

School Readiness Provider Monitoring

School Readiness Provider Monitoring will be in compliance with 6M-4.630 and use the Statewide School the Statewide School Readiness Provider Contract Monitoring Tool, Form OEL-SR 20M with Attachment A through D (April 2015) attached or by the currently OEL approved monitoring tool should the tool be altered or replaced at a later date. A copy of Form OEL-SR 20M including Attachments A-D may be obtained at http://www.floridaearlylearning.com/oel_resources/rules_guidance_technical_assistance.aspx or from the Office of Early Learning, 250 Marriott Drive, Tallahassee, FL 32399.

School readiness providers shall be monitored by ECS using Form OEL-SR-20M. This contract monitoring tool shall also be used by ECS to monitor a school readiness program provider in response to a parental complaint. For parental complaints, only the criteria in the monitoring tool that applies to the complaint will be monitored.

ECS may execute and retain this Contract Monitoring Tool electronically in compliance with s. 668.50, F.S.

ECS's school readiness provider program monitoring plan shall include identifying timelines for notification to school readiness program providers, requirements for submitting documentation, site visit dates, desk reviews, documented sample size that adheres to the OEL minimum annual sample size guidelines found in Attachment B of form OEL-SR 20M, draft and final report dates, response dates and deadlines, corrective action plan requirements and resolutions, and additional processes to facilitate program compliance.

Child Care Programs added or leaving the School Readiness program throughout the year will be added to the monitoring schedule. However, not all new programs will be monitored using the Tier 2 model within that year. The monitoring sample size will be adjusted upward as needed and if that should occur a newly contracted center may be included in the new sample. Should a program no longer contract with the ELC during the year, this will not impact the total sample size. If a program that no longer contracts with the ELC but was scheduled for monitoring within that year has not been monitored by the time their contract ends, a substitute center will be selected.

The monitoring schedule will be updated by July 31 of each year and include which programs will be monitored along with each programs expected monitoring dates during the fiscal year. Scheduled dates for monitoring may be modified throughout the year but providers will be given at least 10 business days' notice of an upcoming monitoring unless the monitoring is in response to a parental complaint that relates to health and safety or fraud. If a monitoring must be rescheduled by either party it will be noted in the monitoring schedule along with the reason for the rescheduling. Within 10 business days after a scheduled monitoring has been canceled or delayed, it must be rescheduled for a new date.

The monitoring schedule will include the following a list of all active School Readiness programs and the following information:

- The date of their last monitoring; whether they are considered to be high risk programs for monitoring purposes;
- The date of submission of their School Readiness contract;
- Date of completion and submission of their Health and Safety Checklists if applicable; whether or not they are compliant with conducting the developmental screenings, ASQ ;
- Date of completion and submission of annual CCR&R Provider Updates in accordance with Rule 6M-9.300(5), FAC;
- Accurate completion of monthly enrollment/attendance certifications in accordance with Rule 6M-4.500(2), FAC.;
- Use of statewide information system as applicable and; whether they have been selected for Tier 1 or Tier 2 monitoring in the current year.

Neither ECS nor the ELC may omit, supplement, or amend the monitoring criteria identified in the Statewide School Readiness Provider Contract Monitoring Tool or include any attachments, addenda, or exhibits to the Statewide School Readiness Provider Contract Monitoring Tool. Rulemaking Authority 1001.213(2), 1002.82(2)(o) FS. Law Implemented 1002.82(2)(o), 1002.84 (15), 1002.85(2)(h)

Providers will be selected for either Tier 1 or Tier 2 monitoring at the beginning of each year by July 31. Providers contracted after that date will be assigned a Tier after their contract is executed.

Tier 1 Monitoring

ECS shall annually monitor each of its SR program providers for Tier 1 compliance using the ECS developed monitoring schedule described above. Tier 1

monitoring will be conducted as a desk review. Providers will be asked 10 business days in advance for their sign-in/ sign-out sheets. These can be mailed, uploaded to a secure site or faxed to ECS. Providers selected for Tier 1 monitoring will be monitored for the following items only.

