

**California Department of Education**  
**Early Education and Support Online**  
**2015-16 Program Instrument**

I. Involvement

**I-EES 01: Plan for Parent Involvement**

I-EES 1. (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.

*(California Education Code (EC) §§ 8202, 8203, 8240(c), 8245(b)(3) and (b)(9); 5 California Code of Regulations (CCR) §§ 18275, 18277, 18280.)*

**Evidence**

EES open door policy statement\*

EES Copy of the open door policy for parents.

EES Parent Advisory Committee (PAC) agenda or minutes\*

EES Copy of the PAC committee and samples of agendas and minutes of the meetings.

EES parent education and involvement plan\*

EES Copy of the Plan for the Parent Education and Involvement.

EES parent orientation materials\*

EES Documentation of parent orientation and materials given to parents.

II. Governance and Administration

**II-EES 02: Family Eligibility Requirements**

II-EES 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 the

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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 and at least once each contract period. For part day CSPP eligibility is determined once per contract period. For families receiving services because of being at risk of abuse, neglect, or exploitation the certification is for a period of 3 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; 5 *CCR* §§ 18078, 18081–18085, 18089, 18090, 18096, 18100, 18102, 18103(a)(1)(2), 18107, 18118, 18131, 18133, 18191, 18211, 18212, 18405-18408, 18420-18423.)

#### Evidence

EES written materials for parents\*

EES Current information given to parents regarding eligibility for services. Usually found in a parent handbook or other materials given to a parent.

## II. Governance and Administration

### **II-EES 03: Child Need Requirement Verification**

II-EES 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 and at least once per contract period.

(*EC* §§ 8235, 8239(d), 8250, 8263, 8263.1, 8353, 8354; 5 *CCR* §§ 18078, 18081, 18083, 18084, 18085.5-18088, 18091, 18092, 18102, 18104, 18118, 18191, 18406(c) and (d), 18421(b) and (c).)

#### Evidence

EES written materials for parents\*

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EES Current information given to parents needing full time services on the documentation required for need verification. Usually found in a parent handbook or other materials given to a parent.

## II. Governance and Administration

### II-EES 04: Recording and Reporting Attendance

II-EES 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 the certified hours of enrollment that are established for the parent/caretaker.

#### 4.1 (CCTR, CSPP, CMIG, CHAN, CFCC)

(a) Statutes and regulations on excused and unexcused absences (b)  
Regulations regarding documentation of attendance

4.2 (CAPP, CMAP, C2AP, C3AP) Provider reimbursement is based on the hours of service provided that are broadly consistent with the certified hours of need , or for variable schedules and licensed exempt provider reimbursement is the actual days and hours of attendance up to the maximum certified hours for the month.

(*EC* §§ 8208(e), 8221.5, 8246(h); 5 *CCR* §§ 18065, 18066, 18068)

### Evidence

EES attendance policy for excused and unexcused absences\*

EES Current Attendance Policies used to track and determine excused, unexcused and the 10 best interest of the child days.

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#### II. Governance and Administration

##### **II-EES 05: Correct Fee Assessed**

II-EES 5. (CCTR, CSPP, CMIG, CFCC, CAPP, CMAP, C2AP, C3AP) Families with children enrolled are assessed the correct fee according to the current Family Fee Schedule issued by the California Department of Education with the exception of families certified in a part-day CSPP program.

(*EC* §§ 8239(e), 8246(c), 8250(d)(3), 8263(g) and (h); 5 *CCR* §§ 18078, 18096, 18108–18116.)

#### **Evidence**

EES family fee collection policies and procedures\*

EES Policies and procedures for the collections of family fees.

#### II. Governance and Administration

##### **II-EES 06: Inventory Records**

II-EES 6. (CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP, CRRP) For all categorical programs, the local agency maintains an inventory record for each piece of equipment, with an acquisition cost of more than \$500 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

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(i) Transfer, replacement, or disposition of obsolete or unusable equipment

(*EC* § 35168; 5 *CCR* § 3946; 34 *Code of Federal Regulations (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).)

