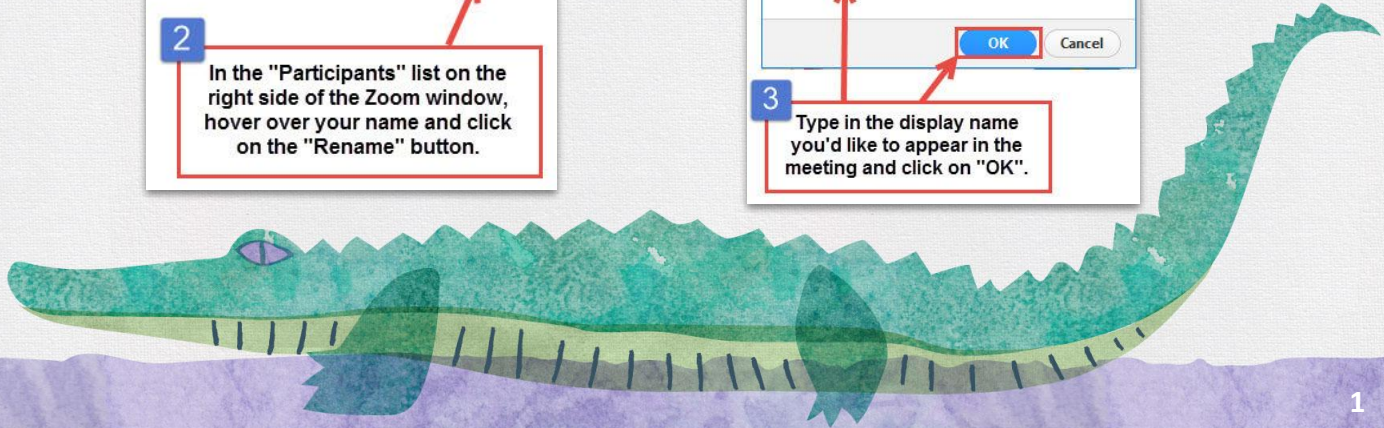
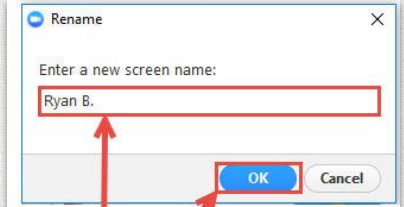
Enter a new screen name:

Ryan B.

OK Cancel

**3**

Type in the display name you'd like to appear in the meeting and click on "OK".





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**CNLA Office Hours**  
**April 4, 2023**

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## Guest Speaker: KinderSystems

KinderSystems is the company that runs Edlink and Kinderconnect, which will replace the TOTs system for the Child Care Assistance Program. Today, their staff will guide the audience through how to best support providers throughout their community in completing this transition.

# Upcoming KinderSystems Support Calls

Tuesday Apr 4, 2023 05:00 p.m. Central Time (US and Canada)

Zoom Link: <https://kindersystems.zoomgov.com/meeting/register/vJlSf-ysrz8tGjO5Y0Ju3HkcyZNfFiu1pRw>

Thursday Apr 6, 2023 07:00 p.m. Central Time (US and Canada)

Zoom Link: <https://kindersystems.zoomgov.com/meeting/register/vJlSdeiqqD8rH2qynTla88B46RmVMIEa8oc>

Tuesday Apr 11, 2023 05:00 p.m. Central Time (US and Canada)

Zoom Link: [https://kindersystems.zoomgov.com/meeting/register/vJltd-ioqzwoG4\\_68gYjXfQE0V1TroGWF8Y](https://kindersystems.zoomgov.com/meeting/register/vJltd-ioqzwoG4_68gYjXfQE0V1TroGWF8Y)

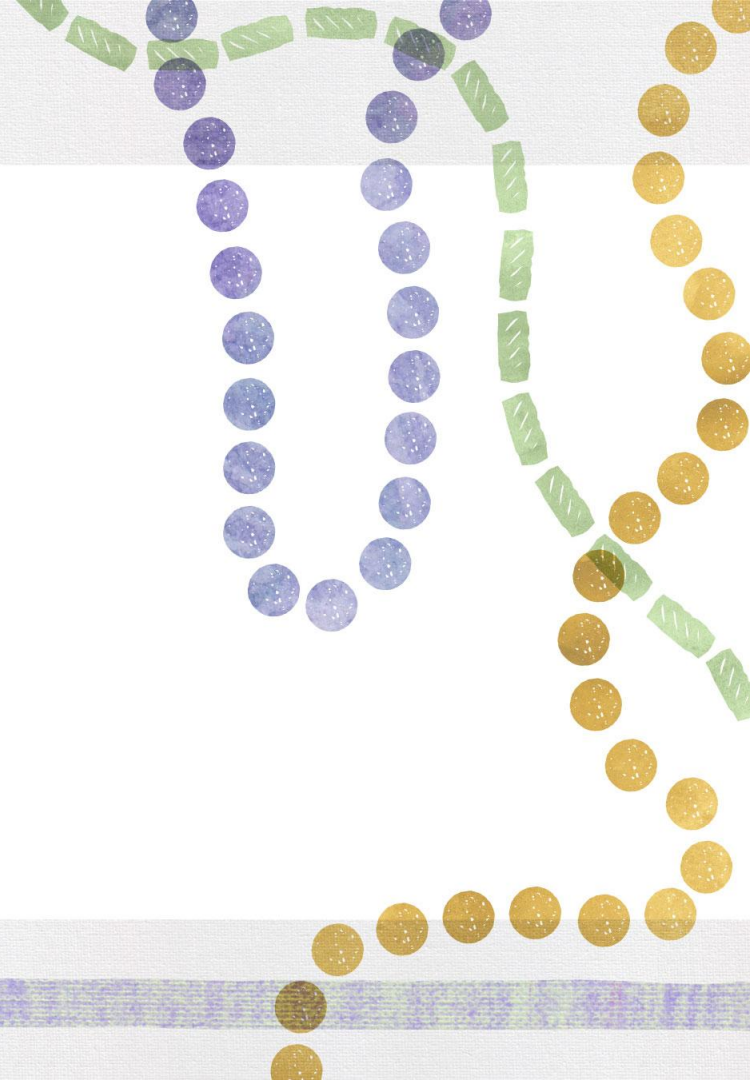
Thursday Apr 13, 2023 07:00 a.m. Central Time (US and Canada)

