Optional Self-Assessment Worksheet ECEAP and 0-3 ECEAP

This is an optional ECEAP and 0-3 ECEAP Self-Assessment worksheet. It can be used as a tool and may assist newer or smaller contractors navigate the process. It may also make requirements clearer for staff and parents. You may use it in any way that is helpful but it is not a substitute for engaging in the full ECEAP Self-Assessment process and cannot be substituted for the Self-Assessment. Do not submit this worksheet to DCYF ECEAP.

Red font = monitor for non-licensed sites only.

ECEAP & 0-3 ECEAP Contract Exhibit A: Statement of Work		Strength	In Compliance	Challenge	Notes
3.	Performance Based Contracting Measures	☐	☐	☐	
4.	Expected ECEAP Outcomes	☐	☐	☐	
8.	Interpretation and Translation	☐	☐	☐	
9.	Data Entry Requirements	☐	☐	☐	
10.	ECEAP Eligibility & Enrollment	☐	☐		
11.	Portable Background Checks	☐	☐	☐	
12.	Child Safety	☐	☐	☐	
13.	Subcontract Requirements	☐	☐	☐	
15.	DCYF Part Day, School Day and Working Day model compensation (when applicable)	☐	☐	☐	
16.	DCYF Part Day, School Day and Working Day model licensing requirements	☐	☐	☐	
17.	Use of Funds	☐	☐	☐	
19.	Complex Needs Fund (if applicable)	☐	☐	☐	
20.	Purchase Approvals	☐	☐	☐	
21.	Inventory	☐	☐	☐	
Strengths:					
Challenges:					
Possible goals:					

0-3 ECEAP/ECEAP Performance Standard Intent and Authority		Strength	Compliance Yes/No	Challenge	Notes
IA-2	Non-Discrimination	☐	☐	☐	
Strengths:					
Challenges:					

0-3 ECEAP/ECEAP Performance Standard Intent and Authority	Strength	Compliance Yes/No	Challenge	Notes
Possible goals:				

0-3 ECEAP/ECEAP Performance Standard Child Outcomes		Strength	Compliance Yes/No	Challenge	Notes
CO-1	Developmental Screening and Referral	☐	☐	☐	
CO-2	Transition Plan	☐	☐	☐	
CO-3	Observation	☐	☐	☐	
CO-4	MyTeachingStrategies GOLD© Assessment	☐	☐	☐	
CO-5	Individualization	☐	☐	☐	
Strengths:					
Challenges:					
Possible goals:					

0-3 ECEAP/ECEAP Performance Standard Family Engagement & Partnerships		Strength	Compliance Yes/No	Challenge	Notes
FEP-1	Family Engagement and Partnership Principles	☐	☐	☐	
FEP-2	Parent-Teacher Conferences	☐	☐	☐	
FEP-3	Parent-Teacher Conference Content	☐	☐	☐	
FEP-4	Family Support Visits	☐	☐	☐	
FEP-5	ECEAP Family Support Visit Content	☐	☐	☐	
	0-3 ECEAP Family Partnership Support Visit Content	☐	☐	☐	
FEP-6	Health Coordination Services for Families	☐	☐	☐	
FEP-7	Dental Screening	☐	☐	☐	
FEP-8	Medical Examinations	☐	☐	☐	
FEP-9	Family Confidentiality	☐	☐	☐	
FEP-10	Family Engagement	☐	☐	☐	
FEP-11	Family Engagement Content	☐	☐	☐	
FEP-12	Collaborative Visits with Other Programs	☐	☐	☐	

0-3 ECEAP/ECEAP Performance Standard Family Engagement & Partnerships		Strength	Compliance Yes/No	Challenge	Notes
FEP-13	Resources and Referrals	☐	☐	☐	
Strengths:					
Challenges:					
Possible goals:					

0-3 ECEAP/ECEAP Performance Standard Professional Development, Training and Requirements		Strength	Compliance Yes/No	Challenge	Notes
PDTR-1	Staffing Patterns	☐	☐	☑	
PDTR-2	Staff Qualifications and Annual Learning Plans	☐	☐	☑	
PDTR-3	ECEAP Director Role	☐	☐	☑	
PDTR-4	Lead Teacher Role	☐	☑	☐	
PDTR-5	Lead Teacher Qualifications	☐	☑	☐	
PDTR-6	Assistant Teacher Role	☐	☑	☐	
PDTR-7	Assistant Teacher Qualifications	☑	☐	☐	
PDTR-8	Volunteer Training & Background Check	☑	☐	☐	
PDTR-9	Employment Requirements	☐	☐	☐	
PDTR-10	Required Training	☐	☐	☐	
PDTR-11	Additional Required Training by Role	☐	☐	☐	
PDTR-12	Staff Recruitment & Selection	☐	☐	☐	
PDTR-13	Staff Training Program	☐	☐	☐	
PDTR-14	Family Support Mobility Mentoring Lead				
PDTR-15	Family Support Staff Role	☐	☐	☐	
PDTR-16	Family Support Staff Qualifications	☐	☐	☐	
PDTR-17	Recruitment, Eligibility and Enrollment Staff Role	☐	☐	☐	
PDTR-18	Coach Role	☐	☐	☐	
PDTR-19	Coach Qualifications	☐	☐	☐	
PDTR-20	Health Advocate Role	☐	☐	☐	
PDTR-21	Health Advocate Qualifications	☐	☐	☐	
PDTR-22	Health Consultant Role	☐	☐	☐	

