

ECEAP PROGRAM MONITORING DOCUMENT REVIEW CHECKLIST

Contractor Name:

What you can expect: Your CQI Specialist will schedule a phone call with you soon. They will review this document with you, answer questions and clarify expectations.

New Information:

- New Performance Standards – DCYF now has two (2) versions of ECEAP Performance Standards and each contractor will have to determine which documents pertain to their sites. This could mean that as a Contractor you send documentation for your licensed sites and other information for non-licensed sites under some of the performance standard. Please keep this in mind as you are compiling information for us.
- Individualized Documents Checklist - DCYF has individualized the document checklist to your program. You will find items listed at the end of the document that we gathered during previous monitoring. If you have not updated these documents, you will not need to send us new documents. If your program made changes to the document, you will send us the updated copy to review.
 - This form now has three sections that **must be completed**.
 - Document Checklist
 - Previously Submitted Documentation
 - Staff Trainings and Certifications Form

Instructions:

Complete the ECEAP Program Monitoring Document Review Checklist by doing the following:

- Collect the documents related to each ECEAP contract provision or performance standard identified on the checklist.
- **Highlight or flag** the part of each document that demonstrates compliance with the related contract provision or performance standard. **If this step is not completed documents will be returned to you.**
- Record the name of your document(s) on the copy of the document checklist that is sent to DCYF with your documents.
- Name each document with the specific ECEAP contract provision, performance standard or Early Achievers requirement. (PAO-31 Policy Council) **If this step is not completed documents will be returned to you.**
- Email the completed checklist and all highlighted related documents to DCYF ECEAP **by November 1, 2019.**
- Label each email with the specific ECEAP contract provisions, performance standards or Early Achievers requirements. (PAO- Policy Council)
- Send electronically to: eceap@dcyf.wa.gov

Please note: If you subcontract, send copies of **your monitoring records** that show Subcontractor compliance with the related ECEAP contract or performance standards unless otherwise noted.

ECEAP REQUIREMENT	TYPES OF DOCUMENTS TO SEND TO DCYF	NAME OF THE DOCUMENT THAT YOU SEND TO DCYF	THIS COLUMN FOR DCYF USE ONLY
<p>ECEAP Contract: Child Safety The Contractor must ensure that managers, board members, employees and volunteers of the ECEAP program who will or may have contact with ECEAP children complete training on child abuse and neglect, including reporting procedures, within two weeks of initial association with ECEAP and annually thereafter. Training may consist of viewing the DCYF Mandatory Reporter Video Presentation and other resources in the Mandatory Reporter Toolkit. The Contractor must retain a statement signed annually by each person participating in this training, acknowledging their completion of training and duty to report child abuse.</p>	<p>Copies of signed statements for all:</p> <ul style="list-style-type: none"> • Managers • Board members • Employees and • Volunteers <p>Label by position</p>		<p><input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:</p>
<p>ECEAP Contract: Subcontract Requirements The Contractor must not subcontract ECEAP in an unlicensed child care center</p>	<p>Copy of monitoring of this requirement for all licensed subcontracted sites for 2019-20</p>		<p><input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:</p>

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or a child care center that is not in good standing with DCYF child care licensing.			
<p>ECEAP Contract: Subcontract Requirements All subcontracts for ECEAP services must include:</p> <ul style="list-style-type: none"> • Number of slots for ECEAP children. • Funds per slot. • A list of deliverables the Subcontractor must submit to the Contractor, with due dates. • A description of how the Contractor will monitor the Subcontractor for compliance with all the provisions of this Contract, including Exhibit E: ECEAP Performance Standards and Exhibit F, ECEAP Performance Standards with WAC References for Licensed Sites. 	<p>Copies of <u>all</u> signed subcontracts for 2019-20.</p>		<p><input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:</p>
<p>CO-2 Kindergarten Transition (Non Licensed sites) Contractors must write a kindergarten transition plan with an annual schedule including:</p> <ul style="list-style-type: none"> • Activities to assist children and families in the transition from ECEAP to kindergarten. • Information-sharing about local kindergartens. • Discussion during parent-teacher conferences to help families understand their child’s progress towards kindergarten readiness. 	<p>Copy of plan</p>		<p><input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:</p>

