**Optional Self-Assessment Worksheet ECEAP**

This is an optional ECEAP Self-Assessment worksheet for SY 2021-22. It can be used as a tool and may assist newer or smaller contractors 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.

| **ECEAP Contract**  **Exhibit A: Statement of Work** | | **Strength** | **In Compliance** | **Challenge** | **Notes** |
| --- | --- | --- | --- | --- | --- |
| 3. | Performance Based Contracting Measures |  |  |  |  |
| 4. | ECEAP Outcomes |  |  |  |  |
| 7. | Interpretation and Translation |  |  |  |  |
| 8 | Data Entry Requirements |  |  |  |  |
| 9. | ECEAP Eligibility & Enrollment |  |  |  |  |
| 10. | Portable Background Checks |  |  |  |  |
| 11. | Early Achievers Participation |  |  |  |  |
| 12. | Child Safety |  |  |  |  |
| 13. | Subcontract Requirements |  |  |  |  |
| 14. | Service Area Agreements |  |  |  |  |
| 16. | DCYF Part Day, School Day and Working Day model compensation (when applicable) |  |  |  |  |
| 17. | DCYF Part Day, School Day and Working Day model licensing requirements |  |  |  |  |
| 18. | Use of Funds |  |  |  |  |
| 19. | Complex Needs Fund (if applicable) |  |  |  |  |
| 20. | Purchase Approvals |  |  |  |  |
| 21. | Inventory |  |  |  |  |
| 22. | COVD-19 Vaccination Requirements |  |  |  |  |
| Strengths: | | | | | | |
| Challenges: | | | | | | |
| Possible goals: | | | | | | |

| **ECEAP Performance Standard**  **Intent and Authority** | | **Strength** | **Compliance**  **Yes/No** | **Challenge** | **Notes** |
| --- | --- | --- | --- | --- | --- |
| IA-2 | Non-Discrimination |  |  |  |  |
| Strengths: | | | | | |
| Challenges: | | | | | |
| Possible goals: | | | | | |

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

| **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: | | | | | |
| Challenges: | | | | | |
| Possible goals: | | | | | |

| **ECEAP Performance Standard**  **Professional Development, Training and Requirements** | | **Strength** | **Compliance**  **Yes/No** | **Challenge** | **Notes** |
| --- | --- | --- | --- | --- | --- |
| PDTR-1 | Staffing Patterns |  |  |  |  |
| PDTR-2 | ECEAP Staff Qualifications and Annual Learning Plans |  |  |  |  |
| PDTR-3 | Lead Teacher Role |  |  |  |  |
| PDTR-4 | Lead Teacher Qualifications |  |  |  |  |
| PDTR-5 | Assistant Teacher Role |  |  |  |  |
| PDTR-6 | Assistant Teacher Qualifications |  |  |  |  |
| PDTR-7 | Volunteer Training & Background Check |  |  |  |  |
| PDTR-8 | Employment Requirements |  |  |  |  |
| PDTR-9 | Required Training |  |  |  |  |
| PDTR-10 | Required Training by Role |  |  |  |  |
| PDTR-11 | Staff Recruitment & Selection |  |  |  |  |
| PDTR-12 | Staff Training Program |  |  |  |  |
| PDTR-14 | Family Support Staff Role |  |  |  |  |
| PDTR-15 | Family Support Staff Qualifications |  |  |  |  |
| PDTR-16 | Coach Role |  |  |  |  |
| PDTR-17 | Coach Qualifications |  |  |  |  |
| PDTR-18 | Health Advocate Role |  |  |  |  |
| PDTR-19 | Health Advocate Qualifications |  |  |  |  |
| PDTR-20 | Health Consultant Role |  |  |  |  |
| PDTR-21 | Health Consultant Qualifications |  |  |  |  |
| PDTR-22 | Nutrition Consultant |  |  |  |  |
| PDTR-23 | Nutrition Consultant Qualifications |  |  |  |  |
| PDTR-24 | Infant and Early Childhood Mental Health Consultant Role |  |  |  |  |
| PDTR-25 | Infant and Early Childhood Mental Health Consultant Qualifications |  |  |  |  |
| Strengths: | | | | | |
| Challenges: | | | | | |
| Possible goals: | | | | | |