0-3 ECEAP/ECEAP Performance Standard Professional Development, Training and Requirements		Strength	Compliance Yes/No	Challenge	Notes
PDTR-23	Health Consultant Qualifications	☐	☐	☐	
PDTR-24	Nutrition Consultant	☐	☐	☐	
PDTR-25	Nutrition Consultant Qualifications	☐	☐	☐	
PDTR-26	Infant and Early Childhood Mental Health Consultant Role	☐	☐	☐	
PDTR-27	Infant and Early Childhood Mental Health Consultant Qualifications	☐	☐	☐	
Strengths:					
Challenges:					
Possible goals:					

0-3 ECEAP/ECEAP Performance Standard Environment		Strength	Compliance Yes/No	Challenge	Notes
ENV-1	Indoor Space	☐	☐	☐	
ENV-2	Environment-Materials and Equipment	☐	☐	☐	
ENV-3	Environment-Inclusive Design	☐	☐	☐	
ENV-4	Square Footage Outdoor	☐	☐	☐	
ENV-5	Outdoor Safe Facilities	☐	☐	☐	
ENV-6	Playground Safety	☐	☐	☐	
ENV-7	Environments-Materials and Curriculum	☐	☐	☐	
ENV-8	Curriculum-Use of Media	☐	☐	☐	
ENV-9	Environment-Culturally Responsive Materials	☐	☐	☐	
ENV-10	Safety Requirements	☐	☐	☐	
ENV-11	Indoor Safe Facilities	☐	☐	☐	
ENV-12	Fire Safety	☐	☐	☐	
ENV-13	Meal and Snack Schedule	☐	☐	☐	
ENV-14	ECEAP Daily Routine-Tooth-Brushing	☐	☐	☐	
	0-3 ECEAP Daily Routine – Oral Health Care and Tooth Brushing	☐	☐	☐	
ENV-15	Menu Planning	☐	☐	☐	
ENV-16	Individual Meal Plans	☐	☐	☐	

0-3 ECEAP/ECEAP Performance Standard Environment		Strength	Compliance Yes/No	Challenge	Notes
ENV-17	Food Service and Practices	☐	☐	☐	
ENV-18	Food Sanitation-Handwashing	☐	☐	☐	
ENV-19	Food Sanitation-Meal Preparation	☐	☐	☐	
ENV-20	Contagious Disease Prevention-Handwashing	☐	☐	☐	
ENV-21	Contagious Disease Prevention-Reporting	☐	☐	☐	
ENV-22	Contagious Disease Notification	☐	☐	☐	
ENV-23	Immunizations	☐	☐	☐	
ENV-24	Medications	☐	☐	☐	
ENV-25	Bathroom Space, Toileting, & Diapering	☐	☐	☐	
ENV-26	Pets and Animals	☐	☐	☐	
ENV-27	First Aid Kit	☐	☐	☐	
ENV-28	Safe Facilities-Drinking Water	☐	☐	☐	
ENV-29	Safe Facilities-Animals, Pests, and Plants	☐	☐	☐	
ENV-30	Food Safety Inspection	☐	☐	☐	
ENV-31	ECEAP Daily Routine-Working Day and School Day	☐	☐	☐	
	0-3 ECEAP Daily Routine	☐	☐	☐	
ENV-32	0-3 ECEAP Infant and Toddler Care	☐	☐	☐	
Strengths:					
Challenges:					
Possible goals:					

0-3 ECEAP/ECEAP Performance Standard Interactions and Curriculum		Strength	Compliance Yes/No	Challenge	Notes
IC-1	Inclusive Environments Policy	☐	☐	☐	
IC-2	Individual Care Plan	☐	☐	☐	
IC-3	Curriculum	☐	☐	☐	
IC-4	Curriculum Planning	☐	☐	☐	
IC-5	Adult-Child Interactions	☐	☐	☐	