Zoom Link: <https://kindersystems.zoomgov.com/meeting/register/vJlItcuGhpzMuGNRNi7IsC4TeQMdVrSzkn8o>

Tuesday Apr 18, 2023 05:00 p.m. Central time (US and Canada)

Zoom Link: <https://kindersystems.zoomgov.com/meeting/register/vJlItf-urrij0oH5EcDlchx0k3JquuY31kDuY>

# Upcoming Events



# 2023 Early Childhood Conference: Foundations for Success

We're counting down the days until the Early Childhood Conference – June 2-3 in New Orleans! The Conference will provide opportunities for education and training for childcare providers, teachers, and administrators in all aspects of Early Childhood. [Register](#) today to secure your spot. Registration closes on April 21 or at sellout.

Please contact [events@emergentmethod.com](mailto:events@emergentmethod.com) with any questions.



**REGULAR  
REGISTRATION  
NOW OPEN!**

**MARCH 10-APRIL 21**

The graphic features a logo at the top with three colored shapes (red, green, yellow) and the text 'EARLY CHILDHOOD CONFERENCE 2023 FOUNDATIONS FOR SUCCESS'. Below the logo, the text 'REGULAR REGISTRATION NOW OPEN!' is written in large, bold, blue letters. At the bottom, a red banner contains the text 'MARCH 10-APRIL 21' in white.

# 2023 Teacher Leader Summit: Accelerate to Success

Registration is still open for the 2023 Teacher Leader [Summit](#) but! [Register](#) today to secure your spot. Availability is limited and is first come, first serve. Registration will remain open through April 21 (or when we sell out).

**SOLD**

**OUT**



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# GOLD® Update Webinar for Network Administrators

*The Department will host GOLD® webinars for site leaders and network leaders. Participants can access the GOLD® informational webinar using the information below.*

## **GOLD® Update Webinar for CNLAs & GOLD Admins**

**Webinar Topic:** Maintaining Accurate Data

**Webinar Date/Time:** Wednesday, April 19, 2023 at 1:00 p.m.

**Webinar Link:** <https://ldoe.zoom.us>

**Meeting ID:** 974 0485 0210

**Passcode:** 980775

Please read the Department's updated [TS GOLD® Guidance](#) and [TS GOLD® FAQ](#) documents for helpful information.

Please contact [ecassessment@la.gov](mailto:ecassessment@la.gov) with questions or for assistance.



# Young Children With Disabilities Community of Practice Webinar

*The Department will host YCWD webinars for OSEP Administrators and early childhood administrators each month.*

Participants can access the YCWD Community of Practice webinar using the information below.

**Webinar Topic:** Indicator 12 Compliance

**Webinar Date/Time:** April 26 at 2:00pm

**Webinar Link:** <https://zoom.us/j/6920610085?>

**Meeting ID:** 692 061 0085

**Passcode:** gyiy3F

Please contact [caitlyn.robinson@la.gov](mailto:caitlyn.robinson@la.gov) for any questions or for assistance.

# Events and Deadlines

**April 6:** [Early Childhood Provider Update Webinar](#)

**April 14:** No Office Hours due to Spring Break Holidays

**April 18:** CNLA Office Hours SFY24 Preparation

**April 21:** [Registration for 2023 Early Childhood Conference closes](#)

**April 21:** [Registration for the 2023 Teacher Leader Summit closes](#)

**April 26:** [YCWD Community of Practice webinar](#)

**May 4:** [Early Childhood Provider Update Webinar](#)

**Early May:** Preliminary Notice of Awards

**May 30-June 1:** 2023 Teacher Leader Summit: *Accelerate to Success*

**June 2-3:** 2023 Early Childhood Conference: *Foundations for Success*

**June 2:** Budget Planning Documents Due to program Managers





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**Preparing for SFY24  
Allowable Uses for Allocations  
April 18**

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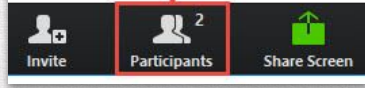
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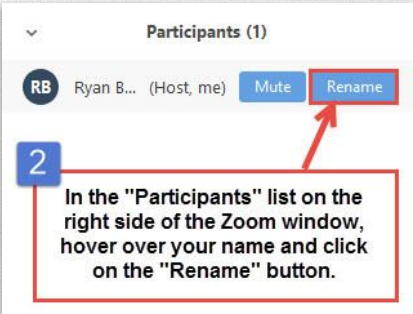
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**2**

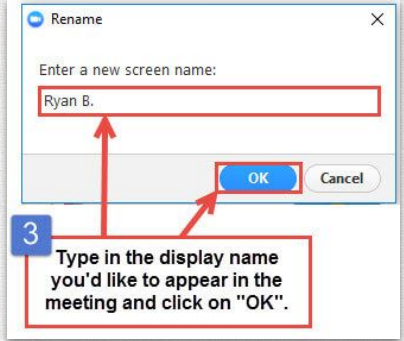
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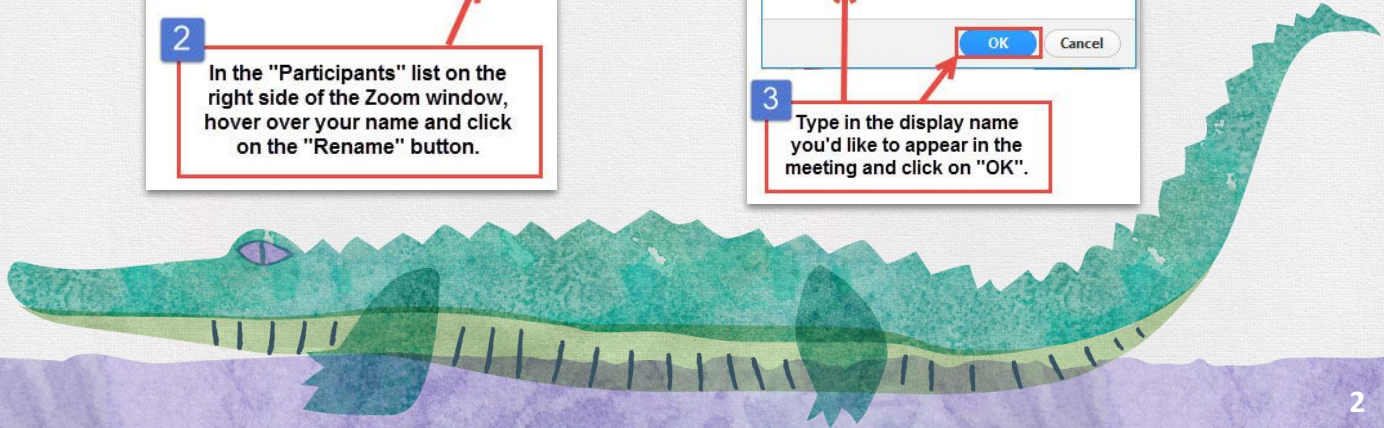
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# Agenda

