# Instructions and Template for Completing theEnvironment Rating Scales – Summary of Findings

California Department of Education

Early Education Division

EED-4002, March 2022

## Environment Rating Scale (ERS) Instructions

Complete the Early Childhood Environment Rating Scale-Revised (ECERS-R) for each California State Preschool Program (CSPP) center-based classroom and/or the Family Childcare Environment Rating Scale-Revised (FCCERS-R) Family Child Care Home Education Network (FCCHEN) home.

### Contractor Information Instructions

* Contractor Legal Name
* Center-Based CSPP and/or FCCHEN home
* Planning Date–this is the date the first four columns of the form are completed
* Lead Planner Name and Position
* Record the Follow-up Date(s)–these dates indicate when the Action Steps have been reviewed
	+ The Follow-up Date(s) will also indicate when reflections are recorded (see Follow-up and Reflection below)

### Subscale and Average Score Instructions

* Each classroom or FCCHEN home is to complete the entire ERS
* Average the ERS subscale scores for all of the classrooms and/or FCCHEN homes
* If the contract has multiple sites, average subscale scores by:
	+ Site, and program level
* CSPP, FCCHEN contractors will average subscale scores for family child care homes in the network

### Key Findings from the Environment Rating Subscales Instructions

* Select the items that indicate a need for improvement in each subscale with an average score below *five (5)*
	+ These Items are the key findings or trends identified as needing improvement after a review of all completed environment rating scales
* For those contractors with only subscale averages of *five (5)* or higher
	+ Select one item that indicates a need for improvement from each of the two lowest scoring subscales

### Action Steps Instructions

* Develop and write attainable Action Steps to improve each key finding, or item
	+ Include multiple action steps, such as modifications and/or changes to instructional materials, training, schedules, space, supervision, etc.

### Expected Completion Date and Persons Responsible Instructions

* Enter the date when the Action Steps will be completed
* Identify the person(s) who will be responsible for each Action Step

### Follow-Up and Reflection Instructions

* This column will be blank when the Summary of Findings is first completed
* Periodically review the status of all the Action Steps, completion dates, persons responsible, and follow-up
* Record modifications or changes needed to complete the Action Steps, and expected completion dates
* Reflect on the results and record progress or changes made to the key finding(s)

## Environment Rating Scale – Summary of Findings

**Contractor Legal Name:** [Enter Contractor Legal Name]

**Center-based CSPP and/or Family Child Care Home Education Network:** [Enter CSPP and/or Family Child Care Home Education Network]

**Planning Date:** [Enter Planning Date]

**Lead Planner Name and Position:** [Enter Lead Planner Name and Position]

**Follow-up Date(s):** [Enter Follow-up Date(s)]

**Follow-up Lead Planner Name and Position:** [Enter Lead Follow-up Planner Name and Position]

**Subscales and Average Scores:**

[Enter Scores]

**Key Findings from Environment Rating Scale (ERS Items):**

[Enter Key Findings from ERS items]

**Action Steps (Include instructional materials, training needs, change to schedules, space, supervision, etc.)**

[Enter Action Steps]

**Expected Completion Date and Persons Responsible:**

[Enter Expected Date and Persons Responsible]

**Follow-Up and Reflection (Changes made, date completed, and time extended.)**

[Enter Follow-up and Reflection]