6.2. All contractors that are not local educational agencies shall adopt procedures regarding the procurement of goods and services that prohibit conflicts of interest and ensure competition. (45 *CFR* 92.36 and 5 *CCR* 18027-18030 and 18040.)

#### Evidence

EES equipment inventory\*

EES Copy of the current inventory and documentation of the most recent physical check of the inventory.

EES Written procedures for competitive procurement\*

EES Copy of the contractor's procedures for competitive purchases of equipment/services.

## II. Governance and Administration

### **II-EES 07P: Alternative Payment Policies**

II-EES 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, 45 *CFR* 98.30.)

#### Evidence

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EES written materials for parents\*

EES Current information given to parents regarding alternative payment policies, procedures, and regulations. Usually found in a parent handbook or other materials given to a parent.

EES grievance procedures\*

EES Copy of the provider grievance procedures.

EES policies and procedures for provider participation and written materials for providers\*

EES Copy of the policies, procedures and information for provider participation.

#### IV. Standards, Assessment, and Accountability

##### **IV-EES 08: Desired Results Profile and Data**

IV-EES 8. (CCTR, CSPP, CMIG, CHAN, CFCC) The program maintains the Desired Results Developmental Profile – 2015 (DRDP-2015) 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; 5 *CCR* §§ 18270.5, 18272, 18273, 18276, 18279–18281.)

##### **Evidence**

EES program activity plans\*

EES copy of the process used to develop program activity plans and samples of activity plans.

EES schedule of Parent-Teacher conferences\*

EES Copies of schedules and sign up for parent/teacher conferences.

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#### IV. Standards, Assessment, and Accountability

##### **IV-EES 09: Annual Evaluation Plan**

IV-EES 9. (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; 5 *CCR* §§ 18279-18281.)

#### **Evidence**

EES Annual Program Self-Evaluation\*

EES Documentation of the areas identified during the program self-evaluation as needing improvement.

EES Environment Rating Scale Summary of Findings\*

EES ERS summary of findings for the most recent Program Self Evaluation.

EES evidence of Program Action Plan follow-up\*

EES Documentation of updates to the Program Action Plan.

EES Parent Survey Summary of Findings\*

EES Copy of the results of the most recent parent survey.

#### IV. Standards, Assessment, and Accountability

##### **IV-EES 10: Site Licensure**

IV-EES 10. (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); 5 *CCR* § 18020; *Health & Safety Code* § 1596.792; 22 *CCR* §§ 101158 (a)(8), 101218.1.)

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#### Evidence

EES current license and current receipt for fee\*

EES Current license

EES licensing citations (if any)\*

EES Copy of any licensing citations that the contractor has received.

EES written policies regarding parental access\*

EES Copy of the open door policy.

#### V. Staffing and Professional Development

##### **V-EES 11: Staff Development Program**

V-EES 11. (CCTR, CSPP, CMIG, CHAN, CFCC) The program has developed and implemented a staff development component.

(*EC §§ 8240(g), 8245(b)(6), 8360; 5 CCR § 18274.*)

#### Evidence

EES participant sign-in sheet for staff development sessions\*

EES Copy of the Staff Development Plan and sign-in sheet for the staff development sessions completed.

EES records of implemented staff trainings\*

EES Agendas and participant sign in and out sheets for attendance at staff development sessions.

EES written job descriptions\*

EES Sample of job descriptions.

EES written staff development plan linked to Annual Program Self-Evaluation\*

EES Copy of process used to determine the staff development plan by the contractor.

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#### V. Staffing and Professional Development

##### **V-EES 12: Qualified Staff and Director**

V-EES 12. (CCTR, CSPP, CMIG, CHAN, CFCC) All program staff is qualified for the position held. Each program operating two or more sites or family child care homes 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; 5 *CCR* §§ 18295, 80105-80116.)

