

# Nevada Ready! Pre-K Frequently Asked Questions

## NEVADA READY! PRE-K FAQ:

➤ What are requirements for the ‘Nevada Ready! Pre-K’ Program?

### Program Elements and Descriptions:

Program Elements	Description
Teacher Qualifications	Each Early Childhood Education (ECE)/Pre-K teacher responsible for providing direct instruction to early childhood students must fulfill the licensure requirements for teaching the Pre-K population, including an Early Childhood teacher’s license (requiring a Bachelor’s in education) or an ECE endorsement on a teacher’s license and must be paid a salary comparable to K-12 instructional staff.
Eligibility	Children enrolled in the program must be 4 years old by September 30 and families determined to be income eligible below 200% of poverty level
Intensity	All programs must provide a minimum of 5 hours per day or 25 hours per week of Pre-K class time and follow the attendance policy of the local school board.
Curriculum	Programs must utilize the Nevada Pre-K Content Standards, revised and adopted by the Nevada State Board of Education. Programs must implement developmentally appropriate, research-based curriculum and participate in the birth to third grade continuum alignment.
Class Size/Ratio	Class sizes and child/staff ratios must not exceed the following: <ul style="list-style-type: none"> <li>Classrooms will have no more than 20 children with 2 adults.</li> <li>The referenced 2 adults will be <ol style="list-style-type: none"> <li>1) An appropriately certified and licensed teacher, and</li> <li>2) An appropriately certified teaching assistant.</li> </ol> </li> </ul>
Evaluation	Programs must participate in the annual and longitudinal statewide program evaluation system. This includes using outcome indicators described in the Early Learning Development Standards (ELDS) and reporting required data to the Pre-K education evaluator and the Nevada Department of Education.  Program quality will also be assessed by a valid and reliable assessor using the Early Childhood Environment Rating Scale, Third Edition (ECERS-3) and the Classroom Assessment Scoring System (CLASS).  Programs must comply with health and safety standards.
Parent Involvement	Parental involvement must be evaluated in conjunction with the Pre-K program. Longitudinal data to determine effectiveness of parental involvement will be used for program improvement.
Comprehensive Services	Programs must demonstrate coordination with existing community services through collaborative and cooperative efforts.
Inclusion	The percentage of eligible children with disabilities served is not less than either the percentage of four-year-old children served statewide through part B, section 619 of IDEA (8.7 %), or the current national average, whichever is greater, and is no more than 50% per classroom. Individualized accommodations and supports ensure access and participation for all children.
Equal Access	Each child applicant will have equal access to the same extent as other children, (e.g. homeless, foster, military, tribal) even for those lacking initial enrollment documents.

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➤ What are the data reporting timelines?

## Data Collection Calendar:

DATA TYPE	DATA DESCRIPTION	BEGIN COLLECTION	DATE DUE
Pre-enrollment	Form B-child and family enrollment information; Infinite Campus where applicable	August 1	December 1
Family Engagement Pre-Survey	Parents' perceptions of family-school relationship	August 1	October 1
Brigance Pre-Screener III Ages 3-5	Pre-K screen for physical, language, academic and social skills	Within 30 Days of Starting School	October 1
WIDA Pre-Assessment (optional)	Language proficiency assessment for English learners	Within 45 Days of Starting School	N/A
EOWPVT Pre-Assessment (optional)	Expressive language assessment	Within 45 Days of Starting School	N/A
Site Visits	Set Continuous Improvement Plan goals	TBD	Within first 90 days
Form A Completion	Program, facility, staff, and monitoring information	August 1	December 1
Form B Data Entry	Family, adult, child enrollment information	October 15	December 1
Preschool Development Grant Annual Performance Review	Programmatic information for Preschool Development Grant Annual Performance Report		February 15
Family Engagement Post-Survey	Parents' perceptions of family-school relationship	March 1	May 1
Site Visits	Check progress on Continuous Improvement Plan	March 1	May 31
Brigance Post-Screener III Ages 3 - 5	Pre-K screen for physical, language, academic and social skills	Within last 30 days of school	July 15
WIDA Post-Assessment (optional)	Language proficiency assessment for English learners	Within last 30 days of school	N/A
EOWPVT Post-Assessment (optional)	Expressive language assessment	Within last 30 days of school	N/A
Form C Data Entry	Child, adult, and family exit data, assessment scores	Within last 30 days of school	July 15

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## ➤ How is inclusion going to work in classrooms?

