



**Kathryn M. Harwell**  
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BOARD OF SUPERVISORS

2015 JUN 19 P 1:16

June 30, 2015

To the Stanislaus County Board of Supervisors  
Modesto, California

In accordance with a California Department of Education (CDE) requirement that the Community Services Agency (CSA) submit an annual self-evaluation of the Child Care and Development Alternate Payment programs Stage 2 and Stage 3 Contracts, CSA completed the self-evaluation on May 8, 2015. The Instructions for Program Self-Evaluation letter requires the self-evaluation be presented to the governing Board of Supervisors. The Fiscal year 2014-2015 self-evaluation report is attached for your review and records.

The self-evaluation included a review of 54 Child Care case files. There were no findings in the areas of Governance and Administration, Standards, Assessment, and Accountability, Staffing and Professional Development, or Opportunity and Equal Educational Access, 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.

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EESD 4000

**Program Self-Evaluation Cover Page**

<b>Contractor's Legal Name</b> Stanislaus County Community Services Agency				<b>Vendor Number</b> 2250		
<b>Contract Type(s)</b>	<b># of classrooms by age group and setting</b>					
	<b>Infant Toddler</b>		<b>Preschool</b>		<b>School Age</b>	
	<b>Center</b>	<b>FCCHEN</b>	<b>Center</b>	<b>FCCHEN</b>	<b>Center</b>	<b>FCCHEN</b>
<input type="checkbox"/> CSPP						
<input type="checkbox"/> CCTR						
<input type="checkbox"/> CFCC						
<input type="checkbox"/> CHAN						
<input type="checkbox"/> CRRP						
<input type="checkbox"/> CMIG						
<input type="checkbox"/> CMAP						
<input type="checkbox"/> CAPP						
<input checked="" type="checkbox"/> C2AP						
<input checked="" type="checkbox"/> C3AP						

(Note: This area expands as necessary.)

**Describe your program self-evaluation process**

The Community Services Agency (CSA) conducted two types of reviews throughout this fiscal year. The Family Services Supervisor randomly pulled case files twice this fiscal year for specific review occasions: The self-review, which began April 15, and the contract monitoring /case file review done by the external auditing agency.

~~The FSS established a team to conduct the self-evaluation and identified specific dates to pull and review cases for C2AP and C3AP contracts and established a date to review the findings. Fifty four (54) cases were reviewed and there were no findings.~~

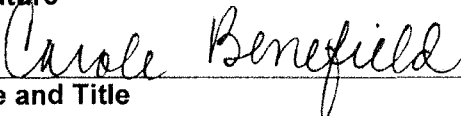
The Program Manager and Family Services Supervisor will meet in June to address any areas identified in the self-evaluation that need improvement and adjust goals and objectives accordingly.

In addition to the aforementioned evaluation processes, the Family Service Supervisor also completes random case reviews when customers or providers inquire about their cases. Monthly reviews are also conducted on randomly pulled cases for each Child Care worker. Further, the Accounting Supervisor conducts random reviews of payment staff to check for calculation accuracy, and to ensure that all accounting staff are following similar procedures for reimbursement computations/payments to the providers that are working for our enrolled customers.

During these reviews we are able to gather specific information about business processes and our customer service and identify areas of improvement. Results of the reviews are shared with the Case Managers and the items found in the reviews are corrected by the Case Managers. The review sheets are returned to the Supervisor with a description of what was completed. If an overall pattern of errors is detected, training sessions are held for staff. Staff will receive written policy and procedures when needed.

Child Care staff suggests business process improvements. If implemented procedures are written and

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training given.	
<b>A copy of the Program Self-Evaluation will be/has been presented to the Governing Board.</b>	<b>Date</b> 6/30/2015
<b>Statement of Completion: I certify that the information included in this report is accurate and factual to the best of my knowledge.</b>	
<b>Signature</b> 	<b>Date</b> 06/01/2015
<b>Name and Title</b> Carole Benefield, Child Care Manager	<b>Phone Number</b> (209) 558-3313
<b>Contact Name and Number if different from above</b>	<b>Phone Number</b>

EESD 4001

**Instructions for  
Early Education and Support Division (EESD) Program Review Instrument  
Summary of Findings and Action Plans**

**Submission Requirements**

All contractors operating, CSPP, CCTR, CFCC, CMIG, CHAN, CAPP, CMAP, C2AP, C3AP, and CRRP contract(s) must complete one (1) EESD 4001 for each contract type operated by the contractor.

