

MONITORING INSTRUMENT ITEM REPORT

Cycle B Program Instrument Child Development-Cycle B

I. INVOLVEMENT

I-CD 01: CD Plan for Parent Involvement

Updated 08/02/2011 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators I-CD 1. (CaSAFE, CCTR, CSPP, CMIG, CHAN, CFCC) There is a plan for parent involvement and education, including the sharing of program goals and structure with families. The program ensures that effective, two-way, comprehensive communication between staff and parents is carried out on a regular basis throughout the program year.

1.1. (CSPP Prekindergarten and Family Literacy contract) The contractor has developed interactive literacy activities in which the parents actively participate in facilitating the acquisition of pre-reading skills with their children through guided activities.
(EC §§ 8202, 8203, 8238, 8238.1, 8238.2, 8238.3, 8240(c), 8245(b)(3), 8463(i) and (j), 42605(e)(5), 54746; 5 CCR §§ 18275, 18277, 18280.)

Associated Documents

Required and Suggested Documents Documentation of parent orientation
Documentation of the interactive literacy component
For CSPP Pre-kindergarten and Family Literacy contracts documentation of developmentally appropriate assessments of pre-reading skills and instructional strategies
Open door policy statement
Parent Advisory Committee (PAC) minutes
Parent education and involvement plan
Schedules of the parent and child interactive literacy activities

Legal References

II. GOVERNANCE AND ADMINISTRATION

II-CD 02: CD Family Eligibility Requirements

Updated 08/02/2011 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators II-CD 2. (CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP) Families with children enrolled in the program have met the eligibility requirements of that contract, and the required documentation is complete. A family data file has been established for each family, including a completed application for services and supporting documentation. For all programs except part day CSPP, the contractor verifies the eligibility of each family or child within 30 days of a change in eligibility status or at intervals not to exceed 12 months.

(EC §§ 8201(a), 8208(i)(ad)(ai)(aj), 8231, 8235, 8236, 8237, 8238.4, 8239, 8246(a), 8250, 8263, 8263.1, 8263.4, 8353, 8354, 8468.5; 5 CCR §§ 18078, 18081-18085, 18089, 18090, 18096, 18100-18103, 18107, 18118, 18131, 18133, 18191, 18211, 18212, 18405-18408, 18420-18423.)

Associated Documents Parent Hand booklet

Required and Suggested Documents Parent policies

Legal References

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II. GOVERNANCE AND ADMINISTRATION

II-CD 03: CD Child Need Requirement Verification

Updated 08/02/2011 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators II-CD 3. (CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP) With the exception of families enrolled in a part day CSPP, families with children enrolled in a contract have met the need requirements. Certified hours of child care correspond to the need of the parent/caretaker, as documented by the contractor. For all contracts with a need for service requirement, the contractor verifies the need of each family or child within 30 days of a change in need status or at intervals not to exceed 12 months. For CSPP Prekindergarten Literacy Full Day contracts need is verified at enrollment for the program year.

(EC §§ 8235, 8239(d), 8250, 8263, 8353, 8354, 8468.5(b)(2); 5 CCR §§ 18078, 18081, 18083, 18085.5-18088, 18091, 18092, 18102, 18104, 18118, 18191, 18406(c) and (d), 18421(b) and (c).)

Associated Documents Parent Hand booklet

Required and Suggested Documents Parent policies

Legal References

II. GOVERNANCE AND ADMINISTRATION

II-CD 04: CD Recording and Reporting Attendance

Updated 08/02/2011 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators II-CD 4. (CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP) The program has adopted policies and procedures for recording and reporting attendance that are consistent with:

- (a) The certified hours of enrollment that are established for the parent/caretaker
 - (b) Statutes and regulations on excused and unexcused absences
 - (c) Regulations regarding documentation of attendance
- (EC § 8208(e), 8246(h); 5 CCR §§ 18065, 18066, 18068)

Associated Documents

Required and Suggested Documents Attendance policy for excused and unexcused absences

Legal References

II. GOVERNANCE AND ADMINISTRATION

II-CD 05: CD Correct Fee Assessed

Updated 08/02/2011 by Administrator Administrator

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SEA Status	In Progress
Comments by SEA	
Compliance Indicators	II-CD 5. (CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP) With the exception of families certified in a part day CSPP, families with children enrolled are assessed the correct fee according to the current Family Fee Schedule issued by the California Department of Education. (EC §§ 8246(c), 8250(d)(3), 8263(g) and (h); 5 CCR §§ 18078, 18096, 18108–18116.)
Associated Documents	
Required and Suggested Documents	Policies/procedures for family fee collection
Legal References	