Inclusion is one of the required program elements outlined in the Preschool Development Grant. The percentage of eligible children with disabilities served is not less than either the percentage of four-year-old children served statewide through part B, section 619 of IDEA, or the current national average, whichever is greater, and is no more than 50% per classroom.

Individualized accommodations and supports ensure access and participation for all children. State support will be available to assist programs in meeting this requirement.

## ➤ Can PDG classrooms enroll 3 year olds?

No. Grant funds must be used for Eligible Children, which are defined as those who are four-years old and from families whose income is at or below 200 percent of the Federal Poverty Line. To determine a child's age, States should use their eligibility determination date for preschool in the year before kindergarten. States without a preschool program may use their eligibility determination date for kindergarten entry (e.g., if a child must be five years old by September 30 to be eligible for kindergarten, then a child must be four years old by September 30 to be eligible for preschool). However, three-year-old children may be served by the same Early Learning Providers (i.e., in the same settings as Eligible Children), but must be supported through a different funding mechanism or source.

## ➤ What assessments will be rolled out?

Required Assessments for 2017-2018:

- 1) Pre and Post Brigance Early Childhood Screen III, 3 – 5 Years
- 2) Pre and Post Family Engagement Survey
- 3) Plan for family engagement that
  - a. is aligned with the Nevada Policy of Parental Involvement [and Family Engagement] NRS 385.620,
  - b. specifically includes components to meet needs identified in the Family Engagement Survey, and
  - c. collects and makes available evidence of plan implementation and improved family engagement.
- 4) Comprehensive assessment plan that includes
  - a. tools and timelines to implement:
    - i. diagnostic measures
    - ii. formative measures to plan and monitor children's progress, and
  - b. processes and procedures to train and support teachers in administering assessments, using data to make decisions and sharing data with parents.

## ➤ How will assessments be rolled out?

Programs are responsible for purchasing assessments and identifying/providing professional development. PDG funds may be used to support this.

## ➤ How will Nevada Ready! Pre-K programs sustain themselves once the funds run out, or the grant is over?

The state will be working to secure additional funds to maintain Pre-K seats. Sub-grantees should also be working to secure funding. More guidance will be forthcoming as the grant progresses.

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### ➤ **Can long term subs or teachers not at 5.2 on NV Registry teach in Nevada Ready! Pre-K classrooms? Are there exceptions to the teacher qualification requirements?**

No. Having qualified teachers in each Nevada Ready! Pre-K classroom is a requirement outlined in the Preschool Development Grant. Teachers must fulfill the licensure requirements for teaching the Pre-K population, including an Early Childhood teacher's license (requiring a Bachelor's degree in education) or an ECE endorsement on a teacher's license and must be paid a salary comparable to K-12 instructional staff. Sub-grantees who would like verification from their providers that teachers are being paid a comparable wage may request an attestation form from NDE.

T.E.A.C.H. Early Childhood® NEVADA scholarships are available.

It is incumbent upon programs to exhaust every effort to hire qualified staff.

### ➤ **Does a foster student qualify as an individual or do sub-grantees need income to qualify?**

Paperwork verifying that the child is in foster care completes the eligibility requirements for these students. No income verification is necessary.