| **ECEAP Performance Standard**  **Environment** | | **Strength** | **Compliance**  **Yes/No** | **Challenge** | **Notes** |
| --- | --- | --- | --- | --- | --- |
| ENV-1 | Indoor Space |  |  |  |  |
| ENV-2 | Environment-Materials and Equipment |  |  |  |  |
| ENV-3 | Environment-Inclusive Design |  |  |  |  |
| ENV-4 | Square Footage Outdoor |  |  |  |  |
| ENV-5 | Outdoor Safe Facilities |  |  |  |  |
| ENV-6 | Playground Safety |  |  |  |  |
| ENV-7 | Environments-Materials and Curriculum |  |  |  |  |
| ENV-8 | Curriculum-Use of Media |  |  |  |  |
| ENV-9 | Environment-Culturally Responsive Materials |  |  |  |  |
| ENV-10 | Safety Requirements |  |  |  |  |
| ENV-11 | Indoor Safe Facilities |  |  |  |  |
| ENV-12 | Fire Safety |  |  |  |  |
| ENV-13 | Meal and Snack Schedule |  |  |  |  |
| ENV-14 | Daily Routine-Tooth-Brushing |  |  |  |  |
| ENV-15 | Menu Planning |  |  |  |  |
| ENV-16 | Individual Meal Plans |  |  |  |  |
| ENV-17 | Food Service and Practices |  |  |  |  |
| ENV-18 | Food Sanitation-Handwashing |  |  |  |  |
| ENV-19 | Food Sanitation-Meal Preparation |  |  |  |  |
| ENV-20 | Contagious Disease Prevention-Handwashing |  |  |  |  |
| ENV-21 | Contagious Disease Prevention-Reporting |  |  |  |  |
| ENV-22 | Contagious Disease Notification |  |  |  |  |
| ENV-23 | Immunizations |  |  |  |  |
| ENV-24 | Medications |  |  |  |  |
| ENV-25 | Infectious Disease Prevention-Toilets and Sinks |  |  |  |  |
| ENV-26 | Pets and Animals |  |  |  |  |
| ENV-27 | First Aid Kit |  |  |  |  |
| ENV-28 | Safe Facilities-Drinking Water |  |  |  |  |
| ENV-29 | Safe Facilities-Animals, Pests, and Plants |  |  |  |  |
| ENV-30 | Food Safety Inspection |  |  |  |  |
| ENV-31 | Daily Routine-Working Day and School Day |  |  |  |  |
| Strengths: | | | | | |
| Challenges: | | | | | |
| Possible goals: | | | | | |

| **ECEAP Performance Standard**  **Interactions and Curriculum** | | **Strength** | **Compliance**  **Yes/No** | **Challenge** | **Notes** |
| --- | --- | --- | --- | --- | --- |
| IC-1 | Inclusive Environments Policy |  |  |  |  |
| IC-2 | Individual Care Plan |  |  |  |  |
| IC-3 | Curriculum |  |  |  |  |
| IC-4 | Curriculum Planning |  |  |  |  |
| IC-5 | Adult-Child Interactions |  |  |  |  |
| IC-6 | Curriculum-Developmentally Appropriate and Culturally Relevant |  |  |  |  |
| IC-7 | Environment (Indoors and Outdoors)-Children’s Interest |  |  |  |  |
| IC-8 | Curriculum-Nutrition and Physical Activity Planning |  |  |  |  |
| IC-9 | Positive Climate |  |  |  |  |
| IC-10 | Child Guidance-Policy and Techniques |  |  |  |  |
| IC-11 | Child Guidance-Prohibited Practices |  |  |  |  |
| IC-12 | Child Guidance-Physical Restraint |  |  |  |  |
| IC-13 | No Expulsion |  |  |  |  |
| IC-14 | Square Footage Indoor |  |  |  |  |
| IC-15 | Staffing and Ratio |  |  |  |  |
| IC-16 | Daily Routine |  |  |  |  |
| Strengths: | | | | | |
| Challenges: | | | | | |
| Possible goals: | | | | | |

