

Center Director Meeting – Federal Review Prep – September 27, 2018

General:

1. Center Leaders – Be available the week of November 5-9 in the event that we need additional information.
2. Site staff – Please ensure that all your regular staff are at work.
3. Site visits – We will know which sites will be visited one week before the review.
4. Support at Site Visits: An assigned ESD staff member will be at all site visits.
5. Responsiveness – Watch for emails with subject line “FEDERAL REVIEW” and respond as soon as possible.

Education	Health, Nutrition, Safety
<p>Observations</p> <ul style="list-style-type: none"> • Observers will look at: teacher/child interactions, classroom materials, safety, lesson plan <p>Interviews</p> <ul style="list-style-type: none"> • Teachers will be interviewed directly after observations • Qualified staff person will need to substitute in the classroom during the interview time • Interviews will be about lesson planning, curriculum, individualizing, training/support received to do job <p>CAPS</p> <ul style="list-style-type: none"> • ESD staff is working to close CAPs from 17-18 by Oct 12. They will work with teachers and involve CDs as needed. <p>Prep</p> <ul style="list-style-type: none"> • Online class for teaching staff HSELOF, curriculum, SR goals, and family engagement in the process • We will be gathering information materials that need to be replaced or added to classrooms 	<p>Follow-up & CAPs</p> <ul style="list-style-type: none"> • Site Readiness follow-up is happening. • Coaches working on closing CAPs for 17-18 by Oct 12. <p>On-Site Visits</p> <ul style="list-style-type: none"> • All premises in good standing with special regard to safety. <p>Classroom observations</p> <ul style="list-style-type: none"> • Ensure all safety systems in place and utilized (drills, emergency procedures, active supervision plan posted, menus, special dietary needs, health accommodations, allergies, proper storage of medication, CPR and First Aid cards, emergency board postings such as: dental emergencies, CPR, choking, seizure, etc.)
ERSEA, Family Engagement	Administration
<p>CAPs</p> <p>All open CAPs are required to be closed by Oct. 12. Coaches have/will be reaching out to complete this process in partnership.</p> <p>Eligibility Self-Audit & Monitor:</p> <ul style="list-style-type: none"> • Site staff must self-audit 100% of enrolled files using the provided checklist • CDs are responsible for collecting and submitted completed checklists to FE Coach by Oct. 15 • PSESD will randomly select 20% of FSS files to be monitored <ul style="list-style-type: none"> ○ In order to complete this, site staff must upload all eligibility documents to ChildPlus within 3 business days of notice <p>Parent interviews</p> <ul style="list-style-type: none"> • Will likely be with PC Representatives. If this changes, we will notify you right away. <p>Family Files</p> <ul style="list-style-type: none"> • Site staff will gather child family files, identified by the Federal Review team, on Monday Oct. 29 for drop off. Drop off locations will be shared prior to Oct. 29. 	<p>Facilities</p> <ul style="list-style-type: none"> • Please obtain maintenance schedule for all buildings <p>Staff</p> <ul style="list-style-type: none"> • Within 30 days of hire – training on building and physical premises safety training (Do you do this)? • Staff Quals – be responsive to any needs around staff quals the week of the review. This may mean transcripts, etc. • Criminal Record Checks - Kristyl and Venissia will be reviewing Criminal Record Check documentation here at the ESD. Please be responsive to any requests for documentation in the weeks leading up to the review.