Optional Self-Assessment Worksheet B-5 ECEAP

This is an **optional** B-5 ECEAP Self-Assessment worksheet. It can be used as a tool and may assist newer or smaller contractors to navigate the process. It may also make requirements clearer for staff and parents. You may use it in any way that is helpful, but it is **not** a substitute for engaging in the full ECEAP Self-Assessment process and **cannot be substituted** for the Self-Assessment. Do not submit this worksheet to DCYF ECEAP.

Red font = monitor for non-licensed sites only.

B-5 ECEAP Exhibit A: Statement of Work		Strength	In Compliance	Challenge	Notes
3.	Performance Based Contracting Measures	☐	☐	☐	
4.	Expected ECEAP Outcomes	☐	☐	☐	
8.	Interpretation and Translation	☐	☐	☐	
9.	Data Entry Requirements	☐	☐	☐	
10.	ECEAP Eligibility & Enrollment	☐	☐		
11.	Portable Background Checks	☐	☐	☐	
12.	Child Safety	☐	☐	☐	
13.	Subcontract Requirements	☐	☐	☐	
15.	DCYF Part Day, School Day and Working Day model compensation (when applicable)	☐	☐	☐	
16.	DCYF Part Day, School Day and Working Day model licensing requirements	☐	☐	☐	
17.	Use of Funds	☐	☐	☐	
19.	Complex Needs Fund (if applicable)	☐	☐	☐	
20.	Purchase Approvals	☐	☐	☐	
21.	Inventory	☐	☐	☐	
Strengths:					
Challenges:					
Possible goals:					

B-5 ECEAP Performance Standard Intent and Authority		Strength	Compliance Yes/No	Challenge	Notes
IA-2	Non-Discrimination	☐	☐	☐	
Strengths:					
Challenges:					

B-5 ECEAP Performance Standard Intent and Authority	Strength	Compliance Yes/No	Challenge	Notes
Possible goals:				

B-5 ECEAP Performance Standard Child Outcomes		Strength	Compliance Yes/No	Challenge	Notes
CO-1	Developmental Screening and Referral	☐	☐	☐	
CO-2	Transition Plan	☐	☐	☐	
CO-3	Observation	☐	☐	☐	
CO-4	MyTeachingStrategies© GOLD© Assessment	☐	☐	☐	
CO-5	Individualization	☐	☐	☐	
Strengths:					
Challenges:					
Possible goals:					

B-5 ECEAP Performance Standard Family Engagement & Partnerships		Strength	Compliance Yes/No	Challenge	Notes
FEP-1	Family Engagement and Partnership Principles	☐	☐	☐	
FEP-2	Parent-Teacher Conferences	☐	☐	☐	
FEP-3	Parent-Teacher Conference Content	☐	☐	☐	
FEP-4	Family Support Visits	☐	☐	☐	
FEP-5	Family Support Visit Content	☐	☐	☐	
FEP-6	Health Coordination Services for Families	☐	☐	☐	
FEP-7	Dental Screening	☐	☐	☐	
FEP-8	Medical Examinations	☐	☐	☐	
FEP-9	Family Confidentiality	☐	☐	☐	
FEP-10	Family Engagement	☐	☐	☐	
FEP-11	Family Engagement Content	☐	☐	☐	
FEP-12	Collaborative Visits with Other Programs	☐	☐	☐	
FEP-13	Resources and Referrals	☐	☐	☐	
Strengths:					

B-5 ECEAP Performance Standard Family Engagement & Partnerships	Strength	Compliance Yes/No	Challenge	Notes
Challenges:				
Possible goals:				

B-5 ECEAP Professional Development, Training and Requirements		Strength	Compliance Yes/No	Challenge	Notes
PDTR-1	Staffing Patterns	☐	☐	☐	
PDTR-2	B-5 ECEAP Staff Qualifications and Annual Learning Plans	☐	☐	☐	
PDTR-3	ECEAP Director Role	☐	☐	☐	
PDTR-4	Lead Teacher Role	☐	☐	☐	
PDTR-5	Lead Teacher Qualifications	☐	☐	☐	
PDTR-6	Assistant Teacher Role	☐	☐	☐	
PDTR-7	Assistant Teacher Qualifications	☐	☐	☐	
PDTR-8	Volunteer Training & Background Check	☐	☐	☐	
PDTR-9	Employment Requirements	☐	☐	☐	
PDTR-10	Required Training	☐	☐	☐	
PDTR-11	Additional Required Training by Role	☐	☐	☐	
PDTR-12	Staff Recruitment & Selection	☐	☐	☐	
PDTR-13	Staff Training Program	☐	☐	☐	
PDTR-14	Family Support Mobility Mentoring Lead	☐	☐	☐	
PDTR-15	Family Support Staff Role	☐	☐	☐	
PDTR-16	Family Support Staff Qualifications	☐	☐	☐	
PDTR-17	Recruitment, Eligibility and Enrollment Staff Role	☐	☐	☐	
PDTR-18	Coach Role	☐	☐	☐	
PDTR-19	Coach Qualifications	☐	☐	☐	
PDTR-20	Health Advocate Role	☐	☐	☐	
PDTR-21	Health Advocate Qualifications	☐	☐	☐	
PDTR-22	Health Consultant Role	☐	☐	☐	
PDTR-23	Health Consultant Qualifications	☐	☐	☐	