1. Allowable Uses Planning Tool Walk Through
2. Budget Planning Document Walk Through
3. Early Childhood Updates
4. Accountability
  - a. Preliminary Informational Metrics
5. Upcoming Events

# Allocations Planning Tool Walkthrough



# eGMS Codes and Allowable Uses

Allocation Name	eGMS Coding and Allowable Uses								
	Funding Source(s)	100 Personal Services - Salaries (district employees)	200 Personal Services - Benefits (district employees)	300 Purchased Professional and Technical Services (not done by internal staff)	400 Purchased Property Services (non-district employees do this service)	500 Other Purchased Services (not an employee of the district)	600 Supplies	700 Property (acquiring or improving capital assets like land and buildings)	800 Other
Community Network Lead Agency	SGF and CCDF	✓	✓	✓	✓	✓	✓		✓

# Allowable Uses Charts

## Community Network Lead Agency Budget

State General Funds and Child Care Development Funds, Spending Deadline is 06/30/2024

Questions about Community Network Lead Agency allocation allowable uses and budgets should be directed to [brittney.cochran@la.gov](mailto:brittney.cochran@la.gov).

Recommended Use of Funds	
Function	Estimated Percent of Funding
CLASS® Observations	70%
Coordinated Enrollment	15%
Network Administration	10%
Materials, Supplies/Misc.	5%

*These recommendations are based on the estimated costs associated with each function.*

Recommended Use of Community Network Lead Agency Allocations Funds	
Function	Estimated Percent of Funding
CLASS® Observations	70%
CLASS® renewal fees (e.g., observer renewal, CLASS® trainer <u>re-certification fee</u> )	
Stipends for Contracted CLASS® Observers	



# NOT Allowable Uses

## NOT Allowable for *Believe!* Category 4

CLASS® materials, Tier I curriculum, child care management software, child care enrollment software, developmental screening kits

Increase seats for children in programs (e.g., teacher salary or tuition for seats)

Purchase, lease of a building or furniture (e.g., administrative, teacher, or classroom)

Physical improvements, construction to any facility, or including playground equipment

Activities from *Believe!* Categories 1, 2 or 3

# Budget Planning Template

## Continued Later in Webinar

### Budget Planning Template

*Directions: Please use this planning template, or the Google Sheet version of this template, to prepare your budgets for the 2023-2024 fiscal year. Make a copy of this template for **each** allocation you anticipate receiving for the 2023-2024 fiscal year, and send to [earlychildhood@la.gov](mailto:earlychildhood@la.gov) saved as "Network Name\_Allocation Name\_2023\_2024 Budget Draft".*

*An example would look like, "Acadia\_Community Network Lead Agency\_2023\_2024 Budget Draft". Documents incorrectly named will not be saved by the LDOE and recipients will need to resend with the corrected naming convention.*

You can use [this guidance](#) for the budget categories to support your budget writing process.

<a href="#">Budget Category</a>	Brief Description of Activity or Activities <i>(add rows or bullets as needed to differentiate)</i>	Source of Funds <i>(PDG, ARPA CCDBG, CCDF, or SGF)</i>	Expiration Date of Fund Source <i>(12/31/23 or 6/30/24)</i>	Estimated Date(s) of Reimbursement Requests	Estimated Total Cost
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# Internal Business Office Questions

## Internal Business Office Questions

Please answer the following questions, as they will help you in ensuring that funds get into the hands of your centers as quickly as possible. *This does not need to be returned to the LDOE, however it is a best practice to have these questions answered prior to the start of the fiscal year.*

1. Who in the CNLA internal budget office do I need to speak to in order to process reimbursements?
2. What documentation does the CNLA internal budget office need in order to process reimbursements?
3. How long does the CNLA internal budget office take to process reimbursements?

# Fiscal Assurances

## Additional to Those in eGMS

### **Early Childhood Allocation Fiscal Assurances**

*Please read through these general early childhood allocation assurances. These should be signed by both the Community Network Lead Agency point of contact and the Community Network Lead Agency's business office's point of contact, then returned to the LDOE by sending to [earlychildhood@la.gov](mailto:earlychildhood@la.gov) by June 1, 2023.*

**By accepting these funds, the Community Network Lead Agency agrees to:**

# Frequently Asked Questions

## Frequently Asked Questions

**Q: What is the CFDA# for these grants?**

A: PDG is 93.434 and ARPA CCDBG and CCDF are 93.575

**Q: How long does it take the LDOE to approve a budget, amendment, or reimbursement?**

A: Ideally, the turn-around time for LDOE reviewers would be to have all reviewers complete the review within two weeks of the LEA submitting in eGMS. However, during “high volume” times, such as the beginning of the fiscal year (July 1-30) and end of the calendar year (December-January), turn-around time may be longer. It is for this reason that all LEAs are encouraged to submit *as soon as possible* so that any anticipated delays can be proactively addressed.

# 2023-2024 Allocations Planning Tool

- Will be shared with the Preliminary Notice of Awards at the end of the month
- Will be available on the [Lead Agency Library](#)

**Due June 1 to [earlychildhood@la.gov](mailto:earlychildhood@la.gov):**

- A completed Budget Planning Template for **each allocation** planned on being received in SFY24
- A signed copy of the “Fiscal Assurances”

The LDOE Program managers will return budget planning documents prior to July 1 with feedback, so that LEAs may enter approvable budgets in eGMS ASAP July 1.