- The date of submission of their School Readiness contract
- Date of completion and submission of their Health and Safety Checklists if applicable; whether or not they are compliant with conducting the developmental screenings, ASQ
- Date of completion and submission of annual CCR&R Provider Updates in accordance with Rule 6M-9.300(5), FAC
- Accurate completion of monthly enrollment/attendance certifications in accordance with Rule 6M-4.500(2), FAC.
- Use of statewide information system as applicable.

Providers selected for Tier 1 Monitoring will be monitored for the accurate completion of monthly enrollment/attendance certifications in accordance with Rule 6M-4.500(2), FAC in the following manner:

- Each School Readiness provider selected for Tier 1 monitoring will be monitored by a review of their attendance rosters and sign-in/out sheets at least once per calendar year.
- At least 4 School Readiness records for each provider will be included in the monitoring unless the provider has less than 4 school readiness students for the month being monitored.

Corrective Action

- Any errors found will require a Corrective Action Plan (CAP) that may include a plan for completing ASQ's in a timely manner, parent awareness training, and reimbursement by the provider for improper payments due to provider error or other measures taken to ensure future compliance.
- A draft report will be sent to the provider giving the provider 5 business days to dispute any findings.
- Following that, ECS will notify the provider in writing and deliver by email if available or mail the final results of the monitoring and if a (CAP) is required.
- If a CAP is required the provider will have 10 business days to complete it and submit it in writing to ECS.
- The notice must identify the specific requirement(s) which the provider failed to meet and describe how the provider failed to meet each requirement. In addition, the notice must provide a detailed description of

any required corrective action and set a deadline for completion of the corrective action.

- Finally, the notice must state that the provider may request a review of the findings of noncompliance.
- Upon determining that the provider has satisfactorily completed the corrective action, ECS shall notify the provider in writing within 10 business days and shall send such notice by email if available or mail.
- CAPs may be submitted by email, mail, uploading to a secure site or fax.
- Additionally, providers with inaccurate enrollment/attendance certifications that have resulted in improper payments may be chosen again for additional monitoring in subsequent months.

Tier 2 Monitoring

Tier 2 monitoring will be conducted as a combination of on-site and desk review. Providers will normally have 10 business days' notice except if the monitoring is a result of a complaint of fraud, or health and safety. All documentation needed for the review is to be made available by the provider on the date of the review. Tier 2 monitoring includes Tier 1 monitoring but with the attendance monitoring increased to meet OEL policy.

Compliance

Using the monitoring tool form OEL-SR 20M, **Attachment A**, ECS shall monitor a sample of its contracted SR program providers on an annual basis. The sample should be representative of all provider types funded by the coalition and include no less than the number of providers included in **Attachment B – Minimum Annual Sample Size**. Since the ELC of North Florida is a multi-county coalition, the sample size is calculated using the total number of contracted providers in each county. The sum of the sample for each county will be the overall total of providers monitored. If the number of high risk providers exceeds the sample size the coalition shall monitor all high risk providers annually.

SR Program Risk Assessment

A provider that has eight or more findings on **Attachment A** will be considered high risk. Additionally, using **Attachment A**, if 15 percent or more of the files in the selected sample result in questioned cost, that provider will be considered high risk. For example, if three out of 20 files result in questioned cost, that provider will be considered high risk.

ECS shall monitor providers determined to be high risk at least twice a year using the Tier 2 tool. All follow up monitoring shall evaluate, at a minimum, the criteria that were found to be non-compliant in the previous monitoring.

If an SR program provider has no findings for three consecutive years, ECS may select to monitor the SR program provider using form OEL-SR 20M, Attachment A on a biennial basis but only if in so doing ECS still has the appropriate sample size for Tier 2 monitoring required in Attachment B.

Historical monitoring results (prior to the execution of the statewide school readiness provider contract) may be used by ECS to determine risk level when developing the monitoring plan.

SR Children Sample Size

For Tier 2 monitoring, ECS shall monitor a sample of at least twenty-five percent of a SR program provider's SR child files. If the SR program provider has less than 20 SR children, the sample will be 4 SR child files. If the SR program provider has 4 or less SR children, all SR child files will be reviewed. The sample should be representative of classrooms, billing groups and age of children. The percentage of SR child files to be reviewed is based on the total number of SR children enrolled with a SR program provider during the month of the monitoring engagement. For example, if the provider's actual child enrollment count is 65, 16 children should be the sample selected for review. When applying the 25% for the sample, please round up to the nearest whole number.

