



CDE Federal Program Monitoring 2017–18 Early Education and Support (EES) On-site 2017–18 Program Instrument

I. Involvement

EES 01: Plan for Parent Involvement

1.0 General Child Care and Development Program (CCTR), California State Preschool Program (CSPP), California State Migrant Child Care and Development Program (CMIG), California Programs for Special Needs Children (CHAN), Family Child Care Home Education Networks (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)* sections (§§) 8202, 8203, 8240(c), 8245(b)(3) and (b)(9); Title 5, *California Code of Regulations (5 CCR)* §§ 18275, 18277, 18280.)

Evidence Request Titles

Completed Parent/Teacher Conferences (Hard copy only)

Open Door Policy Statement

Parent Education and Involvement Plan

Parent Orientation Materials

II. Governance and Administration

EES 02: Family Eligibility Requirements

2.0 CCTR, CSPP, CMIG, CHAN, CFCC, California Alternative Payment Program (CAPP), California Migrant Alternative Payment Program (CMAP), California Work Opportunity and Responsibility to Kids (CaWORKs) Stage 2, Alternative Payment (C2AP), CaWORKs Stage 3, Alternative Payment (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 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.)

2017–18 EES Program Instrument On-site (Continued)

Evidence Request Titles

Completed 9600A (Hard copy only) (EES 02, EES 03)
Completed Application-CD9600 (Hard copy only) (EES 02, EES 03)
Family Data File Information Verification (Hard copy only)
Parent Policies
Records of Eligibility, Residency, and Family Size (Hard copy only)
Records of Verification of Eligibility Information (Hard copy only)
Written Materials for Parents (EES 02, EES 03, EES 04, EES 07, EES 15)

EES 03: Child Need Requirement Verification

3.0 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 each contract period. (*EC* §§ 8235, 8239, 8250, 8263, 8263.1, 8353, 8354; 5 *CCR* §§ 18078, 18081, 18083, 18084, 18085.5-18088, 18090, 18091, 18092, 18102, 18103, 18104, 18118, 18191, 18406(c) and (d), 18421(b) and (c).)

Evidence Request Titles

Completed 9600A (Hard copy only) (EES 02, EES 03)
Completed Application-CD9600 (Hard copy only) (EES 02, EES 03)
Documentation of Need for Service (Hard copy only)
Records of Verification of Need for Service (Hard copy only)
Written Materials for Parents (EES 02, EES 03, EES 04, EES 07, EES 15)

EES 04: Recording and Reporting Attendance

4.0 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; and
- (b) Regulations regarding documentation of attendance

2017–18 EES Program Instrument On-site (Continued)

4.2 CAPP, CMAP, C2AP, C3AP — Provider reimbursement is based on:

- (a) the hours of service provided that are broadly consistent with the certified hours of need; or
- (b) 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 Request Titles

Attendance Policy for Excused and Unexcused Absences

Attendance Registry (Hard copy only)

Sign-In/Sign-Out Records (Hard copy only)

Written Materials for Parents (EES 02, EES 03, EES 04, EES 07, EES 15)

EES 05: Correct Fee Assessed

5.0 CCTR, CSPP, CMIG, CFCC, CAPP, CMAP, C2AP, C3AP — Families with children enrolled are assessed the correct monthly 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/part-year CSPP program. (*EC* §§ 8246(c), 8250(d)(3), 8263(g) and (h); 5 CCR §§ 18078(g), 18108-18116.)

Evidence Request Titles

Family Data File (Hard copy only)

Family Fee Collection Policies and Procedures (Hard copy only)

Receipts of Fee Collection (Hard copy only)

EES 06: Inventory Records

6.0 CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP, CRRP — 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

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- (f) Cost
- (g) Location
- (h) Current condition
- (i) Transfer, replacement, or disposition of obsolete or unusable equipment

(*EC* section (§) 35168; 5 CCR § 3946, 18025; Funding Terms and Conditions for Child Care and Development Programs for Fiscal Year 2015–16 (hereafter, “FTCs”), § III.D.; 34 Code of Federal Regulations (CFR) § 80.32(d)(I))

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. (FTCs, § III.D.; see also, 45 CFR § 75.320(d)(2) and 2 CFR § 200.313(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. (Management Bulletin 13-05; FTCs, § II.Q.; 5 CCR §§18027 and 18040; see also, 45 CFR 75.327; 2 CFR § 200.319(c).)

