



PROGRAM COMMITTEE MEETING AGENDA

August 6, 2015
8:15 a.m. - 9:15 a.m.

Indian River State College Main Campus
3209 Virginia Ave., Fort Pierce
Building Y, Room 302

*** Items require action**

Mission: Partnering with parents, providers and communities to ensure quality early learning experiences through programmatic and financial support.

Vision: Building Blocks for Educational Success

*** Item requires action**

I. Call to Order, Roll Call, Determination of Quorum	PAGES	Donna Rivett
II. Announcements and Additions/Deletions to Agenda		Donna Rivett
III. Adoption of Agenda *		Donna Rivett
IV. Consent Agenda * A. Program Minutes – May 7, 2015 B. Program Minutes – June 18, 2015	1 – 2 3 – 4	Donna Rivett
V. Old Business A. QRIS Update	5 - 7	Pat Houston
VI. New Business A. Program Updates		Pat Houston
VII. Information A. Program Assessments B. Education Stipend C. SR Monitoring Tool	8 – 9 10 11 - 32	Pat Houston
VIII. Future Agenda Items A. Talking Point Topic for next Board Meeting		Donna Rivett
IX. Board Member Comments		Donna Rivett
X. Public Comments		Donna Rivett
XI. Adjournment		Donna Rivett

Public comments may be offered at every Early Learning Coalition of Indian River, Martin & Okeechobee Counties Board of Director's or committee meeting. We welcome the opportunity as part of our continuing effort to improve our responsiveness to the needs of the children, families, and community we serve. To present comment, interested parties are asked to complete a Public Comment Card available at the sign-in table, deliver such to the Chair in advance to the Call to Order, and be present during the public comment period. All interested parties are asked to indicate whether the comment is related to the business associated with the specific agenda before the Board/Committee or if the comment is intended for consideration by the Board/Committee at a future meeting. All comments are limited to 3 minutes unless otherwise waived by a majority action of the members present.



PROGRAM COMMITTEE MEETING MINUTES

May 7, 2015

Indian River State College Main Campus
3209 Virginia Avenue, Fort Pierce
Building Y, Room 302

Present: Donna Rivett
Ann Holmes
Terri Marder (via teleconference)
Deborah Schooley (via teleconference)

Excused: Sabina Guthrie

ELCIRMO Staff: Pat Houston

Others: Brooke Flood

I. CALL TO ORDER

The meeting was called to order at 8:15 a.m. by Chair, Donna Rivett. Roll call was taken and a quorum present.

II. ANNOUNCEMENTS AND ADDITIONS/DELETIONS TO AGENDA - None

III. ADOPTION OF THE AGENDA

Motion to adopt the agenda was made by Ann Holmes, seconded by Debbie Schooley and passed unanimously.

IV. CONSENT AGENDA

- A. Program Minutes – March 5, 2015
- B. Program Minutes – April 2, 2015

Motion to approve the consent agenda was made by Ann Holmes, seconded by Terri Marder and passed unanimously.

V. OLD BUSINESS

- A. **Talking Points for Next Board Meeting:** SR – Overview of Annual Classroom Assessments
Pat distributed a draft copy for review. It was suggested that clarification be made to differentiate between the measurements of quality of the child care provider versus a child assessment (copy attached to original minutes).

VI. NEW BUSINESS

A. ELCIRMO Program Updates –

- This week Program team members are attending two different trainings: Observer training for infant for CLASS, and Teaching Strategies Gold train-the-trainer. Both trainings require reliability testing.
- Two staff members have begun coaching on the principles of the Early Learning Florida training system (another statewide initiative).
- The Coalition Plan requires the completion of Program elements. Approval is not required as there are no changes.
- The last provider meetings for the fiscal year are scheduled next week and will review changes to the contracts. Provider Appreciation will be celebrated.

- The performance funding pilot initiative is in the final stages and Program Team is administering post-assessments in the classrooms. Some improvements are noted between pre and post-assessments.
- CLASS Toddler Recertification is taking place for five staff members.

B. Program Quality Budget – Pat reviewed the Program budget remaining funds for 2014-15 and the year-end spending plan which included education stipends, a program assessment stipend and resources for providers/staff.

C. Terri Marder commented on the recent events regarding the **Readiness Rates**. Information was received via email from Rodney McKinnon about the changes with the Florida Kindergarten Readiness Screener indicating that rates will not be calculated this year and the rates from last year will stay in effect for an additional year for providers. Discussion ensued regarding the impact on childcare facilities. Ann replied that she is not happy with the decision since their scores were down for the first time last year, due to a high number of students who did not have English at home.

D. In addition, Teaching Strategies Gold will only be required during Assessment Period 3 next year, which will give providers time to be trained and be comfortable administering the new assessment. Ann questioned when trainings will be offered on TSG. Pat explained that ELC staff is currently being trained and will determine a training schedule in May. Online training is available, but ELC will have trainers in all three counties if providers request the face-to-face training. Debbie indicated it would be better for providers to have the training before the beginning of school year so they know what it is about. In addition, Pat indicated that the required observation skills should be practiced before the post-assessment is administered. Notification regarding TSG online training log-in and password was not received by many providers. Pat suggested that providers contact OEL prior to the cutoff date of May 13th. If the welcome email was not received, providers should contact VPKQuestions@oel.myflorida.com and reference Tara's April 21st email.

VII. FUTURE AGENDA ITEMS

There was no "talking point" topic suggested for the June meeting. Developmental child assessments will be discussed in August.

VIII. BOARD MEMBER COMMENTS - None

IX. PUBLIC COMMENTS – None

X. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:00 a.m.

Next Meeting: June 4, 2015

Respectfully submitted,

Donna Rivett, Chair
DR/lt



Early Learning Coalition
Of Indian River, Martin and Okeechobee Counties, Inc.

PROGRAM COMMITTEE MEETING MINUTES

June 18, 2015

Indian River State College Main Campus
3209 Virginia Avenue, Fort Pierce
Building Y, Room 302

Present:	Donna Rivett Brooke Flood (via teleconference)	Terri Marder (via teleconference) Deborah Schooley (via teleconference)
Excused:	Ann Holmes	
Absent:	Sabina Guthrie	
ELCIRMO Staff:	Jacki Jackson Pat Houston	Loretta Toth

I. CALL TO ORDER

The meeting was called to order at 8:16 a.m. by Chair, Donna Rivett. The meeting was held for information purposes only as a quorum was not present.

II. ANNOUNCEMENTS AND ADDITIONS/DELETIONS TO AGENDA - None

III. ADOPTION OF THE AGENDA - Due to the lack of a quorum the agenda was not approved.

IV. CONSENT AGENDA - Due to the lack of a quorum the consent agenda was not approved.

A. Program Minutes – May 7, 2015

V. OLD BUSINESS - None

VI. NEW BUSINESS

A. QRIS Discussion – Jacki Jackson distributed and reviewed a handout entitled “Quality Rating Data for Indian River County”.

