

EARLY YEARS EVALUATION (EYE) STAKEHOLDERS' RESPONSIBILITY CHART

	EYE Team	Jurisdiction / School	Teacher / Educator
	Support EYE users	Support EYE implementation	Collect and use EYE data
Onboarding	Establish jurisdiction's assessment needs	Share early years goals and pain points	
	Prepare contract for jurisdiction	Sign contract	
	Assign Account Success Manager (ASM)	Identify jurisdiction coordinator	
	Provide coordinator with EYE overview	Become an expert in all things EYE	
	Discuss upcoming implementation	Complete implementation form	
	Add all personnel and children to the system	Provide a list of all personnel and children	
	Create invoice	Pay invoice	
	Provide informative documentation	Inform personnel and families	Familiarize oneself with documentation
	Provide resources and ship supplies	Distribute resources and supplies	Familiarize oneself with resources
	Train teachers and additional personnel	Relieve educators and personnel for training	Attend training
Implementing	Reply to questions and requests	Support educators with assessment process	Assess children
	Provide access to the data entry site	Monitor implementation progress	Enter data online
	Ensure quick and secure access to all reports	Share reports with appropriate stakeholders	Generate reports
	Help interpret reports	Discuss assessment results as school / multidisciplinary team	
	Create and provide support materials	Plan, implement, and monitor appropriate individual, classroom, and school supports	
	Open post-assessment on the data entry site	Support educators with post-assessment	Implement post-assessment and enter data
	Ensure quick and secure access to all reports	Share reports with appropriate stakeholders	Generate post-assessment reports
	Help interpret post-assessment reports	Explore children's and cohort's progress through post-assessment results	
	Review past implementation with client	Identify and share best practices with all personnel	
	Gather comments and suggestions	Provide feedback on implementation successes and challenges to the EYE Team	
Planning	Discuss strategies to improve EYE experience	Plan next year's support and resource allocation	
	Archive data on the data entry site	Store results and reports securely	Enjoy a well-deserved vacation!