



# **Early Education and Support Division Field Services Office**

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**Region  
Program Self-Evaluation  
April 26, 2017**

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**CALIFORNIA DEPARTMENT OF EDUCATION**

Tom Torlakson, State Superintendent of Public Instruction

April 2017

# Opening Comments



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## Webinar Format

- Management Bulletin 17-01
- Forms EESD 4000A & 4000B
- Access to power point presentation
  - <http://www.cde.ca.gov/sp/cd/ci/pseforms.asp>
- Webinar Technical Help Line Number
  - 866-229-3239
- Auditory only
- Time allotted

## Questions and Answers

- Write down your questions
- Submit questions



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# Agenda

Welcome/Introductions

Purpose/Goal

Program Self-Evaluation (PSE)

- Required by Law – 5 CCR, Section 18279
- Management Bulletin Notification

PSE Process

- Desired Results System
  - Center-based and Family Child Care Home Education Network Contractors (FCC)
  - Alternative Payment (APP) and Resource & Referral (R&R) Programs

Resources Needed to Complete the PSE

“Putting it All Together”

Submission Requirement

Record Retention Requirement

Next Steps/Q&A



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# Purpose/Goals

## Purpose:

- provide contractors with well-defined and helpful information regarding the self-evaluation process and the required components necessary to conduct a comprehensive fiscal and programmatic review.

## Goals:

- ensure that contractors submit a thorough PSE that includes analyzing review findings and developing written tasks for ongoing program quality improvement and self-monitoring.



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# PROGRAM SELF EVALUATION



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# PSE

## 5 CCR Section 18279

- Contractors shall develop and implement an annual plan for its PSE process. The annual plan shall include:
  - The monitoring and review instrument
  - The assessment of the program by parents using the Desired Results Parent Survey
  - The assessment by program staff and board members as evidenced by written documentation



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# PSE

## 5 CCR Section 18279 – *Cont'd*

- Analysis of findings for:
  - Desired Results Developmental Profile (DRDP)
  - Environment Rating Scales (ERS)
  - Desired Results Parent Survey (PS)
- A written list of tasks needed to modify the program for areas that need improvement
- Procedures for ongoing monitoring to assure that areas that are satisfactory continue to meet standards
- The submission of a summary of the findings of the PSE to the CDE by June 1 of each year



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# Management Bulletin 17-01

- Purpose
- Authority
- Directive
- Web page
- Frequently Asked Questions
- Submission Requirement
- Record Retention Requirement





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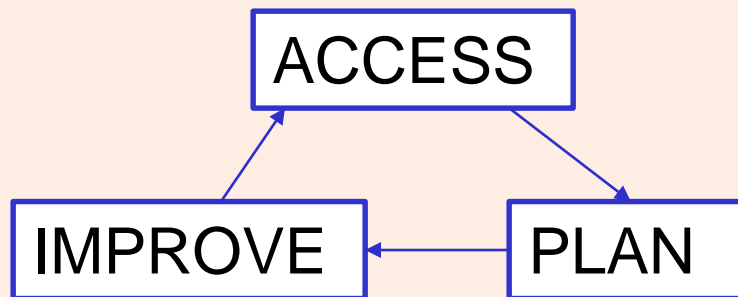
# **THE PROGRAM SELF EVALUATION PROCESS**



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# CDE Continuous Cycle of Program Improvement

The following is a model of how the self-assessment process identifies what tasks will be implemented to support the delivery of continuous program improvement.





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# Desired Results System

- The California Department of Education (CDE), Early Education and Support Division's (EESD), Desired Results (DR) system is designed to improve the quality of programs and services provided to all children who are enrolled in early care and education programs, and before and after-school programs and their families by:
  - Increasing program quality for children and families
  - Measuring the developmental progress of children and families in achieving desired results
  - Identifying program strengths, as well as areas that may need improvement
  - Providing a results-based accountability system that is measurable



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# Desired Results System – *Cont'd*

- The DR system was developed based on six Desired Results:

## **Four for children:**

- DR1: Children are personally and socially competent
- DR2: Children are effective learners
- DR3: Children show physical and motor competence
- DR4: Children are safe and healthy

## **Two for Families:**

- DR5: Families support their child's learning and development
- DR6: Families achieve their goals

- Each Desired Result defines an overall outcome.



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# Desired Results System Model

The “heart” of the system is **the individual child’s developmental progress**. Progress is assessed through the use of the *Desired Results Developmental Profile (DRDP)*.

The next layer of the system is the agencies’ support for **families’ goals**. Parent satisfaction is determined through the distribution and collection of Parent Surveys.

