

Completing and Submitting the Fiscal Year 2021–22 California State Preschool Program Self-Evaluation

California Department of Education (CDE)
Early Education Division (EED)

Date: April 22, 2022

Time: 10:30 a.m. to noon



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Tony Thurmond, State Superintendent of Public Instruction

Welcome and Introductions



Agenda

- Purpose and Goals
- Program Self-Evaluation (PSE) Process
- Program Instrument (PI)
- Pulling it All Together
- Form PSE 4000 and PSE Submission Requirements

Agenda (2)

- Next Steps
- Resources
- Questions

Purpose

Purpose:

- Provide California State Preschool Program (CSPP) contractors with helpful information regarding the Program Self-Evaluation (PSE) Process.

Goals

Goals:

- Ensure CSPP contractors complete and submit a thorough PSE that includes review findings and written tasks for ongoing program quality improvement and self-monitoring.



Program Self-Evaluation Process (1)

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Why is the PSE Process Important?

- Gather data
- Analyze data
- Program Self-Evaluation
- Implement Plan

Program Self-Evaluation Process (2)

- *California Code of Regulations, Title 5 (5 CCR), Section 18279:*
 - Each CSPP contractor shall develop and implement an annual plan for its annual Program Self-Evaluation (PSE) process.
 - The PSE is due on or before June 1, each year.

Program Self-Evaluation Process (3)

The annual plan for the PSE shall include:

- A self-evaluation based on the use of the Program Instrument (PI), items 1–20. The PI can be located at <https://www.cde.ca.gov/sp/cd/ci/#proginst>
- An assessment of the program by parents using the Desired Results Parent Survey

Program Self-Evaluation Process (4)

- An assessment of the program by staff and board members, as evidenced by written documentation
- An analysis of the PI findings, including the Desired Results Developmental Profiles (DRDP), the Environment Rating Scales (ERS), and the Desired Results Parent Survey.

Program Self-Evaluation Process (5)

CSPP contractors shall use the PI to conduct the PSE, and shall evaluate the agencies' performance for *each* item that is applicable to the CSPP contract:

- A written list of tasks needed to modify the program in order to address all areas that need improvement.
- Written procedures for ongoing monitoring to ensure that areas that are satisfactory continue to meet standards.



Program Instrument

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Overview of the 2021–22 Program Instrument

Total of 20 items for the Program Instrument:

1. Family Selection
2. Family Eligibility Requirements
3. Child Need Requirement Verification
4. Correct Fee Assessed
5. Compliance with Due Process

Overview of the 2021–22 Program Instrument (2)

6. Recording and Reporting Attendance
7. Parent Involvement and Education
8. Health and Social Services
9. Site Licensure
10. Staff-Child Ratios

Overview of the 2021–22 Program Instrument (3)

- 11. Environment Rating Scale
- 12. Nutritional Needs
- 13. Desired Results Profile and Data
- 14. Qualified Staff and Director
- 15. Staff Development Program

Overview of the 2021–22 Program Instrument (4)

- 16. Refrain From Religious Instruction
- 17. Inventory Records
- 18. Annual Evaluation Plan
- 19. Fiscal Reporting
- 20. Annual Fiscal Audit

I. Family Files

ELC 01: Family Selection

- The families with children enrolled in CSPP were selected according to the priorities
- Contractors' wait list
- Contractors' eligibility files for most recently enrolled families

I. Family Files

ELC 02: Family Eligibility Requirements

- Completed Confidential Application for Services (ELCD 9600), and information verification.
- Record of eligibility, residency, family size, and immunization documentation.

I. Family Files

ELC 02: Family Eligibility Requirements (2)

- For full-day CSPP the eligibility duration is for no less than 12 months
- For part-day CSPP, eligibility is determined once per contract period.