Questions about the allowable uses and anticipated budget plans for SFY24 should be addressed with the program manager of that allocation as quickly as possible, **prior to July 1.**

# Budget Planning Tool Walkthrough



# Directions

## Budget Planning Document 2023-2024

**Directions:** Please use this planning template to prepare your budgets for the 2023-2024 fiscal year. Make a copy of this template for each allocation you anticipate receiving for the 2023-2024 fiscal year, and send to [earlychildhood@la.gov](mailto:earlychildhood@la.gov) saved as “Network Name\_Allocation Name\_2023\_2024 Budget Draft”.

An example would look like, “Acadia\_Community Network Lead Agency\_2023\_2024 Budget Draft”. Documents incorrectly named will not be saved by the LDOE and recipients will need to resend with the corrected naming convention.

Add additional budget category rows as needed. As many rows as required may be added for this budget, please ensure that each cell is filled out completely.

Make a copy of this sheet for each ECE Allocation received from the LDOE for the 2023-2024 Fiscal Year.  
Review the linked Budget Category descriptions for assistance in writing the budget for each initiative.



# Funding Source(s) Information

Name of Initiative	If Multiple funding sources, complete each additional row	Fund Source	Initial Allocation Amount	Spending Deadline	Applying Indirect Cost?
	Funding Source 1				<input type="checkbox"/>
	Funding Source 2				<input type="checkbox"/>
	Funding Source 3				<input type="checkbox"/>

# Budget Plan

<u>Budget Category</u>	Brief Description of Activity or Activities (add rows or bullets as needed to differentiate)	Source of Funds (PDG, ARPA CCDBG, CCDF, or SGF)	Expiration Date of Fund Source (12/31/23 or 6/30/24)	Estimated Date(s) of Reimbursement Requests	Estimated Total Cost
100					
200					
300					
400					
500					
600					
700					
800					

## Next Steps

1. LDOE will release both of these documents in the first week of May, with the preliminary notice of awards for all June BESE allocations
2. May 2023 - Budget Planning Documents draft work time
3. June 1 Budget Planning Documents Due
4. LDOE program managers review planning documents, provide feedback, return to CNLAs
5. CNLAs may enter budgets in eGMS as soon as feedback is received from LDOE
6. July 1 - budgets may be submitted in eGMS
7. July 15 - budgets **must** be submitted in eGMS
8. July 1-31 - LDOE staff works to review and approve or reject all submitted budgets

*As soon as budgets are approved, CNLAs should begin submitting reimbursements.*

# Accountability



# Preliminary Informational Metric Timeline

Milestones & Expectations	Due Date
CNLAs communicates with Sites October 1 Snapshot via the Early Childhood CLASS® Portal	April 18 - May 15

**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

Save the Date  
April 25 Office Hours

Preliminary Informational Metric  
Data Review

# FCC CLASS<sup>®</sup> Observations



- The Department understands that CLASS<sup>®</sup> observations of FCC providers have presented unique challenges. To assist, LDOE will implement a process to ensure appropriate follow-up is taken.
- Please document each unsuccessful FCC observation attempt using the [FCC CLASS<sup>®</sup> Observation Attempts form](#) within 10 days of the attempted observation visit.
- **As a reminder, all FCCs serving publicly-funded children that have opted into Academic Approval as of February 1, 2023, must be observed by Community Network Lead Agency local observers each semester.**

Please email [robert.jones4@la.gov](mailto:robert.jones4@la.gov) with any questions.

# Early Childhood Updates



# 2023 Early Childhood Conference: Foundations for Success

Here's your checklist to make sure you're ready for the Early Childhood Conference:

- Learn all about the second annual Early Childhood [Conference](#)
- [Register](#) for the 2023 Early Childhood Conference.
- Get ready! This year's Conference will be packed with inspiration and information to help you and your little ones grow.





# 2023 Teacher Leader Summit: Accelerate to Success

Registration is still open for the 2023 Teacher Leader Summit but! Register today to secure your spot. Availability is limited and is first come, first-serve. Registration will remain open through April 21 (or when we sell out).

**SOLD**

**OUT**



Please contact [events@emergentmethod.com](mailto:events@emergentmethod.com) with any questions.

# RSN PDG Grant Opportunities Webinar

Wednesday, April 19, 2023 at 3:00 PM

- Workforce Planning Subgrant
- Family Engagement Planning Subgrant

Meeting Link - <https://ldoe.zoom.us/j/abc4sC6FmF>

Please email [earlychildhood@la.gov](mailto:earlychildhood@la.gov) with any questions.



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**Passcode:** gyiy3F

Please contact [caitlyn.robinson@la.gov](mailto:caitlyn.robinson@la.gov) for any questions or for assistance.

# Events and Deadlines



**April 19:** [GOLD<sup>®</sup> Update Webinar at 1:00pm](#)

**April 21:** [Registration for 2023 Early Childhood Conference closes](#)

**April 21:** [The waitlist for the 2023 Teacher Leader Summit closes](#)

**April 26:** [YCWD Community of Practice webinar](#)

**April 28:** [New Director Office Hours](#)

**May 4:** [Early Childhood Provider Update Webinar](#)

**May 15:** Deadline to enter Spring 2023 CLASS<sup>®</sup> Observations into the [EC Portal](#)

**Early May:** Preliminary Notice of Awards

**May 30-June 1:** 2023 Teacher Leader Summit: *Accelerate to Success*

**June 2-3:** 2023 Early Childhood Conference: *Foundations for Success*

**June 1:** Budget Planning Documents Due to Program Managers



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**Community Network Lead  
Agency Office Hours**  
April 25, 2023

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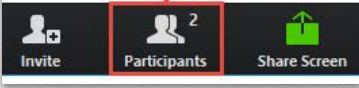
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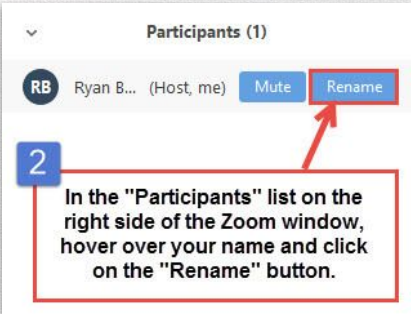
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Rename