II. GOVERNANCE AND ADMINISTRATION

II-CD 06: CD Inventory Records

Updated 08/02/2011 by Administrator Administrator

SEA Status	In Progress
Comments by SEA	
Compliance Indicators	II-CD 6. (CalSAFE, CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP) For all categorical programs, the local agency maintains an inventory record for each piece of equipment, with an acquisition cost of \$500 or more per unit, that is purchased with state and/or federal funds. The record describes the acquisition by: (a) Type (b) Model (c) Serial number (d) Funding source (e) Acquisition date (f) Cost (g) Location (h) Current condition (i) Transfer, replacement, or disposition of obsolete or unusable equipment (EC § 35168; 5 CCR § 3946; 34 CFR § 80.32(d)(1).) 6.1. The contractor has conducted a physical check of the inventory of equipment within the past two years and has reconciled the result with inventory records. (34 CFR § 80.32 (d)(2).)
Associated Documents	Equipment Inventory
Required and Suggested Documents	
Legal References	

II. GOVERNANCE AND ADMINISTRATION

II-CD 07: CD Alternative Payment Policies

Updated 08/02/2011 by Administrator Administrator

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SEA Status	In Progress
Comments by SEA	
Compliance Indicators	II-CD 7. (CAPP, CMAP, C2AP, C3AP) The provider and eligible parents are given information regarding alternative payment policies, procedures, and regulations. The contractor sets forth the basis of provider participation, scheduled provider payments, and the rights and responsibilities of parents. (EC §§ 8222, 8225, 8226, 8266.5, 8357, 5 CCR §§ 18074, 18074.1, 18074.2, 18075-18076.3, 18220.6, 18221 18224, 18226, 18228, 18230, 18231.)
Associated Documents	
Required and Suggested Documents	Policies and procedures for provider participation and grievance procedures Written information given to providers and parents
Legal References	

IV. STANDARDS, ASSESSMENT, AND ACCOUNTABILITY

IV-CD 08: CD Desired Profile and Results Data

Updated 08/02/2011 by Administrator Administrator

SEA Status	In Progress
Comments by SEA	
Compliance Indicators	IV-CD 8. (CalSAFE, CCTR, CSPP, CMIG, CHAN, CFCC) The program maintains the Desired Results Developmental Profile – 2010 (DRDP-2010) and Desired Results parent survey data for children and families. The program uses the information to plan and conduct age and developmentally appropriate activities and to monitor family involvement and satisfaction. (EC §§ 8203(b)(c), 8203.5(b), 8240(a), 8245, 8246, 8463(e)(f), 42605(e)(5), 54746; 5 CCR §§ 18270.5, 18272, 18273, 18276, 18279–18281.)
Associated Documents	
Required and Suggested Documents	Program activity plans Schedule of Parent/Teacher conferences Summary of parent survey
Legal References	

IV. STANDARDS, ASSESSMENT, AND ACCOUNTABILITY

IV-CD 09: CD Annual Evaluation Plan

Updated 08/02/2011 by Administrator Administrator

SEA Status	In Progress
Comments by SEA	
Compliance Indicators	IV-CD 9. (CalSAFE, CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP) The program has developed and implemented an annual evaluation plan that addresses any areas identified during the self-evaluation as needing improvement. (EC §§ 8203, 8203.5, 8261, 8463, 42605(e)(5), 54746; 5 CCR §§ 18279-18281.)
Associated Documents	
Required and Suggested Documents	Annual Program Self-Evaluation

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Documents II-02. Teachers describe the changes they have seen implemented by the CMO/EMO
Implementation/follow-up of program action plan
Program goals and objectives

Legal References

IV. STANDARDS, ASSESSMENT, AND ACCOUNTABILITY

IV-CD 10: CD Site Licensure

Updated 08/02/2011 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators IV-CD 10. (CalSAFE, CCTR, CSPP, CMIG, CHAN, CFCC) Each site has a current license issued by the authorized licensing agency unless the site is exempt from licensure.
(EC §§ 8203(a), 8245(a), 42605(e)(5), 54746; 5 CCR § 18020; Health & Saf. Code § 1596.792; 22 CCR §§ 101158(a)(9), 10218.1.)

10.1. Sites that are exempt from licensure meet health and safety standards.

10.2. Children receive health screening and immunizations.

10.3. Parents have access to their children and the caregivers during normal hours of operation.

Associated Documents

Required and Suggested Documents Current license receipt
Each site's license in annual Program Self-Evaluation
Issued licensing citations and written policies regarding parental access

Legal References

V. STAFFING AND PROFESSIONAL DEVELOPMENT

V-CD 11: CD Staff Development Program

Updated 08/02/2011 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators V-CD 11. (CalSAFE, CCTR, CSPP, CMIG, CHAN, CFCC) The program has developed and implemented a staff development component.
(EC §§ 8238.3, 8238.4(b)(1)(B), 8240(g), 8245(b)(6), 8360, 42605(e)(5), 54746; 5 CCR § 18274.)

