



## Colorado Preschool Program Calendar of Coordinator Responsibilities

Written plan for family support services and involvement activities created.						X	X	X				
Reference plan as support services and involvement activities are made available to families	X	X	X	X	X	X	X	X	X	X	X	X
<b>Implementation of Results Matter</b>												
Training needs assessed/required training provided for staff and community partner sites	X	X	X	X								
Observation and documentation begins/continues (ongoing)		X	X	X	X	X	X	X	X	X	X	
Checkpoint deadlines				X				X			X	
Individual learning plans for children funded by CPP completed with family input after each checkpoint				X	X			X	X		X	
Run reports and analyze program data					X	X		X	X		X	X
Support Community Partner Sites with Results Matter Implementation		X	X	X	X	X	X	X	X	X	X	
OSEP reporting and end-of-year cleanup											X	X
<b>Service and Support from CDE</b>												
Ongoing communication with CDE and visits from Regional Preschool Specialists	X	X	X	X	X	X	X	X	X	X	X	X
New coordinator webinars/individual meetings		X	X	X	X	X	X	X	X	X		
CPP legislative report released January 15							X					
Staff monitor early childhood legislation and notify field accordingly							X	X	X	X	X	
Regional meetings and State Meeting for coordinators			X	X	X				X			