### ➤ **Is income eligibility based on net or gross income?**

Gross income should be used to calculate income eligibility (200% of poverty level or below). Information on federal poverty level guidelines can be found at the: [Paying for Senior Care website](#)

### ➤ **May staff be released to attend a regional professional learning opportunity, even if doing so would result in class being cancelled, bringing their number of hours for that week below the minimum of 25 required?**

This is acceptable only if the day has been designated as a professional development (non-instructional) day by the program, school, or district.

If not, substitutes may be hired using PDG funds so that teachers can attend professional learning opportunities.

## FISCAL REQUIREMENTS

### ➤ **Can sub-grantees spend all in one category in the beginning of the year and nothing in the end?**

Yes, dependent on the category object code and item approved. When preparing a budget narrative for your Original Application, you would submit the information for the line item. If the funding application is for a revision, submit an email outlining the modification to your existing budget. **Request approval by email from the Program Grant Manager.** The budget narrative details should be included within the Spending Plan Summary. All expenditures are based on reimbursement.

### ➤ **Who can see the documents uploaded on ePAGE? Who is given viewing authority? How is viewing authority given?**

User access is managed by the **LEA User Access Administrator** role. Each LEA has users that can have associated permissions. Check with your LEA User Access Administrator for your User Role.

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## School District Roles:

Role	Associated Permissions
<b>User Access Administrator</b>	Create, Modify, and Deactivate Users in the LEA
<b>School District Data View</b>	View unapproved funding applications and plans
<b>School District (Funding Application Name) Update</b>	Update a specified Funding Application
<b>School District Planning Tool Data Entry</b>	Update the District Plan and all school plans
<b>School Plan Data Entry</b>	Update a specified school plan
<b>School District Fiscal Representative</b>	Update all funding applications Update the District Plan and all school plans Give Fiscal rep approval on Funding Applications and Request for Funds
<b>School District Superintendent/Authorized Representative</b>	Update all funding applications Update the District Plan and all school plans Give Authorized rep approval on Funding Applications and Request for Funds

➤ **Why are ePAGE views different for different people?**

User access is based on user need. Roles are outlined the table above.

➤ **Can PDG funds be used to install appropriate-sized playground equipment, or is that considered a major renovation?**

No, PDG funds can only be used to improve existing equipment already in place (to improve it). For example: If the playground equipment has swings that are for older children, you may purchase age appropriate swings for the playground.

As specified in Program Requirement (I), funds, including any matching funds, cannot be used for construction, renovation, modernization, or other facilities-related activities. However, construction does not include “minor remodeling” as defined in 34 CFR 77.1(c). Under that definition, “minor remodeling” means, in general, minor alterations to a previously completed building. “Minor remodeling” does not include building maintenance and repairs and is an allowable expenditure to the extent it is necessary and reasonable for grant purposes, e.g. to ensure safe and appropriate environments for preschoolers.

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### ➤ **The July 29th date set by the budget office does not provide enough time for programs to pay bills through June 30th.**

Every even year, the deadline has to be shortened during the budget building period, as multiple deadlines could cause otherwise timely claims to move to the stale claim process, delaying the payments by 30-60 days or more. We apologize for the necessary inconvenience.

### ➤ **Will funds carry over from year to year?**

No, since funds are allocated on a per pupil basis, they do not carry into the following school year.

## DATA COLLECTION

### ➤ **What data does the State collect regarding children and why?**

The State collects data regarding children, their families and the programs they participate in. This information is collected in order to comply with Federal and State law, as well as to measure the performance of the school system and provide accountability. Please see list of required assessments in the data reporting timeline table.

Data collection assists administrators, leaders, businesses, government agencies, and legislators to provide the most efficient and cost effective system which meets the needs of our students throughout the state. Most importantly, these data allow policy planners and educational staff to meet the specific needs of all students in the most objective manner by closing achievement gaps and overcoming differences of gender and ethnicity. Another important use of data is to empower parents with information to ensure that their child is getting what he or she needs.