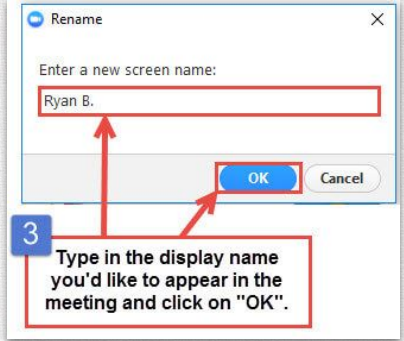
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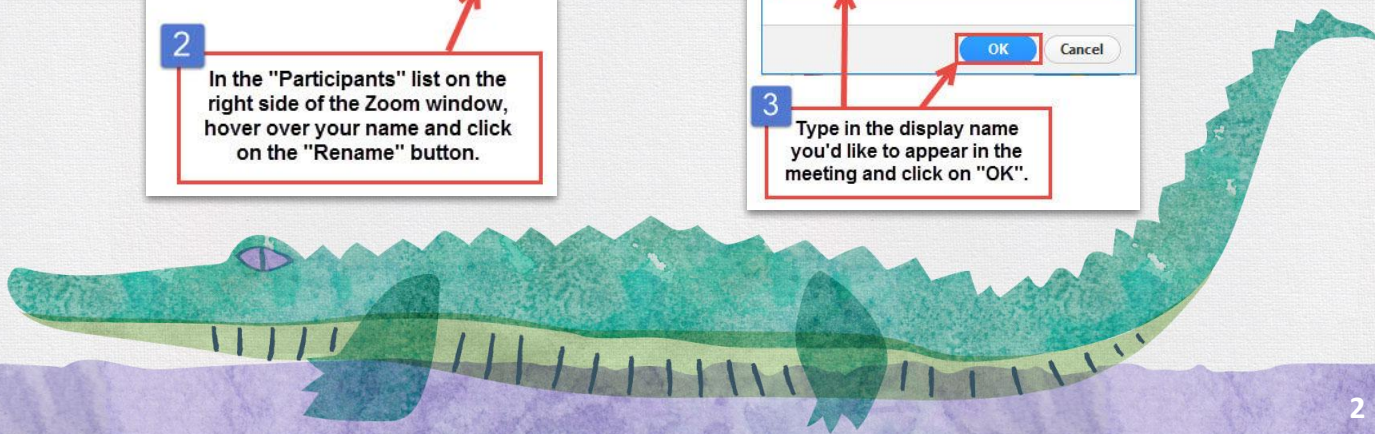
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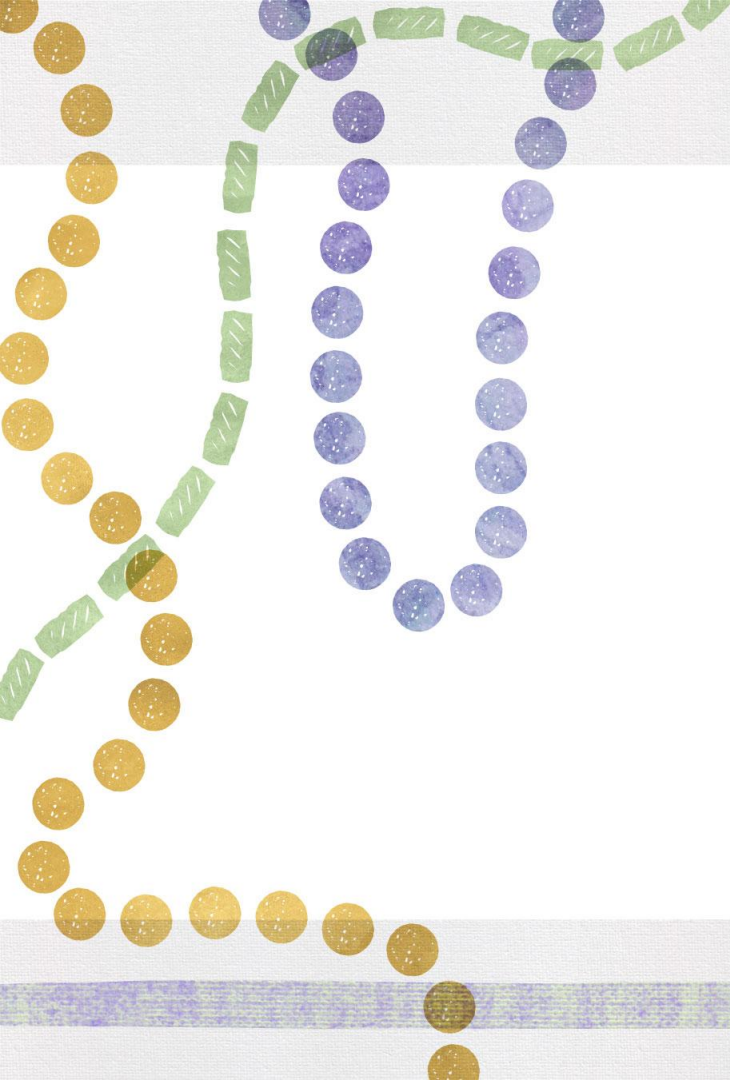
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# Agenda

