



School Readiness Provider Monitoring

Policy Statement

The Early Learning Coalition of Pasco and Hernando Counties, Inc. (PHELHC) shall establish and maintain criteria for establishing School Readiness provider's eligibility before authorizing a provider to offer School Readiness services in order to ensure compliance with Chapter 411.01., F.S.

Procedure

I. New Providers

- A. New providers interested in becoming a School Readiness provider must first contact PHELHC to establish a two-week visitation window during which a School Readiness Program Assessment (SRPA), which includes the assessment of required health and safety standards, can be completed. New providers must have children attending their program for a SRPA to be conducted.
- B. Once the SRPA is completed, the following steps shall be taken:
 1. A new provider orientation shall be completed, which shall include at minimum:
 - a. A review of the School Readiness Provider Contract to ensure that the potential School Readiness provider has a full understanding of the terms and conditions required to meet the state, federal and Coalition's requirements. The provider must complete and submit a School Readiness Provider Application packet to the Coalition for review and approval. When the application has been approved, the provider will be sent a School Readiness Provider Contract for signature.
 - b. An overview of the School Readiness structure, including a brief explanation about the Coalition and services available, an introduction to the Coalition's website and the School Readiness Provider Manual, the Coalition's contact information, requirements of maintaining School Readiness provider status (see Section II. of the procedure), an overview of the VPK program and, as applicable, the requirements to become a VPK provider.
 - c. A review of all aspects of administrative and payment functions, forms and deadlines regarding the implementation of School Readiness services.
 - d. A schedule of Provider Meetings.
 2. All required documentation shall be collected and a provider file started. Such documentation will include, but not be limited to:
 - a. Current Gold Seal verification, if applicable.

- b. Current license or current religious exempt accreditation, if applicable.
- c. Current liability insurance showing the Coalition as additional insured.
- 3. All provider information will be entered into the Child Care Resource and Referral (CCR&R) database, if not already entered, including but not limited to: provider name, address, contact information, days and hours of operation, age groups accepted, rates and other information as identified.
- 4. Parents wishing to select a new provider will be notified that their provider of choice is required to complete the School Readiness provider approval process and that they may be required to choose an alternate provider until this process is completed due to the requirement that care be established with a ten day period.
- 5. Once the SRPA is completed, , the provider will be notified that they have met the minimum requirements for being a School Readiness provider, an orientation will be scheduled. Parent(s) who selected the newly approved School Readiness provider will be notified that they may enroll/transfer their child into the provider's location, as applicable.
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II. Out of County Providers

- A. Out of County providers interested in entering into a School Readiness Provider Contract with PHELC must contact PHELC and provide proof of current liability insurance. PHELC staff will then contact the Coalition that oversees programs in the provider's county for verification of program compliance. In the event the local Coalition does not conduct program assessments, PHELC staff will review the provider's licensing reports and verify status of current licensure/exemption.
- B. In the event the provider has not complied with their local Coalition, the parent will be notified that the provider has been deemed ineligible and will be asked to make another selection.
- C. If licensing reports reflect noncompliance issues directly related to the health and safety of children, or if license/exemption is not current, the parent will be notified that the provider has been deemed ineligible and asked to make another selection.

III. Existing Providers

- A. General Compliance:

All School Readiness providers must comply with state and federal statutes, rules and regulations, Coalition policies and procedures, and terms and conditions of the School Readiness Provider Contract, as applicable.
- B. SRPA Compliance:
 - 1. Each School Readiness provider may receive a SRPA each fiscal year. SRPA visits are not scheduled in advance.
 - 2. If, at the time of the SRPA, the Coalition makes one (1) attempt to conduct the SRPA and that attempt fails, due to any reason, including but not limited to: the provider not being at the location, the provider not having children in care that day, the provider being closed that day, etc., Coalition staff will complete the following steps:

- a. A notice will be taped securely to the entrance of the location notifying the provider that Coalition staff attempted to complete the SRPA. The notice will instruct the provider to call Coalition staff within five (5) working days and will provide a contact number to schedule their two (2) week visitation window so that the provider's SRPA may be completed as required. Failure to do so may result in the provider's immediate suspension from providing School Readiness services and the transfer of their children for a period of up to one (1) year.
 - b. An e-mail notification will be sent to the provider notifying them that Coalition staff attempted to complete their SRPA. The notification must indicate the designated date by which to contact Coalition staff to schedule their two (2) week visitation window so that the provider's SRPA may be completed. The notice must also state the failure to do so may result in the provider's immediate suspension from providing School Readiness services and the transfer of their children for a period of up to one (1) year.
 - c. Coalition staff will call the provider and, if necessary, leave a message notifying the provider that a notice has been sent to them regarding instructions for scheduling their SRPA and that failure to do so may result in the transfer of their children and suspension from providing School Readiness services for a period of up to one (1) year. Coalition staff must log the date(s) and time(s) of the telephone attempts in the EFS database for documentation purposes.
3. If the provider fails to schedule their two (2) week visitation, Coalition staff will generate a letter to the provider notifying them that as of a specified date, the provider is suspended from providing School Readiness services due to non-compliance. The letter will include a copy of the Coalition's grievance policy and procedures and will reflect the dates of attempts made to notify the provider of their responsibility to schedule and complete their SRPA.
 4. Coalition eligibility staff will be notified to notify parents of children currently in care with the non-compliant provider notifying them of the provider's suspension. Parents shall be given the option of remaining with the provider and paying the provider's full rate or transferring their child(ren) to a School Readiness provider and continuing to receive their School Readiness subsidy.
 5. A provider who is suspended from providing School Readiness services may apply as a new provider after a waiting period of one (1) year and must meet the minimum standards then established by the Coalition.

C. Providers Exceeding Minimum Requirements

1. To be a School Readiness Provider, a School Readiness Provider Assessment will have been conducted.
 - a. Providers scoring between 85%-95% will receive the standard School Readiness Provider Assessment on an annual basis.
 - b. Providers scoring 96% and above over the course of two consecutive years will receive a partial School Readiness Provider Assessment to include

Program Management and ALL Health and Safety related components within the tool.

- i. A partial review will be conducted during the subsequent year following achievement of a score of 96% and above.
- ii. A full School Readiness Provider Assessment will be conducted the year following a partial review.
- iii. Providers who receive a score lower than 96% on a partial review will receive a full School Readiness Provider Assessment to be randomly scheduled at a later date within the same year.
- iv. All providers will still receive Attendance Monitoring throughout the year regardless of score.

D. Providers Failing to Meet Minimum Requirements

1. School Readiness providers not meeting the minimum required score of 85% in their overall score, in any individual classroom, will be placed under a Corrective Action Plan (CAP). Provider will file goals and objectives of their CAP within ten (10) days of their SRPA. Once the CAP is approved, provider will have thirty (30) days to complete all goals and objectives within the approved CAP.
2. During the CAP period, the provider is responsible for attending technical assistance workshops and/or investing in their business to meet the minimum requirements as established by the Coalition. During the CAP period, the provider will not be eligible to receive incentives from the Coalition.
3. After the thirty (30) day period, the provider shall receive their SRPA at anytime to re-assess the quality of their program and to confirm their provider status. Those providers meeting the minimum standards established by the Coalition shall be removed from the CAP. Those providers NOT meeting the minimum standards established by the Coalition continue on the CAP.

E. School Readiness Providers who are placed on Provisional/Probationary Status by DCF

1. A School Readiness provider who is placed on a provisional or probationary status by DCF for health and safety related violations may be immediately suspended from being a School Readiness provider, regardless of their SRPA scores.
2. A School Readiness provider who is suspended for this reason may remain suspended until they are fully reinstated by DCF, regardless of the time period that lapses. A suspended provider may be required to follow the steps for a new provider to become reinstated as a School Readiness provider.

Approved: Board of Directors – November 15, 2012