Corrective Action Plans

- Any errors found will require a Corrective Action Plan (CAP) that may include a plan for completing ASQ's in a timely manner, parent awareness training, and reimbursement by the provider for improper payments due to provider error or other measures taken to ensure future compliance.
- A draft report will be sent to the provider giving the provider 5 business days to dispute any findings.
- ECS will notify the provider in writing and delivered by email if available or mail the results of the monitoring and if a (CAP) is required.
- If a CAP is required the provider will have 10 to 30 business days to complete it and submit it in writing to ECS.
- The exact time will be based on the nature of the noncompliance and the time to complete it will be clearly stated on the written notice.
- The notice must identify the specific requirement(s) which the provider failed to meet and describe how the provider failed to meet each requirement. In addition, the notice must provide a detailed description of

any required corrective action and set a deadline for completion of the corrective action.

- Finally, the notice must state that the provider may request a review of the findings of noncompliance.
- Upon determining that the provider has satisfactorily completed the corrective action, the ECS shall notify the provider in writing within 10 business days and shall send such notice by email if available or mail.
- CAPs may be submitted by email, mail, uploading to a secure site or fax.
- Additionally, providers with inaccurate enrollment/attendance certifications that have resulted in improper payments may be chosen again for additional monitoring in subsequent months.

SCHOOL READINESS PROVIDER MONITORING TOOL – Tier 2

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SCHOOL READINESS PROVIDER MONITORING TOOL – Tier 2

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SCHOOL READINESS PROVIDER MONITORING TOOL – Tier 2

Attachment A

EARLY LEARNING COALITION OF SELECT COALITION

Coalition Staff/Monitor: _____ Monitoring Date: _____ Program Year: _____

I. PARTIES AND TERMS OF THE CONTRACT

Provider Name (I-1): _____

Location Address (I-1): _____

Provider EIN (I-1): _____ Dates of Contract (I-3): _____

1. Not transferred/assigned contract

Assessment activity - Does the ownership information match who is listed on the contract? If they match, then they are in compliance.

Yes No Did the provider obtain written approval of the coalition if it transferred or assigned its contract to another entity, corporation, or owner?

(I-6)

N/A

Notes: _____

II. PROVIDER ELIGIBILITY

1. Provider type and services (informational)

(check all that apply) (II-7 and III-18)

- | | | |
|--|--|--|
| <input type="checkbox"/> Child care facility | <input type="checkbox"/> Faith-based child care provider | <input type="checkbox"/> Full-time |
| <input type="checkbox"/> Family day care home | <input type="checkbox"/> Informal child care provider | <input type="checkbox"/> Part-time |
| <input type="checkbox"/> Large family child care home | <input type="checkbox"/> Before-school | <input type="checkbox"/> Extended-day |
| <input type="checkbox"/> Public school or nonpublic school | <input type="checkbox"/> After-school | <input type="checkbox"/> Extended-year |

2. Licensed or legally operating

Assessment activity -

1. Review DCF Master Facilities and Homes List.
2. If the reviewer cannot validate a provider's legally operating status on the DCF Master Facilities and Homes List, access the DCF Child Care Information System (CCIS) website and conduct a provider search for the provider in question.
3. To determine if a private after school program or private summer camp is legally operating, request level two background screenings for all center personnel. Review the provider's contract for the operating status and review the provider's final reimbursement report to verify that only children who are 5 years of age on or before September 1 and older are receiving service.

SCHOOL READINESS PROVIDER MONITORING TOOL – Tier 2

Attachment A

EARLY LEARNING COALITION OF SELECT COALITION

Coalition Staff/Monitor: _____ Monitoring Date: _____ Program Year: _____

4. Verify that the provider, or an owner, officer, or board director thereof, has not been convicted of, found guilty of, or pled guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S., within the last five (5) years and is not acting as the beneficial owner for someone who has been convicted of, found guilty of, or pled guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S., within the last five (5) years.
5. Verify that the provider is not on the United States Department of Agriculture National Disqualified List nor does the provider share an officer or board director with a provider that is on the United States Department of Agriculture National Disqualified List.
6. Verify that informal providers meet state and federal requirements to be an eligible provider.