1. Accountability
2. Preliminary Informational Metrics
3. Early Childhood Updates





# Accountability

# FCC CLASS<sup>®</sup> Observations



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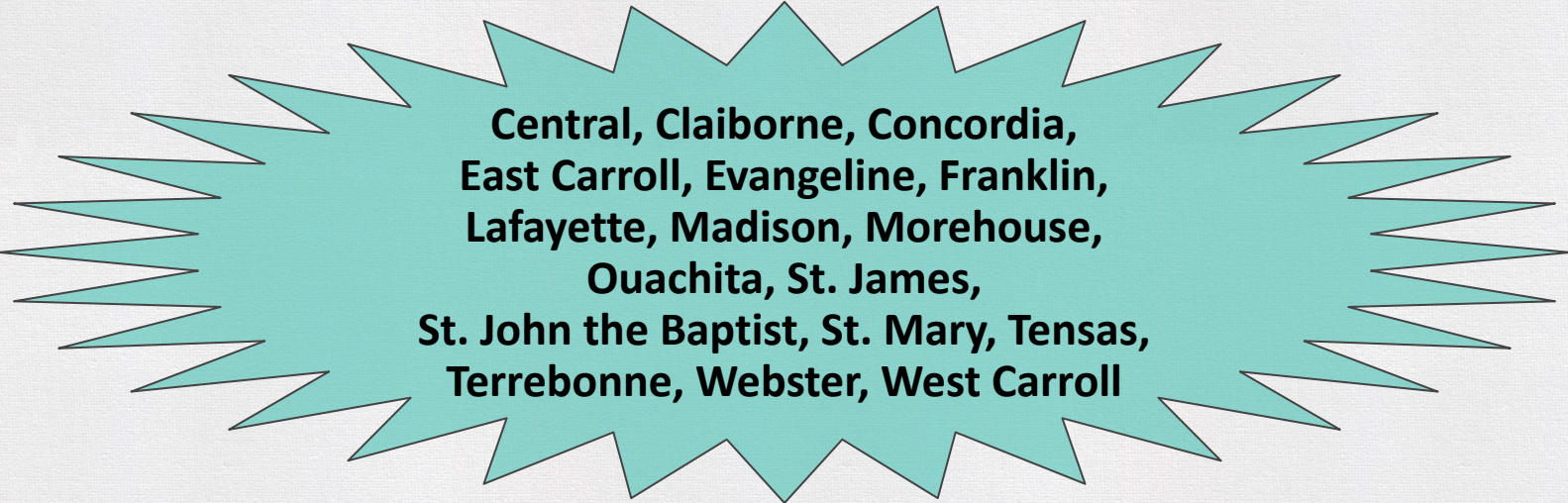
# Spring 2023 Observation Completion

*Community Network Lead Agencies should plan to complete all observations by May 15, 2023, the deadline for the Spring Observation Period.*

- Community Network Lead Agencies are responsible for observing all classrooms that were open on February 1, 2023, including FCC providers that opted into Academic Approval by February 1, 2023
- Community Network Lead Agencies can receive updates on observation completion via the “Reports” section of the [Early Childhood Portal](#), “System Level Reports” including the Community Network CLASS Observations Completion Report, Community Network CLASS Observations Planned, and Community Network CLASS Observations Missing
- If you anticipate challenges with completing all required observations, please contact [robert.jones4@la.gov](mailto:robert.jones4@la.gov)

# Spring 2023 Observation Completion

Thank you to the following Community Network Lead Agencies for leading the state in observation completion!!



**Central, Claiborne, Concordia,  
East Carroll, Evangeline, Franklin,  
Lafayette, Madison, Morehouse,  
Ouachita, St. James,  
St. John the Baptist, St. Mary, Tensas,  
Terrebonne, Webster, West Carroll**

# Preliminary Informational Metrics



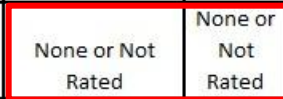
# Preliminary Informational Metrics

## Accessing Preliminary Informational Metrics

- Within the FTP drive, locate the Data Certification Folder
- Click folder labeled 2022-2023
- Select *Network\_Preliminary Informational Metrics\_April 2023* spreadsheet

Updates must occur in the Early Childhood CLASS® Portal to ensure the correct information is utilized during Data Certification.

A	B	C	D	E	F	G	H
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**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

# Informational Metrics Timeline

## Preliminary Data Review

Milestones & Expectations	Due Date
CNLAs communicates with Sites October 1 Snapshot via the Early Childhood CLASS® Portal	April 18 - May 15
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# Early Childhood Updates



# Early Childhood Updates

## TOTs Machines

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- Therefore, **all TOTs machines can be disposed.**
- Please consider looking into local electronic recycling or waste disposal regulations.

While there are no specific laws on e-waste, Louisiana does have a few options for voluntary recycling. You can bring your e-waste to some Best Buy stores and the Salvation Army. The City of New Orleans Recycling Center accepts e-waste once a month. The Capital Area Corporate Recycling Council in Baton Rouge accepts some electronics (no copiers, CRTs, or televisions). - (recyclenation.com)

# 2023 Teacher Leader Summit: Accelerate to Success

Spread the word! Share on social media that you'll be attending this year's Teacher Leader [Summit!](#)

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- Family Engagement Planning Subgrant

Applications are due April 28th. LDOE will review applications on May 1-5.

Please email [janet.grigg@la.gov](mailto:janet.grigg@la.gov) or [brittney.cochran@la.gov](mailto:brittney.cochran@la.gov) with any questions.



# GOLD<sup>®</sup> Update Webinars

*The Department will host GOLD<sup>®</sup> update webinars for site leaders and network leaders. Participants can access the GOLD<sup>®</sup> informational webinar using the information below.*

## **GOLD<sup>®</sup> Update Webinar**

**Webinar Topic:** Spring Checkpoint/EOY Support

**Audience:** CNLAs & Gold<sup>®</sup> Administrators

**Webinar Date/Time:** Wednesday, May 17, 2023 at 1:00 p.m.

**Webinar Link:** <https://ldoe.zoom.us>

**Meeting ID:** 974 0485 0210

**Passcode:** 980775

Please read the Department's updated [TS GOLD<sup>®</sup> Guidance](#) and [TS GOLD<sup>®</sup> FAQ](#) documents for helpful information.

Please contact [ECAssessment@la.gov](mailto:ECAssessment@la.gov) with questions or concerns.

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*The Department will host YCWD webinars for OSEP Administrators and early childhood administrators each month.*

Participants can access the YCWD Community of Practice webinar using the information below.

**Webinar Topic:** Indicator 12 Compliance

**Webinar Date/Time:** April 26 at 2:00pm

**Webinar Link:** <https://zoom.us/j/6920610085?>

**Meeting ID:** 692 061 0085

**Passcode:** gyiy3F

Please contact [caitlyn.robinson@la.gov](mailto:caitlyn.robinson@la.gov) for any questions or for assistance.

