2018 RENEWAL APPLICATIONS FOR HQSR-E

December 1, 2017
Eligibility will require preschool programs to demonstrate proficiency in the following areas:

• Verification of student eligibility by maintaining proper documentation
• Demonstration of fiscal responsibility
• An overall ECERS score of 4.00 or higher for a program that is more than 3 hours a day or an overall ECERS score of 3.00 or higher for a program that is 3 hours a day or less
• Sufficient evidence of implementation of high quality preschool components
• Adequate documentation related to student performance information
• Adherence to reporting and documentation deadlines and requirements as designated in the grant
• Adherence to established schedules for the delivery of designated services as approved by the USBE
• Coordination and cooperation with the independent evaluator
1. Verification of student eligibility by maintaining proper documentation

- The preschool coordinator will maintain documentation of eligibility for each grant eligible student in the student’s classroom. Documentation needs to be in the classroom file before the student attends school.

- Evidenced by annual USBE monitoring visit.
2. Demonstration of fiscal responsibility

• Stays within the approved budget
• Submits the appropriate reimbursement form with accompanying receipts as often as monthly or at a minimum of quarterly UCA
• Maintains backup documentation at their site (e.g., reimbursement form, staffing sheets with salary, receipts for materials or anything that needs reimbursement). Backup documentation will be monitored at least once per school year during a scheduled visit *February ECERS Observation*
3. An overall ECERS score based on the length of the program

- An ECERS observation will be completed in February for all LEAs currently approved for the grant. An informal ECERS observation may be scheduled at the LEA’s request before the February visit.
- A program more than three hours will need to achieve a score of 4.0 or higher.
- A program that is three hours or less will need to achieve a score of 3.0 or higher.
4. Sufficient evidence of implementation of high quality preschool components

- USBE staff will coordinate with program coordinator(s) to analyze the implementation of the high quality preschool criteria
- Evidenced by annual USBE monitoring visit
5. Adequate documentation related to student performance information

- Student performance information is anything related to the high quality school readiness criteria indicating the preschool’s program is providing ongoing assessment of student’s educational growth and developmental progress to inform instruction.
- This item is included as one of the high quality preschool components and is also stated in the application.
- Evidenced by annual USBE monitoring visit and new kindergarten readiness assessment.
Student Outcomes

**Year 3**

LEAs Qualified
USBE monitors and
observes

Fall Kindergarten
Readiness
Assessment

Weber District

Weber Preschool

No Preschool

- All students will be assessed
- Results will be compared
- Program needs to demonstrate significant statistical gains
6. Adherence to reporting and documentation deadlines and requirements as designated in the grant

Reporting deadlines

- **Financial** - A summary of expenditures for the year. Tentatively due June 1, 2018
- **Attendance** - Percent of TANF eligible students who had access to the high quality preschool programs (e.g. income status, demographic data)
- **Evidenced by DWS Quarterly Reports**
6. Adherence to reporting and documentation deadlines and requirements as designated in the grant

- Documentation deadlines
- Documentation needs to be in place for staff before the first day of work in the classroom
- Documentation will be monitored by at least once per school year during a scheduled visit
  - Non-Disclosure
  - Code of Conduct
  - Background Check
- Evidenced by annual USBE monitoring visit
7. Adherence to established schedules

- For the delivery of designated services as approved by the USBE and DWS for TANF Expansion and IGP Scholarship students
- For an LEA, services begin no later than the first Monday after the student registers and continues until the end of the school year or until the district is notified by the parent or another preschool provider that the child has moved
- **Evidenced by annual USBE monitoring visit and DWS Quarterly Report**
8. Coordination and cooperation with the independent evaluator

• The independent evaluator will work with the preschool coordinator to obtain parental permission and appropriate times and locations for those students selected to be evaluated and any other data required by the evaluator

1. Provide parent contact info
2. Provide space to evaluate
3. Obtain parental permission

**Evidenced by ETI report**
Renewal Application

• Submit a budget
• ECERS observation in February
• Monitoring checklist form to be completed by USBE during February visit
• Schedule of preschool services including start and stop dates and approximate dates of parent orientation
Program Monitoring Checklist

High Quality School Readiness-Expansion

PROGRAM MONITORING CHECKLIST

INSTRUCTIONS: Review the required documentation and complete the checklist at least annually. Notify the grantee of the results and recommendations. Failure to comply with recommendations may result in termination of the award.

Organization name:  
Program name:  

Funding amount:  
Year 1:  
Year 2:  
Year 3:  

Grant start date:  
July 1, 2016  

Grant end date:  
June 30, 2019  

Monitoring date:  
Year 1:  
Year 2:  
Year 3:  

Monitored by:  
Year 1:  
Year 2:  
Year 3:  

Monitoring Attendees:  
Year 1:  
Year 2:  
Year 3:  

Determination:

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<th>Year</th>
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Program Summary

Does the program provide the funded services for the number of students they were able to recruit?

Does the program offer sufficient evidence of implementation of high quality preschool components as evidenced by annual USBE observation?

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<th>Requirements</th>
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