Yes No *Is the provider licensed or legally operating? (Verification needed) (II-7)*

License /Licensed Exempt ID: _____ Expiration Date: _____

If no, explain: _____

Notes: _____

III. PROVIDER RESPONSIBILITIES

1. Child care (payment) certificate

Assessment activity -

1. Does written address match physical address? If yes, provider is in compliance. If not, provider is not in compliance.
2. Has mail been returned by the carrier indicating wrong address? If it has then not in compliance. If it has not, then in compliance.

Yes No *Did the provider enroll SR children in accordance with the services and location established by the coalition on the child care (payment) certificate indicating authorized hours of care? (III-8, 9)*

2. Healthy and safe environment (for 2.a through 2.e, select the provider type that applies)

Health and Safety requirements are specifically addressed in each provider type attachment. (III-11)

*** If any violations are observed while conducting onsite visit, report observations to DCF or local licensing agency.**

a. Licensed Provider Responsibilities (informational only)

Assessment activity - View a copy of their most recent DCF inspection report before onsite visit.

Yes No *Is the provider providing a healthy and safe environment pursuant to s. 402.305(5), (6), and (7), as applicable, and as verified pursuant to s. 402.311 and 402.313?*

Yes No *Did the provider maintain the required staff to child ratio in accordance with ss. 402.305(4), 402.302(8), or 402.302(11), F.S., as verified pursuant to s. 402.311, F.S.?*

Notes: _____

Form OEL-SR 20M

SR Provider Monitoring Tool – Attachment A

April 2015

SCHOOL READINESS PROVIDER MONITORING TOOL – Tier 2

Attachment A

EARLY LEARNING COALITION OF SELECT COALITION

Coalition Staff/Monitor: _____ Monitoring Date: _____ Program Year: _____

b. Registered Provider Responsibilities (informational only)

Assessment activity - View a copy of their most recent DCF annual report before onsite visit.

Yes No *Is the provider providing a healthy and safe environment pursuant to s. 402.313, F.S.?*

Yes No *Did the provider maintains the required staff to child ratio in accordance with s. 402.313, F.S.?*

c. Before or After-school Provider Responsibilities

Assessment activity - A program serving school-age children only is not required to be licensed if the program meets criteria in 65C-22.008(c)(2), FAC, and complies with the minimum background screening requirements provided in Sections 402.305 and 402.3055, F.S.

Yes No N/A *Is the provider providing a healthy and safe environment pursuant to s. 402.305(1), F.S. and Rule 65C-22.008, FAC.?*

Notes: _____

d. License Exempt Provider Responsibilities

Yes No *Did the provider complete, annually submit to the coalition and post the health and safety checklist required by s. 1002.88(1)(c), F.S., as incorporated by reference in Rule 6M-4.620, F.A.C.?*

Yes No *Did the provider maintain the required staff to child ratio in accordance with ss. 402.302(8) or (11), F.S., as applicable, and as verified pursuant to s. 402.311, F.S.?*

Yes No *Is the provider compliant with the “Pro-Children Act of 2001” in that no child care facility shall permit smoking within any indoor facility (or portion of such facility) operated by PROVIDER, to provide routine child care or early childhood development services to children. This does not apply to any portion of such facility that is used for a private residence.*

Notes: _____

e. Informal Provider Responsibilities

Yes No *Did the provider complete, annually submit to the coalition and post the health and safety checklist required by s. 1002.88(1)(c), F.S., as incorporated by reference in Rule 6M-4.620, F.A.C.?*

Yes No *Did the provider serve five (5) or less children from one family?*

SCHOOL READINESS PROVIDER MONITORING TOOL – Tier 2

Attachment A

EARLY LEARNING COALITION OF SELECT COALITION

Coalition Staff/Monitor: _____ Monitoring Date: _____ Program Year: _____

Yes No *Is the provider compliant with the “Pro-Children Act of 2001” in that no child care facility shall permit smoking within any indoor facility (or portion of such facility) operated by PROVIDER, to provide routine child care or early childhood development services to children. This does not apply to any portion of such facility that is used for a private residence.*

Notes: _____

3. Developmentally appropriate curriculum

Yes No N/A *Is the provider using an approved Developmentally Appropriate Curriculum (as it specified in OEL-SR 20 and Attachment C of Form OEL-SR 20M)? (III-13)*

