



Washington State Department of Early Learning

## 2014-15 ECEAP Self-Assessment

**Due June 15, 2015**

### PC Management & Operations Subgroup

The ECEAP Self-Assessment reviews your compliance with ECEAP requirements according to the ECEAP contract and the ECEAP Performance Standards. It is one part of the on-going cycle of continuous improvement, which includes planning, monitoring and program reviews. ECEAP Performance Standard A-8 requires all contractors to include ECEAP staff and parents in an annual assessment of compliance with ECEAP Performance Standards, using the ECEAP Self-Assessment form.

#### To complete the 2014-15 Self-Assessment form:

1. Include parents and staff in assessing compliance with the ECEAP contract and Performance Standard.
2. Include the names of participating parents and staff.
3. Read the text of each ECEAP [contract provision](#) and [Performance Standard](#) before evaluating each item.
4. Decide your level of compliance with each ECEAP contract provision and Performance Standard.
5. Compile information from all sites and subcontractors into one contractor-wide assessment.
6. Rate each item as “Fully Met” or “Action Required” for this year. Mark “Action Required” if any part of the standard is unmet at any of your locations. The “Notes” column is optional.
7. At the end of each section, describe your strengths, areas for growth and your goals – even if all items in that section are fully met.

Email your self-assessment form to [eceap@del.wa.gov](mailto:eceap@del.wa.gov) by June 15, 2015.

Name of Contractor: Puget Sound ESD

Name of person completing form: Talena Dixon

ECEAP Contract Exhibit A: Statement of Work		Fully Met	Action Required	Notes
3a.	Permission from DEL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3c.	Accurate Data in Early Learning Management System (ELMS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3h.	Enroll all ECEAP sites in Early Achievers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3i.	Use of Classroom Assessment Scoring System (CLASS) and Environment Rating Scale (ERS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3j.	Professional Development Supports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3k.	Practice-based Coach	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3r.	Use of DEL Logo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4.	DEL ECEAP Licensing Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5.	Full School Day or Extended Day Models	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6.	Eligibility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7.	Child Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8.	Subcontracting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

<b>ECEAP Contract Exhibit A: Statement of Work</b>		<b>Fully Met</b>	<b>Action Required</b>	<b>Notes</b>
9.	Service Area Agreements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10	Protection of Personal Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11.	Records Maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12.	Copyright	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>Describe your strengths this year in meeting the contract provisions: This year, we incorporated new Early Achiever, ECEAP Expansion, and Performance Standard information into the contract with sub-contractors. To make sure that subcontractors were aware of the changes, we separately listed all differences from previous contract years. We also provided specific communication and training on changes to the contract to ensure that subcontractors had a strong understanding and plan for implementing changes. For new ECEAP Expansion subcontractors, we provided a careful overview of the contract and assisted new Center Directors to set up systems and procedures to meet the contract deliverables.</p> <p>New this year, was the addition of Center Director Professional Learning Communities (PLCs) that met monthly as part of each Center Director Meeting. These PLCs provided an avenue for Center Directors to learn along with their colleagues in like program models. The overarching goal of the PLCs was to increase Center Director's leadership capacity to support their programs in implementing high quality systems, while meeting program deliverables. Center Directors provided very positive feedback about the PLCs and we plan to continue with them next year.</p> <p>Describe your areas for growth this year in meeting the contract provisions: We continue to grow in our ability to provide coaching in support of Early Achievers. Our education coordinators continue to participate in training that is offered by DEL. Our greatest need for training is in ECRS. We have several sites who will either be rated for the first time or re-rated in Early Achievers, and with the January 2016 deadline to reach a level 4 or 5, we are aware that we must have the coaching capacity to fully support sites to be successful.</p> <p>Describe your goals for next year for meeting the contract provisions: Provide differentiated levels of support to full school day and extended day models for 2014-15 and 2015-16 expansion sites. Increase our number of EA coaches who are trained in practice-based coaching, CLASS, and ECRS.</p>				