optional, cannot substitue for full self-assessment

B-5 ECEAP Professional Development, Training and Requirements		Strength	Compliance Yes/No	Challenge	Notes
PDTR-24	Nutrition Consultant	☐	☐	☐	
PDTR-25	Nutrition Consultant Qualifications	☐	☐	☐	
PDTR-26	Infant and Early Childhood Mental Health Consultant Role	☐	☐	☐	
PDTR-27	Infant and Early Childhood Mental Health Consultant Qualifications	☐	☐	☐	
Strengths:					
Challenges:					
Possible goals:					

B-5 ECEAP Performance Standard Environment		Strength	Compliance Yes/No	Challenge	Notes
ENV-1	Indoor Space	☐	☐	☐	
ENV-2	Environment-Materials and Equipment	☐	☐	☐	
ENV-3	Square Footage Outdoor	☐	☐	☐	
ENV-4	Safe Facilities	☐	☐	☐	
ENV-5	Playground Safety	☐	☐	☐	
ENV-6	Use of Media	☐	☐	☐	
ENV-7	Fire Safety	☐	☐	☐	
ENV-8	Meal and Snack Schedule	☐	☐	☐	
ENV-9	Daily Routine – Oral Health Care and Tooth Brushing	☐	☐	☐	
ENV-10	Menu Planning	☐	☐	☐	
ENV-11	Food Services and Practices	☐	☐	☐	
ENV-12	Food Sanitation-Meal Preparation	☐	☐	☐	
ENV-13	Contagious Disease Prevention-Handwashing	☐	☐	☐	
ENV-14	Contagious Disease Prevention-Reporting	☐	☐	☐	
ENV-15	Contagious Disease Notification	☐	☐	☐	
ENV-16	Immunizations	☐	☐	☐	
ENV-17	Medications	☐	☐	☐	

B-5 ECEAP Performance Standard Environment		Strength	Compliance Yes/No	Challenge	Notes
ENV-18	Bathroom Space, Toileting, and Diapering	☐	☐	☐	
ENV-19	Pets and Animals	☐	☐	☐	
ENV-20	First Aid Kit	☐	☐	☐	
ENV-21	Safe Facilities-Drinking Water	☐	☐	☐	
ENV-22	Food Safety Inspection	☐	☐	☐	
Strengths:					
Challenges:					
Possible goals:					

B-5 ECEAP Performance Standard Interactions and Curriculum		Strength	Compliance Yes/No	Challenge	Notes
IC-1	Inclusive Environments	☐	☐	☐	
IC-2	Individual Care Plan	☐	☐	☐	
IC-3	Curriculum	☐	☐	☐	
IC-4	Curriculum Planning	☐	☐	☐	
IC-5	Adult-Child Interactions	☐	☐	☐	
IC-6	Developmentally Appropriate and Culturally Relevant Curriculum	☐	☐	☐	
IC-7	Curriculum-Nutrition and Physical Activity Planning	☐	☐	☐	
IC-8	Positive Climate	☐	☐	☐	
IC-9	Child Guidance	☐	☐	☐	
IC-10	Child Guidance-Prohibited Practices	☐	☐	☐	
IC-11	Child Guidance-Physical Restraint	☐	☐	☐	
IC-12	No Expulsion	☐	☐	☐	
IC-13	Square Footage Indoor	☐	☐	☐	
IC-14	Staffing, Ratios, and Group Size	☐	☐	☐	
IC-15	Daily Routine	☐	☐	☐	
IC-16	Alternative Attendance Plan	☐	☐	☐	
IC-17	Child Focus Response Plan	☐	☐	☐	
Strengths:					
Challenges:					

5

B-5 ECEAP Performance Standard Interactions and Curriculum	Strength	Compliance Yes/No	Challenge	Notes
Possible goals:				

