

Early Learning Coalition of Orange County



Statewide Monitoring Tool
Approved
Effective July 1, 2015

Ensuring all Orange County children enter school ready to learn.

This Presentation is based on the following Documents that are in State Law and Rule

- School Readiness Contract
- School Readiness Monitoring Tool
- 6M

Compliance Monitoring will be based on the new Statewide Monitoring Tool which parallels the School Readiness Contract.

All documents are on our website and OELs

The Major Changes

There are only 3 things that might surprise you.....all the rest you have known for a long time.

The Major Changes

- Possible Surprise One:
If your insurance lapses for even one day your School Readiness contract will be immediately terminated and you will not be eligible for a contract for 5 years

The Major Changes

- Possible Surprise Two:

You must prove that parents have paid assigned parent fee. We will look for evidence of deposit into your checking account.

The Major Changes

- Possible Surprise Three:
You must produce records for services offered to every SR child you have served during the last 5 years.....even if only offered for 1 day.

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Tier 1

- Every SR Provider included
- Contract Documents
- Health/Safety Checklists (license-exempt and Informal only)
- Developmental Screenings
- Annual CCR&R Updates
- Turning Monthly Enrollment/Attendance sheets in on time to Reimbursement

Tier 2

- Sample of SR Providers.
- Tier 1 Compliance required
- Onsite provider visit for sections III through IX of the Monitoring Tool.
- Monthly desk review for Enrollment/Attendance Certifications according to Rule 6M-4.500(2), FAC.

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Provider Responsibilities

- All of this information is collected prior to approving your current SR contract. This is already a part of the desk review portion. There is nothing for the Provider to provide to ELC in addition to what you have already submitted.
- HOWEVER, if something changes with Sunbiz status (i.e.. EIN, officers, etc.) **you must notify ELC of those changes. If you do not, you will have a finding.**
- If providers are concerned about another agency already checking this information, inform them that there may be crossover. It has nothing to do with DCF licensing but that we are monitoring the legal contract that the State has asked to.

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- To avoid being **High Risk** don't have 8 or more Non-Compliance findings else you subject yourself to aggressive monitoring until absolute compliance and removal as High Risk.
- The Coalition and 4C all have portions of the monitoring and will work together to achieve compliance

Monitoring Requirements

- Review confidentiality agreements for 25% of employees. If 10% or more in error, then that is a finding.
- Review current attendance records.
 - Sign in/out sheets
 - Enrollment/attendance certifications
 - Excused absence documents
 - Proof of parent co-pays
- Review child records from five years past.
 - Sign in/out sheets
 - Enrollment and attendance certifications
 - Excused absence documents
 - Proof of parent co-pays

TIPS

- Sign In Sheets must be current at all times
- Developmental Screenings must be done within the designated time limits
- Keep the ELCOC updated with all items related to your Statewide School Readiness Contract
- Maintain open access to parents and the ELC
- Maintain and save records for 5 years in an organized manner

TIPS

- Did you let us in the building within a reasonable amount of time? (1 minute)
- Did you provide access to records within a reasonable amount of time? (on site visit)

If not these are findings

Always Required

- We will be checking for formal discrimination complaints submitted to ELC.



TIPS

- Notify the Coalition of any changes or unusual incidents
- Parents **MUST** pay! You must have a method to insure payments have been made:
 - Have a duplicate receipt book – give the participant the original copy and maintain the duplicate in the receipt book
 - List SR provider last names and amount paid on the dated deposit ticket
 - Attach to deposit receipt

TIPS

- Read your Contract (and all contracts) before you sign it
- Keep your insurance current (advise us of changes 10 prior to the change)
- Keep staff documents current and available
- Have staff sign the confidentiality statement (a sample is on our website)
- Keep your e-mail address current- staff must have their own addresses

Challenges

- Keeping records, including parent payment records for 5 years
- Keeping documentation current
- The private pay rate must match the information in CCR&R and must be in writing and available to parents
- An error rate of 10% or higher will result in a finding

Given at the end of Monitoring

- This section is the notification to the provider if follow up is required. Initially, a hand written description will be included outlining the follow up. If you are non-compliant, you will also receive formal, written notification along with the Corrective Action Plan. The Coalition Rep and Provider Rep must sign this page.
- Corrective Action Plans must be completed within 7 – 10 business days

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This PowerPoint will be placed on the ELCOC website tomorrow

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If we cannot answer your question, please write it down so we can research it to provide the most accurate answer. We will respond as soon as we have an answer.

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