



COMMUNITY SERVICES AGENCY

Kathryn M. Harwell
Director

BOARD OF SUPERVISORS
251 E. Hackett Road, Modesto, CA

2017 JUN 14 P 2:06
P.O. Box 42, Modesto, CA 95353-0042

Mailing Address

Phone: 209.558.2500 Fax: 209.558.2558

TO: Liz King
Clerk of the Board of Supervisors

FROM: Kasey Houck ^{KH}
CSA Contracts Administration Manager

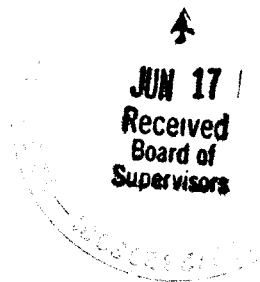
DATE: June 14, 2017

RE: Correspondence Letter

Attached is the correspondence letter for the FY 2016-2017 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 June 27, 2017 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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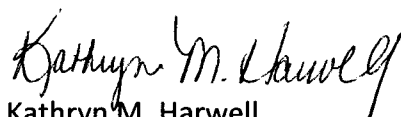
June 27, 2017

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 June 1, 2017. California Code of Regulations, Title 5, section 18279 requires the self-evaluation be presented to the governing Board of Supervisors. The Fiscal year 2016-17 self-evaluation report is attached for your review and records.

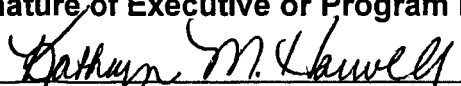
The self-evaluation included a review of 60 randomly selected Child Care case files. There were no findings in the areas of Family Eligibility Requirement, Child Need Requirement Verification, Recording and Reporting Attendance, Correct Fee Assessed, Inventory Records, Alternative Payment Policies, Annual 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 2016–17**

Contractor Legal Name: Stanislaus County Community Services Agency	Vendor Number: 2250
Contract Type(s): C2AP, C3AP	
Check each box verifying the collection, analysis, and integration of each assessment data toward ongoing program improvement for all applicable contract types.	
<input checked="" type="checkbox"/> Program Review Instrument FY 2016–17 – All Contract Types: http://www.cde.ca.gov/ta/cr/documents/eesos1617.pdf	
<input checked="" type="checkbox"/> Desired Results Parent Survey – All Contract Types: http://www.cde.ca.gov/sp/cd/ci/documents/parentsurvey.doc	
<input type="checkbox"/> Age Appropriate Environment Rating Scales – Center-based/CFCC Contracts Types: http://www.ersi.info/ecers.html	
<input type="checkbox"/> Desired Results Developmental Profile and DRDPtech Reports - Center-based/CFCC Contracts Types: https://www.desiredresults.us/drdp-forms	
Using a narrative format, summarize the staff and board member participation in the PSE process: This form can be expanded and is not limited to a single page.	
<p>The Community Services Agency's (CSA) Child Care program Family Services Supervisor and Family Services Specialist Lead Worker scheduled specific dates to pull C2AP and C3AP contract cases for review. Dates were also identified to conduct the reviews and analyze the results. The Parent Surveys were mailed to families no later than 4/10/2017. The supervisor and lead worker pulled sixty (60) randomly selected cases for the PSE beginning 5/1/2017. The selected cases were thoroughly reviewed and Parent Survey results compiled and analyzed by 5/19/2017. 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> <p>On August 8, 2017, the Stanislaus County Board of Supervisors will be presented a copy of the Community Services Agency's Fiscal Year 16/17 C2AP and C3AP Child Care Program Self Evaluation.</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 or Program Director: 	Date: 5/31/17
Name of Executive or Program Director as listed in the Child Development Management Information System (please print): Kathy Harwell	Phone Number: (209) 558-2500

Scan and submit both the EESD 4000A and EESD 4000B TO FY1617PSE@cde.ca.gov.

Mail hard copy **ONLY** if the PSE cannot be sent electronically to:

FY 2016–17 Program Self-Evaluation
Early Education and Support Division
California Department of Education
1430 N Street, Suite 3410
Sacramento, CA 95814

EESD 4000B

**Summary of Program Self-Evaluation
Fiscal Year 2016–17**

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 (as listed in the Child Development Management Information System): Carole Benefield		
Program Director Phone Number: (209) 558-3313	Program Director E-mail: 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 Requirements Families with children enrolled in the program meets eligibility requirements. A family data file has been established for each family containing a completed CD9600 along with required supporting documentation. Eligibility is verified within 30 days of a change and re-certifications are completed at intervals not exceeding 12 months and completed at least once per contract period.</p> <p>II-EES 03: Child Need Requirement Verification Families with children enrolled in the program meets need requirements. Need documentation is present in all family data files along with required completed application, application supplemental forms, and need documentation supporting the certified hours of child care. Need is verified within 30 days of a change and re-certifications are completed at intervals not exceeding 12 months and completed at least once per contract period.</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 provider handbook and instructions on how to access the parent and provider handbook. Our parent and provider handbook contains information on the program's recording and reporting attendance policies and procedures, and is available in hard copy format and is also available for</p>		

access on-line. Each file has completed child sign in/out records consistent with the certified hours of need, and reimbursement is based on service hours which are broadly consistent with the certified need. Reimbursement for variable schedules using license-exempt providers is based on actual days and hours of attendance up to the maximum certified hours.

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 contains information on family fee collection policies and procedures, and 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 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, and 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 areas needing and/or with potential room for improvement identified during the self-evaluation.

V-EES 11: Staff Development Plan

The program engages staff in staff development activities. Training and team building activities are built into weekly staff meetings and events designed to introduce new program 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. Our parent and provider handbook contains information regarding parents' responsibility to comply with program rules, notice of action requirements, and parental appeals procedure, and 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 Family Services Supervisor and the lead worker complete random case reviews when customers 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 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.

Scan and submit both the EESD 4000A and EESD 4000B TO FY1617PSE@cde.ca.gov.

Mail hard copy **ONLY** if the PSE cannot be sent electronically:

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Early Education and Support Division
California Department of Education
1430 N Street, Suite 3410
Sacramento, CA 95814

California Department of Education
March 2017