### ➤ **How is child data protected by the law?**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." NRS 386.650 requires that the Nevada Department of Education formulate mechanisms in keeping with FERPA for data protection and dissemination.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

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## ➤ **How does NDE fulfill the terms of FERPA and protect child data procedurally?**

The responsibility to protect student data is system-wide. While the state must play a leadership role in data security policies, districts, schools and their staff also have a responsibility to adhere to these policies and be good stewards of student data. To that end, the NDE created the Data Collaborative. The Data Collaborative is an internal organization comprised of NDE staff and is responsible for data governance and NDE processes created to ensure current and historical student, teacher, schools and control data are formally managed throughout the NDE.

Access to data not otherwise provided publicly is provided by request. Each request is vetted by the Data Collaborative Committee, a body comprised of data stewards from each NDE Office. Requests are reviewed with regard to the requestor's eligibility, the stated purpose of the request and the ability of the appropriate data steward to provide the data in a non-personally identifiable format. No data is provided to anyone, for any reason, without the approval of the Committee.

## ➤ **Is the "Infinite Campus USID" the same as state funded pre-k has done before or is this different?**

No. There have been several variations on IDs in the ECE database, some for system use, some for district use, but the Infinite Campus ID (USID from SAIN previously) has never been collected or stored in the ECE database. This is why there is guidance that the Infinite Campus enrollment must be completed prior to entering Form B. Schools outside of IC connectivity will not be able to provide this number. After the Dec. 1 Form B deadline, enrolled children without USIDs will be extracted and State staff will generate USIDs for these children and create them in the IC system so that their future information will be pre-entered and easily available. Once issued, State staff will manually enter the new USIDs in the ECE system.

## ➤ **What is the timeline for outside providers to get onto and use Infinite Campus?**

The features available within Infinite Campus are extensive, and up to this point have not included functions specific to Early Education. Initially, the only function available to outside providers will be the issuance of USIDs to students at enrollment time. The issuance and use of USIDs will align each student's records through their educational experience in Nevada. This implementation is scheduled for fall 2017. Additional features will be made available as possible for several years. It will likely take 5-7 years before outside providers have full access to Infinite Campus.

## ➤ **Do all classrooms/sub-grantees need to fill out Form C?**

All classrooms and sub-grantees must fill out Form C, at the very minimum to record a child's exit date and reason for exiting the program.

## ➤ **The enrollment form for Charter Schools is collected at different time than the Nevada Ready! Pre-K enrollment form, what should they do?**

Enrollment data may be collected in paper form as soon as a facility chooses to begin signing up students. Funding is, however, based on the facility's head count as of the December 1 deadline for submitting enrollment data.

## ➤ **How will data from the Brigance Screener III Ages 3 - 5 be stored?**

Results of the Brigance Screener will be entered by sub-grantee program staff into the Curriculum Associates website. Curriculum Associates will both analyze the data and provide results to the Department.

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## ➤ What is the Data Collection Schedule?

Pre-K Data Collection for the 2016-2017 includes the following instruments:

**1) Form A – District or Sub-grantee Level Entry Questions**

Form A will be distributed at the beginning of the school year, and is due back to the Department by October 1

**2) Parent Pre-Survey - Family Engagement Survey**

The Family Engagement Survey will be conducted over the web. Instructions for each family to access the survey and provide their information will be provided in early September, and is due to be completed by the family prior to October 1.

**3) Infinite Campus Enrollment**

In order to provide Unique Student Identifiers (USID) to children to align them with higher education, each child must be enrolled in Infinite Campus prior to entering the student in the ECE Data System. Facilities without access to the Infinite Campus system should enroll their students through Form B and the Department will issue a USID.

**4) Form B – Family, Adult and Child Data Entry Form**

This form may be completed at any time in the beginning of the year once a USID (where available) has been issued. The database will open for entry on October 15 and all data must be entered prior to December 1. Brigance Screener III Ages 3 - 5 Pre-Test

The Brigance Screener III should be administered during the first 30 days of school. Data will be entered in the Curriculum Associates system.