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<p>CO-2 Kindergarten Transition (Licensed Site) Contractors must write a kindergarten transition plan with an annual schedule including:</p> <ul style="list-style-type: none"> • Discussion during parent-teacher conferences to help families understand their child’s progress towards kindergarten readiness. 	<p>Copy of plan</p>		<p><input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:</p>
<p>FEP-10 Family Engagement Contractors must provide a variety of opportunities for ECEAP families to volunteer, connect with other families, learn about parenting and grow leadership skills. Opportunities offered must include voluntary participation in classroom, site, community, family, committee, and leadership activities.</p>	<p>Copy of written materials provided to parents informing parents of program opportunities (such as your parent a handbook)</p>		<p><input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:</p>
<p>FEP-10 Family Engagement Contractors must write and implement a plan to encourage involvement from all families, including but not limited to:</p> <ul style="list-style-type: none"> • Families whose primary or home language is not English. • Parents or guardians working full time. • Fathers or father figures. • Family members who are not living at home, including deployed or incarcerated parents or guardians. • Other underrepresented families as applicable. 	<p>Copy of the written plan</p>		<p><input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:</p>

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<p>FEP-11 Family Engagement Content Contractors must select and provide family engagement opportunities based on enrolled families' expressed interests.</p> <p>Contractors must retain documentation of family engagement opportunities including dates, topics, publicity and attendance, as applicable.</p>	<p>Copies of agendas, flyers, sign in sheets and other documentation as applicable.</p>		<p><input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:</p>
<p>PDTR-1 Staffing Patterns Contractors must maintain accurate job descriptions.</p>	<p>Copies of current job descriptions for staff in the role of:</p> <ul style="list-style-type: none"> • Lead Teacher • Assistant Teacher • Family Support Specialist • Health Advocate (if applicable) • Coach 		<p><input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:</p>
<p>PDTR-4, 6, 15, 17 Staff on Professional Development plans to become fully qualified for positions.</p>	<p>Copies of each person's current PDP and documentation ensuring yearly progress to meet the required qualifications for the role of:</p>		<p><input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:</p>

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	<ul style="list-style-type: none"> • Lead Teacher • Assistant Teacher • Family Support Staff • Coach 		
<p>PDTR-7 Volunteer Training and Background Check (Non Licensed sites only)</p> <p>Contractors must plan and implement training for all volunteers on:</p> <ul style="list-style-type: none"> • Their roles and responsibilities. • Relevant ECEAP Performance Standards and program policies. <p>Persons who volunteer on a weekly or more frequent basis with ECEAP children must:</p> <ul style="list-style-type: none"> • Obtain a criminal history background clearance. • Obtain a TB test as described in PDTR-8. • Complete training on preventing, identifying, and reporting child abuse and neglect. <p>Contractors must maintain records of volunteer hours and completed training.</p>	<p>Verification (such as sign in sheets, certificates, etc.) that regular volunteers receive:</p> <ul style="list-style-type: none"> • Background checks • TB tests • Training in child abuse and neglect • Record of volunteer hours for regular volunteers <p>Or documentation that you did not have regular volunteers meeting the requirement.</p>		<p><input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review</p> <p>Notes:</p>
<p>PDTR-7 Volunteer Training and Background Check (Licensed sites)</p>	<p>Copies of volunteer records, training and hours, such as sign-in</p>		<p><input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review</p> <p>Notes:</p>

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<p>Contractors must ensure that persons who volunteer with children are directly supervised by ECEAP staff at all times. Contractors must plan and implement training for all volunteers on:</p> <ul style="list-style-type: none"> • Their roles and responsibilities. • Relevant ECEAP Performance Standards 	<p>sheets, agendas, training logs, certificates or other records.</p>		

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<p>PDTR-11 Staff Recruitment and Selection Contractors must have written policies and procedures for recruitment and selection of staff. Contractors must:</p> <ul style="list-style-type: none"> Follow all state and federal laws that ensure equity. Encourage applicants who reflect the ethnicity, culture, and language of children and families served. Involve parents and appropriate staff in the hiring process. Document staff recruitment procedures, including evidence of any labor pool shortage. During the interview process, seek staff who demonstrate competency to interact positively and respectfully with culturally and linguistically diverse children and families. Conduct reference checks. 	<p>Copy of policies and procedures for: Recruitment of staff Selection of staff</p>		<p><input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:</p>
<p>PDTR-11 Staff Recruitment and Selection Contractors must advertise all position openings to the public.</p>	<p>Copies of job advertisements for the past 12 months (no more than 1 per job classification)</p>		<p><input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:</p>
<p>PDTR-12 Staff Training Program Contractors must plan a training program, with involvement of staff and parents, to</p>	<p>Copy of:</p> <ul style="list-style-type: none"> Training plan 		<p><input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:</p>