Terri Marder joined the call at 8:19 a.m.

The QRIS program developed will serve as a pilot program in Indian River County with the benefit of additional funding. Ms. Jackson stressed the importance of showing child growth as measured by the pre and post-assessments, even though some children may not be scoring within developmental range. Some of the factors contributing to child care providers being identified as POP’s included the change in the measurement of FLKRS, the child population, and whether the child speaks English. Terri Marder commented that a change in state legislation in K-12 will no longer use learning gains when calculating the school grade, but will use only proficiency.

Pat Houston explained that once a child care provider is identified as a POP, they have a specified timeframe to complete and submit a Provider Improvement Plan, which ELC approves. The ELC monitors the provider, ensures the provider is trained on the VPK assessment tool, reviews the results of the data to inform instruction and offers support. If a provider is a POP three consecutive years, the provider is not allowed to offer VPK for 5 years. If a third-year (consecutive) POP wishes to continue to offer VPK, they may submit a “good cause exemption” to OEL which will allow them to provide information, including AP1 and AP3 scores or other pertinent information for consideration. If the “good cause exemption” is denied, the provider will lose the ability to offer VPK for five years. Deborah Schooley cited examples how a child care

provider can be identified as a POP which are not directly related to the quality of the provider, but based on the children in their program, such as children who come into the program who may have developmental delays. It was suggested that changes need to be made at the state level.

During review of the various levels for the proposed QRIS program, Ms. Jackson commented that the “emerging” and “progressing” levels will not receive reimbursements. Ms. Rivett recommended that “CLASS” be added to the QRS and another tier be added incorporating the highest score of 7. In addition, ELC should research the reasons for the changes in POP status. Ms. Jackson will make the recommended changes.

VII. FUTURE AGENDA ITEMS – No comments.

VIII. BOARD MEMBER COMMENTS - None

IX. PUBLIC COMMENTS – None

X. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:14 a.m.

Next Meeting: August 6, 2015

Respectfully submitted,

Donna Rivett, Chair
DR/lt

Loretta Toth

From: Jacki Jackson
Sent: Wednesday, July 01, 2015 11:09 AM
To: Hope Woodhouse
Cc: Brandon D. Tucker (Bdtucker97@me.com); drivett@irsc.edu; Meredith Egan; Pat Houston; Kindergarten Readiness Collaborative; Kim McCarrison; Flood, Brooke; Barbara Hammond; Lenora Ritchie; Nathan Bruckner; Kerry Bartlett; Loretta Toth
Subject: RE: QRIS Report for IR
Attachments: QRIS Worksheet with additional information (2) 65%-IR.xlsx

Hope,

Attached is the additional data you requested. Next to the columns for ERS and CLASS, I've added a grade for each center that offers School Readiness and/or VPK. The only measurement used were the scores for ERS and CLASS based on the scoring range that I sent in my email dated June 18, 2015. A "B" grade is considered "progressing". In order to achieve a more accurate representation of the quality of a school, more measurements need to be considered as we all have discussed during various meetings, i.e., curriculum, professional development, teacher to child ratio, AP1/AP3 VPK scores, etc. It is impossible at this time to correlate all this information without developing a formula and gathering all the data necessary, remembering that some of the data we currently don't have access to.

A lot of variables need to be considered when establishing a formula or trying to compare SR/VPK centers to centers that only serve VPK children. Typically the centers that serve only VPK children will not be below the 150% of the Federal Poverty Level. VPK families are not required to show proof of income. With School Readiness families, they are all working families with incomes below 150% of the Federal Poverty Level. Also, some of our centers embrace children with disabilities. That will have an effect on the outcome of the scores because the current scoring only measures if the child is within development range as it pertains to their chronological age instead of how much the child has developed during a year.

We will continue to work with you in developing a scoring system. Possibly we can adopt one from other coalitions as we have also discussed. The larger coalitions have been working with quality rating systems for a few years and some are taking a "pause" because some of their data has not developed as they had intended. If we review what has worked for them and what has not, I believe we can establish our QRIS confidently. After you've had time to review the current information, please let me know if you have additional questions. When another meeting is scheduled, can you also please email my Executive Assistant, Loretta Toth at ltoth@elcirmo.org just to better assure that I don't miss the email.