Curriculum used: _____ Edition or date: _____

Curriculum used: _____ Edition or date: _____

Curriculum used: _____ Edition or date: _____

Character Development Program included in curriculum? Yes No N/A For school age programs only

4. A character development program

Yes No *Is the provider using the character development program as it identified in OEL-SR 20? (III-14)*

N/A For school age programs only

Program used: _____ Edition or date: _____

5. Prohibited forms of discipline

Assessment activity

1. Review the provider’s discipline policy to validate that it does not subject children to discipline that is severe, humiliating or frightening. The discipline must not be associated with food, rest or toileting. Spanking or any other form of physical punishment is prohibited. Children may not be denied active play as a consequence of misbehavior.
2. Make observations while on-site to determine if the provider’s discipline practices are age-appropriate and in compliance with s. 402.305.(12), F.S.

Yes No *Does the provider only implement forms of discipline that are not prohibited? (III-16)*

6. Child immunization and health screenings

Assessment activity - Select immunization records of children in monitoring sample, who are less than school age, to ensure that they are present and current. Anything less than 100% does not reflect compliance.

Yes No *Are all child immunization and health screenings requirements met as necessary, including appropriate vision and hearing screening and examination, within 30 days after enrollment? (III-17)*

N/A (*Licensed provider*)

SCHOOL READINESS PROVIDER MONITORING TOOL – Tier 2

Attachment A

EARLY LEARNING COALITION OF SELECT COALITION

Coalition Staff/Monitor: _____ Monitoring Date: _____ Program Year: _____

7. Unlimited parental access

Yes No *Does the provider afford parents unlimited access to their children during normal hours of provider operation when children are in the care of the provider? (III-24)*

ATTENDANCE REPORTING

_____ Month(s) validated for attendance

8. Daily sign-in/sign-out sheets

Assessment activity - Review sign-in/sign-out log for children in sample.

Yes No *Are the parent sign-in/sign-out daily attendance forms completed in accordance with rule (6M-4.500(1)-(4), FAC)? (III-20)*

Yes No *If no, did the observation result in a questioned cost? Indicate amount _____*

Indicate any discrepancies found (including disallowed costs): (VII-51)

9. Enrollment/Attendance Certifications

Assessment activity - Review enrollment/attendance certifications for children in sample and compare to the sign-in/sign-out forms. Observe and record attendance in each classroom sample and then compare them to the sign in sheets to make sure the sign in sheets are accurately reflecting children present.

Yes No *Are the provider's monthly enrollment/attendance certifications completed in accordance with rule (6M-4.500(1)-(4), FAC)? (III-20)*

Yes No *If no, did the observation result in a questioned cost? Indicate amount _____*

Indicate any discrepancies found (including disallowed costs): (VII-51)

10. Reporting absences

Assessment activity - Review sign-in/sign-out log for children in sample. From the selected sample, determine which children were absent. Once a determination has been made, ask the provider for documentation that supports communication with DCF or the parent concerning absences as applicable. Determine if procedures were followed to substantiate compliance with attendance reporting.

SCHOOL READINESS PROVIDER MONITORING TOOL – Tier 2

Attachment A

EARLY LEARNING COALITION OF SELECT COALITION

Coalition Staff/Monitor: _____ Monitoring Date: _____ Program Year: _____

Yes **No** *If applicable, did the provider notify the coalition if a child was absent for five (5) consecutive days with no contact from parent by the close of the fifth (5th) day, according to rule? (III-21)*

N/A

Yes **No** *If no, did the observation result in a questioned cost? Indicate amount _____*

Indicate any discrepancies found:

11. Rilya Wilson Act

When an at-risk child has an unexcused absence or seven consecutive days of excused absences, the school readiness provider shall notify the Department of Children and Families or community-based lead agency and the early learning coalition.

Assessment activity - Review sign-in/sign-out log for at-risk children in sample. From the selected sample, determine which children were absent. Once a determination has been made, ask the provider for documentation that supports communication with DCF or the parent concerning absences as applicable. Determine if procedures were followed to substantiate compliance with attendance reporting.