0-3 ECEAP/ECEAP Performance Standard Interactions and Curriculum		Strength	Compliance Yes/No	Challenge	Notes
IC-6	Curriculum-Developmentally Appropriate and Culturally Relevant	☐	☐	☐	
IC-7	Environment (Indoors and Outdoors)-Children's Interest	☐	☐	☐	
IC-8	Curriculum-Nutrition and Physical Activity Planning	☐	☐	☐	
IC-9	Positive Climate	☐	☐	☐	
IC-10	Child Guidance	☐	☐	☐	
IC-11	Child Guidance-Prohibited Practices	☐	☐	☐	
IC-12	Child Guidance-Physical Restraint	☐	☐	☐	
IC-13	No Expulsion	☐	☐	☐	
IC-14	Square Footage Indoor	☐	☐	☐	
IC-15	ECEAP Staffing and Ratio	☐	☐	☐	
	0-3 ECEAP Ratios and Group Size	☐	☐	☐	
IC-16	Daily Routine	☐	☐	☐	
IC-17	Alternative Attendance Plan	☐	☐	☐	
IC-18	Child Focus Response Plan	☐	☐	☐	
Strengths:					
Challenges:					
Possible goals:					

0-3 ECEAP/ECEAP Performance Standard Program Administration and Oversight		Strength	Compliance Yes/No	Challenge	Notes
PAO-1	Facilities	☐	☐	☐	
PAO-2	Service Area Agreements	☐	☐	☐	
PAO-3	Waiver to ECEAP/0-3 ECEAP Standards	☐	☐	☐	
PAO-4	Variance to ECEAP/0-3 ECEAP Standards	☐	☐	☐	
PAO-5	Confidentiality	☐	☐	☐	
PAO-6	Child Abuse and Neglect Policy	☐	☐	☐	
PAO-7	Family Notifications	☐	☐	☐	

Optional, cannot substitue for full self-assessment

0-3 ECEAP/ECEAP Performance Standard Program Administration and Oversight		Strength	Compliance Yes/No	Challenge	Notes
PAO-8	Family/Program Handbook and Related Policies	☐	☐	☐	
PAO-9	Attendance	☐	☐	☐	
PAO-10	Confidential Record Securing and Disposal	☐	☐	☐	
PAO-11	Health Records	☐	☐	☐	
PAO-12	Parent Consent Forms	☐	☐	☐	
PAO-13	Child Restraint Documentation	☐	☐	☐	
PAO-14	Monitoring and Compliance	☐	☐	☐	
PAO-15	Program Monitoring Documents	☐	☐	☐	
PAO-16	Pesticide Notifications	☐	☐	☐	
PAO-17	Health Screenings	☐	☐	☐	
PAO-18	Eligibility, Recruitment, Selection, Enrollment, and Attendance Documents	☐	☐	☐	
PAO-19	Human Resources Documents	☐	☐	☐	
PAO-20	Health and Safety Documents	☐	☐	☐	
PAO-21	Early Childhood Education Documents	☐	☐	☐	
PAO-22	Child Records	☐	☐	☐	
PAO-23	Disaster Plan, Policies and Procedures	☐	☐	☐	
PAO-24	Transportation	☐	☐	☐	
PAO-25	Transportation Records	☐	☐	☐	
PAO-26	No Expulsion Policy	☐	☐	☐	
PAO-27	Child Guidance, Restraint and Isolation Policy	☐	☐	☐	
PAO-28	Health and Safety Policies and Procedures	☐	☐	☐	
PAO-29	Required Postings	☐	☐	☐	
PAO-30	Early Childhood Education Service Delivery	☐	☐	☐	
PAO-31	Comprehensive Services	☐	☐	☐	
PAO-32	Community Partnerships	☐	☐	☐	

0-3 ECEAP/ECEAP Performance Standard Program Administration and Oversight		Strength	Compliance Yes/No	Challenge	Notes
PAO-33	Health Advisory Committee	☐	☐	☐	
PAO-34	Policy Council	☐	☐	☐	
PAO-35	Community Assessment	☐	☐	☐	
PAO-36	ECEAP/0-3 ECEAP Self-Assessment	☐	☐	☐	
PAO-37	Child Recruitment	☐	☐	☐	
PAO-38	Eligibility for ECEAP/0-3 ECEAP Services	☐	☐	☐	
From here on, 0-3 ECEAP & ECEAP standards are numbered differently. **The ECEAP standard is first.** **The 0-3 ECEAP standard is second and shaded in gray.**					
PAO-39	Additional Children Allowed for Enrollment	☐	☐	☐	
0-3 ECEAP PAO-39	Verifying Eligibility	☐	☐	☐	
PAO-40	Eligibility for Working Day ECEAP	☐	☐	☐	
0-3 ECEAP PAO-40	Authority to Enroll Child	☐	☐	☐	
PAO-41	Verifying Eligibility	☐	☐	☐	
0-3 ECEAP PAO-41	Calculating Family Size	☐	☐	☐	
PAO-42	Authority to Enroll Child	☐	☐	☐	
0-3 ECEAP PAO-42	Whose Income to Count	☐	☐	☐	
PAO-43	Calculating Family Size	☐	☐	☐	
0-3 ECEAP PAO-43	Which Income to Count	☐	☐	☐	
PAO-44	Whose Income to Count	☐	☐	☐	
0-3 ECEAP PAO-44	When a Child Lives in Two Households	☐	☐	☐	
PAO-45	Which Income to Count	☐	☐	☐	
0-3 ECEAP	Verifying Annual Income	☐	☐	☐	

