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## School Readiness Provider Monitoring Procedure

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### I. Health and Safety Inspections

- A. The Coalition will, upon initiation of a new School Readiness provider contract, notify the Department of Children and Families single point of contact, via the Provider Information Form, indicating the need for a pre-contractual inspection for that provider.
- B. Upon receipt of the results for the health and safety checklist inspection from the Department of Children and Families indicating full compliance with school readiness program health and safety standards, and all other program requirements, the Coalition will proceed with entering into a contract for School Readiness services with the provider.

### II. Monitoring Frequency

- A. The Coalition will monitor 100% of School Readiness (SR) providers on Tier 1 Compliance Tracking/Desk Review criteria including:
  - Date of submission of SR Contract Documents (6M-4.610.F.A.C.)
  - Date of completion of most recent Health and Safety Checklists (for all school readiness providers) (6M-4.620, F.A.C.)
  - Conducting Development Screenings (ASQs) (6M-4.720, F.A.C.)
  - Date of completion and submission of annual CCR&R Provider Updates (6M-9.300(5), F.A.C.)
  - Accurate completion of monthly enrollment/attendance certifications (6M-4.500(2), F.A.C.)
  - Use of statewide information system when available.
  - Proof of workers compensation insurance and reemployment assistance insurance if applicable.
- B. The Coalition will monitor a sampling of SR providers in each county on Tier 2 Compliance, utilizing the School Readiness Provider Monitoring Tool (OEL-SR 20M) on an annual basis. The sample size will be based on OEL's Minimum Annual Sample Size and will be representative of all provider types funded by the Coalition. This sampling will be made based on historical monitoring data and will include providers considered to be high risk as well as providers that do not fall into this category.

- C. Providers who have eight or more findings on the School Readiness Provider Monitoring Tool or have questioned costs, will be considered high risk and will be monitored a minimum of once more during the year.
- Providers receiving additional monitoring due to being identified high risk will be monitored on, at a minimum, the criteria that were found to be non-compliant in the previous monitoring.
- D. All non-compliance observations will require correction, regardless of the number of findings.
- E. Providers who have no findings for three consecutive years will be monitored on a biennial basis.

### **III. Corrective Action Plans**

Noncompliance observations in Tier 1 or Tier 2 will require a Corrective Action Plan be developed and implemented by the SR provider. The Coalition will notify the provider in writing and will include:

- Specific requirement(s) the provider failed to meet
- Description of how the provider failed to meet the requirement(s)
- Detailed description of required corrective action
- Deadline for completion of corrective action
- Notification that provider may request a review of the findings of noncompliance

Upon completion of the corrective action(s), the Coalition will notify the provider in writing.

### **ATTACHMENTS**

Provider Information Form

Tier 1 Monitoring Spreadsheet

SR Provider Monitoring Schedule

School Readiness Provider Monitoring Tool (OEL-SR 20M)

Sample Monitoring Report (include findings and recommendations)

Sample documentation that provider is aware of any findings and has an opportunity to respond and take corrective action