Yes **No** *If applicable, did the provider abide by the provisions of the Rilya Wilson Act for each at-risk child under the age of school entry by documenting any notification contact made with the DCF or community-based agencies' case manager? (III-22)*

N/A

Indicate any discrepancies found:

Notes: _____

IV. COALITION RESPONSIBILITIES – Informational only

1. Training and technical assistance

Yes **No** *Does the provider participate in training or technical assistance offered by the coalition to support quality SR services? (IV-29)*

N/A

Notes: _____

V. ACCESS

SCHOOL READINESS PROVIDER MONITORING TOOL – Tier 2

Attachment A

EARLY LEARNING COALITION OF SELECT COALITION

Coalition Staff/Monitor: _____ Monitoring Date: _____ Program Year: _____

1. Access to facility

Yes No Does the provider allow coalition staff (contractor or sub-contractor) or OEL staff immediate access to facility per contract? (V-34)

Immediate is defined in the context of what someone would see as reasonable time to grant access to the site. Monitoring staff should taken into consideration eating time and staff available (without disrupting normal operations and teacher/student ratios), etc.

2. Access to records

Yes No Does the provider allow coalition staff (contractor or sub-contractor) or OEL staff immediate access to records per contract? (V-35)

Immediate is defined in the context of what someone would see as reasonable time to grant access to the site. Monitoring staff should taken into consideration eating time and staff available (without disrupting normal operations and teacher/student ratios), etc.

Notes: _____

VI. MAINTENANCE OF RECORDS, DATA AND CONFIDENTIALITY

1. Family data and confidentiality agreements

Assessment activity - Review confidentiality agreements signed by provider staff.

Yes No Does provider protect child & family data and have staff complete confidentiality agreements in accordance with provider contract? (VI-36)

The monitor should select a sample of staff to review during on-site visits.

2. Attendance record maintenance

Yes No Does provider maintain records of sampled children, including sign in and sign out documentation, enrollment and attendance certifications, documentation to support excused absences and proof of parent co-payments for children funded by the SR program per contract? (VI-37)

3. Maintain records for five years

Assessment activity - Review sample of 5 child records (including payment certificates, sign in and sign out documentation, enrollment and attendance certifications, documentation to support excused absences and proof of parent co-payments) to include children who were terminated or who were enrolled and paid for 5 years prior to the date of the onsite visit

Yes No N/A Does the provider maintain the above mentioned records for audit purposes for a period of five (5) years from the date of the last reimbursement request for that fiscal year or until the resolution of any audit findings or any litigation related to this Contract, whichever occurs last? (VI-37)

Notes: _____

VII. COMPENSATION AND FUNDING

1. Private pay rate

SCHOOL READINESS PROVIDER MONITORING TOOL – Tier 2

Attachment A

EARLY LEARNING COALITION OF SELECT COALITION

Coalition Staff/Monitor: _____ Monitoring Date: _____ Program Year: _____

Assessment activity - Review most recent provider CCR&R update or other provider communication regarding private pay to the coalition and compare to what the provider currently reports as its private pay rate.

Yes No *Did the provider report changes to the coalition to its private pay rate no later than the close of business on the day of the change? (VII-43)*

Yes No *Is the provider's rates for SR services equal to or less than the provider's private pay rate?*

2. Rates and Fees for Parents

Assessment activity - Review private pay information that the provider gives to parents. Verify that a list of fees is available to parents and if applicable the type of written notice given if there is a different between the private pay rate and the SR rate. Parents of children in the sample may also be interviewed.

Yes No *Did the provider provide the parent with a list of any fees it charges and, if applicable, written notice of the difference between the private pay rate and SR reimbursement, prior to the parent enrolling his/her child? (VII-44)*

3. Military Subsidies

Assessment activity - Review sampled children for military affiliation.

Yes No N/A *Did the provider notify the coalition if it received military subsidy payments through or from the Child Care Aware of America[®] (formally NACCRRA) or any legal successor organizations, on behalf of any child enrolled in the provider's SR program? (VII-45)*

4. Parent copayment collection

Assessment activity - Review documentation that validates parent copayment collection by provider for children in sample.

Yes No *Does the provider have a method for documenting and collecting the required copayment and issuing receipts to parents? (VII-46)*

5. Head Start Agencies

Assessment activity - Review sampled children sign in/sign out log for evidence that children attended above and beyond the scheduled Head Start program hours.