#### **Evidence**

EES Contractor's current classroom personnel roster by position held\*

Current personnel roster with employee's full name as it appears on the permit, credentials, or waiver issued by EES with the expiration date.

Copies of permits, credentials, or certificates (Hard copy only)

Copies of current permits, credentials, or certificates for each teacher, site supervisor, and program director, or waiver issued by EES (Hard copy only)

#### V. Staffing and Professional Development

##### **V-EES 13: Staff-Child Ratios**

V-EES 13. (CCTR, CSPP, CMIG, CHAN) The applicable staff-child ratios are met for each age group and program. 13.1 CSPP contractors operating child care home networks must meet Title 5 ratios.

(*EC* §§ 8203(a), 8264.7, 8264.8; 5 *CCR* §§ 18013(d), 18135, 18290.)

#### **Evidence**

EES completed Staff-Child Ratio Schedule (form CD-3705)

EES Most current documentation of staff-child ratio.

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#### VI. Opportunity and Equal Educational Access

##### **VI-EES 14: Family Selection**

VI-EES 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* §§ 8231, 8235(c), 8236, 8263, 8263.2-.4; 5 *CCR* §§ 18105–18107, 18131, 18133, 18182, 18192.)

#### **Evidence**

Records of use of contractor waiting list or centralized eligibility list. (Hard copy only)

EES Records of the waiting list used to determine the selection of families to be served.

#### VI. Opportunity and Equal Educational Access

##### **VI-EES 15: Compliance with Due Process**

VI-EES 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), 18418, 18419, 18433, 18434.)

#### **Evidence**

EES written materials for parents\*

EES Policy informing parents of their appeal rights. Information in the parent handbook or other materials.

EES current blank Notice of Action\*

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EES Procedures used by the contractor for a parent appeal.

EES parent appeal procedures\*

EES

#### VI. Opportunity and Equal Educational Access

##### **VI-EES 16: Refrain from Religious Instruction**

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

(*EC* §§ 8265(a)(4); 5 *CCR* § 18017.)

##### **Evidence**

Postings or information that the program refrains from religious instruction and worship\*

EES Statement that the program does not provide religious instruction or worship.

#### VI. Opportunity and Equal Educational Access

##### **VI-EES 17: Services Responsive to Family Needs**

VI-EES 17. (CRRP) 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. (CRRP) 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.)

17.2 (CRRP, CAPP, C2AP, C3AP) The contractor has developed and implemented procedures to provide to all families with informed parental choice and has a comprehensive list of local providers and programs for offering choice. (5 *CCR* § 18245; 45 *CFR* 98.30 and 98.33)

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#### Evidence

EES CRRP contractor written referral policy\*

EES CRRP contractor written referral policy

Examples from database or information systems based on type of provider/program preferred by parent\*

EES Examples of data collected for parental Preferences for provider/programs.

EES R & R written materials\*

EES Sample of the written materials available to parents, providers and public.

EES talking points or recording used to inform parents of provider types and choices available.\*

EES Process used to inform parents of types of providers and choices available to parents.

EES verification of operating hours\*

EES Operating hours of R & R services.

EES written complaint policies and procedures\*

EES Procedure used to inform parents and providers of the complaint policy and process.

#### VII. Teaching and Learning

##### **VII-EES 18: Environment Rating Scale**

VII-EES 18. (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); 5 CCR § 18281.*)

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#### Evidence

EES Completed Environment Rating Scale and Summary report for classroom\*

EES Summary of the process used to complete the Environment Rating Scale for each classroom.

EES Environment Rating Scale Summary of Findings\*

EES ERS summary of findings for each classroom

### VII. Teaching and Learning

<b>VII-EES 19: Nutritional Needs</b>
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VII-EES 19. (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); 5 *CCR* §§ 18111, 18278.)

#### Evidence

EES current month menu\*

EES Copy of the current menu.

EES written policies for provision of meals/snacks\*

EES Written procedures for meals and snacks.