

HBCC Model Administrative Tasks

Item	Date Completed
Recruitment of FFN/FCC providers	
Selection of providers meets grant agreement	
Provider Information Data	
Selection + purchase of Materials (books + toys)	
Make any necessary adjustments to guide sheets	
Bundle items together for distribution to HBCC sites	
<u>Participation Agreement</u> (PORTAL): signed, remains with site	
<u>Provider Information Form</u> , Entered into DAISY	
Provider Letter to Parent/Guardian (PORTAL): distribute <u>Provider Photo Release</u> (PORTAL): signed, remains with site <u>Family Photo Release</u> (PORTAL): signed, remains with site	
Provider Visits in Scheduler, Entered into DAISY	
Provider/Parent Pre-Program Survey, Entered into DAISY	
Take a Tour of the Child Care Space, pre pictures, est. goals	
HBCC Visit Records, Entered into DAISY, once per month	
Provider Pre-Assessment, Entered in DAISY	
<u>Weekly/Monthly Supervision Session/Staff Meeting</u>	
SC / ELS Visit Shadow: Video record sessions, if permitted	
Enter all referrals into DAISY with follow-up as needed	
"After" Pictures / Videos	
Post-Survey for Providers/Parents, Entered into DAISY	
Post-Assessment for Providers, Entered into DAISY	
Program Completion Survey, Entered into DAISY	
Upload VISM, Guide Sheets into DAISY	