Thanks, Jacki

Jacki Jackson
 Chief Executive Officer

QRIS Worksheet - Indian River County

IR Provider (SR)	Program Assessment 2014-15			Child Assessment (E-LAP) 2014-15							Child Assessment (LAP-3) 2014-15							VPK POP (yes/no)				VPK FLKRS Score					
	ERS	CLASS	Grade	# of children assessed	GM	FM	CG	LN	SH	SE	# of children assessed	GM	FM	PW	CG	LN	SH	SE	2010-11	2011-12	2012-13	2013-14	2010-11	2011-12	2012-13	2013-14	
Bridges		4.7	A+	5	100%	80%	80%	100%	100%	100%	5	100%	60%	80%	80%	100%	100%	100%	no	yes	no	no	83	58	75	75	
Bright Beginnings	4.97		A	4	100%	75%	75%	50%	100%	100%	4	100%	100%	75%	100%	100%	100%	100%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Busy Bees	3.72		C	4	100%	75%	100%	100%	100%	100%	5	100%	100%	100%	100%	80%	100%	100%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Cradles to Crayons		3.09	C	7	100%	100%	86%	71%	86%	100%	12	100%	100%	83%	83%	100%	100%	100%	yes	no	no	no	65	71	76	76	
First Impressions I	4.05		B	1	100%	100%	100%	100%	100%	100%	1	100%	100%	100%	100%	100%	100%	100%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
First Impressions-South	4.3		B	3	100%	100%	100%	100%	100%	100%	3	100%	100%	100%	100%	100%	100%	100%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Fellsmere Community	4.05		B	1	100%	100%	100%	100%	100%	100%	N/A								N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
For Kids Only	4.46		B	24	100%	100%	96%	96%	100%	100%	25	100%	96%	84%	88%	88%	92%	92%	no	yes	no	no	71	50	75	75	
Great Beginnings	4.4		B	3	100%	100%	100%	67%	100%	100%	14	100%	93%	93%	86%	86%	93%	100%	n	yes	no	no	78	55	73	73	
Green Family Childcare Home	4		B	4	100%	100%	100%	100%	100%	100%	1	100%	100%	100%	100%	100%	100%	100%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Kalyna's	4.31		B	1	100%	100%	100%	100%	100%	100%	N/A								N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
La Petite		4.18	A	30	100%	100%	97%	90%	97%	93%	17	100%	94%	94%	88%	82%	100%	100%	yes	no	yes	yes	56	70	56	56	
Lakeside Christian	3.96		C	N/A							1	100%	100%	100%	100%	100%	100%	100%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Learning Garden		3.17	C	5	100%	100%	100%	100%	100%	100%	7	100%	100%	100%	100%	100%	100%	100%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Learning Nest		4.37	A	N/A							20	100%	100%	100%	90%	90%	85%	100%	no	no	yes	yes	86	90	66	66	
Little Rising Stars		4.92	A+	3	100%	100%	100%	100%	67%	100%	6	100%	100%	100%	100%	83%	83%	100%	no	no	no	no	100	88	95	95	
Marte Family Childcare Home	3.92		C	1	100%	100%	100%	100%	100%	100%	5	100%	100%	100%	100%	100%	100%	100%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Mrs. Theresa's	5.21		A+	4	75%	100%	100%	100%	100%	100%	6	100%	100%	100%	100%	100%	100%	100%	N/A	no	yes	yes	N/A	80	40	40	
Operation Hope	3.97		C	N/A							N/A								yes	no	yes	yes	53	N/A	38	38	
Oxford Academy	4.29		B	7	100%	86%	86%	86%	100%	100%	12	100%	33%	25%	75%	33%	92%	92%	yes	yes	yes	yes	63	31	29	29	
RCMA Children's House		4.14	A	1	100%	100%	100%	100%	100%	100%	N/A								N/A	yes	N/A	N/A	N/A	60	N/A	N/A	
Redeemer Lutheran	4.48		B	6	100%	100%	83%	100%	100%	100%	8	100%	100%	100%	100%	100%	100%	100%	yes	no	no	no	56	80	75	75	
Ross Small World	4.83		A	3	67%	0%	33%	67%	67%	100%	5	100%	100%	60%	80%	100%	100%	100%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Royal Family Childcare Home	3.37		D	1	100%	100%	100%	100%	100%	100%	1	100%	100%	100%	100%	100%	100%	100%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Sunshine Kids		4.42	A	N/A							N/A								no	no	no	no	89	96	70	70	
St. Peters' CDC	4.33		B	2	100%	0%	50%	50%	50%	50%	1	100%	100%	100%	100%	100%	100%	100%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Tiny Treasures		4.09	A	10	100%	100%	100%	100%	100%	90%	N/A								N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
TLC		4.58	A+	7	86%	100%	86%	71%	71%	100%	16	87%	75%	94%	81%	75%	100%	100%	yes	no	yes	yes	69	79	65	65	
Vero Beach Preschool	3.87		C	11	91%	82%	82%	82%	91%	100%	10	100%	100%	80%	100%	90%	100%	100%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
William's C.C.	4.38		B	3	100%	100%	100%	100%	67%	100%	19	100%	84%	79%	84%	89%	100%	100%	yes	no	yes	yes	50	N/A	50	50	
Wynn Family Childcare Home	4.38		B	2	100%	50%	100%	100%	100%	100%	2	100%	100%	100%	100%	100%	100%	100%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Other SR Providers:																											
Branam Family Childcare Home	4.24		B	N/A							N/A																
RCMA WP	4.08		B	N/A							N/A								yes		N/A	yes		N/A	40	43	43
Berton Family Childcare Home	5		A+	N/A							N/A										N/A	yes		N/A			

KEY:
ERS: Environment Rating Scale, minur score: 3.5 minimur score: 3.5
CLASS: Classroom Assessment Scoring System, minimum score: 3.0

E-LAP (ages 0-3)
Domains:
 GM- gross motor
 FM- fine motor
 CG-cognitive
 LN- language
 SH-self-help
 SE-social-emotional

LAP-3 (ages 3-5)
Domains:
 GM-gross motor
 FM-fine motor
 PW-Pre-writing
 CG-cognitive
 LN-language
 SH-self-help
 SE-social-emotional

POP- VPK Providers on Probation **FLKRS-VPK Florida Kindergarten Readiness Screener**

Program Assessment Stipend:

Environmental Rating Scale

2014-2015

Martin County:

Indian River County

Okeechobee County

ERS Score: 3.5-4.29 (\$250)

Stuart Academy
Stepping Stones
Y Indiantown
Reed II
The Grace Place
Community Christian

Marte FCCH
Busy Bees
Oxford Academy
Lakeside Christian
Operation Hope
RCMA-Whispering Pines
Green FCCH
First Impressions - 1
Fellsmere Community Prayer
Vero Beach Preschool
Branam FCCH

Little Peoples

18

ST: \$4,500

Score: 4.3-4.99 (\$500)

All About ABCs
Reed 1
Riverside Montessori
Torah Tots

St Peters CDC
For Kids Only
Great Beginnings
First Impressions – South
Kalyna's
Redeemer Lutheran
Ross Small World
Wynn
Williams

A Faith Academy

14

ST: \$7,000

Score: 5.0 + (\$1,000)

Temple Beit HaYam

Berton FCCH

Mardiak FCCH

3

ST: \$3,000

Grand TL: \$14,500 - ERS

Program Assessment Stipend:
Classroom Assessment Scoring System
2014-2015

Martin County:**Indian River County****Okeechobee County****CLASS Score: 3.5-4.0 (\$250)**

Apple Tree Ac – PC
 Apple Tree Ac - Central

2

ST: \$500**Score: 4.1-4.59 (\$500)**

Apple Tree Ac – JB
 Bridges Montessori

LaPetite
 RCMA
 TLC
 Sunshine Kids

A Child's World South
 Rock Solid Christian Ac.