# Events and Deadlines



**April 26:** [YCWD Community of Practice webinar](#)

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**April 28:** RSN Grant Opportunities Applications Due

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**Community Network Lead  
Agency Office Hours  
April 25, 2023**

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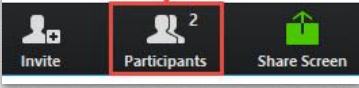
# NEW Zoom Name Change

## Network and Name

1. Click on the "Participants" button at the top of the Zoom window.
2. Hover the mouse over your name in the "Participants" on the right of the Zoom window. Click on "Rename."
3. Enter your **network name and name (ex.: Calcasieu Michelle Joubert)** so it will appear in the Zoom meeting and click on "OK."

1

After launching the Zoom meeting, click on the "Participants" icon at the bottom of the window.



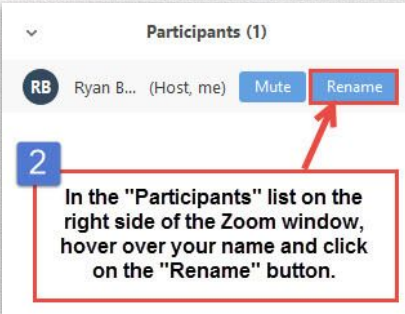
The image shows the Zoom meeting toolbar at the bottom of the window. Three icons are visible: 'Invite', 'Participants', and 'Share Screen'. The 'Participants' icon, which shows two stylized figures, is highlighted with a red box and a blue '2' in the corner. A red arrow points from the text above to this icon.

Participants (1)

RB Ryan B... (Host, me) Mute Rename

2

In the "Participants" list on the right side of the Zoom window, hover over your name and click on the "Rename" button.



The image shows the 'Participants' list on the right side of the Zoom window. It displays one participant: 'RB Ryan B... (Host, me)'. To the right of the name are two buttons: 'Mute' and 'Rename'. The 'Rename' button is highlighted with a red box and a blue '2' in the corner. A red arrow points from the text above to this button.

Rename

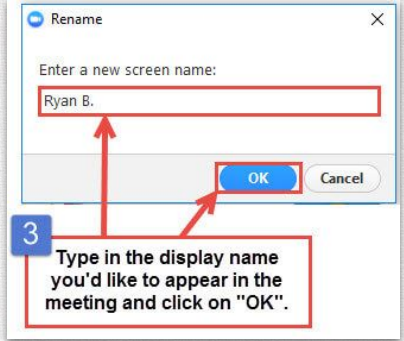
Enter a new screen name:

Ryan B.

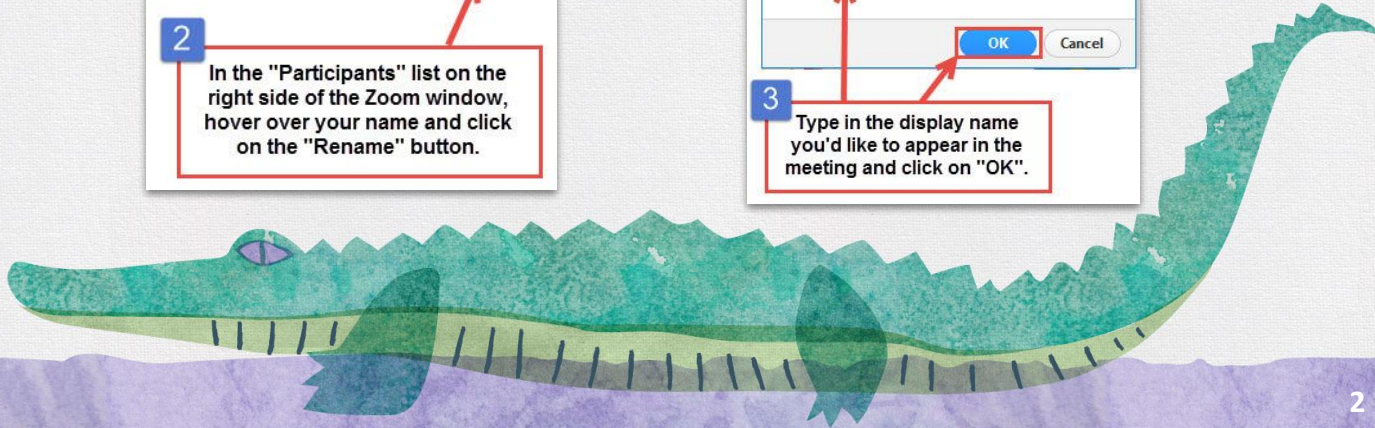
OK Cancel

3

Type in the display name you'd like to appear in the meeting and click on "OK".