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<p>support the personal and professional development of ECEAP staff. The training plan must include:</p> <ul style="list-style-type: none"> • Engaging, interactive training activities. • Financial support, as available, for staff training costs, such as release time, substitutes, per diem, and travel. • Academic credit, whenever possible. • A training evaluation system. • A recordkeeping system to track individual training. 	<ul style="list-style-type: none"> • Training evaluation system • Training tracking system showing training of individual staff members • Description of how staff and parents involved in the plan 		<p><input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review</p> <p>Notes:</p>

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<p>PDTR-17 Coach Qualifications All persons serving in the role of coach must meet all of the following qualifications:</p> <ol style="list-style-type: none"> 1) Bachelor’s degree in Early Childhood Education or related field or a bachelor’s degree with the equivalent of 30 college quarter credits in early childhood education. These 30 credits may be included in the degree or in addition to the degree. 2) A minimum of two years working with young children in a group setting. 3) Experience as an early learning coach, consultant, mentor or trainer. <p>If the best candidate for the position is not fully qualified, the contractor must ensure the newly hired staff person has an associate degree in Early Childhood Education or related field and is on a Professional Development Plan (PDP) to fully meet the qualifications of their role within five years from the date of hire. Contractors must monitor progress on all PDPs and ensure staff make yearly progress to meet the required qualifications.</p>	<p>Copy of Diploma if the degree is a BA in Early Childhood Education</p> <p>Copy of qualifying transcript for any other degrees</p> <p>If Coach qualifications are entered and verified in MERIT, the name of each coach is needed as it is entered in MERIT.</p>		<p><input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review</p> <p>Notes:</p>

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<p>PDTR-21 Health Consultant Qualifications The health consultant must meet one of the following qualifications:</p> <ul style="list-style-type: none"> Licensed in Washington State as a registered nurse (R.N.) or as a physician (M.D., N.D, D.O.); OR Bachelor’s or higher degree in public health, nursing, health education, health sciences, medicine or related field. 	<p>Copy of health Consultant qualifications (License or degree)</p>		<p><input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:</p>
<p>PDTR-23 Nutrition Consultant The nutrition consultant must meet one of the following qualifications:</p> <ul style="list-style-type: none"> Registered Dietitian (R.D.) credentialed through the Commission on Dietetic Registration (CDR), the credentialing agency for the Academy of Nutrition and Dietetics (formerly the American Dietetic Association); OR A Washington State certified nutritionist under RCW 18.138. 	<p>Copy of credential or certification</p>		<p><input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:</p>
<p>PDTR-25 Mental Health Consultant Qualifications Contractors must maintain documentation that the mental health professional meets <u>one</u> of the following qualifications:</p> <ul style="list-style-type: none"> Licensed by the Washington State Department of Health as a mental health counselor, marriage and family therapist, social worker, psychologist, psychiatrist, or psychiatric nurse; OR 	<p>Copy of license or credential</p>		<p><input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:</p>

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<ul style="list-style-type: none"> Approved by the Washington State Department of Health as an agency-affiliated or certified counselor, with a master’s degree in counseling, social work or related field; OR Credentialed by the Washington State Office of the Superintendent of Public Instruction as a school counselor, social worker, or psychologist. 			
<p>ENV-5 Outdoor Safe Facilities (Non Licensed sites)</p> <p>Contractors must monitor the health and safety of their outdoor facilities and maintain records of these inspections. Facilities must be:</p> <ul style="list-style-type: none"> Safe, clean, and in good repair. Free of drugs, alcohol, violence, guns. Free from exposed, lead based paint. 			<input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:
<p>ENV-5 Outdoor Safe Facilities (Licensed Sites)</p> <p>Contractors must monitor the health and safety of their outdoor facilities and maintain records of these inspections. Facilities must be:</p> <ul style="list-style-type: none"> Free of drugs, alcohol, violence, guns. Free from exposed, lead based paint. 			<input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:
<p>ENV-6 Playground Safety (Non Licensed sites only)</p> <p>Contractors must maintain and monitor playground safety, including:</p>	<p>Copies of health and safety inspections of playgrounds</p>		<input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:

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<ul style="list-style-type: none"> • Protective surfacing. • Fall zones around play equipment. • Swing spacing. • Guardrails on elevated surfaces. • Prevention of potential entrapment hazards. • Prevention of exposed moving parts that could pinch or crush. 			<input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:

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<p>ENV-11 Indoor Safe Facilities (Non Licensed sites only) Contractors must monitor the health and safety of their indoor and outdoor facilities and maintain records of these inspections. Facilities must be:</p> <ul style="list-style-type: none"> • Safe, clean, and in good repair. • Free from obstacles that impede safe movement. • Free of drugs, alcohol, violence, guns. • Free from exposed lead-based paint. 	<p>Copies of health and safety inspections of indoor facilities</p> <p>Copies of documentation showing site is:</p> <ul style="list-style-type: none"> • Safe, Clean and in good repair • Free from exposed lead-based paint. • Free of drugs, alcohol, violence and guns 		<input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:
<p>ENV-11 Safe Facilities (Licensed sites) Contractors must monitor the health and safety of their indoor and outdoor facilities and maintain records of these inspections. Facilities must be:</p> <ul style="list-style-type: none"> • Free of drugs, alcohol, violence, guns. • Free from exposed lead-based paint. 	<p>Copies of health and safety inspections of indoor facilities</p> <p>Copies of documentation showing site is free from:</p> <ul style="list-style-type: none"> • Exposed lead-based paint • Drugs, alcohol, violence and guns 		<input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:
<p>ENV-15 Menu Planning (Non Licensed Sites) Contractors must:</p>	<p>Copy of at least six months of menus</p> <p><i>Highlight examples of</i></p>		<input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:

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<ul style="list-style-type: none"> • Include parent input in menu planning. • Use and post menus approved by a registered or certified dietitian. • Incorporate cultural dietary preferences in menus. • Plan meal and snack menus that: <ul style="list-style-type: none"> ○ <u>Include whole grain breads, cereals and pastas at least once a day.</u> ○ Include a variety of vegetables and whole fruit, rather than juice. When serving juice, ensure it is 100 percent juice without added sweeteners and only serve at meal times. ○ Limit highly processed foods such as fried and breaded meats, fried potatoes, and other foods with saturated fats or high fat content. ○ Limit salty foods such as chips and pretzels. ○ Limit carbohydrates high in sugar and fats such as muffins, cakes, pop tarts, and French toast sticks. ○ <u>Avoid sugar including but not limited to sweets such as candy, sodas, sweetened drinks, fruit nectars and flavored milk.</u> 	<ul style="list-style-type: none"> • <i>Parent input and</i> • <i>Cultural dietary preferences</i> 		<input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:
ENV-15 Menu Planning (Licensed Sites) Contractors must:	Copy of at least six months of menus		<input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:

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<ul style="list-style-type: none"> • Include parent input in menu planning. • Use and post menus approved by a registered or certified dietitian. • Incorporate cultural dietary preferences in menus. • Plan meal and snack menus that: <ul style="list-style-type: none"> ○ Include a variety of vegetables and whole fruit, rather than juice. When serving juice, ensure it is 100 percent juice without added sweeteners and only serve at meal times. ○ Limit highly processed foods such as fried and breaded meats, fried potatoes, and other foods with saturated fats or high fat content. ○ Limit salty foods such as chips and pretzels. ○ Limit carbohydrates high in sugar and fats such as muffins, cakes, pop tarts, and French toast sticks. 	<p><i>Highlight examples of</i></p> <ul style="list-style-type: none"> • <i>Parent input and</i> • <i>Cultural dietary preferences</i> 		<input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:
<p>ENV-19 Food Sanitation (Non Licensed sites only) Comply with WAC 246-215 and WAC 246-217 at locations where food is prepared, stored and served.</p> <p>Family child care homes are exempt from this requirement.</p>	<p>Copies of kitchen inspection records</p>		<input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:
<p>ENV-22 Infectious Disease Notification (Non Licensed sites only)</p>			<input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review

