## 2014-15 ECEAP Self-Assessment



# Due June 15, 2015

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:

- 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 <u>contract provision</u> and <u>Performance Standard</u> 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 by June 15, 2015.

### Name of Contractor:

## Name of person completing form:

Parents participat Assessment:	ing in the 2014-15 ECEAP Self-	Staff participating Assessment:	in the 2014-15 ECEAP-Self
Name:	Site:	Name:	Role:
Name:	Site:	Name:	Role:
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Name:	Site:	Name:	Role:
Name:	Site:	Name:	Role:
Name:	Site:	Name:	Role:
List additional names here:			

	ECEAP Contract	Fully	Action	Notes
	Exhibit A: Statement of Work	Met	Required	Notes
3a.	Permission from DEL			
3c.	Accurate Data in Early Learning Management System (ELMS)			
3h.	Enroll all ECEAP sites in Early Achievers			
3i.	Use of Classroom Assessment Scoring System (CLASS) and Environment Rating Scale (ERS)			
3j.	Professional Development Supports			
3k.	Practice-based Coach			
3r.	Use of DEL Logo			
4.	DEL ECEAP Licensing Requirements			
5.	Full School Day or Extended Day Models			
6.	Eligibility			
7.	Child Safety			
8.	Subcontracting			
9.	Service Area Agreements			
10	Protection of Personal Information			
11.	Records Maintenance			
12.	Copyright			
Descr	be your strengths this year in meeting the	contrac	t provisior	ns:
Descr	be your areas for growth this year in meet	ing the	contract p	rovisions:
Descr	be your goals for next year for meeting the	e contra	ct provisio	ns:

	ECEAP Performance Standard Section A: Administration	Fully Met	Action Required	Notes
A-1	Continuous Improvement System			
A-2	Exceptions to Standards			
A-3	Service Delivery Plan			
A-4	Community Partnerships			
A-5	Health Advisory Committee			
A-6	Parent Policy Council			
A-7	Community Assessment			
A-8	Self-Assessment of ECEAP Compliance			
A-10	Community and Parent Complaints			
A-11	Free-of-Charge			
A-12	Non-Discrimination			
A-13	Confidentiality			

	ECEAP Performance Standard Section A: Administration	Fully Met	Action Required	Notes				
A-14	Subcontractors							
Describe your strengths this year in Section A: Administration:								
Descri	Describe your areas for growth this year in Section A: Administration:							
Descri	Describe your goals for next year for Section A: Administration:							

Se	ECEAP Performance Standard ction B: Eligibility, Recruitment, Prioritization, Enrollment, and Attendance	Fully Met	Action Required	Notes
B-100	Child Recruitment			
B-102	Verifying Eligibility			
B-104	Whose Income to Count			
B-105	Which Income to Count			
B-106	When a Child Lives in Two Households			
B-107	Verifying Annual Income			
B-108	Prioritization			
B-109	Maintaining Enrollment			
B-110	Waiting Lists			
B-111	Serving Non ECEAP Children in the Same Classroom			
B-112	Attendance			
Describ Attenda	e your strengths this year in Section B: E	ligibility,	Recruitme	ent, Prioritization, Enrollment, and
Describ	e your areas for growth this year in Secti	on B: Eli	gibility, Re	cruitment, Prioritization, Enrollment,
	endance:			
	e your goals for next year for Section B: I	Eligibility	, Recruitm	nent, Prioritization, Enrollment, and
Attenda	ance:			

	ECEAP Performance Standard Section C: Human Resources	Fully Met	Action Required	Notes
C-1	Staffing Patterns			
C-2	Staff Recruitment and Selection			
C-3	Staff Qualifications			
C-4	College Credit			
C-5	Lead Teacher Role			
C-6	Teacher Qualifications			
C-7	Assistant Teacher Role			
C-8	Assistant Teacher Qualifications			
C-9	Family Support Staff Role			
C-10	Family Support Staff Qualifications			
C-11	Health Advocate Role			
C-12	Health Advocate Qualifications			

	ECEAP Performance Standard Section C: Human Resources	Fully Met	Action Required	Notes
C-13	Health Consultant Role			
C-14	Health Consultant Qualifications			
C-15	Nutrition Consultant			
C-16	Nutrition Consultant Qualifications			
C-17	Mental Health Consultant Role			
C-18	Mental Health Consultant			
	Qualifications			
C-19	Staff Training Program			
C-20	Required Training			
C-21	Volunteer Training and Background			
	Check			
Descri	be your strengths this year in Section C: H	uman Re	esources:	
Descri	be your areas for growth this year in Section	on C: Hu	man Reso	urces:
Descri	be your goals for next year for Section C: H	Human R	lesources:	
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Sect	ECEAP Performance Standard ion D: Health, Safety and Nutrition	Fully Met	Action Required	Notes
D-1	Health and Safety Planning			
D-2	Health Coordination Services for			
	Families			
D-3	Health and Safety Policies and			
	Procedures			
D-4	Parent Consent Forms			
D-5	Health Records			
D-6	Parent Notifications			
D-7	Health Screening			
D-8	Dental Screening			
D-9	Medical Examinations			
D-10	Immunizations			
D-11	Medications			
D-12	First Aid Kit			
D-13	Infectious Disease Prevention			
D-14	Food Sanitation			
D-15	Meals and Snacks			
D-16	Square Footage			
D-17	New Facilities			
D-18	Safe Facilities			
D-19	Safe Equipment and Materials			
D-20	Playground Safety			
D-21	Transportation			
Descril	be your strengths this year in Section D: H	ealth, Sa	afety and N	lutrition:
Descril	be your areas for growth this year in D: He	ealth, Sa	fety and N	utrition:
Descril	be your goals for next year for Section D: I	Health, S	Safety and	Nutrition:

	<b>ECEAP Performance Standard</b>	Ful	•		tion	Notes
Sec	ction E: Early Childhood Education	Met		Re	quired	Notes
E-1	Early Childhood Education Service	Г	$\neg$			
	Delivery	L				
E-2	Environment (Indoors and Outdoors)					
E-3	Daily Routine					
E-4	Curriculum—Developmentally	Г	_			
	Appropriate and Culturally Relevant	L				
E-5	Curriculum Planning					
E-6	Kindergarten Transition					
E-7	Adult-Child Interactions					
E-8	Child Guidance					
E-9	No Expulsion					
E-10	Screening and Referrals					
E-11	Observation, Assessment and	Г	7			
	Individualization	L				
E-12	Parent-Teacher Conferences					
Descri	be your strengths this year in Section E : E	arly	Chil	dho	od Ed	ucation:
	be your areas for growth this year in Secti					
Descri	be your goals for next year for Section E: :	Ear	ly Ch	nild	nood E	ducation:
	ECEAP Performance Standard	Ful	ly	A	tion	
	Section F: Family Partnerships	Me	ŧ	Re	quired	Notes
F-1	Family Support Services	Г	1	Г	7	
F-2	Family Support Principles	Ī		ĪĒ	1	
F-3	Confidentiality			ĪĒ		
F-4	Resources and Referrals	一		ĪĒ	1	
F-5	Parent Involvement			ĪĒ		
F-6	Parent Education			ĪĒ	1	
F-7	Parent Leadership Development	Ī		ĪĒ	1	
Descri	be your strengths this year in Section F: Fa	mil	y Pa	rtne	erships	:
	be your areas for growth this year in Secti					
	be your goals for next year for Section F: F					•
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List any requests for technical assistance from DEL:	
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