0-3 ECEAP/ECEAP Performance Standard Program Administration and Oversight		Strength	Compliance Yes/No	Challenge	Notes
PAO-45					
PAO-46	When a Child Lives in Two Households	☐	☐	☐	
0-3 ECEAP PAO-46	Prioritization	☐	☐	☐	
PAO-47	Verifying Annual Income	☐	☐	☐	
0-3 ECEAP PAO-47	Waiting Lists	☐	☐	☐	
PAO-48	Prioritization	☐	☐	☐	
0-3 ECEAP PAO-48	Availability for Enrollment	☐	☐	☐	
PAO-49	Exceeds SMI Eligibility (ESE) Slots	☐	☐	☐	
0-3 ECEAP PAO-49	Maintaining Enrollment	☐	☐	☐	
PAO-50	Waiting Lists	☐	☐	☐	
0-3 ECEAP PAO-50	Serving Non-0-3 ECEAP Children in the Same Classroom	☐	☐	☐	
PAO-51	Availability for Enrollment	☐	☐	☐	
0-3 ECEAP PAO-51	Free-of-Charge	☐	☐	☐	
PAO-52	Maintaining Enrollment	☐	☐	☐	
0-3 ECEAP PAO-52	Subcontractors	☐	☐	☐	
PAO-53	Serving Non-ECEAP Children in the Same Classroom	☐	☐	☐	
0-3 ECEAP PAO-53	Family and Community Concerns and Complaints	☐	☐	☐	
PAO-54	Free-of-Charge	☐	☐	☐	
0-3 ECEAP PAO-54	Inclusive Environments Policy	☐	☐	☐	

0-3 ECEAP/ECEAP Performance Standard Program Administration and Oversight		Strength	Compliance Yes/No	Challenge	Notes
PAO-55	Subcontractors	☐	☐	☐	
0-3 ECEAP PAO-55	Contagious Disease Prevention Policy and Procedure	☐	☐	☐	
PAO-56	Family and Community Concerns and Complaints	☐	☐	☐	
0-3 ECEAP PAO-56	Curriculum – Nutrition and Physical Activity Policy	☐	☐	☐	
PAO-57	Inclusive Environments Policy	☐	☐	☐	
0-3 ECEAP PAO-57	Documentation Requirements	☐	☐	☐	
PAO-58	Contagious Disease Prevention Policy and Procedure	☐	☐	☐	
0-3 ECEAP PAO-58	Family Partnership Documents	☐	☐	☐	
PAO-59	Curriculum – Nutrition and Physical Activity Policy	☐	☐	☐	
0-3 ECEAP PAO-59	Family Partnership Documents	☐	☐	☐	
PAO-60	Documentation Requirements	☐	☐	☐	
0-3 ECEAP PAO-60	Family Records	☐	☐	☐	
PAO-61	Administrative Documents	☐	☐	☐	
0-3 ECEAP PAO-61	Continuous Improvement System	☐	☐	☐	
PAO-62	Family Partnership Documents	☐	☐	☐	
0-3 ECEAP PAO-62	Early Achievers Participation	☐	☐	☐	
PAO-63	Family Records	☐	☐	☐	
0-3 ECEAP PAO-63	Continuous Quality Improvement Visit	☐	☐	☐	
PAO-64	Continuous Improvement System	☐	☐	☐	

0-3 ECEAP/ECEAP Performance Standard Program Administration and Oversight		Strength	Compliance Yes/No	Challenge	Notes
0-3 ECEAP PAO-64	Stewardship of 0-3 ECEAP Funds	☐	☐	☐	
PAO-65	Early Achievers Participation	☐	☐	☐	
0-3 ECEAP PAO-65	Non-Traditional Remote Services Policy	☐	☐	☐	
PAO-66	Continuous Quality Improvement Visit	☐	☐	☐	
PAO-67	Stewardship of ECEAP Funds	☐	☐	☐	
PAO-68	Non Traditional Remote Services Policy	☐	☐	☐	

Strengths:	
Challenges:	
Possible goals:	