Evidence Request Titles

Equipment Inventory (AE 03, AE 10, BASP 10, BASP 15, CTE 03, EES 06, EL 10, ME 06)

Written Procedures for Competitive Procurement

EES 07: Alternative Payment Policies

7.0 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, informed parental choice, 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 Request Titles

Grievance Procedures

Policies and Procedures for Provider Participation and Written Materials for Providers

Written Materials for Parents (EES 02, EES 03, EES 04, EES 07, EES 15)

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IV. Standards, Assessment, and Accountability

EES 08: Desired Results Profile and Data

8.0 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 Request Titles

Activity Plans

Annual Program Self-Evaluation (EES 08, EES 09)

Child Portfolios (Hard copy only)

Classroom Group Data Summary (Hard copy only)

Completed DRDPs (Hard copy only)

Desired Results Development Profile (DRDP) Summary of Findings (EES 08, EES 09)

Schedule of Parent-Teacher Conferences (Hard copy only)

EES 09: Annual Evaluation Plan

9.0 CCTR, CSPP, CMIG, CHAN, CFCC, CRRP, 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.)

Evidence Request Titles

Annual Program Self-Evaluation (EES 08, EES 09)

Desired Results Development Profile (DRDP) Summary of Findings (EES 08, EES 09)

Environment Rating Scale Summary of Findings (EES 09, EES 18)

Parent Survey Summary of Findings

EES 10: Site Licensure

10.0 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.)

2017–18 EES Program Instrument On-site (Continued)

Evidence Request Titles

Current License and Current Receipt for Fee

Licensing Citations (If any)

Proof of License Exempt Status

Written Policies Regarding Parental Access

V. Staffing and Professional Development

EES 11: Staff Development Program

11.0 CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, C2AP, C3AP, CRRP — The program has developed and implemented a staff development component. (*EC* §§ 8240(g), 8245(b)(6), 8360; 5 *CCR* § 18274.)

Evidence Request Titles

Participant Sign-In Sheet for Staff Development Sessions

Records of Implemented Staff Trainings

Written Job Descriptions (Hard copy only)

Written Staff Development Plan Linked to Annual Program Self-Evaluation

EES 12: Qualified Staff and Director

12.0 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.)

Evidence Request Titles

Contractor's Current Classroom Personnel Roster by Position Held (Hard copy only)

Copies of Permits, Credentials, or Certificates (Hard copy only)

EES 13: Staff-Child Ratios

13.0 CCTR, CFCC, CSPP, CMIG, CHAN — The applicable staff-child ratios are met for each age group and program.

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13.1 CSPP contractors operating family child care home networks must meet Title 5 ratios. (*EC* §§ 8203(a), 8264.7, 8264.8; 5 *CCR* §§ 18013(d), 18135, 18290.)

Evidence Request Titles

Completed Staff-Child Ratio Schedule (Form CD-3705)

VI. Opportunity and Equal Educational Access

EES 14: Family Selection

14.0 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 Request Titles

Records of Contractor's Use of Waiting List or Centralized Eligibility List (Hard copy only)

EES 15: Compliance with Due Process

15.0 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* 8263; 5 *CCR* §§ 18094, 18095, 18118–18122, 18400(k) and (l), 18418, 18419, 18433, 18434.)

Evidence Request Titles

Current Blank Notice of Action

Parent Appeal Procedures

Recently Completed Notice of Action and Parent Appeal (Hard copy only)

Written Materials for Parents (EES 02, EES 03, EES 04, EES 07, EES 15)

EES 16: Refrain from Religious Instruction

16.0 CCTR, CSPP, CMIG, CHAN, CFCC — The program refrains from religious instruction and worship. (*EC* § 8269; 5 *CCR* § 18017.)