Associated Documents

Required and Suggested Documents Documentation of the implemented staff trainings
For CSPP Pre-kindergarten and Family Literacy contracts documentation of developmentally appropriate assessments of pre-reading skills and instructional strategies
Meeting minutes
Notes
Participant sign-in sheet for staff development sessions
Written job descriptions
Written staff development plan linked to annual Self-Evaluation

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Legal References

V. STAFFING AND PROFESSIONAL DEVELOPMENT

V-CD 12: CD Qualified Staff and Director

Updated 08/02/2011 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators V-CD 12. (CalSAFE, CCTR, CSPP, CMIG, CHAN) All program staff is qualified for the position held. Each program operating two or more sites has a qualified program director. Each program with more than one site has a qualified site supervisor at each site. Each site has qualified teachers. (EC §§ 8203(g), 8208(v), (aa), and (af), 8244, 8264.5, 8264.7, 8360-8361, 42605(e)(5), 54746; 5 CCR §§ 18295, 80105-80116.)

Associated Documents

Required and Suggested Documents Current classroom personnel roster by position held

Legal References

V. STAFFING AND PROFESSIONAL DEVELOPMENT

V-CD 13: CD Staff-Child Ratios

Updated 08/02/2011 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators V-CD 13. (CalSAFE, CCTR, CSPP, CMIG, CHAN) The applicable staff-child ratios are met for each age group and program. (EC §§ 8203(a), 8264.7, 8264.8, 42605(e)(5), 54746; 5 CCR §§ 18013(d), 18135, 18290.)

Associated Documents

Required and Suggested Documents Completed Staff/Child Ratio Schedule (form CD-3705)

Legal References

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VI. OPPORTUNITY AND EQUAL EDUCATIONAL ACCESS

VI-CD 14: CD Family Selection

Updated 08/02/2011 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators VI-CD 14. (CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP) Families with children enrolled in the programs are selected according to the priorities of that program.
(EC §§ 8227, 8231, 8235(c), 8236, 8263; 5 CCR §§ 18105–18107, 18131, 18133,18192.)

Associated Documents

Required and Suggested Documents Sample of the contractor waiting list and notification to parents of the enrollment priorities

Legal References

VI. OPPORTUNITY AND EQUAL EDUCATIONAL ACCESS

VI-CD 15: CD Compliance with Due Process

Updated 08/02/2011 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators VI-CD 15. (CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP) The contractor complies with the program's due process requirements, including (1) providing parents with written information regarding their responsibility to comply with program rules, (2) issuing a notice of action where appropriate, and (3) establishing procedures for parental appeal of any contractor's decision contained in the notice of action.
(EC §§ 8203(f), 8261, 8263; 5 CCR §§ 18094, 18095, 18118–18122, 18400(k) and (l).)

Associated Documents

Required and Suggested Documents Parent appeal procedures and copy of the current blank Notice of Action
Written information for parents regarding program requirements

Legal References

VI. OPPORTUNITY AND EQUAL EDUCATIONAL ACCESS

VI-CD 16: CD Refrain from Religion Instruction

Updated 08/02/2011 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators VI-CD 16. (CaSAFE, CCTR, CSPP, CMIG, CHAN, CFCC) The program refrains from religious instruction and worship.

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(EC §§ 8265(a)(4); 5 CCR § 18017.)

Associated Documents

Required and Suggested Documents Postings to parents, providers, and public that the program refrains from religious instruction and worship

Legal References

VI. OPPORTUNITY AND EQUAL EDUCATIONAL ACCESS

VI-CD 17: CD Services Responsive to Diverse Needs

Updated 08/02/2011 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators VI-CD 17. (CRRA) The contractor provides services that are responsive to the diverse cultural, linguistic, and economic needs of the geographic area of service. (EC §§ 8212, 8213, 8214)

17.1.(CRRA) The contractor has developed written referral policies that are available to parents and providers on request and has implemented the written complaint procedures.
(EC § 8216; 5 CCR §§ 18244, 18247.)

Associated Documents

Required and Suggested Documents CRRA contractor written referral policy
Operating hours
R & R written materials
Written complaint policies and procedures

Legal References

VII. TEACHING AND LEARNING

VII-CD 18: CD Environmental Rating Scale

Updated 08/02/2011 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators VII-CD 18. (CaISAFE, CCTR, CSPP, CMIG, CHAN, CFCC) The program shall complete an environment rating scale to measure program quality for the appropriate age group and setting and shall achieve a rating of "Good", defined as scoring at least an average of 5.0 on each subscale of the environment rating scale.
(EC §§ 8203, 8203.5(a), 8245, 8246(d) and (f), 42605(e)(5), 54746; 5 CCR § 18281.)

Associated Documents

Required and Suggested Documents Environment Rating Scale Summary Report

Legal References

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VII. TEACHING AND LEARNING

VII-CD 19: CD Nutritional Needs

Updated 08/02/2011 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators VII-CD 19. (CaSAFE, CCTR, CSPP, CMIG, CHAN, CFCC) The program provides for the nutritional needs of children in attendance.

(EC § 8203(l), 8204, 8240(f), 8245(b)(5), 8246(g), 8463(n), 42605(e)(5), 54746; 5 CCR §§ 18111, 18278.)

Associated Documents

Required and Suggested Documents Menu for current month
Written policies that meals/snacks are provided by the program

Legal References