



School Readiness Provider Monitoring

Policy Statement

The Early Learning Coalition of Pasco and Hernando Counties, Inc. (PHELIC) shall establish and maintain criteria for establishing School Readiness provider's eligibility before authorizing a provider to offer School Readiness services in order to ensure compliance with Chapter 411.01., F.S.

Procedure

I. New Providers

- A. New providers interested in becoming a School Readiness provider must first contact PHELIC to establish a two-week visitation window during which a School Readiness Program Assessment (SRPA), which includes the assessment of required health and safety standards, can be completed. New providers must have children attending their program for a SRPA to be conducted.
- B. Once the SRPA is completed and the provider has scored the required 80% or higher, the following steps shall be taken:
 1. A new provider orientation shall be completed, which shall include at minimum:
 - a. A review of the School Readiness Payment Agreement to ensure that the potential school readiness provider has a full understanding of the terms and conditions required to meet the state, federal and Coalition's requirements. The provider must agree to all terms and conditions and sign the Agreement.
 - b. An overview of the School Readiness structure, including a brief explanation about the Coalition and services available, an introduction to the Coalition's website, the Coalition's contact information, requirements of maintaining school readiness provider status (see Section II. of the procedure), an overview of the VPK program and, as applicable, the requirements to become a VPK provider.
 - c. A review of all aspects of administrative and payment functions, forms and deadlines regarding the implementation of school readiness services.
 - d. A schedule of Provider Meetings.
 2. All required documentation shall be collected and a provider file started. Such documentation will include, but not be limited to:
 - a. Current Gold Seal verification, if applicable.

- b. Current license or current religious exempt accreditation, if applicable.
 - c. Current registration status verification, if applicable.
3. All provider information will be entered into the Child Care Resource and Referral (CCRR) database, if not already entered, including but not limited to: provider name, address, contact information, days and hours of operation, age groups accepted, rates and other information as identified.
4. Parents wishing to select a new provider will be notified that their provider of choice is required to complete the School Readiness provider approval process and that they may be required to choose an alternate provider until this process is completed due to the requirement that care be established with a ten (10) day period.
5. Once the SRPA is completed, and the provider has scored an 80% or higher, the provider will be notified that they have met the minimum requirements for being a School Readiness provider, an orientation will be scheduled. Parent(s) who selected the newly approved school readiness provider will be notified that they may enroll/transfer their child into the provider's location, as applicable.
6. Once the SRPA is completed, and the provider has NOT scored an 80% or higher, the provider will be notified in writing that they have not met the minimum requirements for being a School Readiness provider. Providers not meeting the minimum requirements may reapply after a six (6) month waiting period.
7. If a parent initially selected a new provider that was unable to meet the new School Readiness provider minimum standards, that parent will be notified that the provider was deemed ineligible to provide school readiness services and an alternate provider selection will be requested.

II. Out of County Providers

- A. Out of County providers interested in entering into a Payment Agreement with PHELC must contact PHELC and provide proof of current liability insurance. PHELC staff will then contact the Coalition that oversees programs in the provider's county for verification of program compliance. In the event the local Coalition does not conduct program assessments, PHELC staff will review the provider's licensing reports and verify status of current licensure/exemption.
- B. In the event the provider has not complied with their local Coalition, the parent will be notified that the provider has been deemed ineligible and will be asked to make another selection.
- C. If licensing reports reflect noncompliance issues directly related to the health and safety of children, or if license/exemption is not current, the parent will be notified that the provider has been deemed ineligible and asked to make another selection.

III. Existing Providers

- A. General Compliance:
All School Readiness providers must comply with state and federal statutes, rules and regulations, Coalition policies and procedures, and terms and conditions of the School Readiness Provider Payment Agreement, as applicable.