2017–18 EES Program Instrument On-site (Continued)

Evidence Request Titles

Postings or Information that the Program Refrains from Religious Instruction and Worship

EES 17: Services Responsive to Family Needs

17.0 CRRP — The contractor provides services that are responsive to the diverse cultural, linguistic, and socio-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.) (CRRP, CAPP, C2AP, C3AP.)

17.2 CRRP — The contractor has developed and implemented procedures to provide 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.)

Evidence Request Titles

California Resource and Referral Program (CRRP) Contractor Written Referral Data Collected for Parental Preferences for Provider/Programs

Licensing Citations Log (Hard copy only)

Process Used to Inform Parents of Types of Providers and Choices Available

R & R Written Materials

Telephone Referral Log (If applicable)

Verification of Operating Hours

Written Complaint Policies and Procedures

VII. Teaching and Learning

EES 18: Environment Rating Scale

18.0 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.)

Evidence Request Titles

Completed Environment Rating Scale and Summary Report for Classroom

2017–18 EES Program Instrument On-site (Continued)

EES 19: Nutritional Needs

19.0 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 Request Titles

Current Month Menu

Environment Rating Scale Summary of Findings (EES 09, EES 18)

List of Any Children with Food Allergies (Hard copy only)

Written Policies for Provision of Meals/Snacks

EES 20: Health and Social Services

20.0 CCTR, CSPP, CMIG, CHAN, CFCC — The program includes identification of the child or family health and social service needs and makes referrals to appropriate agencies for services. The program does follow-up to ensure that identified needs have been met. (*EC* §§ 8203(l)(m)(n), 8208(q), 8240(d)(e); 5 *CCR* § 18276.)

Evidence Request Titles

Follow-up Procedures for Health and Social Service Needs (Hard copy only)

Process for Identification of Health and Social Service Needs

Referrals for Health and Social Service Needs (Hard copy only)

2017–18 EES Program Instrument On-site (Continued)

2017–18 EES Evidence Requests

Activity Plans

ActvtyPlns

Description: Copy of the process used to develop program activity plans and samples of activity plans.

Item Instructions:

Related Items: EES 08

Annual Program Self-Evaluation

AnlPrgrmSlfEvltn

Description: Most recent Program Action Plan.

Item Instructions: EES 08: Summary of the Desired Results Development Profiles (DRDP).
EES 09: Early Education and Support Program instrument self-review for all contract types.

Related Items: EES 08, EES 09

Attendance Policy for Excused and Unexcused Absences

AbsncAtndncPlcy

Description: Current attendance policies used to track and determine excused and unexcused.

Item Instructions:

Related Items: EES 04

2017–18 EES Program Instrument On-site (Continued)

Attendance Registry (Hard copy only)

AtndncRgstry

Description: Completed child sign in/out documents will be reviewed on-site (hard copy).

Item Instructions:

Related Items: EES 04

Child Portfolios (Hard copy only)

ChldPrftls

Description: Child portfolios will be reviewed on-site (hard copy).

Item Instructions:

Related Items: EES 08

Classroom Group Data Summary (Hard copy only)

ClstrmGrpDtSmry

Description: Documentation of the group data summary will be reviewed on-site (hard copy only).

Item Instructions:

Related Items: EES 08

Contractor's Current Classroom Personnel Roster by Position Held (Hard copy only)

PrsnlRstr

Description: Personnel Roster will be reviewed on-site (hard copy only).

Item Instructions:

Related Items: EES 12

2017–18 EES Program Instrument On-site (Continued)

Completed 9600A (Hard copy only)

9600A

Description: 9600A will be reviewed in the eligibility file on-site (hard copy only).

Item Instructions: EES 03: Need for service documentation in the eligibility file will be reviewed on-site (hard copy only).

Related Items: EES 02, EES 03

Completed Application-CD9600 (Hard copy only)

CD9600

Description: Family eligibility files will be reviewed on-site (hard copy only).

