# Instructions and Template for Completing the Program Review Instrument Summary of Findings

California Department of Education

Early Education Division

EED-4001, March 2022

## Complete the Following Information

**Required Contractor Information**

* Contractor Legal Name
* Four-Digit Vendor Number
* Contract Type(s)
* Age Group
* Planning Date
* Lead Planner Name and Position

**Summary of Findings and Action Plans (as directed in the Program Review Instrument instructions)**

Contractors are required to develop and implement a plan for its Program Self-evaluation (PSE) process. The PSE must be based on the use of the Program Review Instrument as defined in section the California *Education Code* (*EC*) Section 18023(a)(2).

**For any item *not* fully meeting requirements enter a description of the finding(s) and include the plan you have developed to resolve the finding and maintain future compliance. This plan must include:**

* What will be done
* Persons Responsible (Who will do what?)
* A timeline (By when?)

## Program Review Instrument – Summary of Findings

**Contractor Legal Name:** [Enter Contractor Legal Name]

**Vendor Number:** [Enter Vendor Number]

**Contract Type:** [Enter Contract Type]

**Planning Date:** [Enter Planning Date]

**Lead Planner Name and Position:** [Enter Name and Position]

## Summary of Findings and Action Plans

Complete the Summary of Findings and Action Plans as directed in the instructions. Enter the Corrective Action Plan or enter N/A for *not applicable*.

### I. Family Files

**ELC-01**: Family Selection

[Enter ELC-01 Corrective Action Plan or enter N/A if not applicable]

**ELC-02**: Family Eligibility Requirements

[Enter ELC-02 Corrective Action Plan or enter N/A if not applicable]

**ELC-03**: Child Need Requirement Verification for Full-Day CSPP

[Enter ELC-03 Corrective Action Plan or enter N/A if not applicable]

**ELC-04**: Correct Fee Assessed

[Enter ELC-04 Corrective Action Plan or enter N/A if not applicable]

**ELC-05**: Compliance with Due Process

[Enter ELC-05 Corrective Action Plan or enter N/A if not applicable]

**ELC-06**: Recording and Reporting Attendance

[Enter ELC-06 Corrective Action Plan or enter N/A if not applicable]

### II. Family Engagement

**ELC-07**: Parent Involvement and Education

[Enter ELC-07 Corrective Action Plan or enter N/A if not applicable]

**ELC-08**: Health and Social Services

[Enter ELC-08 Corrective Action Plan or enter N/A if not applicable]

### III. Program Quality

**ELC-09**: Site Licensure and License Exempt

[Enter ELC-09 Corrective Action Plan or enter N/A if not applicable]

**ELC-10**: Staff-Child Ratios

[Enter ELC-10 Corrective Action Plan or enter N/A if not applicable]

**ELC-11**: Environment Rating Scale

[Enter ELC-11 Corrective Action Plan or enter N/A if not applicable]

**ELC-12**: Nutritional Needs

[Enter ELC-12 Corrective Action Plan or enter N/A if not applicable]

**ELC-13**: Desired Results Profile and Data

[Enter ELC-13 Corrective Action Plan or enter N/A if not applicable]

**ELC-14**: Qualified Staff and Director

[Enter ELC-14 Corrective Action Plan or enter N/A if not applicable]

**ELC-15**: Staff Development Program

[Enter ELC-15 Corrective Action Plan or enter N/A if not applicable]

**ELC-16**: Refrain from Religious Instruction

[Enter ELC-16 Corrective Action Plan or enter N/A if not applicable]

### IV. Administrative

**ELC-17**: Inventory Records

[Enter ELC-17 Corrective Action Plan or enter N/A if not applicable]

**ELC-18**: Annual Evaluation Plan

[Enter ELC-18 Corrective Action Plan or enter N/A if not applicable]

### V. Fiscal/Audit

**ELC-19**: Fiscal Reporting

[Enter ELC-19 Corrective Action Plan or enter N/A if not applicable]

**ELC-20**: Annual Fiscal Audit

[Enter ELC-20 Corrective Action Plan or enter N/A if not applicable]