| **ECEAP Performance Standard**  **Program Administration and Oversight** | | **Strength** | **Compliance**  **Yes/No** | **Challenge** | **Notes** |
| --- | --- | --- | --- | --- | --- |
| PAO-1 | New Facilities |  |  |  |  |
| PAO-2 | Waiver to ECEAP Standards |  |  |  |  |
| PAO-3 | Variance to ECEAP Standards |  |  |  |  |
| PAO-4 | Confidentiality |  |  |  |  |
| PAO-5 | Child Abuse and Neglect Policy |  |  |  |  |
| PAO-6 | Parent Notifications |  |  |  |  |
| PAO-7 | Parent Handbook and Related Policies |  |  |  |  |
| PAO-8 | Attendance |  |  |  |  |
| PAO-9 | Confidential Record Securing and Disposal |  |  |  |  |
| PAO-10 | Health Records |  |  |  |  |
| PAO-11 | Parent Consent Forms |  |  |  |  |
| PAO-12 | Child Restraint Documentation |  |  |  |  |
| PAO-13 | Monitoring and Compliance |  |  |  |  |
| PAO-14 | Program Monitoring Documents |  |  |  |  |
| PAO-15 | Pesticide Notifications |  |  |  |  |
| PAO-16 | Health Screenings |  |  |  |  |
| PAO-17 | Eligibility, Recruitment, Selection, Enrollment, and Attendance Documents |  |  |  |  |
| PAO-18 | Human Resources Documents |  |  |  |  |
| PAO-19 | Health and Safety Documents |  |  |  |  |
| PAO-20 | Early Childhood Education Documents |  |  |  |  |
| PAO-21 | Child Records |  |  |  |  |
| PAO-22 | Disaster Plan, Policies and Procedures |  |  |  |  |
| PAO-23 | Transportation |  |  |  |  |
| PAO-24 | Transportation Records |  |  |  |  |
| PAO-25 | No Expulsion Policy |  |  |  |  |
| PAO-26 | Health and Safety Policies and Procedures |  |  |  |  |
| PAO-27 | Required Postings |  |  |  |  |
| PAO-28 | Comprehensive Services |  |  |  |  |
| PAO-29 | Community Partnerships |  |  |  |  |
| PAO-30 | Health Advisory Committee |  |  |  |  |
| PAO-31 | Parent Policy Council |  |  |  |  |
| PAO-32 | Community Assessment |  |  |  |  |
| PAO-33 | Self-Assessment of ECEAP Compliance |  |  |  |  |
| PAO-34 | Community and Parent Complaints |  |  |  |  |
| PAO-35 | Free of Charge |  |  |  |  |
| PAO-36 | Subcontractors |  |  |  |  |
| PAO-37 | Child Recruitment |  |  |  |  |
| PAO-38 | Eligibility for ECEAP Services |  |  |  |  |
| PAO-39 | Additional Children Allowed for Enrollment |  |  |  |  |
| 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 |  |  |  |  |
| PAO-49 | Exceeds SMI Eligibility (ESE) Slots |  |  |  |  |
| PAO-50 | Waiting Lists |  |  |  |  |
| PAO-51 | Availability for Enrollment |  |  |  |  |
| PAO-52 | Maintaining Enrollment |  |  |  |  |
| PAO-53 | Serving Non-ECEAP Children in the Same Classroom |  |  |  |  |
| PAO-54 | Health and Safety Planning |  |  |  |  |
| PAO-55 | Contagious Disease Prevention Policy and Procedure |  |  |  |  |
| PAO-56 | Early Childhood Education Service Delivery |  |  |  |  |
| PAO-57 | Curriculum – Nutrition and Physical Activity Policy |  |  |  |  |
| PAO-58 | Documentation Requirements |  |  |  |  |
| PAO-59 | Administrative Documents |  |  |  |  |
| PAO-60 | Family Partnership Documents |  |  |  |  |
| PAO-61 | Family Records |  |  |  |  |
| PAO-62 | Continuous Improvement System |  |  |  |  |
| PAO-63 | Continuous Quality Improvement Visit |  |  |  |  |
| PAO-64 | Stewardship of ECEAP Funds |  |  |  |  |
| PAO-65 | Non Traditional Remote Services Policy |  |  |  |  |

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| Strengths: |
| Challenges: |
| Possible goals: |