



**Thank you for joining
us, we will begin
shortly.**

The presentation, as well as the
PowerPoint slides, will be recorded and
posted on the Child Care and
Development Division site



Child Care & Development Division

Program Self-Evaluation 2022-2023



Welcome from the Deputy Director of CCDD



Maria Guadalupe "Lupe" Jaime-Mileham, EdD

Agenda

- Welcome and Introductions
- Program Self-Evaluation Requirements
- Fiscal Year 22-23 Submission Process for CDSS Programs
 - PSE Survey Question Walkthrough
 - Highlight Promising Practices
- Documents Maintained Onsite
- Questions



Introductions and Housekeeping

- Program Quality Improvement Branch
 - Ana Franklin
 - Rosanne Pitz
 - Erica Otiono
 - Deborah Wacker
 - Erin Jones
 - Megan G. Jones



Purpose and Intended Audience

Topics to be Covered:

- Review the PSE Requirements
- Walk through the PSE survey and submission process
- Support contractors with continuous program improvement
- Remind programs of the documentation to be maintained onsite

Audience:

- CDSS Child Care and Development Contractors

Note: Individual Family Child Care Home Providers do not complete a survey

Why is it important to evaluate our program?

The Program Self-Evaluation allows programs to take a look into their systems and practices to:

- Identify areas of strength and improvement
- Ensure alignment with current program requirements
- Adjust or modify practices or systems
- Celebrate successes
- Work collaboratively with staff/board/providers/families

Promising Practices

Celebrate Successes

In the chat list one success related to program improvement this year.

Think about the goals set from the Previous Program Self-Evaluation.

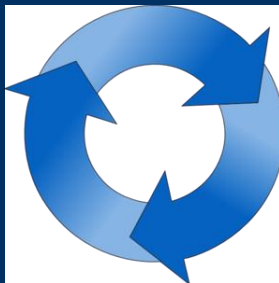




PSE 2022-23 Process

Survey using the CDSS Monitoring Tool:

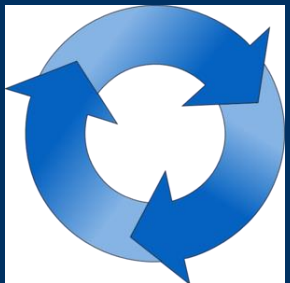
- Survey provides prompts and intentional questions to help contractors take a deeper dive into the annual review process
- Satisfies the submission requirement and use of the tool as a part of the annual evaluation process
- Successes and areas of improvement
- The information collected will provide the PQI Branch with useful data to inform training, technical assistance, and more.



Program Self-Evaluation Requirements

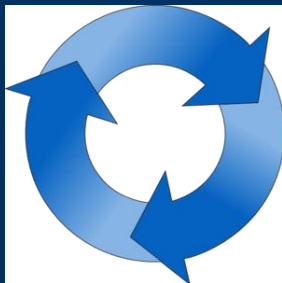
**California Code of Regulations (5 CCR) 18279:
Program Self-Evaluation Process**

Continuous Program Improvement System



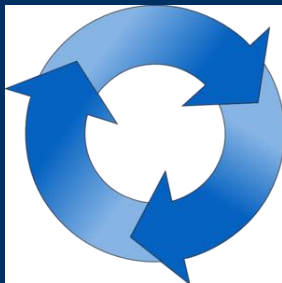
Data Collection and Analysis

- CDSS Child Care and Development Monitoring Tool
- **For Direct Service Providers:** A thorough review of the summary of findings for the Desired Results Developmental Profile (DRDP), Environment Rating Scales, Desired Results Parent Survey.
- **For Alternative Payment and Resource and Referral Programs:** A review of the applicable parent survey. A plan to address the areas identified as needing improvement.
- An assessment of the program by staff and board members in writing



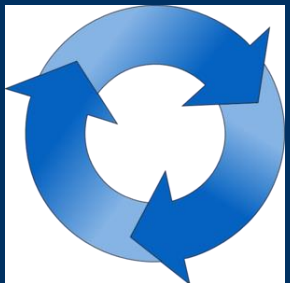
Develop a Continuous Improvement Plan

- A written list of tasks needed to modify the program in order to address all areas that need improvement
- Procedures for the ongoing monitoring of the program to assure that areas of the program that are satisfactory continue to meet standards, and areas requiring modification are addressed in a timely and effective manner.
- The contractor shall modify its program to address any areas identified during the self-evaluation as needing improvement.