Item Instructions:

Related Items: EES 02, EES 03

Completed DRDPs (Hard copy only)

CmpltdDRDPs

Description: DRDPs will be reviewed on-site (hard copy only or DRDP Tech).

Item Instructions:

Related Items: EES 08

Completed Environment Rating Scale and Summary Report for Classroom

ERSSmryRprt

Description: Summary report of completed Environment Rating Scale for each classroom.

Item Instructions:

Related Items: EES 18

2017–18 EES Program Instrument On-site (Continued)

Completed Parent/Teacher Conferences (Hard copy only)

PrntTchCnf

Description: Parent/Teacher Conference Forms will be reviewed on-site (hard copy only).

Item Instructions:

Related Items: EES 01

Completed Staff-Child Ratio Schedule (Form CD-3705)

SCRS

Description: Classroom observation will be completed by the reviewer.

Item Instructions:

Related Items: EES 13

Copies of Permits, Credentials, or Certificates (Hard copy only)

PrmtsCrdntlsCrts

Description: Reviewer will review onsite for each teacher, site supervisor, and program director, or waiver issued (hard copy only).

Item Instructions: EES 12: Copies of current permits, credentials, or certificates for each teacher, site supervisor, and program director, or waiver issued will be reviewed on-site (hard copy only).

Related Items: EES 12

California Resource and Referral Program (CRRP) Contractor Written Referral Policy

CntrctrRfrlPlcy

Description: CRRP contractor written referral policy.

Item Instructions:

Related Items: EES 17

2017–18 EES Program Instrument On-site (Continued)

Current Blank Notice of Action

NoA

Description: Completed Notice of Action will be reviewed in the eligibility files on-site.

Item Instructions:

Related Items: EES 15

Current License and Current Receipt for Fee

LcnsRcpt

Description: Current license and current receipt for fee.

Item Instructions:

Related Items: EES 10

Current Month Menu

MenuCrntMnth

Description: Current month menu.

Item Instructions:

Related Items: EES 19

Data Collected for Parental Preferences for Provider/Programs

PrntlPrfrncsData

Description: Examples from database or information systems of data collected for parental preferences for provider/programs.

Item Instructions:

Related Items: EES 17

2017–18 EES Program Instrument On-site (Continued)

Documentation of Need for Service (Hard copy only)

NdSvcDcmt

Description: Need for service documentation in the eligibility file will be reviewed on-site (hard copy only).

Item Instructions:

Related Items: EES 03

Desired Results Development Profile (DRDP) Summary of Findings

DRDPSmryFndgs

Description: DRDP summary of findings for the most recent Program Self Evaluation.

Item Instructions: EES 08: DRDP summary of findings for the most recent Program Self Evaluation for Classroom and Family Child Care Home Networks
EES 09: DRDP summary of findings (Center-base and Family Child Care Home Networks); Data used for the DRDP summary of findings (hard copy on-site only)

Related Items: EES 08, EES 09

Environment Rating Scale Summary of Findings

ERSSmryFndgs

Description: ERS summary of findings for each classroom.

Item Instructions: EES 09: ERS summary of findings for the most recent Program Self Evaluation.

Related Items: EES 09, EES 18

2017–18 EES Program Instrument On-site (Continued)

Equipment Inventory

EqpmtInvtv

Description: Historical inventory of all equipment \$500 or more in unit price and/or those items under \$500 that are easily pilferable.

Item Instructions: EES 06: Copy of the current inventory and documentation of the most recent physical check of the inventory.

Related Items: AE 03, AE 10, BASP 10, BASP 15, CTE 03, EES 06, EL 10, ME 06

Family Data File (Hard copy only)

FDF

Description: Family fee assessment will be reviewed on-site in the eligibility files (hard copy only).

Item Instructions:

Related Items: EES 05

Family Data File Information Verification (Hard copy only)

FDFIV

Description: Family eligibility files will be reviewed on-site (hard copy only).