I. Family Files

ELC 03: Child Need Requirement Verification for Full-day CSPP

- Full-day CSPP only
- Documentation of Need for Services
- Records of Verification of Need for Service

I. Family Files

ELC 04: Correct Fee Assessed

- Policies and procedures for family fee collection
- Receipt records of fee collection
- Documentation of credit for fees paid to other service providers (if applicable)
- Fees waived for Fiscal Year (FY) 2021–22

I. Family Files

ELC 05: Compliance with Due Process

- Completed Notice of Action (NOA) and parent appeal
- Written Information for Families
 - Parent appeal procedures
 - Grievance procedures at the local level

I. Family Files

ELC 06: Recording and Reporting Attendance

- Policies that are consistent with statutes and regulations on excused and unexcused absences.
- Attendance records are consistent with certified hours of enrollment.
- Completed Sign-in/Sign-out Records
- Written Information for Families

II. Family Engagement

ELC 07: Plan for Parent Involvement

Parent Involvement

- Two (2) individual conferences with parents per year
- Open door policy statement
- Parent orientation
- Parent Advisory Committee
- Sharing of information between staff and parents

II. Family Engagement

ELC 07: Plan for Parent Involvement (2)

Parent Education

- Meeting/Topic/agenda
- Presentations/materials
- Sign-in Sheets

II. Family Engagement

ELC 08: Health and Social Services

- **Identify** the needs of the child and the family
- **Refer** a child and/or family to appropriate agencies
- Conduct a **follow-up**

III. Program Quality

ELC 09: Site Licensure

Licensed Facilities

- Current license and current receipt of fee
- Issued licensing citations/certificate of deficiency clearance
- Monitoring and Inspection Reports

Licensed Exempt – Local Educational Agencies (LEAs)

- Proof of license exempt status

III. Program Quality

ELC 10: Staff-Child Ratios

- Completed Staff to Child Ratio Schedule
 - Form CD 3705
- Personnel roster for each classroom

III. Program Quality

ELC 11: Environment Rating Scale

- The program shall complete an environment rating scale to measure program quality for each classroom and /or family child care home 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.
- Annually as part of the PSE process.

III. Program Quality

ELC 12: Nutritional Needs

- Menu for current month
- List of children with any food allergies
- Written contractor policies on meals/snacks
- Culturally and developmentally appropriate
- Provided at no additional cost to families

III. Program Quality

ELC 13: Desired Results Profile and Data

- Completed DRDP© (2015) including child portfolios
- Desired Results Developmental Profile (DRDP) Summary of Findings for classroom and family child care home
- Schedule of Parent/Teacher Conferences
- Program Activity Plans

III. Program Quality

ELC 14: Qualified Staff and Director

- Current Personnel roster by position held
- Copies of current permits/credentials/ temporary certificate or EED approved site supervisor and /or program director waiver

III. Program Quality

ELC 15: Staff Development Program

- Process for identifying staff training needs
- Professional development records
- Orientation plan for new employees
- Records of implemented staff trainings
- Written job descriptions
- Annual written performance evaluation

III. Program Quality

ELC 16: Refrain from Religious Instruction

Any postings or written information for parents, providers, and the public that the program refrains from religious instruction and worship.

IV. Administrative

ELC 17: Inventory Records

- The contractor maintains an inventory record for each piece of equipment, with an estimated useful life of more than one year, that is purchased in whole, or in part with CSPP funds.
- Physical check of inventory every two (2) years.

IV. Administrative

ELC 17: Inventory Records (2)

The inventory record describes the acquisition by:

- Description
- Serial number or other identification number
- Source(s) of funding
- Acquisition date
- Cost
- Location
- Use and condition, and
- Disposition date

IV. Administrative

ELC 18: Annual Evaluation Plan

- Annual Program Self Evaluation
- Review of the program using the PI
- ERS Summary of Findings
- DRDP Summary of Findings
- Parent Survey Summary of Findings
- Evidence of Program Action Plan follow-up
- Written documentation of assessment of program by staff and board members

V. Fiscal/ Audit

ELC 19: Fiscal Reporting

- Fiscal accounting and attendance reports submitted to CDE.