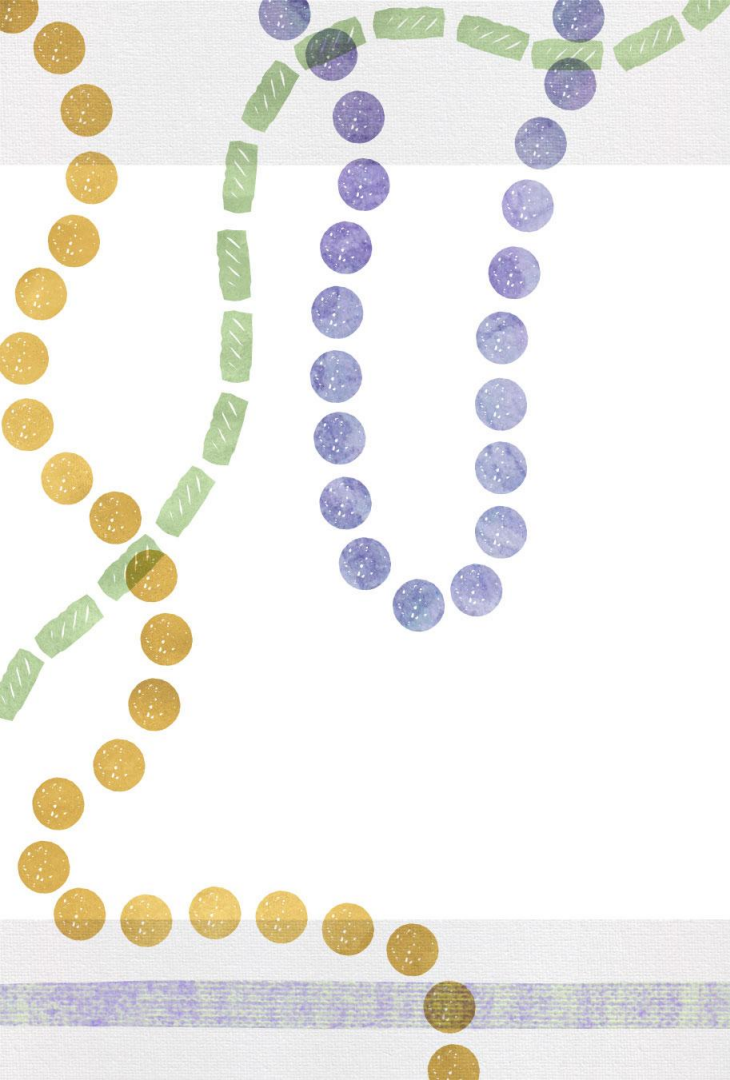


The image shows the 'Rename' dialog box in Zoom. It has a title bar that says 'Rename' and a close button 'X'. Below the title bar, it says 'Enter a new screen name:'. There is a text input field containing 'Ryan B.'. Below the input field are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red box and a blue '3' in the corner. A red arrow points from the text above to this button.



# Agenda

1. Accountability
2. Preliminary Informational Metrics
3. Early Childhood Updates



# Accountability

# FCC CLASS<sup>®</sup> Observations



- The Department understands that CLASS<sup>®</sup> observations of FCC providers have presented unique challenges. To assist, LDOE will implement a process to ensure appropriate follow-up is taken.
- Please document each unsuccessful FCC observation attempt using the [FCC CLASS<sup>®</sup> Observation Attempts form](#) within 10 days of the attempted observation visit.
- **As a reminder, all FCCs serving publicly-funded children that have opted into Academic Approval as of February 1, 2023, must be observed by Community Network Lead Agency local observers each semester.**

Please email [robert.jones4@la.gov](mailto:robert.jones4@la.gov) with any questions.

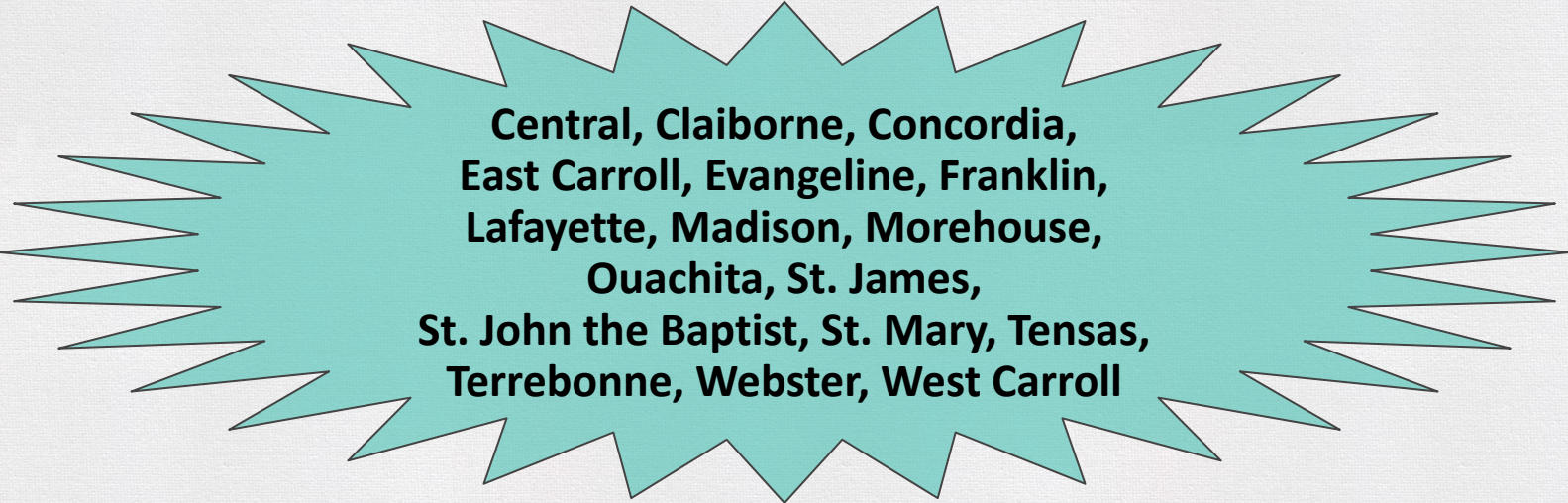
# Spring 2023 Observation Completion

*Community Network Lead Agencies should plan to complete all observations by May 15, 2023, the deadline for the Spring Observation Period.*

- Community Network Lead Agencies are responsible for observing all classrooms that were open on February 1, 2023, including FCC providers that opted into Academic Approval by February 1, 2023
- Community Network Lead Agencies can receive updates on observation completion via the “Reports” section of the [Early Childhood Portal](#), “System Level Reports” including the Community Network CLASS Observations Completion Report, Community Network CLASS Observations Planned, and Community Network CLASS Observations Missing
- If you anticipate challenges with completing all required observations, please contact [robert.jones4@la.gov](mailto:robert.jones4@la.gov)

# Spring 2023 Observation Completion

Thank you to the following Community Network Lead Agencies for leading the state in observation completion!!



**Central, Claiborne, Concordia,  
East Carroll, Evangeline, Franklin,  
Lafayette, Madison, Morehouse,  
Ouachita, St. James,  
St. John the Baptist, St. Mary, Tensas,  
Terrebonne, Webster, West Carroll**

# Preliminary Informational Metrics





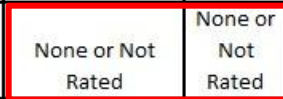
# Preliminary Informational Metrics

## Accessing Preliminary Informational Metrics

- Within the FTP drive, locate the Data Certification Folder
- Click folder labeled 2022-2023
- Select *Network\_Preliminary Informational Metrics\_April 2023* spreadsheet

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The screenshot shows the 'Add or Update Classroom' form with the following fields and values:

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- 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

Buttons: Submit, Delete the Classroom

Instructions:  
Show Closed Classes  
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