Item Instructions:

Related Items: EES 02

Family Fee Collection Policies and Procedures (Hard copy only)

FFC

Description: Collection of the family fee will be reviewed on-site in the eligibility files (hard copy only).

Item Instructions:

Related Items: EES 05

2017–18 EES Program Instrument On-site (Continued)

Follow-up Procedures for Health and Social Service Needs (Hard copy only)

FlwUpHssNds

Description: Copy of contractor's follow-up documentation for health and social service needs. Follow-up procedures to ensure needs are met (hard copy on-site only).

Item Instructions:

Related Items: EES 20

Grievance Procedures

GrvncPrcdrs

Description: Copy of the provider written grievance procedures.

Item Instructions:

Related Items: EES 07

Licensing Citations (If any)

LcnsngCtns

Description: Copy of any licensing citations that the contractor has received.

Item Instructions:

Related Items: EES 10

Licensing Citations Log (Hard copy only)

LcnsngCtnsLog

Description: Copy of the R & R record keeping of licensing citations issued to providers in the R & R services delivery area will be reviewed onsite (hard copy only).

Item Instructions:

Related Items: EES 17

2017–18 EES Program Instrument On-site (Continued)

List of Any Children with Food Allergies (Hard copy only)

LstChldrnFdAlrgs

Description: Hard copy of the children with food allergies will be reviewed on-site (hard copy only).

Item Instructions:

Related Items: EES 19

Open Door Policy Statement

OpnDrPlcyStmnt

Description: Copy of the statement provided to parents regarding an Open Door Policy.

Item Instructions:

Related Items: EES 01

Parent Appeal Procedures

PrntAplPcdr

Description: Policy informing parents of their appeal rights. Information in the Parent Handbook or other materials.

Item Instructions:

Related Items: EES 15

Parent Education and Involvement Plan

PrntEdInvPln

Description: Copy of the plan for the Parent Education and Involvement.

Item Instructions:

Related Items: EES 01

2017–18 EES Program Instrument On-site (Continued)

Parent Orientation Materials

PrntOrtnMtrls

Description: Documentation of parent orientation and materials given to parents.

Item Instructions:

Related Items: EES 01

Parent Policies

PrntPlcs

Description: Current information given to parents regarding eligibility for services. Usually found in a Parent Handbook or other materials given to a parent.

Item Instructions:

Related Items: EES 02

Parent Survey Summary of Findings

PrntSrvySOF

Description: Completed most recent parent survey forms and the summary of the results of the survey for all contract types.

Item Instructions:

Related Items: EES 09

Participant Sign-In Sheet for Staff Development Sessions

SDPSgnSht

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

Item Instructions:

Related Items: EES 11

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Policies and Procedures for Provider Participation and Written Materials for Providers

PrvdrPlcsPrcdrs

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

Item Instructions:

Related Items: EES 07

Postings or Information that the Program Refrains from Religious Instruction and Worship

PstngPrgmRfrnRlgsInstn

Description: Statement for parents, providers, or public that the program does not provide religious instruction or worship.

Item Instructions:

Related Items: EES 16

Process for Identification of Health and Social Service Needs

IdntfctnHssNds

Description: Copy of form used by contractor to identify health and social service needs.

Item Instructions:

Related Items: EES 20

Process Used to Inform Parents of Types of Providers and Choices Available

PrcsInfrmPrntsChcs

Description: Talking points or recording used to inform parents of provider types and choices available to parents.

Item Instructions:

Related Items: EES 17

2017–18 EES Program Instrument On-site (Continued)

Proof of License Exempt Status

PrfLcnsExmptSts

Description: Proof of license exempt status.

Item Instructions:

Related Items: EES 10

R & R Written Materials

R&RWrtmMtrls

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

Item Instructions:

Related Items: EES 17

Recently Completed Notice of Action and Parent Appeal (Hard copy only)

NoAPrntApl

Description: Example of a parent appeal will be reviewed on-site (hard copy only).