V. Fiscal/ Audit

ELC 20: Annual Fiscal Audit

- Non-LEAs:
 - Due to the CDE by the fifteenth day of the fifth month following the end of the contractor's fiscal year
 - Meet the requirements of the audit guide

V. Fiscal/ Audit

ELC 20: Annual Fiscal Audit (2)

- LEAs:
 - School Districts and County Offices of Education:
 - Due to the State Controller and the CDE by December 15, each year
 - Community colleges:
 - Due to the State Controller and the CDE by December 31, each year



Pulling it All Together

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Gather Data

- Program Instrument: Items 1–20
- DRDP
- Environment Rating Scales
- Desired Results Parent Survey

Classroom/Home Summary of Findings: DRDP

EED Form 3900 Desired Results Developmental Profile for The Classroom and Family Child Care Home Level

- Summarize and review the results of the DRDPs
- Identify trends or patterns in the children's development
- Develop goals and expected completion dates

Summary of Findings: Program Instrument

EED Form 4001 Program Instrument (PI)

- Items that met requirements
- Items that require an action plan or modification

Summary of Findings: Environment Rating Scale

EED Form 4002 Environment Rating Scales (ERS)

- Enter key findings for each Environment Rating Subscale
- Action plan to improve subscales scoring below a five

Summary of Findings: Parent Survey

EED Form 4003 Desired Results Parent Survey

- Feedback from parents on services provided to children and families
- Identify the Key Findings based on the survey results
- Reflect on the results and record progress or changes made to the key finding(s)

Agency Summary of Findings: DRDP

EED Form 4004 Desired Results Developmental Profile (DRDP)

- Compile the information from all of the individual classroom(s) or family child-care home(s) DRDPs
- Determine key findings
- Define at least one goal at the domain level to address important issues regarding the educational needs of children

Analysis of the PSE Findings

- Analyze the Summary of Findings:
 - Identify patterns in the data
- Board/Staff Feedback and Evaluation



Form EED 4000 and PSE Submission Requirements

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PSE: Multiple Contract Types

- If your program has contracts with both the California Department of Education (CDE) and California Department of Social Services (CDSS), you must complete and submit the PSE Form 4000 to the CDE for your CSPP.
- Follow CDSS guidance for PSE submission requirements for all other contract types.

PSE Submission Requirements

- Contractors are required to submit the PSE Form EED 4000 to the CDE on or before Wednesday, June 1, 2022, 5:00 p.m.
- **Contractors must submit *only* the PSE Form 4000 electronically to the EED at: psefy2122@cde.ca.gov**

PSE Submission Requirements (2)

- Submit **only** the PSE form EED 4000
- All other required documentation completed as part of the PSE process shall be kept on-site and available for review upon request

Completing Form EED 4000

- **Contractor** Legal Name
- Vendor number
- Program Director Name, phone number and email address
- Read Statement of Completion
- Signature of Program Director
- Name, Title, phone number, and email address of contact person completing the PSE

Completing Form EED 4000 (2)

- Summary of the Program Self-Evaluation
 - Provide an assessment, in narrative format, summarizing the
 - a) Staff and
 - b) Board member participation, in the PSE process

Completing Form EED 4000 (3)

- Summary of Program Self-Evaluation
 - Provide a summary of the findings for areas that:
 - a) Did not meet standards, and
 - b) A list of tasks needed to modify the program to address all items in need of improvement

Completing Form EED 4000 (4)

- Summary of Program Self-Evaluation
 - Provide a summary of the findings for areas that:
 - a) Met standards, and
 - b) Describe the procedures for ongoing monitoring to ensure that those areas continue to meet standards.

PSE Web page Walkthrough

- Documents:
 - Management Bulletin 22-03
 - Frequently Asked Questions
 - EED 4000
 - EED 4000 Instructions

PSE Documents: <https://www.cde.ca.gov/sp/cd/ci/pseforms.asp>

Next Steps

- Begin the Program Self-Evaluation process using the Program Instrument, as outlined in this training.
- Submit the Program Self Evaluation, to the CDE, EED on or before June 1, 2022.
- Contact your assigned PQI office Consultant for technical assistance.

Resources

- PSE forms: <https://www.cde.ca.gov/sp/cd/ci/pseforms.asp>
- Desired Results: <https://www.desiredresults.us/>
- PQI Office Regional Consultant Directory:
<https://www.cde.ca.gov/sp/cd/ci/assignments.asp>

Questions



Thank You for Your Participation!

