



Early Learning and Care Division Field Services Office Program Self-Evaluation Submission Webinar

Early Learning and Care Division Staff



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State Superintendent
of Public Instruction

Agenda

- Welcome
- Purpose/Goal
- Program Self-Evaluation (PSE)
 - Required by Law – *California Code of Regulations, Title 5 (5 CCR), Section 18279*
 - Management Bulletin Notification
 - Completing the Form ELCD 4000
- Submission and Retention Requirements
- Questions and Answers



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Purpose/Goal

Purpose:

- Provide contractors with helpful information regarding the submission of the Program Self-Evaluation Process form ELCD 4000

Goal:

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



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Contract Types

- General Child Care and Development Program (CCTR)
- California State Preschool Program (CSPP)
- California State Migrant Child Care and Development Program (CMIG)
- California Programs for Special Needs Children (CHAN)
- Family Child Care Home Education Networks (CFCC)
- California Alternative Payment Program (CAPP)



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Contract Types (2)

- California Alternative Payment Program (CAPP)
- California Migrant Alternative Payment Program (CMAP)
- California Work Opportunity and Responsibility to Kids (CalWORKs) Stage 2, Alternative Payment (C2AP)
- CalWORKs Stage 3, and Alternative Payment (C3AP)
- California Resource and Referral Program (CRRP)



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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 Program Review Instrument
- The assessment of the program by parents using the Desired Results Parent Survey
- The assessment of the program by its staff and board members as evidenced in written documentation



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PSE

5 CCR, Section 18279 (2)

Analysis of findings for:

- **All Contract Types:**
 - Program Review Instrument
- **Alternative Payment Contract Types (CAPP, CMAP, C2AP, C3AP)**
 - Parent Survey
- **Resource and Referral (CRRP)**
 - Parent Survey



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PSE

5 CCR, Section 18279 (3)

➤ **Center-based Contract Types: (CSPP, CCTR, CHAN, CMIG, CFCC)**

- Age Appropriate Environment Rating Scale(s)
 - Early Childhood Environment Rating Scale
 - Infant-Toddler Environment Rating Scale
 - Family Day Care Rating Scale
 - School-Age Care Environment Rating Scale
- Desired Results Developmental Profile
- Desired Results Parent Survey



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PSE

5 CCR, Section 18279 (4)

After the analysis:

- 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 the summary of findings is sent to the California Department of Education (CDE) and is due **on or before** June 1



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Management Bulletin Notification

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



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COMPLETING THE FORM ELCD 4000

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Form ELCD 4000

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Enter the following information:

1. Contractors full “Legal” name (full spelling of legal name only. Acronyms or site names not accepted)
2. Four-digit vendor number



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Form ELCD 4000 (2)

Page 1 of 4

3. Program Director name, as listed in the Child Development Management Information System (CDMIS).

CDMIS HELP INFORMATION:

Phone number: 916-445-1907

Email: cdmis@cde.ca.gov



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Form ELCD 4000 (3)

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4. Program Director phone number
5. Program Director email address
6. Read Statement of Completion and check the boxes under Program Review Instrument that apply to **your** contract type(s).



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Form ELCD 4000 (4)

Page 1 of 4

7. Program Director signature as listed in CDMIS.
(Wet signature)
8. Date of signature
9. Name and title of contact person completing the
PSE
10. Contact person phone number
11. Contact person email address



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Form ELCD 4000 (5)

Page 2 of 4

All contractors are to provide an assessment, in a narrative format, summarizing the:

A) Staff and

B) Board member participation in the PSE process.

- Who was involved (staff and board members are required)
- How were they involved (roles and responsibilities)



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Form ELCD 4000 (6)

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All contractors are required to provide a summary of the program areas that:

- A) Did not meet standards and
- B) A list of tasks needed to improve those areas and addressed in a timely and effective manner.



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Form ELCD 4000 (7)

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All contractors are required to provide a summary of the program areas that:

- A) Met standards and
- B) Explains procedures for ongoing monitoring to ensure those areas continue to meet standards and addressed in a timely and effective manner.



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Friendly Reminder

- Each summary page should represent **all contract type(s)** implemented by the agency.
- Answers are not limited to the space provided. Attach additional (Microsoft Word documents) sheets as necessary.



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Friendly Reminder (2)

Prior to completing and submitting the ELCD 4000

- Remember to update CDMIS with your current Executive and Program Director information
- Names must align with person listed on the ELCD 4000



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Submission Requirements

1. Check that all sections, on all four (4) pages, have been completed.
2. All pages, including additional sheets, must be submitted **together** as one (1) document in PDF format.
3. Only one (1) ELCD 4000 per contractor
4. All supporting documents required as part of the PSE process are to be kept on site and **are not included with the submission** of the form ELCD 4000.



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Submission Requirements (2)

5. Scan and submit the **signed** form ELCD 4000, all four (4) pages, including additional sheets, **together** to:

Assigned email address

(as listed in the Management Bulletin and Instructions)

6. Use the current fiscal year and the contractor's legal name in the subject line

(Example: 19-20 XYZ School District)



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Record Retention

All other documents/instruments (Desired Results Developmental Profile, Parent Surveys, and Age Appropriate Environment Rating Scales) must be:

1. Kept on-site,
2. Are not included with the submission of the ELCD 4000, and
3. Must be made available for review and/or submittal to the CDE, Early Learning and Care Division (ELCD) upon request.



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REMEMBER

1. PSE due date:

- On or before June 1, 5:00pm

2. Submit only the:

- Completed and signed ELCD 4000, all four (4) pages including additional sheets as necessary together as one document, in PDF format

3. Include the following in the subject line:

- Example: 19-20 (Your contractor legal name)

4. Submit to:

- **Assigned email address (as listed in the Management Bulletin and Instructions)**



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Resources

- PSE Web Page: <https://www.cde.ca.gov/sp/cd/ci/pseforms.asp>
 - Management Bulletin
 - Frequently Asked Questions
 - Instructions for Form ELCD 4000
 - ELCD Form 4000
 - Program Review Instrument support pages
- Consultant list: <https://www.cde.ca.gov/sp/cd/ci/assignments.asp>



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Thank you for participating



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