8

ST: \$4,000**Score: 4.6 + (\$1,000)**

Hobe Sound Early Learning Ctr
 Kids First
 YMCA – Teddy Bear Ac

Little Rising Stars
 Bridges ELC

A Child's World
 Tendercare

7

ST: \$7,000**Grand TL: \$11,500 CLASS**

**Education Stipend Program
FY 2014/2015**

Indian River				
Applicant	Child Care Provider	Application Approved	Doc Approved	Amount
1	Redeemer Lutheran	yes	yes	\$800.00
2	TLC Preschool	yes	yes	\$400.00
3	TLC Preschool	yes	yes	\$800.00
4	Learning Garden	no	no	\$0.00
5	Learning Garden	no	no	\$0.00
6	Learning Garden	no	no	\$0.00
7	Learning Nest	no	no	\$0.00
3				\$2,000.00
Martin				
Applicant	Child Care Provider	Application	Doc Approved	Amount
8	Appletree-Jensen Beach	yes	yes	\$400.00
9	Dunbar Center	yes	yes	\$400.00
10	Dunbar Center	yes	yes	\$400.00
11	Dunbar Center	yes	yes	\$800.00
12	Dunbar Center	yes	yes	\$400.00
13	Appletree-Jensen Beach	yes	yes	\$800.00
14	Appletree-Central	yes	yes	\$400.00
15	YMCA-Teddy Bear	yes	yes	\$800.00
16	Dunbar Center	no	no	\$0.00
17	Dunbar Center	no	no	\$0.00
8				\$4,400.00
Okeechobee				
Applicant	Child Care Provider	Application	Doc Approved	Amount
18	Stepping Stones I	yes	yes	\$400.00
19	Stepping Stones I	yes	yes	\$400.00
20	Faith Academy	yes	yes	\$800.00
21	Faith Academy	yes	yes	\$800.00
22	Tender Care	yes	yes	\$800.00
23	Tender Care	yes	yes	\$400.00
24	Tender Care	yes	yes	\$800.00
7				\$4,400.00
Grand Totals - all counties			18	\$10,800

A. Monitoring Requirements

A coalition administers the School Readiness Program through the service delivery of a school readiness (SR) program provider.

An early learning coalition shall monitor all SR program providers in accordance with its plan, or in response to a parental complaint, to verify that the standards prescribed in ss. 1002.82, and 1002.88, F.S. are being met using a standard monitoring tool adopted by the Office of Early Learning. Providers that the coalition determines to be high-risk, as defined in section D below, shall be monitored more frequently. This does not prohibit a coalition from monitoring a provider more frequently for other concerns such as parental complaints or suspected fraud.

B. Tier 1 Compliance Tracking/Desk Review

A coalition shall annually monitor each of its SR program providers for Tier 1 compliance with a locally developed tracking log. The tracking log shall include the items below for each SR program provider:

1. Date of submission of School Readiness Contract Documents in accordance with Rule 6M-4.610, FAC.
2. Date of completion and submission of Health and Safety Checklists (for license-exempt, non-public schools, and informal providers) in accordance with Rule 6M-4.620, FAC.
3. Conducting Developmental Screenings (if applicable) in accordance with Rule 6M-4.720, FAC.
4. Date of completion and submission of annual CCR&R Provider Updates in accordance with Rule 6M-9.300(5), FAC.
5. Accurate completion of monthly enrollment/attendance certifications¹ in accordance with Rule 6M-4.500(2), FAC.
6. Use of statewide information system as applicable.

C. Tier 2 Compliance

Using the monitoring tool form OEL-SR 20M, *Attachment A*, the coalition shall monitor a random sample of its contracted SR program providers on an annual basis. The sample should be representative of all provider types funded by the coalition and include no less than the number of providers included in *Attachment B – Minimum Annual Sample Size*. The coalition will include its random sampling process in its school readiness provider monitoring plan. For multi-county coalitions, the sample size is calculated using the total number of contracted providers in each county. The sum of the sample for each county will be the overall total of providers monitored. High risk providers, as defined in section D below, that are not captured in the random sample will be added to the list of providers that are sampled for annual monitoring. The coalition's monitoring plan may be developed to monitor 100% of its SR program providers annually.

D. SR Program Risk Assessment

A provider that has eight or more findings on *Attachment A* will be considered high risk. Additionally, using *Attachment A*, if 15 percent or more of the child files in the selected sample result in questioned cost, that provider will be considered high risk. For example, if three out of 20 files result in questioned cost, that provider will be considered high risk.

The coalition shall monitor providers determined to be high risk more frequently than annually. Frequency of monitoring for providers determined to be high risk shall be identified in the coalition's monitoring plan. All follow up monitoring shall evaluate, at a minimum, the criteria that were found to be non-compliant in the previous monitoring. For criteria in *Attachment A* that evaluate a sample of children's files for compliance, a 10 percent error rate or higher will be applied to

¹ The intent is to annually monitor all providers for attendance (reconciling enrollment/attendance certifications with sign-in/sign-out logs), however, this does not have to be done every month for each provider. The details of a coalition's post attendance monitoring shall be included in the coalition's monitoring plan submitted with the coalition's school readiness plan.

determine if the non-compliance observations will count as a high risk indicator. All non-compliance observations will still require corrections, regardless of the error rate percentage.

If an SR program provider has no findings for three consecutive years, the coalition may select to monitor the SR program provider using form OEL-SR 20M, *Attachment A* on a biennial basis.

Historical monitoring results (prior to the execution of the statewide school readiness provider contract) may be used by a coalition to determine risk level when developing the coalition's monitoring plan.

E. SR Children Sample Size

For Tier 2 monitoring, the coalition shall monitor a sample of at least twenty-five percent of a SR program provider's SR child files. If the SR program provider has less than 20 SR children, the sample will be 4 SR child files. If the SR program provider has 4 or less SR children, all SR child files will be reviewed. The sample should be representative of classrooms, billing groups and age of children. The percentage of SR child files to be reviewed is based on the total number of SR children enrolled with a SR program provider during the month of the monitoring engagement. For example, if the provider's actual child enrollment count is 65, 16 children should be the sample selected for review. When applying the 25% for the sample, please round to the nearest whole number.

F. Corrective Action Plans

If observations of noncompliance are made by coalition monitoring staff using either Tier 1 or Tier 2 monitoring, the coalition shall require a Corrective Action Plan (CAP) be developed and implemented by the school readiness program provider. The coalition must notify the provider in writing. The notice must identify the specific requirement(s) which the provider failed to meet and describe how the provider failed to meet each requirement. In addition, the notice must provide a detailed description of any required corrective action and set a deadline for completion of the corrective action. Finally, the notice must state that the provider may request a review of the findings of noncompliance. Upon determining that the provider has satisfactorily completed the corrective action, the coalition shall notify the provider in writing.

SCHOOL READINESS PROVIDER MONITORING TOOL – Tier 2
Attachment A
Table of Contents

- I. PARTIES AND TERMS OF THE CONTRACT 5
 - 1. Not transferred/assigned contract
- II. PROVIDER ELIGIBILITY 5
 - 1. Provider type and services (informational)
 - 2. Licensed or legally operating
- III. PROVIDER RESPONSIBILITIES..... 6
 - 1. Child care
 - 2. Healthy and safe environment (for 2.a through 2.e, select the provider type that applies)
 - 3. Developmentally appropriate curriculum
 - 4. A character development program
 - 5. Prohibited forms of discipline
 - 6. Child immunization and health screenings
 - 7. Unlimited parental access
 - 8. Daily sign-in/sign-out sheets
 - 9. Enrollment/Attendance Certifications
 - 10. Reporting absences
 - 11. Rilya Wilson Act
- IV. ACCESS 11
 - 1. Access to facility
 - 2. Access to records
- V. MAINTENANCE OF RECORDS, DATA AND CONFIDENTIALITY 11
 - 1. Family data and confidentiality agreements
 - 1. Attendance record maintenance
 - 2. Maintain records for five years
- VI. COMPENSATION AND FUNDING 12
 - 1. Private pay rate
 - 2. Rates and Fees for Parents
 - 3. Military Subsidies
 - 4. Parent copayment collection
 - 5. Head Start Agencies
 - 6. Title 20 Schools
- VII. NONDISCRIMINATION 13
 - 1. Discrimination

SCHOOL READINESS PROVIDER MONITORING TOOL – Tier 2
Attachment A
Table of Contents

VIII. NOTIFICATION..... 13

- 1. Timely unusual incident reporting
- 2. Written notification of incident

IX. Insurance..... 14

- 1. Worker’s compensation insurance
- 2. Unemployment compensation insurance
- 3. General liability insurance
- 4. Homeowner’s liability insurance or homeowner’s insurance policy (for informal providers)
- 5. Insurance changes

X. MONITORING REVIEW ACKNOWLEDGEMENTS..... 15

OVERALL COMPLIANCE OBSERVATIONS..... 16

ATTACHMENT B – MINIMUM ANNUAL SAMPLE SIZE FOR PROVIDERS..... 18

ATTACHMENT C – SCHOOL READINESS CURRICULUM APPROVAL PROCESS – MONITORING CRITERIA 19

ATTACHMENT D – SCHOOL READINESS PROVIDER MONITORING CHART 20

Attachment A

EARLY LEARNING COALITION OF _____

Coalition Staff/Monitor: _____ Monitoring Date: _____ Program Year: _____

I. PARTIES AND TERMS OF THE CONTRACT

Provider Name (I-1): _____

Location Address (I-1): _____

Provider EIN (I-1): _____ **Dates of Contract (I-3):** _____

1. Not transferred/assigned contract

Assessment activity - Does the ownership information match who is listed on the contract? If they match, then they are in compliance.

Yes No *Did the provider obtain written approval of the coalition if it transferred or assigned its contract to another entity, corporation, or owner?*

(I-6)

N/A

Notes: _____

II. PROVIDER ELIGIBILITY

1. Provider type and services (informational)

(check all that apply) **(II-7 and III-18)**

- | | | |
|--|--|--|
| <input type="checkbox"/> Child care facility | <input type="checkbox"/> Faith-based child care provider | <input type="checkbox"/> Full-time |
| <input type="checkbox"/> Family day care home | <input type="checkbox"/> Informal child care provider | <input type="checkbox"/> Part-time |
| <input type="checkbox"/> Large family child care home | <input type="checkbox"/> Before-school | <input type="checkbox"/> Extended-day |
| <input type="checkbox"/> Public school or nonpublic school | <input type="checkbox"/> After-school | <input type="checkbox"/> Extended-year |

2. Licensed or legally operating

Assessment activity -

1. Review DCF Master Facilities and Homes List or local licensing agency documentation (if applicable).
2. If the reviewer cannot validate a provider’s legally operating status on the DCF Master Facilities and Homes List, access the DCF Child Care Information System (CCIS) website and conduct a provider search for the provider in question.
3. To determine if a private after school program or private summer camp, exempt from licensing, is legally operating, review level two background screenings for all center personnel. Review the provider’s contract for the operating status and review the provider’s final reimbursement report to verify that only children who are 5 years of age on or before September 1 and older are receiving service.

Attachment A

EARLY LEARNING COALITION OF _____

Coalition Staff/Monitor: _____ Monitoring Date: _____ Program Year: _____

4. Review the Division of Public Assistance Fraud (DPAF) Dispositions Report available on the OEL coalition zone to verify that the provider, or an owner, officer, or board director thereof, has not been convicted of, found guilty of, or pled guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S., within the last five (5) years and is not acting as the beneficial owner for someone who has been convicted of, found guilty of, or pled guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S., within the last five (5) years.
5. Verify that the provider is not on the United States Department of Agriculture National Disqualified List nor does the provider share an officer or board director with a provider that is on the United States Department of Agriculture National Disqualified List.
6. Verify that informal providers meet state and federal requirements to be an eligible provider.

Yes No *Is the provider licensed or legally operating? (Verification needed) (II-7)*

License /Licensed Exempt ID: _____ Expiration Date: _____

If no, explain: _____

Notes: _____

III. PROVIDER RESPONSIBILITIES

1. Child care

Assessment activity -

1. Does written address match physical address? If yes, provider is in compliance. If not, provider is not in compliance.
2. Has mail been returned by the carrier indicating wrong address? If it has then not in compliance. If it has not, then in compliance.

Yes No *Did the provider enroll SR children in accordance with the services established by the coalition on the child care (payment) certificate indicating authorized hours of care and are the sampled children at the physical location identified on the enrollment/attendance certification form? (III-8, 9) For sampled files, if the error rate is 10% or higher, this will constitute a finding for this criterion that will count toward the high risk assessment identified in section D above. All non-compliance observations will still require corrections, regardless of the error rate percentage.*

2. Healthy and safe environment (for 2.a through 2.e, select the provider type that applies)

Health and Safety requirements are specifically addressed in each provider type attachment. (III-11)

*** If any violations are observed while conducting onsite visit, report observations to DCF or local licensing agency.**

a. Licensed Provider Responsibilities (informational only)

Assessment activity - View a copy of their most recent DCF or local licensing agency inspection report.

Yes No *Is the provider providing a healthy and safe environment pursuant to s. 402.305(5), (6), and (7), as applicable, and as verified pursuant to s. 402.311 and 402.313?*

Attachment A

EARLY LEARNING COALITION OF _____

Coalition Staff/Monitor: _____ Monitoring Date: _____ Program Year: _____

Yes No *Did the provider maintain the required staff to child ratio in accordance with ss. 402.305(4), 402.302(8), or 402.302(11), F.S., as verified pursuant to s. 402.311, F.S.?*

Notes: _____

b. Registered Provider Responsibilities (informational only)

Assessment activity - View a copy of their most recent DCF annual report before onsite visit.

Yes No *Is the provider providing a healthy and safe environment pursuant to s. 402.313, F.S.?*

Yes No *Did the provider maintains the required staff to child ratio in accordance with s. 402.313, F.S.?*

c. Before or After-school Provider Responsibilities

Assessment activity - A program serving school-age children only is not required to be licensed if the program meets criteria in 65C-22.008(c)(2)2., FAC, and complies with the minimum background screening requirements provided in Sections 402.305 and 402.3055, F.S.

Yes No N/A *Is the provider providing a healthy and safe environment pursuant to s. 402.305(1), F.S. and Rule 65C-22.008, FAC.?*

Notes: _____

d. License Exempt Provider Responsibilities

Yes No N/A *Did the provider complete, annually submit to the coalition and post the health and safety checklist required by s. 1002.88(1)(c), F.S., as incorporated by reference in Rule 6M-4.620, F.A.C.?*

Yes No *Did the provider maintain the required staff to child ratio in accordance with ss. 402.302(8) or (11), F.S., as applicable, and as verified pursuant to s. 402.311, F.S.?*

Yes No *Is the provider compliant with the “Pro-Children Act of 2001” 20 U.S.C. 7181-7184, in that no child care facility shall permit smoking within any indoor facility (or portion of such facility) operated by PROVIDER, to provide routine child care or early childhood development services to children. This does not apply to any portion of such facility that is used for a private residence.*

Charter schools do not fall into this category.

Notes: _____

e. Informal Provider Responsibilities

Attachment A

EARLY LEARNING COALITION OF _____

Coalition Staff/Monitor: _____ Monitoring Date: _____ Program Year: _____

Yes No Did the provider complete, annually submit to the coalition and post the health and safety checklist required by s. 1002.88(1)(c), F.S., as incorporated by reference in Rule 6M-4.620, F.A.C?

Yes No Did the provider serve five (5) or less children from one family?

Yes No Is the provider compliant with the “Pro-Children Act of 2001” 20 U.S.C. 7181-7184, in that no child care facility shall permit smoking within any indoor facility (or portion of such facility) operated by PROVIDER, to provide routine child care or early childhood development services to children. This does not apply to any portion of such facility that is used for a private residence.

Notes: _____

3. Developmentally appropriate curriculum

Yes No N/A Is the provider using an approved Developmentally Appropriate Curriculum (as it specified in OEL-SR 20 and Attachment C of Form OEL-SR 20M)? (III-13)

Curriculum used: _____ Edition or date: _____

Curriculum used: _____ Edition or date: _____

Curriculum used: _____ Edition or date: _____

Character Development Program included in curriculum? Yes No N/A For school age programs only

4. A character development program

Yes No Is the provider using the character development program as it identified in OEL-SR 20? (III-14)

N/A For school age programs only

Program used: _____ Edition or date: _____

5. Prohibited forms of discipline

Assessment activity

1. Review the provider’s discipline policy to validate that it does not subject children to discipline that is severe, humiliating or frightening. The discipline must not be associated with food, rest or toileting. Spanking or any other form of physical punishment is prohibited. Children may not be denied active play as a consequence of misbehavior.
2. Make observations while on-site to determine if the provider’s discipline practices are age-appropriate and in compliance with s. 402.305.(12), F.S.

Yes No Does the provider only implement forms of discipline that are not prohibited? (III-16)

6. Child immunization and health screenings

Assessment activity - Select immunization records of children in monitoring sample, who are less than school age, to ensure that they are present and current. Anything less than 100% does not reflect compliance.

Attachment A

EARLY LEARNING COALITION OF _____

Coalition Staff/Monitor: _____ Monitoring Date: _____ Program Year: _____

Yes No Are all child immunization and health screenings requirements met as necessary, including appropriate vision and hearing screening and examination, within 30 days after enrollment? (III-17) For sampled files, if the error rate is 10% or higher, this will constitute a finding for this criterion that will count toward the high risk assessment identified in section D above. All non-compliance observations will still require corrections, regardless of the error rate percentage.

N/A (Licensed provider)

7. Unlimited parental access

Yes No Does the provider afford parents unlimited access to their children during normal hours of provider operation when children are in the care of the provider? (III-24)

ATTENDANCE REPORTING

_____ Month(s) validated for attendance

8. Daily sign-in/sign-out sheets

Assessment activity - Review sign-in/sign-out logs for children in sample. Some non-compliance observations may not result in questioned cost but will require technical assistance.

Yes No Are the parent sign-in/sign-out daily attendance forms completed in accordance with rule (6M-4.500(1)-(4), FAC)? (III-20) For sampled files, if the error rate is 10% or higher, this will constitute a finding for this criterion that will count toward the high risk assessment identified in section D above. All non-compliance observations will still require corrections, regardless of the error rate percentage.

Yes No Did the observation result in a questioned cost? Indicate amount _____

Indicate any discrepancies found (including questioned costs): (VII-51)

Attachment A

EARLY LEARNING COALITION OF _____

Coalition Staff/Monitor: _____ Monitoring Date: _____ Program Year: _____

9. Enrollment/Attendance Certifications

Assessment activity - Review enrollment/attendance certifications for children in sample and compare to the sign-in/sign-out forms. Observe and record attendance in each classroom sample and then compare them to the sign in sheets to make sure the sign in sheets are accurately reflecting children present. Some non-compliance observations may not result in questioned cost but will require technical assistance.

Yes No *Are the provider’s monthly enrollment/attendance certifications completed in accordance with rule (6M-4.500(1)-(4), FAC)? (III-20) For sampled files, if the error rate is 10% or higher, this will constitute a finding for this criterion that will count toward the high risk assessment identified in section D above. All non-compliance observations will still require corrections, regardless of the error rate percentage.*

Yes No *Did the observation result in a questioned cost? Indicate amount _____*

Indicate any discrepancies found (including disallowed costs): (VII-51)

10. Reporting absences

Assessment activity - Review sign-in/sign-out log for children in sample. From the selected sample, determine which children were absent. Once a determination has been made, ask the provider for documentation that supports communication with DCF or the parent concerning absences as applicable. Determine if procedures were followed to substantiate compliance with attendance reporting.

Yes No *If applicable, did the provider notify the coalition if a child was absent for five (5) consecutive days with no contact from parent by the close of the fifth (5th) day, according to rule? (III-21) For sampled files, if the error rate is 10% or higher, this will constitute a finding for this criterion that will count toward the high risk assessment identified in section D above. All non-compliance observations will still require corrections, regardless of the error rate percentage.*

N/A

Yes No *If no, did the observation result in a questioned cost? Indicate amount _____*

Indicate any discrepancies found:

11. Rilya Wilson Act (s. 39.604, F.S.)

When an at-risk child has an unexcused absence or seven consecutive days of excused absences, the school readiness provider shall notify the Department of Children and Families or community-based lead agency and the early learning coalition.

Attachment A

EARLY LEARNING COALITION OF _____

Coalition Staff/Monitor: _____ Monitoring Date: _____ Program Year: _____

Assessment activity - Review sign-in/sign-out log for at-risk children in sample. From the selected sample, determine which children were absent. Once a determination has been made, ask the provider for documentation that supports communication with DCF or the parent concerning absences as applicable. Determine if procedures were followed to substantiate compliance with attendance reporting.

Yes No *If applicable, did the provider abide by the provisions of the Rilya Wilson Act for each at-risk child under the age of school entry by documenting any notification contact made with the DCF or community-based agencies' case manager? (III-22) For sampled files, if the error rate is 10% or higher, this will constitute a finding for this criterion that will count toward the high risk assessment identified in section D above. All non-compliance observations will still require corrections, regardless of the error rate percentage.*

N/A

Indicate any discrepancies found:

Notes: _____

IV. ACCESS

1. Access to facility

Yes No *Does the provider allow coalition staff (contractor or sub-contractor) or OEL staff immediate access to facility per contract? (V-34)*

Immediate is defined in the context of what someone would see as reasonable time

to grant access to the site. Monitoring staff should take into consideration eating time and staff available (without disrupting normal operations and teacher/student ratios), etc.

2. Access to records

Yes No *Does the provider allow coalition staff (contractor or sub-contractor) or OEL staff immediate access to records per contract? (V-35)*

Immediate is defined in the context of what someone would see as reasonable time to grant access to the site. Monitoring staff should take into consideration eating time and staff available (without disrupting normal operations and teacher/student ratios), etc.

Notes: _____

V. MAINTENANCE OF RECORDS, DATA AND CONFIDENTIALITY

1. Family data and confidentiality agreements

Assessment activity - Review confidentiality agreements signed by provider staff.

Attachment A

EARLY LEARNING COALITION OF _____

Coalition Staff/Monitor: _____ Monitoring Date: _____ Program Year: _____

Yes No Does provider protect child & family data and have staff complete confidentiality agreements in accordance with provider contract? (VI-36)
The monitor should select a sample of staff to review during on-site visits.

2. Attendance record maintenance

Yes No Does the provider maintain records of sampled children, including sign in and sign out documentation, enrollment and attendance certifications, documentation to support excused absences and proof of parent co-payments for children funded by the SR program per contract? (VI-37) **For sampled files, if the error rate is 10% or higher, this will constitute a finding for this criterion that will count toward the high risk assessment identified in section D above. All non-compliance observations will still require corrections, regardless of the error rate percentage.**

3. Maintain records for five years

Assessment activity - Review sample of 5 child records (including payment certificates, sign in and sign out documentation, enrollment and attendance certifications, documentation to support excused absences and proof of parent co-payments) to include children who were terminated or who were enrolled and paid for 5 years prior to the date of the onsite visit

Yes No N/A Does the provider maintain the above mentioned records for audit purposes for a period of five (5) years from the date of the last reimbursement request for that fiscal year or until the resolution of any audit findings or any litigation related to this Contract, whichever occurs last? (VI-37)

Notes: _____

VI. COMPENSATION AND FUNDING

1. Private pay rate

Assessment activity - Review most recent provider CCR&R update or other provider communication regarding private pay to the coalition and compare to what the provider currently reports as its private pay rate.

Yes No Did the provider report changes to the coalition to its private pay rate no later than the close of business on the day of the change? (VII-43)

Yes No Is the provider's rates for SR services equal to or less than the provider's private pay rate?

2. Rates and Fees for Parents

Assessment activity - Review private pay information that the provider gives to parents. Verify that a list of fees is available to parents and if applicable the type of written notice given if there is a different between the private pay rate and the SR rate. Parents of children in the sample may also be interviewed.

Yes No Did the provider provide the parent with a list of any fees it charges and, if applicable, written notice of the difference between the private pay rate and SR reimbursement, prior to the parent enrolling his/her child? (VII-44)

3. Military Subsidies

Assessment activity - Review sampled children for military affiliation.

Yes No N/A Did the provider notify the coalition if it received military subsidy payments through or from the Child Care Aware of America[®] (formally NACCRRRA) or any legal successor organizations, on behalf of any child enrolled in the provider's SR program? (VII-45)

Attachment A

EARLY LEARNING COALITION OF _____

Coalition Staff/Monitor: _____ Monitoring Date: _____ Program Year: _____

4. Parent copayment collection

Assessment activity - Review documentation that validates parent copayment collection by provider for children in sample.

Yes No *Does the provider have a method for documenting and collecting the required copayment and issuing receipts to parents? (VII-46) For sampled files, if the error rate is 10% or higher, this will constitute a finding for this criterion that will count toward the high risk assessment identified in section D above. All non-compliance observations will still require corrections, regardless of the error rate percentage.*

5. Head Start Agencies

Assessment activity - Review sampled children sign in/sign out log for evidence that children attended above and beyond the scheduled Head Start program hours.

Yes No N/A *If applicable, is the provider’s Head Start program in addition to and not in substitution for its school readiness program? (VII-52)*

6. Title 20 Schools

Assessment activity - Review sampled children sign in/sign out log for evidence that children attended above and beyond the scheduled public school program hours.

Yes No N/A *If applicable, is the provider’s public school program in addition to and not in substitution for its school readiness program? (VII-53)*

Notes: _____

VII. NONDISCRIMINATION

1. Discrimination

Yes No *Has the coalition received any formal complaints regarding this provider related to discrimination against children on the basis of race, national origin, ethnic background, sex, religious affiliation, or disability or regarding discrimination against staff persons on the basis of religion? (IX-55)*

VIII. NOTIFICATION

1. Timely unusual incident reporting

Yes No *Did the coalition verify that the provider reported unusual incidents on file during the visit to the coalition by no later than the close of business on the day of the incident? An unusual incident is defined in Form OEL-SR 20 (August 2014) at number 69 as incorporated by reference in Rule 6M-4.610, FAC. (XI-68)*

N/A

2. Written notification of incident

Yes No *Did the provider submit a written report of the incident on file during the visit to the coalition within three business days? (XI-68)*

Attachment A

EARLY LEARNING COALITION OF _____

Coalition Staff/Monitor: _____ Monitoring Date: _____ Program Year: _____

N/A

Notes: _____

IX. Insurance

1. Worker’s compensation insurance

Yes No N/A Waiver (if applicable, obtain a copy of the waiver)

Does the provider have Workers’ Compensation insurance that covers the term of the contract? (III-19)

2. Unemployment compensation insurance

Yes No N/A

Does the provider have Unemployment Compensation insurance that covers the term of the contract? (III-19)

3. General liability insurance

Yes No *Did the coalition verify that the provider maintained general liability insurance (including transportation insurance if applicable) and provided the coalition with written evidence of coverage? (OEL-SR20 L, FFN, LE)*

N/A

4. Homeowner’s liability insurance or homeowner’s insurance policy (for informal providers)

No *Did the coalition verify that the provider maintained home owner’s insurance and provided the coalition with written evidence of coverage? (OEL-SR20 FFN)*

N/A

5. Insurance changes

Assessment activity - Verify proof of insurance. If provider demonstrates current insurance information then they are compliant.

Yes No *Did the provider submit advance written notice of cancellation or changes to insurance coverage a minimum of ten (10) calendar days to the coalition? (OEL-SR20 L, FFN, LE)*

N/A

Notes: _____

Attachment A

EARLY LEARNING COALITION OF _____

Coalition Staff/Monitor: _____ Monitoring Date: _____ Program Year: _____

X. MONITORING REVIEW ACKNOWLEDGEMENTS

Follow-up required? Yes No Date Due: _____

Description of follow-up required: (if additional space is needed, use Overall Compliance Observations section)

Acknowledged by: _____
Printed Name and Title of Coalition Representative Signature of Coalition Representative Date

Acknowledged by: _____
Printed Name and Title of SR Program Provider Representative Signature of SR Program Representative Date

SCHOOL READINESS PROVIDER MONITORING TOOL – Tier 2

Attachment A

EARLY LEARNING COALITION OF _____

Coalition Staff/Monitor: _____ Monitoring Date: _____ Program Year: _____

ATTACHMENT B – MINIMUM ANNUAL SAMPLE SIZE FOR PROVIDERS

# of Providers	Minimum Sample Size
<20	75%
30	25
35	28
40	31
45	34
50	37
55	38
60	39
65	40
70	42
75	44
80	47
85	50
90	53
95	56
100	58
110	62
120	65
130	68
140	70
150	72
160	74
170	76
180	78
190	80
200	81
210	82
220	83
230	84
240	85
250	86
260	87
270	88
280	89
290	90
300	91
325	93
350	95
375	98
400	100
425	102
450	103

# of Providers or Students	Minimum Sample Size
475	106
500	108
525	109
550	110
575	111
600	112
625	113
650	114
675	115
700	116
725	116
750	117
775	117
800	118
900	119
1,000	121
1,500	122
2,000	123
2,500	124
3,000	125
3,500	126
4,000	127
4,500	128
5,000	129
5,500	130
6,000	131
6,500	132
7,000	133
7,500	134
8,000	135
8,500	136
9,000	137
9,500	138
10,000	139
11,750	140
12,500	141
13,750	142
15,000	144
16,750	145
17,500	146
18,750	148
>20,000	150

ATTACHMENT C – SCHOOL READINESS CURRICULUM APPROVAL PROCESS – MONITORING CRITERIA

Section 1002.88 (1) (f), Florida Statutes, requires school readiness providers to “*Implement one of the curricula approved by the office that meets child development standards.*” The information below is a guide for monitoring curriculum use and implementation.

Requirements	Examples of Indicators	Results
Providers must select the approved version, year, or edition list on the most current Approved School Readiness Curricula List.	Selection may be verified by: <ul style="list-style-type: none"> • Written attestation from provider • Copy of purchase receipt • Visual confirmation 	
A copy of the curriculum should remain on-site at the provider and be accessible to teachers.	<ul style="list-style-type: none"> • Visual confirmation 	
Curriculum Implementation	Examples of Indicators	
Review lesson plan and/or interview for evidence of curriculum implementation to ensure alignment to the Florida Early Learning and Developmental Standards: Birth to Five.	Lesson plan review: <ul style="list-style-type: none"> • Are learning activities representative of all early learning domains? • Are activities both child guided and teacher guided? • Does the schedule allow for a variety of learning experiences including play, large group, small group, and outdoor time? • Are there opportunities for flexibility? 	
If a lesson plan is not available for review, implementation may be verified though interview and or/observation.	Interview/observation: <ul style="list-style-type: none"> • Talk about the curriculum you use. • How does the curriculum meet the needs of children in your program? • How do you think the curriculum promotes learning for young children? • How do the children respond to the curriculum? • Tell me about the training have you received on this curriculum? • How do you involve families? 	

Additional Comments:

Follow-up Required:

ATTACHMENT D – SCHOOL READINESS PROVIDER MONITORING CHART

Risk Indicator	SR Program Risk Assessment	Enter x for each area of non-compliance*	Comments
		NA	
#1	I. PARTIES AND TERMS OF THE CONTRACT a. Not transferred/assigned contract		
	II. PROVIDER ELIGIBILITY a. Provider type and services (informational)	NA	
#2	b. Licensed or legally operating		
#3	III. PROVIDER RESPONSIBILITIES a. Child care*		
#4	b. Healthy and safe environment		
#5	c. Developmentally appropriate curriculum		
#6	d. A character development program		
#7	e. Prohibited forms of discipline		
#8	f. Child immunization* and health screenings		
#9	g. Unlimited parental access		
#10	h. Daily sign-in/sign-out sheets*		
#11	i. Enrollment/Attendance Certifications*		
#12	j. Reporting absences*		
#13	k. Rilya Wilson Act*		
#14	IV. ACCESS a. Access to facility		
#15	b. Access to records		
#16	V. MAINTENANCE OF RECORDS, DATA AND CONFIDENTIALITY a. Family data and confidentiality agreements		
#17	b. Attendance record maintenance*		
#18	c. Maintain records for five years		

Form OEL-SR 20M

SR Provider Monitoring Tool – Attachment D

April 2015

	VI. COMPENSATION AND FUNDING		
#19	a. Private pay rate		
#20	b. Rates and Fees for Parents		
#21	c. Military Subsidies		
#22	d. Parent copayment collection*		
#23	e. Head Start Agencies		
#24	f. Title 20 Schools		
#25	VII. NONDISCRIMINATION a. Discrimination		
#26	VIII. NOTIFICATION a. Timely unusual incident reporting		
#27	b. Written notification of incident		
#28	IX. Insurance a. Worker's compensation insurance		
#29	b. Unemployment compensation insurance		
#30	c. General liability insurance (or Homeowner's liability insurance, informal providers only)		
#31	d. Insurance changes		
	X. MONITORING REVIEW ACKNOWLEDGEMENTS - TOTAL NUMBER OF OVERALL COMPLIANCE OBSERVATIONS	Total # -	Percentage of Questions Cost -

Note:

A provider that has eight or more findings as assessed by this monitoring tool, will be considered high-risk, (.25 x 31 = ~ 8). Additionally, if 15 percent or more of the files in the selected sample result in questioned cost, that provider will be considered high-risk. . For example, if three out of 20 files result in questioned cost, that provider will be considered high-risk.

***For sampled files, if the error rate is 10% or higher, this will constitute a finding for this criterion that will count toward the high risk assessment identified in section D above. All non-compliance observations will still require corrections, regardless of the error rate percentage.**