CDSS Submission Requirement

- For Fiscal Year 2022-23 CCDD, contractors will complete and submit one survey per contractor, regardless of the number of contracts held with CDSS.
- Survey is due by Thursday June 1, 2023, at 5 p.m.



Program Self-Evaluation = Continuous Improvement System

Data Collection and Analysis

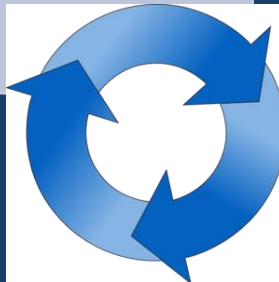
- Child Care and Development Monitoring Tool
- Desired Results System
- Parent Survey
- Staff/Board/Provider Feedback

Continuous Improvement Plan

- PSE Survey Results
- Program Action Plan
- Procedures for Ongoing Monitoring

CDSS Submission Requirement

- PSE Survey for CDSS Programs



If our program has contracts with both departments (CDE and CDSS), do I have to complete the survey?

Yes, to fulfill this requirement, CCDD contractors will complete and submit one survey to CDSS by June 1, 2023.

Follow California Department of Education (CDE) guidance for PSE submission requirements for CSPP programs.



POLL:

When is the FY 2022-23 Program Self-Evaluation Due?

- a) December 31, 2023
- b) As soon as possible
- c) Before the end of the school year
- d) June 1, 2023, by 5 p.m.

PSE Survey Walkthrough

Fiscal Year 2022-23 PSE Survey: Child Care and Development
Monitoring Tool

Who is required to complete the survey?

- Alternative Payment Programs (CAPP)
- California Work Opportunity and Responsibility to Kids (CalWORKs)
 - CalWORKs Stage Two (C2AP)
 - CalWORKs Stage Three (C3AP)
- Migrant Alternative Payment Program (CMAP)
- General Child Care & Development (CCTR)
- Family Child Care Home Education Networks (CFCC)
- Children with Severe Disabilities (CHAN)
- California Migrant Child Care Program (CMIG)
- Resource and Referral Programs (CRRP)

Individual Family Child Care Home Providers do not complete the PSE Survey

CDSS PSE Survey Format

- Survey using Alchemer
- Mixture of self-certification, multiple choice, and open-ended questions
- Like the monitoring tool, some items do not apply to all contract types
- Skip logic (by contract type)
- Save and continue feature



Do I have to complete the PSE survey all at once?

No, the survey application called Alchemer has a 'save and continue' feature. The survey will ask for an email and will send the questions that have been completed so far to the email entered.

Please supply an email address to save your progress. A unique link will be emailed to you that will allow you to return where you left off.

Email:

Verify Email:

Contractor Information

- Contractor Name
- Contractor Vendor Number
- Program Director Name/Email
- Select all Contract Types Held
 - For CCTR/CMIG enter # of homes and centers
- Ages Served (excludes CRRP)
- Name/email of staff completing the survey
 - Copy of final responses will be sent to this address



Does the Program Director have to complete the PSE survey?

No, an alternate staff member may complete.

Ensure the following:

- The Program Director name and email is entered accurately
- Alternate staff completing enters their name and email on the information page
- The alternate staff completing is familiar with all contract types (or can connect with all the appropriate staff)

Screen Share Survey

Will I be able to review the questions before I complete the survey?

Yes, the completion guide includes all of the questions on the survey. Programs are able to use the document to review questions and prepare answers prior to completing the survey.



CCD 01: Family Selection

Self-Certification: Families with children enrolled in the programs are selected according to the priorities of that program. (Select all that apply)

- Contractor maintains a waiting list or central eligibility list by contract type
- Families are enrolled according to the priorities of the program
- Written information for families includes the priorities for the program and describes how family selection occurs

**CAPP, C2AP, C3AP, CMAP,
CCTR, CFCC, CHAN, CMIG**



Promising Practices: CAPP Programs

CCB 22-25 CAPP Capacity Grants

Thank you for expanding services in your communities!



CCD 02 and 03: Eligibility and Need



- Family Data File: Select two files from each contract type held. Review the family data file to ensure the following eligibility and need criteria has been met:
 - Eligibility, Need, and Notice of Action
- Describe the results of the file review. If any of the files reviewed were missing eligibility or need criteria describe how the program will adjust practices to ensure all documentation collected meets eligibility and need requirements.