Yes No N/A *If applicable, is the provider's Head Start program in addition to and not in substitution for its school readiness program? (VII-52)*

6. Title 20 Schools

Assessment activity - Review sampled children sign in/sign out log for evidence that children attended above and beyond the scheduled public school program hours.

Yes No N/A *If applicable, is the provider's public school program in addition to and not in substitution for its school readiness program? (VII-53)*

Notes: _____

IX. NONDISCRIMINATION

1. Discrimination

Yes No *Has the coalition received any formal complaints regarding this provider related to discrimination against children on the basis of race, national origin, ethnic background, sex, religious affiliation, or disability or regarding discrimination against staff persons on the basis of religion? (IX-55)*

SCHOOL READINESS PROVIDER MONITORING TOOL – Tier 2

Attachment A

EARLY LEARNING COALITION OF SELECT COALITION

Coalition Staff/Monitor: _____ Monitoring Date: _____ Program Year: _____

X. NOTIFICATION

1. Timely unusual incident reporting

Yes No *Did the coalition verify that the provider reported unusual incidents on file during the visit to the coalition by no later than the close of business on the day of the incident? (XI-68)*

N/A

2. Written notification of incident

Yes No *Did the provider submit a written report of the incident on file during the visit to the coalition within three business days? (XI-68)*

N/A

Notes: _____

XI. Insurance

1. Worker's compensation/unemployment compensation insurance

Yes No *Does the provider have Workers' Compensation insurance that covers the term of the contract? (III-19)*

2. General liability insurance

Yes No *Did the coalition verify that the provider maintained general liability insurance and provided the coalition with written evidence of coverage? (OEL-SR20 L, FFN, LE)*

N/A

3. Insurance changes

Assessment activity - Verify proof of insurance. If provider demonstrates current insurance information then they are compliant.

Yes No *Did the provider submit advance written notice of cancellation or changes to insurance coverage a minimum of ten (10) calendar days to the coalition? (OEL-SR20 L, FFN, LE)*

N/A

Notes: _____

SCHOOL READINESS PROVIDER MONITORING TOOL – Tier 2

Attachment A

EARLY LEARNING COALITION OF SELECT COALITION

Coalition Staff/Monitor: _____ Monitoring Date: _____ Program Year: _____

XII. MONITORING REVIEW ACKNOWLEDGEMENTS

Follow-up required? Yes No Date Due: _____

Description of follow-up required: (if additional space is needed, use Overall Compliance Observations section)

Acknowledged
by: _____

Printed Name and Title of Coalition Representative	Signature of Coalition Representative	Date
---	---------------------------------------	------

Acknowledged
by: _____

Printed Name and Title of SR Program Provider Representative	Signature of SR Program Representative	Date
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ATTACHMENT B – MINIMUM ANNUAL SAMPLE SIZE

# of Providers or Students	Minimum Sample Size
<20	75%
30	25
35	28
40	31
45	34
50	37
55	38
60	39
65	40
70	42
75	44
80	47
85	50
90	53
95	56
100	58
110	62
120	65
130	68
140	70
150	72
160	74
170	76
180	78
190	80
200	81
210	82
220	83
230	84
240	85
250	86
260	87
270	88
280	89
290	90
300	91
325	93
350	95
375	98
400	100
425	102
450	103

# of Providers or Students	Minimum Sample Size
475	106
500	108
525	109
550	110
575	111
600	112
625	113
650	114
675	115
700	116
725	116
750	117
775	117
800	118
900	119
1,000	121
1,500	122
2,000	123
2,500	124
3,000	125
3,500	126
4,000	127
4,500	128
5,000	129
5,500	130
6,000	131
6,500	132
7,000	133
7,500	134
8,000	135
8,500	136
9,000	137
9,500	138
10,000	139
11,750	140
12,500	141
13,750	142
15,000	144
16,750	145
17,500	146
18,750	148
>20,000	150

ATTACHMENT C – SCHOOL READINESS CURRICULUM APPROVAL PROCESS – MONITORING CRITERIA

Section 1002.88 (1) (f), Florida Statutes, requires school readiness providers to “*Implement one of the curricula approved by the office that meets child development standards.*” The information below is a guide for monitoring curriculum use and implementation.