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Contractors must maintain documentation that they notify parents that children have been exposed to infectious disease and parasites in accordance with WAC 110-300-0205.			<input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:
ENV-24 Medications (Non Licensed sites only) Contractors must have a written policy for the safe administration, handling and storage of medication.			<input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:
ENV-28 Safe Facilities - Animals, Pests and Plants Contractors must monitor the health and safety of their indoor and outdoor facilities and maintain records of these inspections. Facilities must be free from harmful animals, insect pests and poisonous plants.			<input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:
IC-1 Inclusive Environments Policy ECEAP contractors must have a written policy to support children with special needs in inclusive environments. This policy must include the contractor’s philosophy, strategies, and a plan to individualize accommodations.	Copy of Policy		<input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:
IC-4 Curriculum Planning Contractors must ensure that staff plan early learning experiences and maintain written or electronic curriculum plans	Samples of written curriculum plans if plans are not entered into the Teaching Strategies site. (CQIS will determine how		<input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:

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<p>which describe the activities for each class day. These plans must address:</p> <ul style="list-style-type: none"> • Each component of the daily routine. • Social-emotional, physical, language and cognitive development and early literacy and mathematics. • The range of abilities of children in the classroom. • Parent input on curriculum. • Information gained from child observations and assessment. • Washington State Early Learning and Development Guidelines. 	<p>many sites will be included)</p> <p>Include at least 4 plans for each site requested.</p> <p>Highlight and label activities that are:</p> <ul style="list-style-type: none"> • Emergent learning experiences • Individualized to meet learning styles, interests, specialist needs, IEP goals • Parent ideas 		
<p>IC-10 Child Guidance Contractors must write a child guidance policy which must include:</p> <ul style="list-style-type: none"> • Positive guidance approach and techniques • Supervision • Restraint policies <p>IC-12 Child Guidance –Physical Restraint Contractor’s guidance policy must prohibit any person on the premises from using the use of physical restraint method</p>	<p>Copy of policy</p>		<p><input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review</p> <p>Notes:</p>

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injurious to the child or any closed or locked time-out room.			
<p>PAO-4 Confidentiality (only Non Licensed sites) Contractors must write a policy to ensure the security and confidentiality of all child and family information. This includes:</p> <ul style="list-style-type: none"> • Obtaining written, informed parent consent before releasing verbal or written information, except as required by law. • Providing parents access to child and family records. 	Copy of policy		<input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:
<p>PAO-5 Child Abuse and Neglect Policy (Non Licensed sites only) Contractors must have written health and safety policies and procedures on child abuse and neglect prevention, detection and reporting.</p>			<input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:
<p>PAO-6 Parent Notifications (Non Licensed sites only) (1) Contractors must maintain documentation that they notify parents that staff are mandated reporters of suspected child abuse and neglect in accordance with RCW 26.44.</p>	Copies of documentation of these requirements		<input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:

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<p>PAO-7 Parent Handbook and Related Policies (Non Licensed sites only) Contractors must provide written materials to parents, such as a parent handbook or calendar, to inform parents of program opportunities and policies.</p>			<p><input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:</p>

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<p>PAO-8 Attendance Contractors must write and implement a policy when families are scheduled to be out of the area for an extended amount of time due to vacation or similar circumstance. This policy must:</p> <ul style="list-style-type: none"> • Establish a maximum number of days the family can be out of the area before a contractor begins the process of enrolling the next child on the waiting list. • Ensure staff and families discuss plans before the family leaves. • Meet family needs as best as possible. • Align with the requirement to fill vacant slots within 30 days. • Making efforts to re-engage families if a child stops attending. 	<p>Copy of the policy</p>		<p><input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:</p>
<p>PAO-9 Confidential Record Securing and Disposal Contractors must write a policy to ensure the security and confidentiality of all child and family information. This includes:</p> <ul style="list-style-type: none"> • Disposing of written records in a secure manner. • Securing electronic records. 			<p><input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:</p>

