



COMMUNITY SERVICES AGENCY

Kathryn M. Harwell
Director

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BOARD OF SUPERVISORS

2016 AUG 11 P 2:28

MEMO TO: LIZ KING
CLERK OF THE BOARD OF SUPERVISORS

FROM: KASEY HOUCK *KA*
CONTRACTS ADMINISTRATION

DATE: AUGUST 11, 2016

SUBJECT: CORRESPONDENCE LETTER

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Attached is the correspondence letter for the FY 2015-2016 Self-Evaluation Report of the Child Care and Development Alternate Payment Programs Stage 2 and stage 3 Contracts. We would like this to be added to the August 30th, 2016 Board of Supervisors Agenda.

If you have any questions regarding the above document please call Kasey Houck at 558-2849.

Thank You.



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BOARD OF SUPERVISORS

2016 AUG 11 P 2:32

August 30, 2016

To the Stanislaus County Board of Supervisors
Modesto, California

In accordance with the California Department of Education (CDE) requirement, the Community Services Agency (CSA) submitted an annual self-evaluation of the Child Care and Development Alternate Payment programs Stage 2 and Stage 3 Contracts on May 31, 2016. California Code of Regulations, Title 5, section 18279 requires the self-evaluation be presented to the governing Board of Supervisors. The Fiscal year 2015-16 self-evaluation report is attached for your review and records.

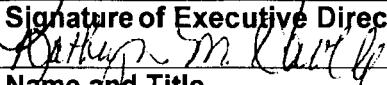
The self-evaluation included a review of 60 randomly selected Child Care case files. There were no findings in the areas of Family Eligibility Requirement, Child Need Requirement Verification, Recording and Reporting Attendance, Correct Fee Assessed, Inventory Records, Alternative Payment Policies, Annual Evaluation Plan, Staff Development Plan, or Compliance with Due Process, therefore no corrective action was needed.

The self-evaluation recognizes the Agency's ongoing commitment to improve and utilize best business practices. This information is intended solely for use by the Stanislaus County Board of Supervisors, the Chief Executive Office, and CSA management.

Kathryn M. Harwell
Director

EESD 4000A

**Program Self-Evaluation Process
Fiscal Year 2015–16**

| | |
|---|-------------------------------------|
| Contractor Legal Name Stanislaus County Community Services Agency | Vendor Number 2250 |
| Contract Type(s) C2AP, C3AP | |
| <p>This form can be expanded and is not limited to a single page.</p> <p>Check each box verifying the collection, analysis, and integration of each assessment data toward ongoing program improvement for all applicable contract types.</p> <p><input checked="" type="checkbox"/> Program Review Instrument FY 2015–16 – All Contract Types http://www.cde.ca.gov/ta/cr/documents/eesos1516.pdf</p> <p><input checked="" type="checkbox"/> Desired Results Parent Survey – All Contract Types http://www.cde.ca.gov/sp/cd/ci/documents/parentsurvey.do</p> <p><input type="checkbox"/> Age Appropriate Environment Rating Scales – Center-based/CFCC Contracts Types http://www.ersi.info/ecers.html</p> <p><input type="checkbox"/> Desired Results Developmental Profile and DRDPtech Reports – Center-based/CFCC Contracts Types https://www.desiredresults.us/drdp-forms</p> <p>Provide a summary of staff and board member participation in the PSE process: The Community Services Agency's (CSA) Child Care program Family Services Supervisor and Family Services Specialist lead worker identified specific dates to pull cases for C2AP and C3AP contracts, and established dates to conduct the review and analyze the results. The supervisor and the lead worker pulled sixty (60) randomly selected cases for the self-evaluation, beginning May 1st; parent surveys were sent out to families on April 1st. The selected cases were reviewed, and survey results were tallied and analyzed. The Program Manager and the Family Services Supervisor will meet in June to address any areas in the self-evaluation and survey results identified as needing improvement and/or having room for improvement, and adjust goals and objectives accordingly.</p> | |
| Statement of Completion: I certify that all documents required as a part of the PSE have been completed and are available for review and/or submittal upon request. | |
| Signature of Executive Director  | Date 6/7/16 |
| Name and Title Kathryn Harwell – Director | Phone Number 209-558-2500 |
| Contact Name if different from above (please print) Carole Benefield | Phone Number 209-558-3313 |