The third layer of the system is the **classroom or family child care home environments**. The appropriateness of children’s environments is assessed by using the Environment Rating Scale (ERS) instrument.

The fourth layer of the system is the **program** or agency. Program quality is assessed using the Compliance Review Instrument (FPM/CMR).



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# Center-based and Family Child Care Education Network Programs

- Use of the program review instrument
  - <http://www.cde.ca.gov/ta/cr/documents/eesos1617.pdf>
- Analysis of findings for:
  - ❖ Desired Results Developmental Profile
    - <https://www.desiredresults.us/drdp-forms>
  - ❖ Age Appropriate Environment Rating Scale(s)
    - <http://www.ersi.info/ecers.html>
  - ❖ Desired Results Parent Survey
    - <http://www.cde.ca.gov/sp/cd/ci/documents/parentsurvey.doc>



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# Alternate Payment and Resource & Referral Programs

- Use of the program review instrument
  - <http://www.cde.ca.gov/ta/cr/documents/eesos1617.pdf>
- Use of the Desired Results Parent Survey
  - <http://www.cde.ca.gov/sp/cd/ci/documents/parentsurvey.doc>

**Note:** For 2016–17 fiscal year, Alternative Payment and Resource and Referral Programs may modify the current CDE parent survey form to ensure that the desired results/outcomes for families are achieved.



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# **RESOURCES NEEDED TO COMPLETE THE PSE**





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# California's Early Learning and Development System

The following resources include and support components of the PSE process:

- 1. Program Guidelines and Resources**
- 2. Curriculum Framework**
- 3. Learning & Development Foundations**
- 4. Professional Development, Supports, and Competencies**
- 5. Desired Results Assessment System**



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# Resources for completing the PSE Process

- Program Review Instrument
  - [Form 4001](#)
- Environment Rating Scale
  - [Form 4002](#)
- Desired Results Parent Survey
  - [Form 4003](#)
- Desired Results Developmental Profile
  - [Form 4004](#)

**The above resource forms are available for your use; however,  
they are not required.**

# Resources for completing the PSE Process - *Cont'd*



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## Form 4001

### Program Review Instrument:

(Applies to all contract types)

- Item by item review
  - 20 items total
    - Alternative Payment Programs – 10 items
    - Resource & Referral Programs – 4 items
    - Full-day Center-based Programs – 18 items
    - Part-day California State Preschool Programs – 16 items
- Summarize Findings
  - Areas that meet standards
  - Areas that need improvement



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# Resources for completing the PSE Process - *Cont'd*

## Form 4002

Age Appropriate Environment Rating Scale(s):  
(Applies to Center-based and FCC Contracts only)

- Assess each classroom/home
- Summarize Findings
  - Areas that meet standards
  - Areas that need improvement



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# Age Appropriate Environment Rating Scales

- 1. Early Childhood Environment Rating Scale  
(Revised Edition)**
- 2. Infant/Toddler Environment Rating Scale  
(Revised Edition)**
- 3. Family Child Care Environment Rating Scale  
(Revised Edition)**
- 4. School-Age Care Environment Rating Scale**



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# Resources for completing the PSE Process - *Cont'd*

## Form 4003

Desired Results Parent Survey:

(Applies to all contracts)

- Survey Modification Options:
  - **AP and R&R Contracts:**
    - ❖ Local modifications allowed to collect meaningful information
  - **Center-based and CFCC Contracts:**
    - ❖ Additional questions allowed to existing Parent Survey
- Distribute
- Collect
- Summarize findings
  - Areas that meet standards
  - Areas that need improvement



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# Resources for completing the PSE Process - *Cont'd*

## Form 4004

### Desired Results Developmental Profile:

(Applies to Center-based and FCC Contract types only)

- Complete individual DRDP within 60 days
- Completed individual DRDP every six months after the first 60 days
- Summarize findings per classroom/home
  - Use DRDPtech
  - Domains that need improvement
  - Domains that demonstrate progress



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# Desired Results Developmental Profile (DRDP)

- DRDP (2015) – Infant Toddler View
- DRDP (2015) – Preschool View
- DRDP – SA (2010) – School Age





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# PUTTING IT ALL TOGETHER



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# Putting It All Together

Resources used to complete the PSE Report

## Environment Rating Scales

- ✓ Early Childhood
- ✓ Infant/Toddler
- ✓ Family Child Care
- ✓ School-Age Care

## Desired Results Development Profiles

- ✓ Infant Toddler View
- ✓ Preschool View
- ✓ School-Age View

## Program Review Instrument

## Parent Survey



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# Putting It All Together – *Cont'd*

- Utilizing the applicable summaries (Program Review Instrument, ERS, PS, and DRDP) complete the following forms:
  - Form EESD 4000A
  - Form EESD 4000B



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# Friendly Reminder...