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<p>PAO-13 Monitoring and Compliance Contractors must maintain documentation related to their continuous quality improvement systems including:</p> <ul style="list-style-type: none"> • Data gathered during monitoring. • Follow-up on out-of-compliance issues <p>PAO-61 Continuous Improvement System Contractors must have a continuous quality improvement system to ensure compliance with all ECEAP requirements. This system must apply to direct services and to subcontractors. It must:</p> <ul style="list-style-type: none"> • Include monitoring at the class, site, subcontractor (if applicable), and contractor levels on a defined schedule. • Inform training and technical assistance delivered to staff at all levels. • Inform ongoing coaching supports. • Inform ECEAP program planning. • Include instructional leadership strategies and supports to drive improvement efforts <p>Contractors must maintain documentation of quality improvement activities.</p>	<p>Copies of monitoring records and follow-up records that show compliance with this standard. Include for all sites DCYF ECEAP will monitor</p> <hr/>		<p><input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review</p> <p>Notes:</p>

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<p>PAO-19 Health and Safety Documents (Non Licensed sites) Contractors must retain the following for <i>five years</i> after their completion:</p> <ul style="list-style-type: none"> • Emergency drill records. • Inspection records for smoke detectors, fire alarms, fire extinguishers. 	<p>Send copies of Emergency drill records for the last 12 months Inspection record for smoke detectors, fire alarms, fire extinguishers</p>		<p><input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:</p>
<p>PAO-22 Disaster Plan, Policies and Procedures (Non-Licensed sites only) Contractors must have written health and safety policies and procedures on disaster plan for emergencies such as fire, earthquake, flood, tsunami, volcanic eruption, or lock-down, as applicable based on location, including practice drills.</p>	<p>Copy of Disaster plan, policies and procedures</p>		<p><input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:</p>
<p>PAO-23 Transportation (<u>Non Licensed sites only</u>) If Contractors transport children in non-school district vehicles, they must:</p> <ul style="list-style-type: none"> • <u>Write a health and safety policy and procedure for transportation, if applicable.</u> • <u>Maintain a written transportation policy to ensure the safety of children.</u> • <u>File current copies of all drivers' licenses.</u> 	<p>Copy of transportation policy</p>		<p><input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:</p>

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<ul style="list-style-type: none"> • File current copies of vehicle insurance meeting Department of Licensing insurance requirements. • Ensure that signed medical releases and emergency contact forms for each child are readily accessible. • Use buses that meet OSPI minimum standards for school buses or other vehicles maintained in good repair and safe operating condition. • Follow the Washington Child Restraint Law. (RCW 46.61.687 and 46.61.688) • Document daily visual vehicle safety checks. • Document a regular schedule of vehicle safety inspections. 			
<p>PAO-23 Transportation (Licensed sites)</p> <p>If contractors transport children in non-school district vehicles, they must:</p> <ul style="list-style-type: none"> • Document daily visual vehicle safety checks. • Document a regular schedule of vehicle safety inspections. 	<p>Copies of daily visual vehicle safety checks</p> <p>Copies of regular vehicle safety inspections</p>		<input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:
<p>PAO-25 No Expulsion</p> <p>Contractors must write and implement a policy to address the needs of children with challenging behaviors and prohibit</p>	<p>Copy of policy</p>		<input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:

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<p>expulsion. The policy includes strategies appropriate to the community served and timeframes for implementation. These four topics must be addressed:</p> <ul style="list-style-type: none"> • Supporting classroom teachers. • Planning to meet individual needs of child. • Engaging community resources. • Choosing an alternative schedule or setting. 			
<p>PAO 26 Health and Safety Policies and Procedures (Non Licensed sites only) Contractors must have written health and safety policies and procedures on:</p> <ul style="list-style-type: none"> (a) Child allergies. (b) Exclusion of sick children. (c) Handling the following emergencies: <ul style="list-style-type: none"> (i) medical, (ii) dental (iii) poisoning. (d) Infectious disease prevention. (e) Medication management. (f) Monitoring of health and safety practices. (g) Pesticide/herbicide management in accordance with RCW 17.21, preventing children’s exposure, and using the least hazardous means to control pests and unwanted vegetation. 	<p>Copy of each required health and safety policy/procedure listed in this performance standard.</p>		<p><input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:</p>

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<p>PAO 26 Health and Safety Policies and Procedures (Licensed sites only) Contractors must have written health and safety policies and procedures on:</p> <ul style="list-style-type: none"> • Handling the following emergencies: <ul style="list-style-type: none"> ○ dental ○ poisoning • Monitoring of health and safety practices. 			<input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:

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<p>PAO-28 Service Delivery Plan Contractors must develop a written Service Delivery Plan, in collaboration with ECEAP parents, staff, and community partners. The plan must include:</p> <ul style="list-style-type: none"> • Early childhood education. • Family support, using the Mobility Mentoring® approach. • Family engagement. • Health and nutrition. 	<p>Your Service Delivery plan. Include evidence that it was developed with parents, staff and community partners</p>		<p><input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:</p>
<p>PAO-30 Health Advisory Committee Contractors must establish a Health Advisory Committee (HAC) composed of staff; ECEAP parents and professionals in medical, dental, nutrition, public health and mental health fields; to:</p> <ul style="list-style-type: none"> • Offer input on policy and planning related to health, nutrition, and mental health. • Address issues and concerns about health service delivery. • Provide opportunities for parent empowerment and leadership skill development. <p>The HAC must meet a minimum of once per year and more often as community health or ECEAP needs arise. Contractors must maintain a roster of participants and minutes of HAC meetings.</p>	<p>Participant roster with ECEAP parent names highlighted</p> <p>The past 12 months of meeting minutes showing compliance with this standard</p>		<p><input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:</p>

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<p>PAO-31 Parent Policy Council Contractors must establish a Parent Policy Council, composed primarily of current and former ECEAP parents, and separate from an agency board of directors. Council members may serve no more than five years. ECEAP staff provide support and consultation at Council meetings.</p> <p>The purpose of the Parent Policy Council is to develop parent empowerment and leadership and serve as a communication link between the contractor and ECEAP families. The Council works with the contractor to make decisions about ECEAP administration, including, but not limited to:</p> <ul style="list-style-type: none"> • Service delivery plan. • Community assessment. • Self-assessment of ECEAP Compliance. • Program monitoring. • Complaint resolution. • Budget. • Program policies. • Recruitment of families. • Expansion and entitlement planning. 	<p>Participant roster with ECEAP parent names highlighted</p> <p>The past 12 months of meeting minutes showing compliance with this standard</p>		<p><input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review</p> <p>Notes:</p>

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<p>PAO-32 Community Assessment Contractors must conduct a community assessment at least every five years. The assessment may be aligned with the Head Start community assessment. The contractor must annually review and update the assessment to reflect significant changes in community demographics and resources. The assessment process must involve families, staff and community partners.</p> <p>Contractors must maintain documentation of community assessment activities.</p>			<input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:
<p>PAO-34 Community and Parent Complaints Contractors must develop a written procedure for handling parent and community complaints. The procedure must address:</p> <ul style="list-style-type: none"> • How to register a complaint. • Steps and timeline for investigating a complaint. • (c) Documentation of complaints, including resolution of substantiated complaints 	<p>Copy of procedure</p>		<input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:

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<p>PAO-53 Health and Safety Planning Contractors must develop a plan, in partnership with their Health Advisory Committee, to implement and monitor health services including:</p> <ul style="list-style-type: none"> • All requirements related to Health, Safety, and Nutrition. • Confidentiality protocols. • Classroom health curriculum. • Parent education. 	<p>Copies of your plan implement and monitor health services including</p> <ul style="list-style-type: none"> • All requirements in Section D: Health, Safety and Nutrition • Confidentiality protocols • Classroom Health Curriculum • Parent Education <p>Documentation of how you worked with HAC to develop the plan.</p>		<input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:
<p>PAO-56 Nutrition and Physical Activity Contractors must create a policy on the promotion of physical activity and removal of potential barriers to physical activity participation.</p>	<p>Copy of the policy</p>		<input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:
<p>PAO-58 Administrative Documents: Conflict of interest policy</p>	<p>Conflict of interest policy</p>		<input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:
<p>PAO-58 Administrative Documents: Personnel policies</p>	<p>Personnel policies to include: Attendance, conduct, pay, benefits, professional development, performance evaluations.</p>		<input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes:

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Organizational Chart	Send a copy of your organizational structure as it relates to ECEAP		<input type="checkbox"/> Met <input type="checkbox"/> Not met <input type="checkbox"/> Needs further review Notes: