

Fiscal Year 2024-2025 Program Self-Evaluation Survey for Child Care and Development Programs

Introduction

Requirement: 5 CCR 18279 Program Self-Evaluation Process Survey - Child Care and Development Tool

If your agency holds any of the following contract types with the Child Care and Development Division (CCDD) at the California Department of Social Services (CDSS), you must complete **one** survey. Submit **one survey, per contractor**, regardless of the number of contract types held.

- Alternative Payment Programs (CAPP)
- California Work Opportunity and Responsibility to Kids (CalWORKs) Stage Two (C2AP)
- CalWORKs Stage Three (C3AP)
- General Child Care & Development (CCTR)
- Family Child Care Home Education Networks (CFCC)
- Children with Severe Disabilities (CHAN)
- Migrant Alternative Payment Program (CMAP)
- Migrant Child Care and Development (CMIG)

The annual plan shall include the following: (1) A self-evaluation based on the use of the CCR, as defined in subsection 18023(a)(2) of this Chapter. Access the tool here: CCD 25: Program Integrity Monitoring Tool. All Desired Results forms are located here: <https://www.desiredresults.us/program-self-evaluation>.

The survey is due Monday June 2, 2025, by 5 p.m. June 1, 2025, falls on Sunday, therefore the survey is due the next business day.

Please click on the "Next" button below to begin the survey.

Contractor Information

1. **Contractor name: ***

2. **Contractor vendor number: ***

(4 to 5 digits)

3. **Program Director name: ***

4. **Program Director email: ***

5. **Select all contract types held: ***

- Alternative Payment Programs (CAPP)
- California Work Opportunity and Responsibility to Kids (CalWORKs) Stage Two (C2AP)
- CalWORKs Stage Three (C3AP)
- General Child Care and Development (CCTR)
- Family Child Care Home Education Networks (CFCC)
- Children with Severe Disabilities (CHAN)
- Migrant Alternative Payment Program (CMAP)
- Migrant Child Care and Development (CMIG)

6. One or more of the direct contracts held by the agency provide services through a Family Child Care Home Education Network. (CCTR, CMIG, or CFCC)

*

Yes

No

7. Select all types of General Child Care and Development (CCTR): *

Centers

Homes - please enter the number of homes:

*

8. Family Child Care Home Education Networks (CFCC) – enter the number of homes: *

9. Select all types of Migrant Child Care and Development (CMIG): *

Centers

Homes - please enter the number of homes:

*

10. Select all age groups served: *

- Infant (birth to 18 months)
- Toddler (18 to 36 months)
- Preschool (3 years old to enrollment in transitional kindergarten or kindergarten)
- School age (transitional kindergarten or kindergarten to 13 years old, or children with exceptional needs up to 21 years of age)

11. Name of staff completing the survey: *

12. Email of staff completing the survey: *

Reminder: Contractors are to respond to all questions in the survey that apply to the contract types held.

13. Are you a contractor that serves in Los Angeles or Ventura County that has been impacted by the state of emergency related to the wildfires? Impacted is defined as contractors who were subject to the evacuation orders or warnings, and/or experienced a complete loss or significant damage to property as a result of the fire. *

- Yes
- No

The requirement to conduct a program self-evaluation, as specified in 5 CCR 18279 is suspended until June 30, 2025 for CDSS Child Care and Development contractors impacted by this emergency in Los Angeles and Ventura Counties. As an impacted program, do you intend to complete the FY 24-25 Program Self-Evaluation Survey (PSE)? *

Yes

No

Describe the impact to your program and why the FY 24-25 PSE will not be completed: *

Dimension I: Family Files

CCD 01: Program Integrity: Family Data Files

Applies to CAPP, C2AP, C3AP, CCTR, CFCC, CHAN, CMAP, and CMIG.

Select a sample of files from each contract type held. Review the family data file to ensure the following eligibility and need criteria has been met:

Eligibility

- Application for Services is complete with signatures and certification date
- Family size determined correctly based on supporting documentation
- Eligibility criteria has been documented by one or more of the following: Child Protective Services and/or At-risk, Current Aid Recipient, Homeless, Income, and Categorical Eligibility
- Case notes - electronic or written documentation

Need for Services

- Supporting documentation and verification of Need for Service for one or more of the following: employment, self-employment, seeking employment, vocational training, education program, parent incapacitation, homeless, seeking permanent housing, CPS, and/or at risk

Family Fees

- Program reviewed CCB 24-13 Revised Family Fee Schedule For Fiscal Year (FY) 2024-25
- Beginning July1, 2024 programs use Revised Family Fee Schedule for Fiscal Year (FY) 2024-25.

Notice of Action (NOA)

- The NOA was completed and issued within the required timelines.
- The NOA has the appeal officer's information listed and the appeal information is shared with families upon enrollment into the program.

14. Agency has completed a file review from each contract type held. If any of the files reviewed were missing eligibility or need criteria, the program shall include within their program action plan steps to adjust practices to ensure all documentation collected meets eligibility and need requirements.

Has the contractor met this requirement? *

- Yes
- No

15. Describe a plan to resolve and meet this requirement. *

(Character limit: 1500)

16. Describe the agency's internal procedures to review family data files continuously to ensure all documentation needed to certify families for services is collected and verified.

Dimension I: Family Files

CCD 05a: Attendance and Provider Payments

Payments [Applies to CAPP, CMAP, C2AP, C3AP only / Does not apply to CCTR, CFCC, CMIG, and CHAN]

The program has policies and procedures that are consistent with statutes and regulations for timely provider reimbursement.

17. Self-Certification. Contractor has implemented internal procedures to ensure that payments to providers are made within 21 days of receipt of a complete and accurate record. Complete record contains name of the child receiving services, actual times child entered and left daily, and signatures of the provider and the parent at the end of the month attesting under penalty of perjury that the information provided on the attendance record or invoice is accurate.

Has the contractor met this requirement? *

- Yes
- No

18. Describe a plan to resolve and meet this requirement:

CCD 05b: Attendance and Provider Payments

[Applies to CCTR, CFCC, CMIG, CHAN only / Does not apply to CAPP, CMAP, C2AP, and C3AP]

The program has policies and procedures that are consistent with statutes and regulations on verification of excused absences and abandonment of care. For Family Child Care Home Education Networks the contractor shall maintain records that verify provider payments were made within the required 21-day timeline.

19. Program maintains documentation of attendance recording and reporting consistent with certified hours of care. Evidence of completed daily attendance records and best interest days are maintained.

Has the contractor met this requirement? *

- Yes
- No

20. Describe a plan to resolve and meet this requirement. *

(Character limit: 1500)

Page description:

CCD 06: Family Selection

Applies to CAPP, CCTR, CFCC, CHAN, CMAP, and CMIG.

Does not apply to C2AP or C3AP

21. Families with children enrolled in the programs are selected according to the priorities of that program. (Select all that apply) *

- Contractor maintains a waiting list or central eligibility list by contract type
- Families are enrolled according to the priorities of the program
- Written information for families includes the priorities for the program and describes how family selection occurs

CCD 07: Parent Involvement and Education [Applies to CMIG, CFCC, CHAN, CCTR / Does not apply to CAPP, C2AP, C3AP, and CMAP]

There is a parent involvement and education component, including the sharing of program goals and structure with families. Describe how the program promotes family engagement through the following:

22. Parent Education and Involvement: Describe the education and involvement opportunities for parents. Responses shall be inclusive of Parent Advisory Committee activities, parent education opportunities, parent orientation, parent conferences and family engagement activities.

*

(Character limit: 3500)



Dimension II. Family Engagement

Page description:

CCD 08: Health and Social Services

Applies to CCTR, CMIG, CHAN, CFCC / Does not apply to CAPP, C2AP, C3AP, and CMAP

The program includes identification of the child or family's health and social service needs and makes referrals to appropriate agencies for services.

23. Describe the process used for identification of any health and social services needed by the family or for the child(ren). Include in the response the process for referring and conducting follow-up to ensure families were connected to the requested support and/or resources. *

(Character limit: 3500)

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Dimension III. Program Quality

Page description:

CCD 09 Prevention of Suspension and Expulsion Applies to CCTR, CMIG, CHAN, CFCC / Does not apply to CAPP, C2AP, C3AP, and CMAP]

Prior to enacting suspension or expulsion actions, the program must implement required procedures to maintain the child's safe participation in the program.

Contractors operating as center-based programs can find guidance on this requirement in CCB 23-24 Expulsion And Suspension Procedures In Child Care And Development Programs

Contractors operating through Family Child Care Home Education Networks can find guidance on this requirement in CCB 24-23 Expulsion And Suspension Procedures In Child Care And Development Programs

24. Written information for families: Program has provided written policies to child's parents or legal guardians of the limitations on disenrollment, including suspension and expulsion. This notification shall be in writing and shall inform parents on how they may file an appeal, to the department, in the event of the suspension or expulsion of a child. Has the contractor met this requirement *

Yes

No

25. Describe a plan to resolve and meet this requirement. *

(Character limit: 1500)

26. Describe the local contacts or partners who will provide consultation, social service and/or mental health, or behavioral services for the program: *

(Character limit: 1500)

27. Program has documentation of policies and procedures outlining suspension and expulsion and as to which behaviors would warrant an expulsion that meet the requirements outlined in the Child Care Bulletins for Expulsion And Suspension Procedures In Child Care And Development Programs

Has the contractor met this requirement? *

- Yes
- No

28. Describe a plan to resolve and meet this requirement: *

29. Describe the training and resources provided to children, families, and providers (if applicable) to support the social emotional development of children in the program and inclusive practices used to help children exhibiting serious and persistent challenging behaviors. *

Dimension III: Program Quality

**Page description:
CCD 10: Site Licensure and License Exempt**

30. Each site/home has a current license issued by Community Care Licensing or Classroom/Family Childcare Home meets Criteria of License Exempt Status per Health & Safety Code Section 1596.792.

Has the contractor met this requirement? *

- Yes
- No

31. Describe a plan to resolve and meet this requirement: *

Dimension III. Program Quality

Page description:

CCD 11: Staff Child Ratios

Applies to CCTR, CMIG, CHAN, CFCC / Does not apply to CAPP, C2AP, C3AP, and CMAP

32. Contractor has met the applicable staff-child ratios for the contract types held (WIC 10275(a)(3) and 5 CCR 18290).

Has the contractor met this requirement?

Optional form for direct service center-based programs: **CCD 36 Staff-Child Ratio Schedule** *

- Yes
- No

33. Describe your plan to resolve and meet this requirement. *

(Character limit: 1500)

Dimension III. Program Quality

Page description:

CCD 12: Environment Rating Scale

CCTR, CMIG, CHAN, CFCC / Does not apply to CAPP, C2AP, C3AP, CRRP, and CMAP

The Environment Rating Scale (ERS) is a quality assessment tool used by child care and development programs to support the continuous quality improvement process. The ERS tools emphasize the importance of providing children with adequate space, time, and open-ended materials to engage in intentional learning opportunities. Programs shall use the findings for technical assistance, to identify the training needs of staff and/or providers, and to ensure children have the resources within their environment to support concept development.

34. Program has completed Environment Rating Scale(s) on all classroom(s)/home(s).

Has the contractor met this requirement? *

Yes

No

35. Describe a plan to resolve and meet this requirement. *

(Character limit: 1500)

36. Program has completed Environment Rating Scale(s) Summary of Findings on all classroom(s)/home(s).

Has the contractor met this requirement? *

Yes

No

37. Describe a plan to resolve and meet this requirement. *

(Character limit: 1500)

Page description:

CCD 13: Nutritional Needs

Applies to CCTR, CMIG, CHAN, CFCC / Does not apply to CAPP, C2AP, C3AP, and CMAP

38. The program includes a nutrition component that ensures children are provided with nutritious meals and snacks during the time in which they are in the program. The meals and snacks are culturally and developmentally appropriate and meet the nutritional requirements specified by the federal Child and Adult Care Food Program (CACFP) or the National School Lunch Program (NLSP). A list of any children with food allergies is regularly updated and available to all staff preparing and/or serving food.

Has the contractor met this requirement? *

Yes

No

39. Describe a plan to resolve and meet this requirement. *

(Character limit: 1500)

Page description:

CCD 14: Desired Results Developmental Profile (DRDP) and Education Program

[Applies CCTR, CMIG, CHAN, CFCC / Does not apply to CAPP, C2AP, C3AP, and CMAP]

40. DRDP Online upload is complete for each rating period.

Has the contractor met this requirement? *

Yes

No

41. Describe a plan to resolve and meet this requirement. *

(Character limit: 1500)

42. Program has completed Summary of Findings on all Classroom(s)/Home(s).

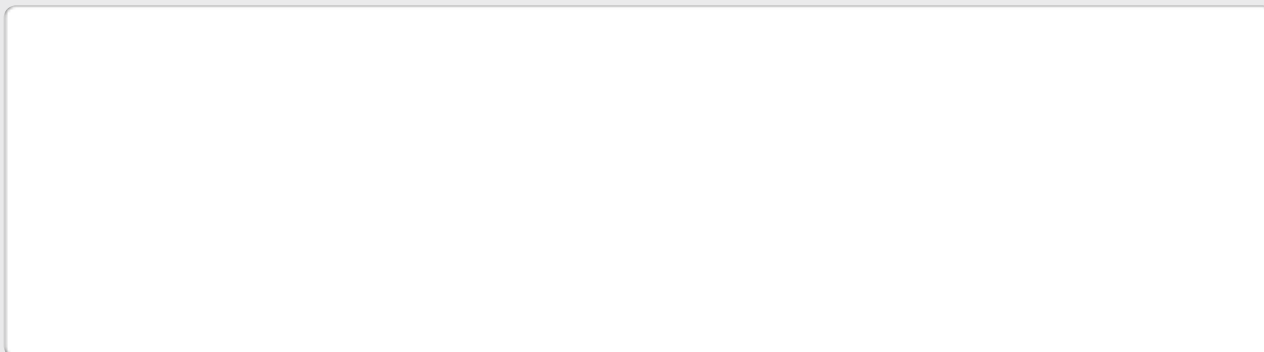
Has the contractor met this requirement? *

Yes

No

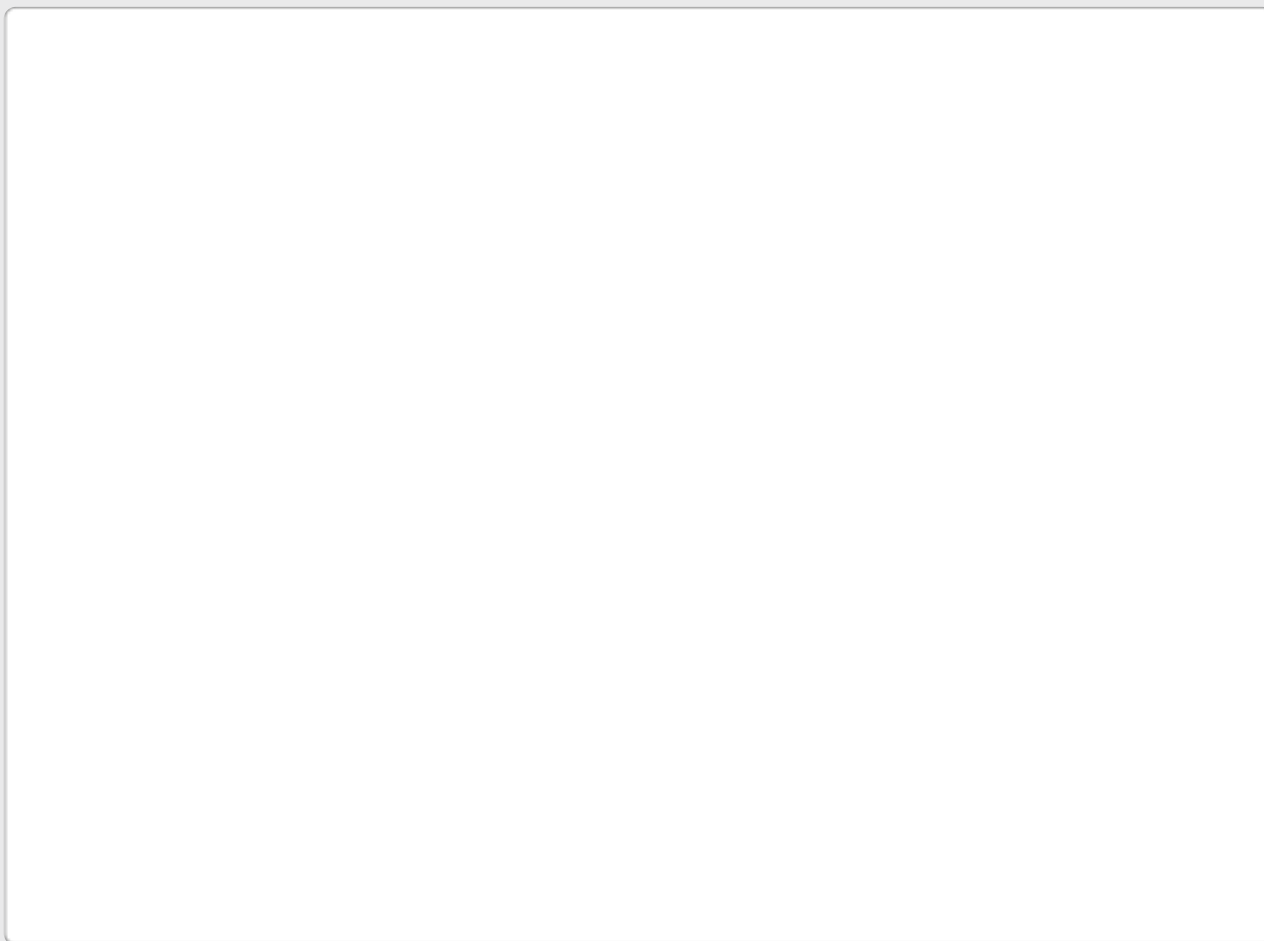
43. Describe a plan to resolve and meet this requirement. *

(Character limit: 1500)



44. Describe the program's process for providing developmentally, linguistically, and culturally appropriate activities to children in the program that aligns with individual and classroom/home DRDP data. *

(Character limit: 3500)



Page description:

CCD 15: Qualified Staff and Director

CCTR, CMIG, CHAN, CFCC / Does not apply to CAPP, C2AP, C3AP, and CMAP

Program staff are qualified for the position held.

45. Each contractor/ operating two or more sites or a contractor operating through a Family Child Care Home Education Network has a qualified Program Director.

Has the contractor met this requirement? *

- Yes
- No
- N/A

46. Describe a plan to resolve and meet this requirement. *

(Character limit: 1500)

47. Each program with more than one site has a qualified Site Supervisor at each site. *

Has the contractor met this requirement?

- Yes
- No
- N/A

48. Describe a plan to resolve and meet this requirement. *

(Character limit: 1500)

49. Each site has qualified Teachers. *

Has the contractor met this requirement?

- Yes
- No
- N/A

50. Describe a plan to resolve and meet this requirement. *

(Character limit: 1500)

51. What percentage of your qualified teachers hold Associate Teacher Permits?

Applies to CCTR, CMIG, and CHAN / Does not apply to CFCC

*

52. Describe agency practices and procedures to recruit and retain qualified staff.

Applies to CCTR, CMIG, and CHAN / Does not apply to CFCC *

(Character limit: 3500)



Dimension III. Program Quality

Page description:

CCD 16: Staff Development and Provider Support Program

Applies to all contract types

The program has developed and implemented a staff development program (5 CCR 18274).

53. Describe some of the staff development opportunities provided to staff/providers. Include the process for using data to identify the training opportunities provided to staff and/or providers. In the response include how Program Self-Evaluation and other data sources are used to determine the training needs of staff and/or providers. *

(Character limit: 3500)



54. Program has a process for orienting new staff. Documentation is maintained on the training and resources provided to new staff and/or providers. *

Has the contractor met this requirement?

- Yes
- No

55. Describe a plan to resolve and meet this requirement. *

(Character limit: 1500)

Dimension IV. Administrative

Page description:

CCD 17: Inventory Records

Applies to all contract types

Equipment Inventory Records

56. Contractor has a current inventory containing all the required elements listed in Funding Terms & Conditions (FT&Cs):

- Description
- Serial number or other identification number
- The source of funding
- The acquisition date
- The cost
- The location, use and condition
- Any ultimate disposition date including date of disposal and sale price if applicable

Has the contractor met this requirement? *

- Yes
- No

57. Describe a plan to resolve and meet this requirement. *

(Character limit: 1500)

58. Program maintains documentation of most recent physical check of the inventory. If no purchases were made it is documented on the inventory form. An authorized representative signs the inventory record at least once every two years.

Has the contractor met this requirement? *

Yes

No

59. Describe a plan to resolve and meet this requirement. *

(Character limit: 1500)

60. For non-Local Education Agency (LEA): contractor has a procedure for competitive purchases of equipment and services. *

Select a response:

- Yes
- No
- I am a Local Education Agency (LEA) and follow Public Contract Code (PCC)

61. Describe a plan to resolve and meet this requirement. *

(Character limit: 1500)

Reminder: Inventory must include all equipment and all non-disposable items with an estimated useful life of more than a year purchased in whole or in part with Child Care and Development Funds. CDSS Inventory Record Form.

Dimension IV. Administrative

Page description:

CCD 18: Program Self-Evaluation

Applies to all contract types

The program has developed and implemented an annual evaluation plan that addresses areas identified during the self-evaluation as needing improvement. Staff and board members must be included in the process. To ensure an inclusive self-evaluation process programs should provide ample time for providers and staff to provide feedback.

62. Describe two goals for your program. Include in your response; the data collected to identify the goal, and the action steps to be taken to improve the practice or program requirement. *

(Character limit: 3500)

63. Parent Survey: Describe the results of the parent survey and the action plans to address the feedback received from parents. *

(Character limit: 1500)

64. Briefly describe how staff and board members were a part of the self-evaluation process. *

(Character limit: 1500)

Dimension IV. Administrative

Page description:

CCD 18: Program Self-Evaluation

Applies to CMIG, CHAN, CFCC, and CCTR / Does not apply to CAPP, C2AP, C3AP, and CMAP

Desired Results Developmental Profile

65. Program has completed the Agency Summary of Findings.

Has the contractor met this requirement? *

Yes

No

66. Describe a plan to resolve and meet this requirement. *

(Character limit: 1500)

67. List key findings from the agency summary of findings and the action steps that will be taken to address the findings. If the program provides services to multiple age groups provide one key finding with action steps for each age group served. *

(Character limit: 3500)



Dimension IV. Administrative

Page description:

CCD 18: Program Self-Evaluation

[Applies to CMIG, CHAN, CFCC, and CCTR / Does not apply to CAPP, C2AP, C3AP, and CMAP]

Environment Rating Scale

68. Program has completed Agency Summary of Findings.

Has the contractor met this requirement? *

Yes

No

69. Describe a plan to resolve and meet this requirement. *

(Character limit: 1500)

70. Using the Agency Summary of Findings describe two key findings from the ERS and what action steps the program is taking to address the key findings. Include resources, training, or materials to address the key findings. If the program provides services to multiple age groups provide one key finding with action steps for each age group served. *

(Character limit: 3500)



Dimension IV. Administrative

Page description:

CCD 19: Family Child Care Home Education Network Administration

71. Describe the processes and procedures for conducting regular visits to providers within the network to support implementation of the program quality requirements. (Include supporting the implementation of DRDP, ERS, and developmentally appropriate activities)

72. FCCHEN contractors are required to develop processes and document their assessment of each family child care provider within the network to ensure services are educationally and developmentally appropriate. Describe the processes to assess each provider and what strength-based supports are provided. *

CCD 20: Contractor Policies

Please use Appendix A, from the Program Integrity Monitoring Tool, to answer the questions below.

73. Contractor, annually or as needed, reviews their Written Information for Families and Providers (if applicable) and updates information to align with current regulations (5 CCR and Funding Terms and Conditions), CDSS training webinars, and guidance provided through Child Care Bulletins (CCB).

Has the contractor met this requirement?

Resource: Child Care Bulletins (CCB) – By year *

Yes

No

74. Describe a plan to resolve and meet this requirement. *

(Character limit: 1500)

Dimension V. Fiscal/Audit

Page description:

CCD 21: Fiscal Reporting

Applies to all contract types

75. The program has submitted a report for each contract that is consistent with the laws for state and federal fiscal reporting. Has the contractor met this requirement?

Resource: Fiscal Resources *

- Yes
- No

76. Describe a plan to resolve and meet this requirement *
(Character limit: 1500)

77. How will the program continue to maximize enrollment to meet the child care needs of the community? Describe the procedures in place to increase enrollment in the program.

Page description:

CCD 22: Annual Fiscal Audit

Applies to all contract types.

78. The program has submitted an acceptable financial and compliance audit within the required timelines.

Has the contractor met this requirement?

Resource: Contracting Agencies Audit Guidelines & Resources *

Yes

No

79. Describe your plan to resolve and meet this requirement. *

(Character limit: 1500)

80. If findings were identified through the annual audit process how is the program adjusting practices and processes to resolve the findings? If no findings were identified, please write N/A. *

(Character limit: 1500)

CCD 23 Child Development Reporting Data

Page description:

Child Development Data Collection: Contractors shall submit complete, accurate reports to the CDSS by the date specified, and in the format specified in the CDSS's request for this information.

Self-Certification: Contractor has reviewed all agency and site level data on **Child Development Management Information System (CDMIS)** for accuracy.

81. Contractor has notified their assigned consultant of any changes to the Executive Director, Program Director, Site Supervisor(s), headquarter address or sites. Sites includes any sub contracted facilities. Alternative Payment contracts do not include sites in CDMIS. Contracts operated through Family Child Care Home Education Networks have added all providers into their CDMIS profile. *

- Yes
- No

82. Describe your plan to resolve and meet this requirement.

Optional: Celebrating Promising Practices

CCDD has implemented a process to identify exemplary work and practices during the contract monitoring review process. A promising practice is defined as a practice, procedure, or activity that exceeds program requirements. The CCDD wants to celebrate continuous program improvement successes with our contractors. Programs have the option of sharing a promising practice which may include a narrative explaining the exemplary work done by the contractor and may include uploading a picture, sharing data outcomes, video links, etc.

83. Share your promising practices:

Narrative

(Character limit: 3500)

84. Upload your files here, if applicable.

Browse...

Review

Please review your responses and click the "**Submit**" button once you have confirmed your responses. If you wish to keep a copy of your survey, scroll down to the bottom of the page and click "Download PDF Version."

Thank You!

Thank you for completing the Program Self-Evaluation Survey for Child Care and Development Programs at the California Department of Social Services (CDSS). A copy of your responses will be sent to [question('value'), id='136'] (if the email does not arrive after a couple minutes, please check your Spam or Junk Mail folder). A copy of your responses was also sent to the CDSS.

(A copy will also be sent to Tracey Maupin-Uppal and Elyse Polis)

Password to open the attachment: FY24-25PSE