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# Child Development Management Information System (CDMIS)

The CDMIS is a database where contractors input and update agency information.

For example:

- Executive Director
- Program Director(s)
- Site Supervisor(s)
- Contract Type(s)
- Site location(s)
- Child counts
- 801A data
- (Current) Site License(s)



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# CDMIS – *Cont'd*

Prior to completing the PSE...

Confirm your agency's information has  
been updated in CDMIS.

**CDMIS Help**

916-445-1907

[cdmis@cde.ca.gov](mailto:cdmis@cde.ca.gov)



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# COMPLETING THE FORMS



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# Form EESD 4000A

- Enter the contractor information at the top
  - Contractors full “Legal” name (for example: no acronyms, no site names)
  - Four-digit vendor number
  - Contract Type(s) – List all that apply
- Check each box verifying the collection, analysis, and integration of each assessment data toward ongoing program improvement for all applicable contract types.
- Use a narrative format to summarize the staff and board member participation in the PSE process.

*Form expands and is not limited to a single page*





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# Form EESD 4000A – *Cont'd*

- The Executive or Program Director, as listed in the **Child Development Management Information System (CDMIS)**, must sign the “Statement of Completion” certifying all documents required as a part of the PSE have been completed and are available for review and/or submission to the EESD upon request.
- Submit one (1) EESD 4000A (along with one [1] EESD 4000B) **per contractor**.



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# Form EESD 4000B

- Enter the contractor information at the top.
  - Contractor full “Legal” Name (for example: no acronyms, no site names)
  - Four-digit vendor number
  - Contract Type(s) – List all that apply
  - Age Group(s) – List all that apply
  - Program Director Name, Phone number, and E-mail, as listed in the CDMIS



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# Form EESD 4000B – *Cont'd*

- Reflect on findings from the PSE and provide a brief response to item 1 in the space provided.
  - Summarize the areas that did not meet standards
  - Develop a list of tasks needed to improve those areas that did not meet standards for each contract type.

*Form expands and is not limited to a single page*



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# Form EESD 4000B – *Cont'd*

- Reflect on findings from the PSE and provide a brief response to item 2 in the space provided.
  - Describe procedures for ongoing program monitoring to assure those areas identified as meeting standards continue to meet standards.

*Form expands and is not limited to a single page*

- Submit one (1) EESD 4000B (along with one [1] EESD 4000A) **per contractor**.



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# Submission

- Contractors are to submit forms EESD 4000A and 4000B to the CDE/EESD on or before

**Thursday, June 1, 2017, 5:00 p.m.**

- Submit the PSE electronically to:

**[FY1617PSE@CDE.CA.GOV](mailto:FY1617PSE@CDE.CA.GOV)**

**(Send only to the e-mail listed)**

- **Must include the contractor name in the subject line**
  - **Example: 16-17 (Your Agency name) PSE**



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# Submission – *Cont'd*

- A hard copy can be mailed **ONLY** if the PSE cannot be submitted electronically to:  
**FY 2016-17 Program Self-Evaluation**  
Early Education and Support Division  
California Department of Education  
1430 N Street, Suite 3410  
Sacramento, CA 95814-5901
- **Choose only one (1) method to submit your PSE**



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# Record Retention

- All applicable required documentation completed as part of the PSE must be available for review and/or submittal upon request.
- Program Review Instrument
  - **All Contract Types**
- Age Appropriate Environment Rating Scale(s)
  - **Center-based/CFCC Contracts Types**
- Desired Results Parent Survey
  - **All Contract Types**
- Desired Results Developmental Profile and DRDPtech Reports
  - **Center-based/CFCC Contracts Types**



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# Record Retention, *Cont'd*

Supporting documents, as mentioned  
in the previous slide, are to be kept  
for

**Five (5) years**

(Anecdotal notes, photos, portfolios, do not need to  
be retained)





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# Next Steps

Bringing it back to agency level.

Sharing what you've learned with your staff.

Setting achievable goals.

Develop and implement systems to support ongoing program improvement.



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# Keep It Going!

- Keep up the continuous improvement process and implement the plan.
- Keep families involved and aware.
- Make sure teachers know the plan and continue to reflect and refine. They will make it happen.



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# Questions?

We will return in approximately

**10 minutes.**

The webinar is now

**Muted.**

Thank you for your patience while we review the submitted questions.



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# QUESTION AND ANSWER TIME



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# Additional Questions?

- For additional questions regarding the PSE, please contact your consultant.

➤ Consultant list:

<http://www.cde.ca.gov/sp/cd/ci/assignments.asp>



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*Thank you for  
your participation!*