CAPP, C2AP, C3AP, CMAP,
CCTR, CFCC, CHAN, CMIG

CCD 04: Correct Fee Assessed

Self-Certification: Following CCB 22-14, For Fiscal Year 2022-2023, Family Fees were waived for all families. Programs were to issue a Notice of Action indicating:

- Assessed fee, if applicable
- Statement to families indicating that family fees are waived for Fiscal Year 2022-2023.
- Use of correct Family Fee Schedule for assessing fees

CAPP, C2AP, C3AP, CMAP,
CCTR, CFCC, CHAN, CMIG



CCD 05: Due Process



Self-Certification:

- The Notice of Action has the appeal officer's information listed and the appeal information is shared with families upon enrollment into the program.

CAPP, C2AP, C3AP, CMAP,
CCTR, CFCC, CHAN, CMIG

CCD 06a: Attendance and Provider Payments

Self-Certification: Program has implemented the following temporary requirements from AB 210 as described in CCB 22-19:

Between July 1, 2022, and June 30, 2023, voucher-based providers were reimbursed based on the maximum certified hours of care instead of attendance

CAPP, C2AP, C3AP, CMAP,
CFCC



CCD 06b: Attendance and Provider Payments

Self-Certification: Program has implemented the following temporary requirements from AB 210 as described in CCB 22-19.

Contracting agencies shall be reimbursed based on the maximum authorized hours of care, regardless of attendance, if they meet either of the following requirements:

- The program is open and operating in accordance with their approved program calendar and remains open and offering services through the program year
- The program is closed by local or state public health order or guidance due to the COVID-19 pandemic

CCTR, CHAN, CMIG



Promising Practices: Parent Involvement and Education

Parent Engagement at YMCA of Greater Long Beach



CCD 07: Parent Involvement and Education (2)

Describe how the program promotes family engagement through the following:

- Parent Advisory Committee advised the program on issues related to the services to families and children
- Parent Education and Involvement: Describe the education and involvement opportunities for parents
- Parent Orientation: Describe the orientation process for families

Self-Certification:

- Parent Conferences
- Parent Conference Schedule



CCTR, CFCC, CHAN, CMIG

5-Minute BREAK (1)



Promising Practices: Health and Social Services

Maryvale: Connecting families with housing and early education services

- CCTR Expansion to increase capacity onsite
- Opened Seton House for unhoused women and children
- Seven families from housing program enrolled in program
- Additional health and social services through Community Based Service Program

CCD 08: Health and Social Services (1)

The program includes identification of the child or family health and social service needs and makes referrals to appropriate agencies for services.



- Describe the process for identifying the health and social service needs of families
- Describe the process for documenting and providing referrals when identified
- Explain how follow up is conducted and documented

CCTR, CFCC, CHAN, CMIG

CCD 08: Health and Social Services (2)



- Identifying the family's needs
 - Survey
 - Checklist
- Referring to the appropriate services or agencies
 - Food
 - Housing
 - Mental Health
- Follow-up Process
 - Documentation
 - Ensuring needs have been met

CCTR, CFCC, CHAN, CMIG

Promising Practices: Jobs to Grow

Grail Family Services:

Building Capacity with Jobs to Grow Initiative

- National economic mobility initiative
- Funded in seven communities across the country
- First Jobs to Grow class included 23 providers
- Child development trainings over 6 months
- Next step pathways for providers



JOBS TO GROW

¡SÍ SE PUEDE!

COLLECTIVE

CCD 09: Licensing

- **Self-Certification of** Each site/home has a current license issued by Community Care Licensing or is exempt from licensure.

CAPP, C2AP, C3AP, CMAP,
CCTR, CFCC, CHAN, CMIG



CCD 10: Ratios

Self-Certification of Staff Child Ratios

- Contractor has met the applicable staff-child ratios for the contract types held (WIC 10275(a)(3) and 5 CCR 18290).

CFCC, CCTR, CHAN, CMIG



CCD 11: Environment Rating Scale (ERS)



Self-Certification:

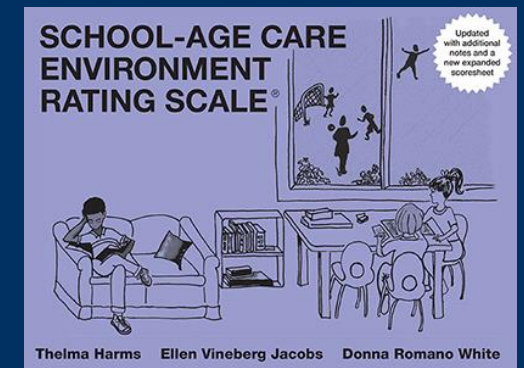
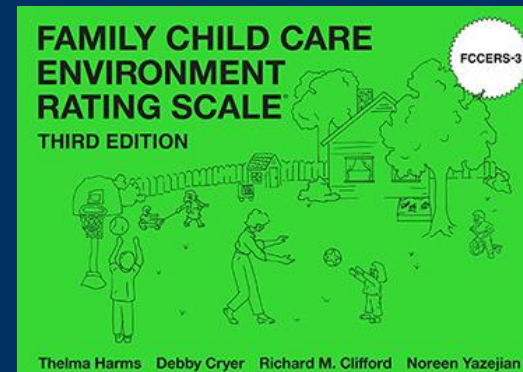
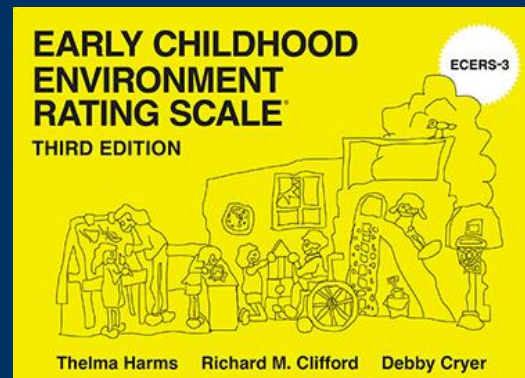
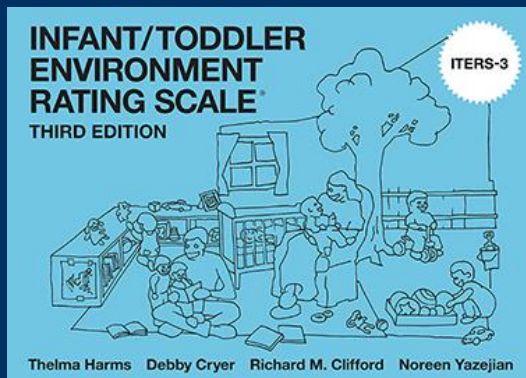
- Program has completed Environment Rating Scale(s) on all classroom(s)/home(s)
- Program uses Environment Rating Scale Revised edition or
- Program uses the ERS Third Edition
 - Open Ended: Describe the outcomes from the use of the Third Edition.

CDSS Programs may use Revised or Third Edition

CCTR, CFCC, CHAN, CMIG

Are programs allowed to use the third version of the ERS tools for the PSE?

Yes, CDSS programs may choose to use either the revised or third edition of the tools (School Age- Updated Version). If programs use the third edition PQI is asking that programs share their feedback on the use of the tools. A space on the PSE survey has been designated for providing feedback on the third edition.



CCD 12: Nutrition Program

The program includes a nutrition component that ensures children have nutritious meals and snacks during the time in which they are in the program.

Describe how the program provides for the nutritional needs of the children.

- Food program
- Meet dietary needs of the children
- Culturally and developmentally appropriate

CCTR, CFCC, CHAN, CMIG



Promising Practices: Guided Observation Pilot at SETA Head Start

Primary Activity	Observations
<div data-bbox="614 444 825 696" data-label="Image"> </div> <p data-bbox="614 711 835 739"><u>Self Portraits</u></p> <p data-bbox="417 751 1014 861">Use crayons and a mirror to prompt portrait drawings. Add language dictation as child describes picture.</p> <p data-bbox="417 908 1014 1179">Vary art medium; chalk, felt pens, watercolor/easel paint, skin color crayons, 3-D collage, black pen, etc. Also, use different paper (color, texture, shape, graph, wallpaper, paper bag, newspaper) for a special, yearlong project.</p>	<p data-bbox="1062 446 1202 475"><u>Needed:</u></p> <ul data-bbox="1123 486 2191 761" style="list-style-type: none"> <li data-bbox="1123 486 2191 561">☐ <u>Photograph:</u> Child's portrait, include printed name and language dictation. <li data-bbox="1123 568 2191 761">☐ <u>Written Observation:</u> Use the observation prompts below to meet measures. Keep it simple! <i>Sam said, "I made arms and a head." "I need more legs."</i> (child's name) (write exactly what child says or does) <p data-bbox="1062 803 2020 839">LLD 3 Communication and Use of Language (Expressive)</p> <ul data-bbox="1123 846 2165 1003" style="list-style-type: none"> <li data-bbox="1123 846 2165 921">• Point to self-portrait and tell the child "I see your head, and your eyes, etc. What else can you add to your portrait?" <li data-bbox="1123 928 2165 1003">• Ask the child open-ended questions; "Tell me about your picture?" Record responses on child's picture. <p data-bbox="1062 1046 2058 1082">ELD 3 Understanding and Responding to English Language</p> <ul data-bbox="1123 1089 2165 1282" style="list-style-type: none"> <li data-bbox="1123 1089 2165 1203">• Point to self-portrait and tell the child "I see your head, and your eyes. What else can you add to this picture of you?" Record responses. <li data-bbox="1123 1210 2165 1282">• Ask additional questions about child's physical characteristics and what they are doing in this picture.

CCD 13: Desired Results Developmental Profile and Education Program



Self-Certification:

- DRDP Online upload is complete for each rating period.

Open Ended:

- Describe the program's process for analyzing and reviewing DRDP data to ensure that age and developmentally appropriate activities are provided in the program

CCTR, CFCC, CHAN, CMIG

CCD 14: Qualified Staff



Self-Certification:

- Each program/FCCHEN operating two or more sites/homes has a qualified program director Yes/No/N/A
- Each program with more than one site has a qualified site supervisor Yes/No/N/A
- Each site has qualified teachers Yes/No/N/A

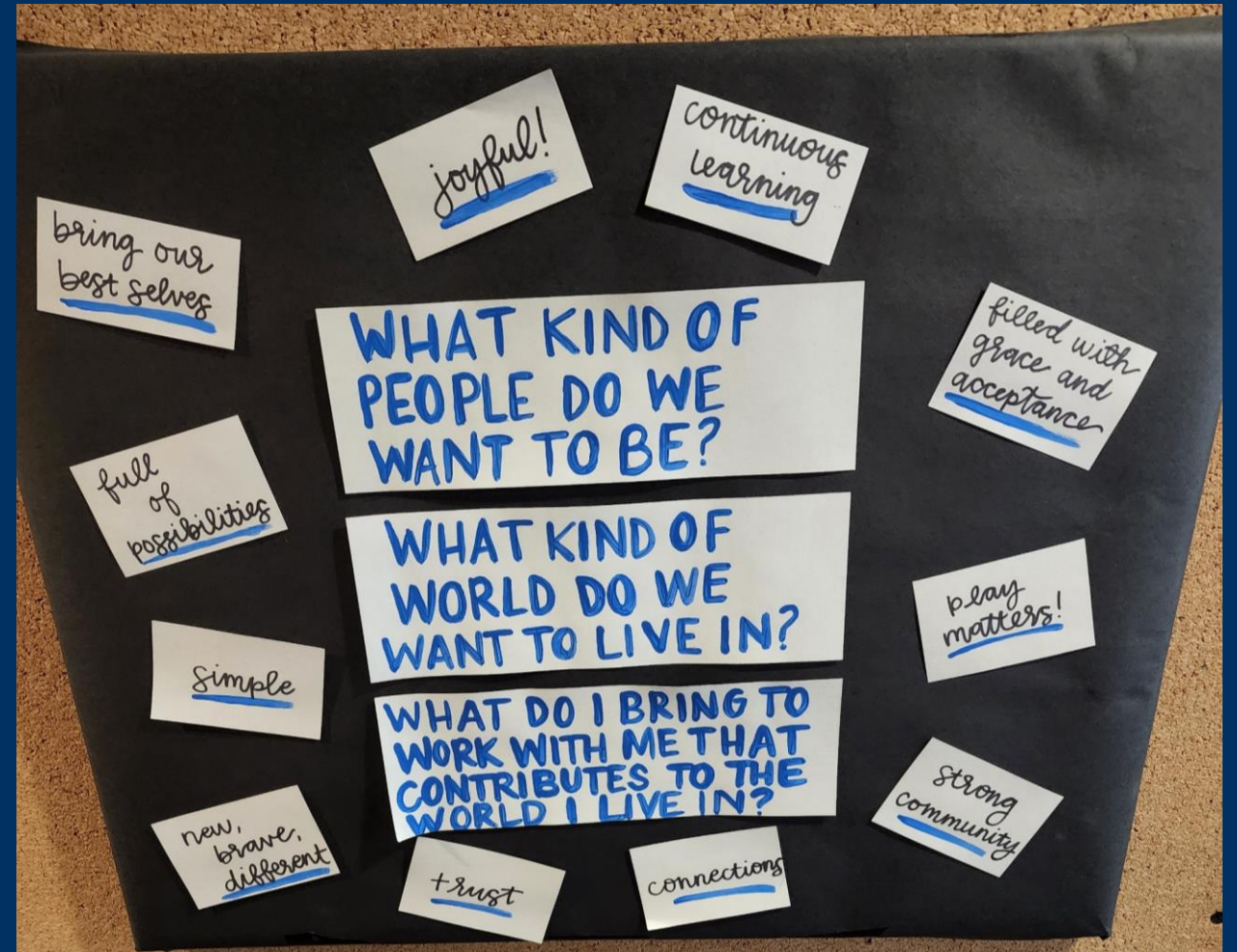
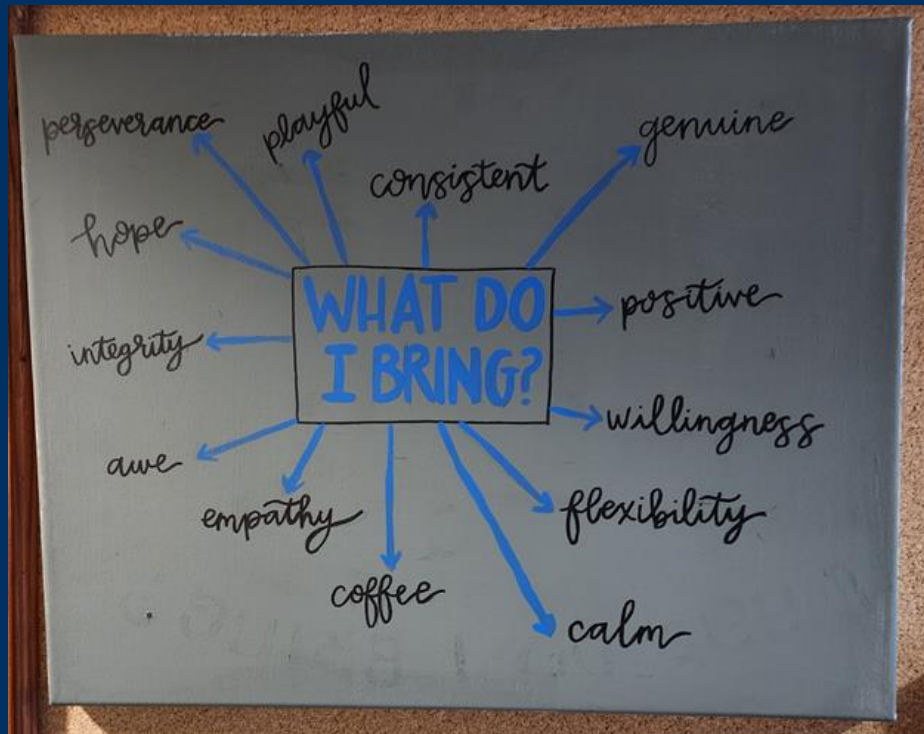
Open Ended:

- Describe your efforts for recruiting and retaining qualified teachers?

CCTR, CFCC, CHAN, CMIG

Promising Practices:

Staff Wellness at Associated Students Inc. of Cal Poly



CCD 15: Staff Development Program

Staff development is an ongoing process and should be based on the current needs of the staff and families participating in the program.

Self-Certification:

- Job Descriptions
- Orientation Process

Open Ended:

- Describe the process for using data to identify training opportunities. (include PSE)
- Describe some of the staff development opportunities provided to staff/providers.

Examples:

- Desired Results Developmental Profile
- Enrolling Families
- Staff Wellness
- Trauma Informed Care

CAPP, C2AP, C3AP, CMAP,
CCTR, CFCC, CHAN, CMIG,
CRRP



CCD 16: Inventory Record

Self-Certification:

- Contractor has a current inventory containing all the required elements listed in Funding Terms & Conditions
- Program maintains documentation of most recent physical check of the inventory. If no purchases were made it is documented on the inventory form. An authorized representative signs the inventory record at least once every two years
- For non-LEA: contractor has a procedure for competitive purchases of equipment and services

All Contract Types

EXAMPLE: CDSS Inventory Form

State of California – Health and Human Services Agency

California Department of Social Services

EQUIPMENT INVENTORY

Page ____ of ____

CONTRACTOR LEGAL NAME				FUNDING SOURCE				
ITEM DESCRIPTION*	SERIAL OR IDENTIFICATION NUMBER	ORIGINAL COST	ACQUISITION DATE	LOCATION OF ITEM	USE	CURRENT CONDITION	DISPOSAL**	
Example: King-Wade desktop computer	12345678-9011	\$1,500	7/12/2004	B.L. Warren Preschool	In Classroom #5	Good		
Example: Met over refrigerator	23434234-90	\$1,200	2/13/1995				6/5/2011	Transfer to U.L. Max C.D.C.
I certify the information contained in this Equipment Inventory form represents a complete and accurate disclosure of items purchased with California Department of Social Services (CDSS) funds.				SIGNATURE			INVENTORY COMPLETION DATE	

*List each piece of equipment, purchased in whole or part, with child care services funds provided by the CDSS.

**Enter date the item was removed from service and its disposition. Equipment can be either: 1) donated to another CDSS funded service provider; or 2) transferred to the California Dept. of General Services, Surplus Property/Reutilization; or 3) sold with the proceeds deposited into the Child Development Fund as restricted income. Contact the Child Care and Development Division to find out more about the property transfer option.

Note: A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

CCD 17: Program Self-Evaluation

All Contractors:

- Describe two goals for your program. Include in your response; the data collected to identify the goal, and include the action steps to be taken to improve the practice or program requirement
- Parent Survey: Describe the results of the parent survey and the action plans to address the feedback received from parents.
- Briefly describe how staff and board members were a part of the self-evaluation process

All Contract Types

CCD 17: Program Self-Evaluation (2)

Desired Results Developmental Profile

- Program has completed Classroom/Home/Site Summary of Findings.
- Program has Completed Agency Summary of Findings.
 - **List key findings from the agency summary of findings and the action steps that will be taken to address the findings**

Environment Rating Scale

- Program has completed Classroom/Agency Summary of Findings
 - **Using the Agency Summary of Findings describe two key findings from the ERS and what action steps the program is taking to address the key findings**

CCTR, CFCC, CHAN, CMIG

Parent Survey

- Contractors may deliver and collect surveys in a format that is easily accessible and convenient to families.
- Methods include digital surveys, electronic submissions, and/or mailed hardcopies.
- Surveys should be provided in the family's preferred language.



Desired Results: Summary of Findings

Document	Description
<u>EED Form 3900</u> (DOCX)	Instructions for Desired Results Developmental Profile for The Classroom and Family Child Care Home Level – Summary of Findings
<u>EED Form 4002</u> (DOCX)	Instructions for Environment Rating Scales – Summary of Findings
<u>EED Form 4003</u> (DOCX)	Instructions for Desired Results Parent Survey – Summary of Findings
<u>EED Form 4004</u> (DOCX)	Instructions for Desired Results Developmental Profile – Summary of Findings
	Reference: https://www.desiredresults.us/program-self-evaluation

CCD 18: Resource and Referral Policies

Self-Certification that the program has:

- A written referral policy
- Written materials readily available to parents, providers and public which include the operation hours of Resource & Referral services
- Policies and procedures include the contractor's complaint policy for parents and providers



For Resource and Referral Contracts only

CCD 19: Resource and Referral Services

Self-Certification that the program maintains documentation on:

- Requests for service (# of calls, ages served, time category)
- Resource and Referral program provides Toll-free telephone lines and an office space convenient to parents and providers.
- Referrals are provided in languages which are spoken in the community
- Program maintains an agency database or information system that is used to collect parental preferences for providers

Open Ended:

- Describe your process for maintaining documentation on the number of referrals provided to each service provider

For Resource and Referral Contracts only

CCD 20: Resource and Referral Technical Assistance

Self Certification that the program maintains documentation on:

- Variety of supports for providers
- Resource and Referral program has contacted each licensed facility to inform providers of resources annually
- Written materials, trainings, or resources provided to community and public agencies on issues related to child care services affecting the service area
- The appropriate entities were notified of Removal from Referral List, Notification of Temporary Suspension, License Revocation, or Probation

Open-Ended:

- Describe the information and resources provided that help existing childcare service providers to maximize their ability to serve the children and parents of their community
- Describe some of the materials, trainings, or resources provided to community and public agencies on issues related to childcare services affecting the service area