B. SRPA Compliance:

1. Each School Readiness provider may receive a SRPA each fiscal year. SRPA visits are not scheduled in advance.
2. If, at the time of the SRPA, the Coalition makes one (1) attempt to conduct the SRPA and that attempt fails, due to any reason, including but not limited to: the provider not being at the location, the provider not having children in care that day, the provider being closed that day, etc., Coalition staff will complete the following steps:
 - a. A notice will be taped securely to the entrance of the location notifying the provider that Coalition staff attempted to complete the SRPA. The notice will instruct the provider to call Coalition staff within five (5) working days and will provide a contact number to schedule their two (2) week visitation window so that the provider's SRPA may be completed as required. Failure to do so may result in the provider's immediate suspension from providing school readiness services and the transfer of their children for a period of up to one (1) year.
 - b. An e-mail notification will be sent to the provider notifying them that Coalition staff attempted to complete their SRPA. The notification must indicate the designated date by which to contact Coalition staff to schedule their two (2) week visitation window so that the provider's SRPA may be completed. The notice must also state the failure to do so may result in the provider's immediate suspension from providing school readiness services and the transfer of their children for a period of up to one (1) year.
 - c. Coalition staff will call the provider and, if necessary, leave a message notifying the provider that a notice has been sent to them regarding instructions for scheduling their SRPA and that failure to do so may result in the transfer of their children and suspension from providing school readiness services for a period of up to one (1) year. Coalition staff must log the date(s) and time(s) of the telephone attempts in the EFS database for documentation purposes.
3. If the provider fails to schedule their two (2) week visitation, Coalition staff will generate a letter to the provider notifying them that as of a specified date, the provider is suspended from providing school readiness services due to non-compliance. The letter will include a copy of the Coalition's grievance policy and procedures and will reflect the dates of attempts made to notify the provider of their responsibility to schedule and complete their SRPA.
4. Coalition eligibility staff will be notified to notify parents of children currently in care with the non-compliant provider notifying them of the provider's suspension. Parents shall be given the option of remaining with the provider and paying the provider's full rate or transferring their child(ren) to a school readiness provider and continuing to receive their school readiness subsidy.
5. A provider who is suspended from providing school readiness services may apply as a new provider after a waiting period of one (1) year and must meet the minimum standards then established by the Coalition.

- C. Corrective Action Plan (CAP) for Existing School Readiness Providers:
1. School readiness providers not meeting the minimum required score of 80% in their overall score, in any individual classroom, will be placed under a CAP for a period no less than thirty (30) days. During the CAP period, a provider will be placed on probation. During this probation period, new school readiness enrollments will not be allowed in the program.
 2. During the CAP period, the provider is responsible for requesting technical assistance, attending technical assistance workshops and/or investing in their business to meet the minimum requirements as established by the Coalition. During the CAP period, the provider will not be eligible to receive incentives from the Coalition.
 3. After the thirty (30) day period, the provider shall receive their SRPA at anytime to re-assess the quality of their program and to confirm their provider status. Those providers meeting the minimum standards established by the Coalition shall be removed from the CAP. Those providers NOT meeting the minimum standards established by the Coalition risk suspension/contract cancellation as a school readiness provider.
 4. A provider may be suspended as a school readiness provider for specific portions of their program. For example, if a provider meets the minimum requirements in all age groups other than Toddlers, they may only be suspended from the Toddler program but may continue providing school readiness services in the other age groups.
 5. If an existing school readiness provider is suspended, as stated above, Coalition staff will generate a letter to the provider out of compliance notifying them of the suspension/contract cancellation from providing school readiness services due to non-compliance. The letter must include a copy of the Coalition's grievance policy.
 6. Coalition eligibility staff will communicate with parents of children currently in care with the non-compliant provider notifying them of the provider's suspension and the need to transfer their children to another school readiness provider or, if they prefer to remain with the provider and pay the full rate, their services will be terminated.
 7. Providers who are suspended/cancelled from providing school readiness services, may reapply after a one (1) year period as a new provider (steps listed in Section I.).
- D. School Readiness Providers who are placed on Provisional Status by DCF
1. A school readiness provider who is placed on a provisional status by DCF for health and safety related violations will be immediately suspended from being a School Readiness provider, regardless of their SRPA scores.

2. A school readiness provider who is suspended for this reason will remain suspended until they are fully reinstated by DCF, regardless of the time period that lapses. A suspended provider must follow the steps for a new provider to become reinstated as a school readiness provider.

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