Requirements	Examples of Indicators	Results
Providers must select the approved version, year, or edition list on the most current Approved School Readiness Curricula List.	Selection may be verified by: <ul style="list-style-type: none"> • Written attestation from provider • Copy of purchase receipt • Visual confirmation 	
A copy of the curriculum should remain on-site at the provider and be accessible to teachers.	<ul style="list-style-type: none"> • Visual confirmation 	
Curriculum Implementation	Examples of Indicators	
Review lesson plan and/or interview for evidence of curriculum implementation to ensure alignment to the Florida Early Learning and Developmental Standards: Birth to Five.	Lesson plan review: <ul style="list-style-type: none"> • Are learning activities representative of all early learning domains? • Are activities both child guided and teacher guided? • Does the schedule allow for a variety of learning experiences including play, large group, small group, and outdoor time? • Are there opportunities for flexibility? 	
If a lesson plan is not available for review, implementation may be verified through interview and or/observation.	Interview/observation: <ul style="list-style-type: none"> • Talk about the curriculum you use. • How does the curriculum meet the needs of children in your program? • How do you think the curriculum promotes learning for young children? • How do the children respond to the curriculum? • Tell me about the training have you received on this curriculum? • How do you involve families? 	

Additional Comments:

Follow-up Required:

ATTACHMENT D – SCHOOL READINESS PROVIDER MONITORING CHART

Risk Indicator	SR Program Risk Assessment	Enter x for each area of non-compliance	Comments
		NA	
#1	I. PARTIES AND TERMS OF THE CONTRACT a. Not transferred/assigned contract		
	II. PROVIDER ELIGIBILITY a. Provider type and services (informational)	NA	
#2	b. Licensed or legally operating		
#3	III. PROVIDER RESPONSIBILITIES a. Child care (payment) certificate		
#4	b. Healthy and safe environment		
#5	c. Developmentally appropriate curriculum		
#6	d. A character development program		
#7	e. Prohibited forms of discipline		
#8	f. Child immunization and health screenings		
#9	g. Unlimited parental access		
#10	h. Statewide information system		
#11	i. Daily sign-in/sign-out sheets		
#12	j. Enrollment/Attendance Certifications		
#13	k. Reporting absences		
#14	l. Rilya Wilson Act		
	IV. COALITION RESPONSIBILITIES – Informational only a. Training and technical assistance	NA	
#15	V. ACCESS a. Access to facility		
#16	b. Access to records		

	VI. MAINTENANCE OF RECORDS, DATA AND CONFIDENTIALITY		
#17	a. Family data and confidentiality agreements		
#18	b. Attendance record maintenance		
#19	c. Maintain records for five years		
	VII. COMPENSATION AND FUNDING		
#20	a. Private pay rate		
#21	b. Rates and Fees for Parents		
#22	c. Military Subsidies		
#23	d. Parent copayment collection		
#24	e. Head Start Agencies		
#25	f. Title 20 Schools		
	IX. NONDISCRIMINATION		
#26	a. Discrimination		
	X. NONCOMPLIANCE, PROBATION AND TERMINATION		
	a. Written notification of failure to comply with requirements	NA	
	b. Technical assistance	NA	
	c. Provider probation	NA	
	d. Contract termination	NA	
	e. Written notification of termination	NA	
	f. Immediate and serious danger to the health, safety or welfare of children	NA	
#27	g. Anti-fraud plan		
	h. United States Department of Agriculture National Disqualified List	NA	
	XI. NOTIFICATION		
#28	a. Timely unusual incident reporting		
#29	b. Written notification of incident		
	XII. Insurance		
#30	a. Worker's compensation/unemployment compensation insurance		

#31	b. General liability insurance		
#32	c. Insurance changes		
	XIII. MONITORING REVIEW ACKNOWLEDGEMENTS - TOTAL NUMBER OF OVERALL COMPLIANCE OBSERVATIONS	Total # - _____	Percentage of Questions Cost -

Note:

A provider that has eight or more findings as assessed by this monitoring tool, will be considered high-risk, (.25 x 32 = 8). Additionally, if 15 percent or more of the files in the selected sample result in questioned cost, that provider will be considered high-risk. . For example, if three out of 20 files result in questioned cost, that provider will be considered high-risk.