For Resource and Referral Contracts only

Promising Practices: Supporting Providers and the Community

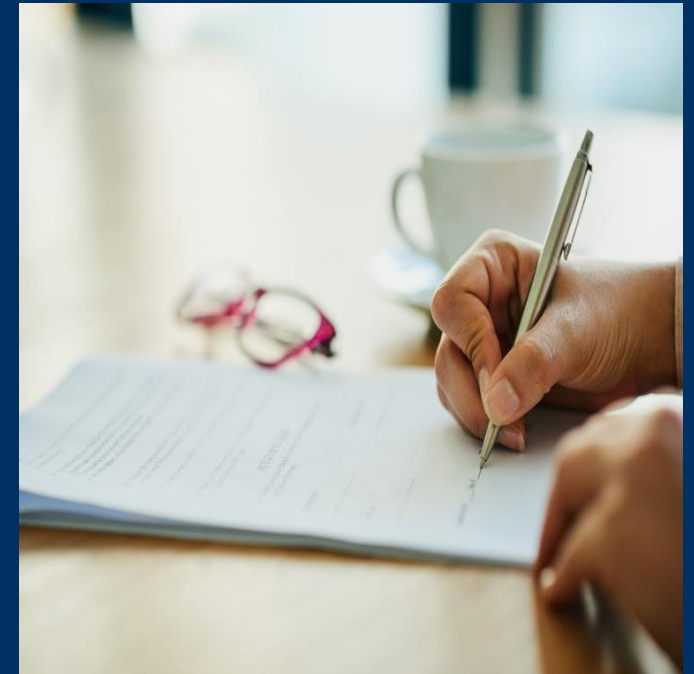


Thank you Resource and Referral Contractors!

CCD 21: Contractor Policies

Contractor, annually or as needed, reviews their Written Information for Families and Providers (if applicable) and updates information to align with current regulations (5 CCR and Funding Terms and Conditions), CDSS training webinars, and guidance provided through Child Care Bulletins (CCB)

CAPP, C2AP, C3AP, CMAP,
CCTR, CFCC, CHAN, CMIG



CCD 22 : Fiscal Reporting

The program has submitted a report for each contract that is consistent with the laws for state and federal fiscal reporting

If no, describe how program will submit timely fiscal and attendance reports.

- Practices in place to ensure timely submission
- Staff training provided to ensure accurate reports are submitted

All Contract Types



CCD 23: Annual Audit

The program has submitted an acceptable financial and compliance audit within the required timelines.

If findings were identified through the annual audit process how is the program adjusting practices and processes to resolve the findings?

- What is the finding
- How will you adjust practices, policies, or systems to resolve?

All Contract Types





End of Survey

**Will I receive notification that my survey has been received?
Will I receive a copy of my responses for program planning?**

Yes, the survey application will provide the following:

- Email confirmation that the survey has been received.
- A copy of all the responses will be emailed to the contractor
- If the email does not arrive after a couple minutes, please check your Spam or Junk Mail folder (Look for Alchemer)



What happens if I accidentally submit prior to completing?

Reach out to assigned consultant to get a link to access the survey. We will provide you with a link that will allow you to update your responses.





Documentation Maintained Onsite

- Direct Service
- Alternative Payment and Resource and Referral

PSE Documentation Maintained Onsite (1)

CCTR, CFCC, CHAN, CMIG

- Completed Environment Rating Scales
 - Environment Rating Scale Classroom/Agency Summary of Findings
- Desired Results Parent Survey results and Summary of Findings
- DRDP Classroom/Site/Agency Summary of Findings
- 5 CCR 18279 (3) An assessment of the program by staff and board members.
- Documentation from the self-evaluation process used to develop a written list of tasks needed to modify the program in order to address all areas that need improvement.



PSE Documentation Maintained Onsite (2)

CAPP, C2AP, C3AP, CMAP

CRRP

- Parent survey results and findings
- 5 CCR 18279 (3) An assessment of the program by staff and board members as evidenced by written documentation.
- Documentation from the self-evaluation process used to develop a written list of tasks needed to modify the program in order to address all areas that need improvement.



Closing

- Use the Completion Guide to plan with staff/providers/board
- Contact your consultant with any questions
- Submit the PSE Survey by June 1, 2023
- Celebrate successes and move forward with program improvement plans

Thank you for all that you do for children families, providers, and your community!



Live Q&A



Resources

- Child Care and Development Monitoring Tool
- PSE Completion Guide
- Desired Results Webpage
- Program Requirements
- Assigned Consultant



Thank You!

Child Care & Development Listserv Sign up:



**Please email us with any comments for questions
at ccddstakeholders@dss.ca.gov**