**5) EOWPVT Pre-Test**

The Expressive One Word Picture Vocabulary Test should be administered within the first 45 days of school. Data is entered in the ECE database either with Form B, or separately.

**6) WIDA Pre-Assessment**

The WIDA assessment should be administered, as appropriate, within the first 45 days of school. Data is entered into the ECE database as with the EOWPVT above.

**7) Brigance Screener III Ages 3 - 5 Post-Test**

Administer within the final 30 days of school and enter results in the Curriculum Associates website prior to July 15.

**8) EOWPVT Post-Test**

Administer the EOWPVT Post-Test within the final 30 days of school to all children who completed the Pre-Test. Data should be entered on Form C or by itself in the ECE database by July 15.

**9) WIDA Post-Test**

Where the WIDA Pre-Test has been administered, assess the child within the final 30 days of school and enter data either on Form C or by itself in the ECE database by July 15.

**10) Form C – Family, Adult, Student Exit Information**

Complete Form C within the final 30 days of school. If they have not previously been entered, use this form to enter assessment scores. The ECE database will be closed for data entry as of July 15.

## ➤ Is there a Guidance Document for Data Collection?

Yes. Please request from NDE.

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### ➤ What is the definition of “migrant families”?

Information about migrant and seasonal farmworkers can be found on the U.S. Department of Labor’s website:

[Click here to go to U.S. Department of Labor website](#)

### ➤ What is the definition of “child welfare”?

Child welfare is a continuum of services designed to ensure that children are safe and that families have the necessary support to care for their children successfully. Child welfare agencies typically:

- **Support** or coordinate services to prevent child abuse and neglect
- **Provide** services to families that need help protecting and caring for their children
- **Receive** and investigate reports of possible child abuse and neglect; assess child and family needs, strengths, and resources
- **Arrange** for children to live with kin (i.e., relatives) or with foster families when safety cannot be ensured at home
- **Support** the well-being of children living with relatives or foster families, including ensuring that their educational needs are addressed
- **Work** with the children, youth, and families to achieve family reunification, adoption, or other permanent family connections for children and youth leaving foster care

Families receiving any or all of these services are considered families participating in the “child welfare” system.

## FAMILY ENGAGEMENT

### ➤ Can the family engagement survey only be filled out online?

Yes, the survey is only available online to facilitate data collection and timely analysis and reporting of results.

### ➤ How does a family fill out the survey if they do not have access to a computer or online services?

Most Nevada Ready! Pre K sites have a computer available for public use. If you do not have a computer families can use to complete the survey and families do not otherwise have access to one, please let us know as soon as possible.

### ➤ Is survey available in Spanish?

Yes, the survey is available in Spanish.

### ➤ Is there a sample of the survey for sub-grantees to look at?

There is a **sample** of the survey at the following web-link: [Sub-grantee sample survey on the Survey Monkey website](#)

The live parent link will be disseminated to sub-grantees by a State PDG team member.

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## ➤ **How will sites know when families have filled out the surveys?**

Sites will be responsible for determining whether families have or have chosen not to fill out the survey. Information regarding numbers of families that have completed the survey at each site will be available.

## MONITORING

## ➤ **Will the self- studies be uploaded? If so where?**

Self-studies can be uploaded to EasyFolio. Self-studies will be reviewed in person with your EPP between March and May.

## ➤ **Will study guides be available to fill in online?**

Self-studies are not currently available to fill in online. However, fillable forms have been created for your use.

## ➤ **What data does EasyFolio store?**

EasyFolio is used exclusively for document storage by QRIS sites and Nevada Ready! Pre K programs.

## ➤ **Who uses EasyFolio?**

The site is used by QRIS sites and Nevada Ready! Pre-K sub-grantees.

## ➤ **How is notice given for monitoring visits?**

EPPs will contact sub-grantees to arrange site visits. Sub-grantees will notify sites of upcoming visits.