EESD 4000B

**Summary of Program Self-Evaluation
Fiscal Year 2015–16**

| | | |
|--|---|------------------------------|
| Contractor Legal Name Stanislaus County Community Services Agency | | Vendor Number 2250 |
| Contract Type(s) C2AP, C3AP | Age Group (Infant/Toddler, Preschool, School-Age) 12 and under | |
| Program Director Name Carole Benefield | Phone Number and E-mail Address 209-558-3313 – BenefiC@stancounty.com | |
| This form can be expanded and is not limited to a single page. | | |
| 1. Provide a summary of the program areas that did not meet standards and a list of tasks needed to improve those areas. | | |
| N/A | | |
| 2. Provide a summary of areas that met standards and a summary of procedures for ongoing monitoring to ensure that those areas continue to meet standards. | | |
| <p><u>Summary of areas that met standards:</u></p> <p>II-EES 02: Family Eligibility Requirement A family data file has been established for each family which contains a completed CD9600 along with required supporting documentation. Each file has a form signed by the parent/provider acknowledging receipt of our parent and provider handbook and instructions on how to access the parent and provider handbook. Our parent and provider handbook is available in hard copy format and is also available for access on-line.</p> <p>II-EES 03: Child Need Requirement Verification Need documentation is present in all family data file along with required completed application and application supplemental forms. Each file has a form signed by the parent/provider acknowledging receipt of our parent and provider handbook and instructions on how to access the parent and provider handbook. Our parent and provider handbook is available in hard copy format and is also available for access on-line.</p> <p>II-EES 04: Recording and Reporting Attendance Each file has a form signed by the parent/provider acknowledging receipt of our parent and</p> | | |

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provider handbook and instructions on how to access the parent and provider handbook. Our parent and provider handbook which contains information on the program's attendance policy is available in hard copy format and is also available for access on-line. Each file has completed child sign in/out records consistent with the certified hours of need.

II-EES 05: Correct Fee Assessed

Family Fee assessments were made for each family required to have a Family Fee in accordance with the current Family Fee Schedule issued by the CDE. Family data files for families assessed with a family fee contain corresponding family fee receipts. Each file has a form signed by the parent/provider acknowledging receipt of our parent and provider handbook and instructions on how to access the parent and provider handbook. Our parent and provider handbook which contains information on family fee collection policies and procedures is available in hard copy format and is also available for access on-line.

II-EES 06: Inventory Records

Stanislaus County Community Services Agency (CSA) maintains a data base of all equipment purchased with an acquisition cost of more than \$500 per unit. The direct cost methodology is used when equipment is purchased. Each piece of equipment is assigned a bar code and entered into CSA's data base. The data base contains type of equipment, model, serial number, funding source, acquisition date, cost, location, current location and transfer, replacement, or disposition of obsolete or unusable equipment. CSA conducts an annual inventory and when a piece of equipment is moved. CSA through Stanislaus County General Services Agency has a procurement procedure in place that prohibits conflict of interest and ensures a competitive bid process.

II-EES 07: Alternative Payment Policies

Each file has a form signed by the parent/provider acknowledging receipt of our parent and provider handbook and instructions on how to access the parent and provider handbook. Our parent and provider handbook which contains information regarding alternative payment policies and procedures, regulations, including the basis for provider participation, scheduled provider payments, informed parental choice, parents' rights and responsibilities, and provider grievance procedures is available in hard copy format and is also available for access on-line.

IV-EES 09: Annual Evaluation Plan

The program has an annual evaluation plan that addresses deficiencies identified during the self-evaluation and outlines next steps to address any and all areas not meeting standard and/or areas with potential room for improvement.

V-EES 11: Staff Development Plan

The program engages staff in staff development activities. Training and team building activities are built into events designed to introduce new information, refresh staff's knowledge of program policies, procedures, and expectations, and promote teamwork amongst staff.

VI-EES 15: Compliance with Due Process

Each file has a form signed by the parent/provider acknowledging receipt of our parent and provider handbook and instructions on how to access the parent and provider handbook.

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Our parent and provider handbook which contains information regarding parents' responsibility to comply with program rules, notice of action requirements, and parental appeals procedure is available in hard copy format and is also available for access on-line. Notices of action were issued when appropriate and copies are in each file.

Summary of procedures for ongoing monitoring:

The supervisor and the lead worker complete random case reviews when customers or providers inquire about their cases. Monthly reviews are also conducted on randomly pulled cases for each Child Care case manager. Furthermore, the Accounting supervisor conducts random reviews of accounting staff to check for reimbursement calculation accuracy, and to ensure all accounting staff is following correct procedures for provider reimbursement calculation.

Case managers are provided and use case review tools that assist them in reviewing their cases. Various reports are also generated for case managers which assist them and prompt them to address changes occurring in individual cases which may affect the family's eligibility for services. Completed case review tools and reports are submitted to the supervisor for a supervisor/lead worker level review.