	B-5 ECEAP Performance Standard Program Administration and Oversight	Strength	Compliance Yes/No	Challenge	Notes
PAO-1	Facilities	☐	☐	☐	
PAO-2	Service Area Agreement	☐	☐	☐	
PAO-3	Waiver to B-5 ECEAP Standards	☐	☐	☐	
PAO-4	Variance to B-5 ECEAP Standards	☐	☐	☐	
PAO-5	Confidentiality	☐	☐	☐	
PAO-6	Child Abuse and Neglect Policy	☐	☐	☐	
PAO-7	Family Notifications	☐	☐	☐	
PAO-8	Family/Program Handbook and Related Policies	☐	☐	☐	
PAO-9	Attendance	☐	☐	☐	
PAO-10	Confidential Record Securing and Disposal	☐	☐	☐	
PAO-11	Health Records	☐	☐	☐	
PAO-12	Parent Consent Forms	☐	☐	☐	
PAO-13	Child Restraint Documentation	☐	☐	☐	
PAO-14	Continuous Quality Improvement System	☐	☐	☐	
PAO-15	Program Monitoring	☐	☐	☐	
PAO-16	Pesticide Notifications	☐	☐	☐	
PAO-17	Health Screenings	☐	☐	☐	
PAO-18	Eligibility, Recruitment, Selection, Enrollment, and Attendance Documents	☐	☐	☐	
PAO-19	Human Resources Documents	☐	☐	☐	
PAO-20	Health and Safety Documents	☐	☐	☐	
PAO-21	Early Childhood Education Documents	☐	☐	☐	
PAO-22	Child Records	☐	☐	☐	

B-5 ECEAP Performance Standard Program Administration and Oversight		Strength	Compliance Yes/No	Challenge	Notes
PAO-23	Disaster Plan, Policies and Procedures	☐	☐	☐	
PAO-24	Transportation	☐	☐	☐	
PAO-25	Transportation Records	☐	☐	☐	
PAO-26	No Expulsion Policy	☐	☐	☐	
PAO-27	Child Guidance, Restraint and Isolation Policy	☐	☐	☐	
PAO-28	Health and Safety Policies and Procedures	☐	☐	☐	
PAO-29	Required Postings	☐	☐	☐	
PAO-30	Early Childhood Education Service Delivery	☐	☐	☐	
PAO-31	Comprehensive Services	☐	☐	☐	
PAO-32	Community Partnerships	☐	☐	☐	
PAO-33	Family and Community Concerns and Complaints	☐	☐	☐	
PAO-34	Policy Council	☐	☐	☐	
PAO-35	Community Assessment	☐	☐	☐	
PAO-36	B-5 ECEAP Self-Assessment	☐	☐	☐	
PAO-37	Child Recruitment	☐	☐	☐	
PAO-38	Eligibility for B-3 and PreK ECEAP Services	☐	☐	☐	
PAO-39	Additional Children Allowed for Enrollment (PreK ECEAP Only)	☐	☐	☐	
PAO-40	Eligibility for Working Day ECEAP	☐	☐	☐	
PAO-41	Verifying Eligibility	☐	☐	☐	
PAO-42	Authority to Enroll Child	☐	☐	☐	
PAO-43	Calculating Family Size	☐	☐	☐	
PAO-44	Whose Income to Count	☐	☐	☐	
PAO-45	Which Income to Count	☐	☐	☐	
PAO-46	When a Child Lives in Two Households	☐	☐	☐	
PAO-47	Verifying Annual Income	☐	☐	☐	
PAO-48	Prioritization	☐	☐	☐	

B-5 ECEAP Performance Standard Program Administration and Oversight		Strength	Compliance Yes/No	Challenge	Notes
PAO-49	Exceeds SMI Eligibility (ESE) Slots (PreK ECEAP only)	☐	☐	☐	
PAO-50	Waiting Lists	☐	☐	☐	
PAO-51	Availability for Enrollment	☐	☐	☐	
PAO-52	Enrollment	☐	☐	☐	
PAO-53	Serving Non-ECEAP Children in the Same Classroom	☐	☐	☐	
PAO-54	Free-of-Charge	☐	☐	☐	
PAO-55	Subcontractors	☐	☐	☐	
PAO-56	Inclusive Environments Policy	☐	☐	☐	
PAO-57	Contagious Disease Prevention Policy and Procedure	☐	☐	☐	
PAO-58	Curriculum – Nutrition and Physical Activity Policy	☐	☐	☐	
PAO-59	Documentation Requirements	☐	☐	☐	
PAO-60	Administrative Documents	☐	☐	☐	
PAO-61	Family Partnership Documents	☐	☐	☐	
PAO-62	Family Records	☐	☐	☐	
PAO-63	Early Achievers Participation	☐	☐	☐	
PAO-64	Stewardship of ECEAP Funds	☐	☐	☐	
PAO-65	Non-Traditional Remote Services Policy	☐	☐	☐	

Strengths:	
Challenges:	
Possible goals:	