<b>ECEAP Performance Standard Section A: Administration</b>		<b>Fully Met</b>	<b>Action Required</b>	<b>Notes</b>
A-1	Continuous Improvement System	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A-2	Exceptions to Standards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A-3	Service Delivery Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A-4	Community Partnerships	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A-5	Health Advisory Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A-6	Parent Policy Council	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A-7	Community Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A-8	Self-Assessment of ECEAP Compliance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A-10	Community and Parent Complaints	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A-11	Free-of-Charge	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A-12	Non-Discrimination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A-13	Confidentiality	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A-14	Subcontractors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>Describe your strengths this year in Section A: Administration: Our regional support teams worked diligently this year to create a model that provided ongoing support and monthly site support meetings to assist center directors in meeting contract deliverables while providing high quality services. We</p>				

<b>ECEAP Performance Standard Section A: Administration</b>	<b>Fully Met</b>	<b>Action Required</b>	<b>Notes</b>
<p>continue to refine our regional support model and expect to make improvements for the 2015-16 school year based on input from center directors and site staff.</p>			
<p>This was our second year to carry out a program-wide self-assessment as an Early Learning Program (ECEAP, Head Start and Early Head Start). Our methodology was improved based on input received about last year's self-assessment, and our participation from subcontractors, parents, and ESD staff increased dramatically. We are currently in the process of finalizing all of the information from the self-assessment, some of which is included in the DEL Self-Assessment, and will use this data to inform our goal setting for the upcoming school year.</p>			
<p>Describe your areas for growth this year in Section A: Administration: We continue to work on all levels of communication (face-to-face, meetings, trainings, email, online) with subcontractors to ensure that they have required information needed to meet program standards and deliverables.</p>			
<p>Describe your goals for next year for Section A: Administration: Establish a staff advisory committee to gain frequent and ongoing input and feedback from a diverse group of site staff. Use the Racial Equity Tool to guide the work of this group for the purpose of reviewing and creating policies, procedures, trainings, meetings, and written materials that support the dismantling of the opportunity gap and institutional racism.</p>			

<b>ECEAP Performance Standard Section C: Human Resources</b>	<b>Fully Met</b>	<b>Action Required</b>	<b>Notes</b>	
C-1	Staffing Patterns	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
C-2	Staff Recruitment and Selection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
C-3	Staff Qualifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
C-4	College Credit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
C-5	Lead Teacher Role	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
C-6	Teacher Qualifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
C-7	Assistant Teacher Role	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
C-8	Assistant Teacher Qualifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
C-9	Family Support Staff Role	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
C-10	Family Support Staff Qualifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
C-11	Health Advocate Role	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
C-12	Health Advocate Qualifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
C-13	Health Consultant Role	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
C-14	Health Consultant Qualifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
C-15	Nutrition Consultant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
C-16	Nutrition Consultant Qualifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
C-17	Mental Health Consultant Role	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
C-18	Mental Health Consultant Qualifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
C-19	Staff Training Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
C-20	Required Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
C-21	Volunteer Training and Background Check	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>Describe your strengths this year in Section C: Human Resources: We have a comprehensive New Staff Hire Packet that facilitates all information and documentation needed from our subcontractors for new staff. The addition of Staff Qualifications tracking in MERIT has further refined this process and provided beneficial cross-checks. Staff training requirement reports are completed twice yearly by subcontractors and our increase in in-house online and in-person training continues to streamline that</p>				

ECEAP Performance Standard Section C: Human Resources	Fully Met	Action Required	Notes
<p>process. We're looking forward to training tracking also being integrated into MERIT, as it is currently with licensing.</p>			
<p>Describe your areas for growth this year in Section C: Human Resources: With such a large amount of site staff and classes ending beginning May 20, meeting the June 30 MERIT Staff Qualifications deadline will be a challenge. We need to continue to make the link for our site staff between them, their subcontracting agency, PSESD, and DEL. The better than they understand that link and how we are funded, the easier our communication and requirement-fulfillment will be.</p>			
<p>Describe your goals for next year for Section C: Human Resources: Our focus on the coming year will be 100% alignment on staff showing in MERIT, ELMS, our online LMS, and our staff database. The switch to MERIT has prompted a review of our New Staff Hire Packet and internal process for updating all systems as staff come, go, and complete training and PDP requirements. This update will only make our systems stronger.</p>			