**Contractor Information**

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EESD 4001

**Early Education and Support Division Program Review Instrument  
Fiscal Year 2014-15**

<b>Contractor's Legal Name</b> Stanislaus County Community Svcs Agency	<b>Vendor Number</b> 2250
<b>Contract Type</b> Alternative Payment Program C2AP	<b>Age Group (Infant/Toddler, Preschool, School-Age)</b> 12 and under
<b>Planning Date</b> 5/8/2015	<b>Lead Planner's Name and Title</b> Carole Benefield, Child Care Manager

**Summary of Findings and Action Plans**

Complete the Summary of Findings and Actions Plans as directed in the instructions.

**INVOLVEMENT**

EES-01: Plan for Parent Involvement  
(CCTR, CSPP, CMIG, CHAN, CFCC)

*Corrective Action Plan:*

**GOVERNANCE AND ADMINISTRATION**

EES-02: Family Eligibility Requirements  
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP)

*Corrective Action Plan:* None needed

EES-03: Child Need Requirement Verification  
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP)

*Corrective Action Plan:* None needed

EES-04: Recording and Reporting Attendance  
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP)

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*Corrective Action Plan:* None needed

EES-05: Correct Fee Assessed  
(CCTR, CSPP, CMIG, CFCC, CAPP, CMAP, C2AP, C3AP)

*Corrective Action Plan:* None needed

EES-06: Inventory Records  
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP, CRRP)

*Corrective Action Plan:* None needed

EES-07: Alternative Payment (AP) Policies  
(CAPP, CMAP, C2AP, C3AP)

*Corrective Action Plan:* None needed

**STANDARDS, ASSESSMENT, AND ACCOUNTABILITY**

EES-08: Desired Results Profile and Data  
(CCTR, CSPP, CMIG, CHAN, CFCC)

*Corrective Action Plan:*

EES-09: Annual Evaluation Plan  
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP)

*Corrective Action Plan:* None needed

EES-10: Site Licensure  
(CCTR, CSPP, CMIG, CHAN, CFCC)

*Corrective Action Plan:*

**STAFFING AND PROFESSIONAL DEVELOPMENT**

EES-11: Staff Development Program  
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, C2AP, C3AP, CRRP)

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*Corrective Action Plan:* None needed

EES-12: Qualified Staff and Director  
(CCTR, CSPP, CMIG, CHAN, CFCC)

*Corrective Action Plan:*

EES-13: Staff-Child Ratios  
(CCTR, CSPP, CMIG, CHAN)

*Corrective Action Plan:*

#### **OPPORTUNITY AND EQUAL EDUCATIONAL ACCESS**

EES-14: Family Selection  
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP)

*Corrective Action Plan:*

EES-15: Compliance with Due Process  
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP)

*Corrective Action Plan:* None needed

EES-16: Refrain from Religious Instruction  
(CCTR, CSPP, CMIG, CHAN, CFCC)

*Corrective Action Plan:*

EES-17: Services Responsive to Family Needs  
(CRRP)

*Corrective Action Plan:*

#### **TEACHING AND LEARNING**

EES-18: Environment Rating Scale  
(CCTR, CSPP, CMIG, CHAN, CFCC)

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*Corrective Action Plan:*

EES-19: Nutritional Needs  
(CCTR, CSPP, CMIG, CHAN, CFCC)

*Corrective Action Plan:*

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Complete the requested information at the top of form EESD 4001, including Contractor's Legal Name, Contract Type, Age Group(s) being served, Planning Date, and Lead Planner's Name and Title.

### **Summary of Findings and Action Plans**

Using the EESD Program Instrument 2014–15 at <http://www.cde.ca.gov/ta/cr/documents/ees201415a.pdf> for all applicable domains and items (EES 01-19), verify the summary of findings determined in the program self-evaluation process as follows:

- For each item applicable to the contract type, left click on the box. An "x" mark will appear in the box. This "x" verifies the item the contractor was required to review.
- For any item **not** fully meeting requirements enter a description of the finding(s) and include a plan to resolve the finding. This plan must include Actions (What will be done, not already being done?), Persons Responsible (Who will do what?) and a timeline (By when?). These boxes will allow for as much writing space as needed.