Item Instructions:

Related Items: EES 15

Receipts of Fee Collection (Hard copy only)

RcptFee

Description: Copies of the receipts provided to parents for payment of family fees will be reviewed on-site (hard copy only).

Item Instructions:

Related Items: EES 05

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Records of Contractor's Use of Waiting List or Centralized Eligibility List (Hard copy only)

CntrlzdElgblyLst

Description: Eligibility files for most recent enrolled family will be reviewed on-site (hard copy only).

Item Instructions:

Related Items: EES 14

Records of Eligibility, Residency, and Family Size (Hard copy only)

ElgblyRcrds

Description: Family eligibility files will be reviewed onsite (hard copy only).

Item Instructions:

Related Items: EES 02

Records of Implemented Staff Trainings

StfDvlpmntRcrds

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

Item Instructions:

Related Items: EES 11

Records of Verification of Eligibility Information (Hard copy only)

VrfctnElgbly

Description: Family eligibility files will be reviewed on-site (hard copy only).

Item Instructions:

Related Items: EES 02

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Records of Verification of Need for Service (Hard copy only)

VrftcnNeedSrvc

Description: Family eligibility files will be reviewed on-site (hard copy only).

Item Instructions:

Related Items: EES 03

Referrals for Health and Social Service Needs (Hard copy only)

RfrlsHssNds

Description: Copy of referral form used by contractor to refer health and social service needs for child or parent. Completed referrals for health or social service needs (hard copy on-site only).

Item Instructions:

Related Items: EES 20

Schedule of Parent-Teacher Conferences (Hard copy only)

PrntTchCnfSchd

Description: Completed parent/teacher conference forms will be reviewed on-site (hard copy only).

Item Instructions:

Related Items: EES 08

Sign-In/Sign-Out Records (Hard copy only)

SISO

Description: Completed sign-in/sign-out records will be reviewed on-site (hard copy only).

Item Instructions:

Related Items: EES 04

2017–18 EES Program Instrument On-site (Continued)

Telephone Referral Log (If applicable)

TelRfrlLog

Description: Telephone referral log (if applicable).

Item Instructions:

Related Items: EES 17

Verification of Operating Hours

VrfctnOprtnHrs

Description: Operating hours of R & R services.

Item Instructions:

Related Items: EES 17

Written Complaint Policies and Procedures

WrtnCmplntPlcsPrcdrs

Description: Procedures used to inform parents and providers of the contractor's complaint policy and process.

Item Instructions:

Related Items: EES 17

Written Job Descriptions (Hard copy only)

JobDscrptns

Description: Written job descriptions (hard copy).

Item Instructions:

Related Items: EES 11

2017–18 EES Program Instrument On-site (Continued)

Written Materials for Parents

WrtnMtrlsPrnts

Description: Documents from the current year.

Item Instructions: EES 02: Current information given to parents regarding eligibility for services. Usually found in a Parent Handbook or other materials given to a parent.

EES 03: Current information given to parents needing full time services on the documentation required for the need verification. Usually found in a Parent Handbook or other materials given to a parent.

EES 04: Current attendance policies used to track and determine excused and unexcused absences.

EES 07: 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 15: Policy informing parents of their appeal rights. Information in the Parent Handbook or other materials.

Related Items: EES 02, EES 03, EES 04, EES 07, EES 15

Written Policies for Provision of Meals/Snacks

MlsSnck

Description: Written policies/procedures for provision of meals/snacks.

Item Instructions:

Related Items: EES 19

Written Policies Regarding Parental Access

PrntAcsPlcs

Description: Copy of the contractor's written open door policy.

Item Instructions:

Related Items: EES 10

2017–18 EES Program Instrument On-site (Continued)

Written Procedures for Competitive Procurement

WrtnPrcdrsCmptvPrcrmnt

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

Item Instructions:

Related Items: EES 06

Written Staff Development Plan Linked to Annual Program Self-Evaluation

StfDvlpmntPlanASE

Description: Staff development plan adopted by the contractor for the current year.

Item Instructions:

Related Items: EES 11
