San Diego Community College District

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San Diego Community College District
Child Development / Early Education Centers
Program Self-Evaluation (PSE) Process

Program Self-Evaluation (PSE)

The Program Self-Evaluation process is part of the requirements under the California Department of Education, Early Learning and Care Division.

Background

All California Department of Education (CDE), Early Learning and Care Division (ELCD) contractors including General Child Care and Development Program (CCTR), and California State Preschool Program (CSPP) are required to complete and submit the Program Self Evaluation (PSE) by June 1 each fiscal year.

Section 18279 of 5 CCR requires contractors to develop an annual plan for their PSE process. The annual plan must include a self-evaluation based on the use of the Program Review Instrument, the applicable Parent Survey and, for direct service, center-based programs, including Family Child Care Home Education Networks, the Desired Results Developmental Profile, and Environment Rating Scale.

Directives

Contractors are required to analyze findings from the self-evaluation and develop both a written list of tasks to modify the program for all areas needing improvement and procedures, and for ongoing monitoring to assure areas that are satisfactory or higher continue to meet standards.

Description of the PSE requirements are found in the California Code of Regulations, Title 5 (5 CCR), sections 18270.5, 18272, 18279, 18280, and 18281.

Pursuant to 5 CCR Section 18279, the annual PSE shall include the following:

1. An assessment and analysis of the program using the Program Review Instrument for all items applicable to the contract type(s).
2. An assessment of the program by staff and board members as evidenced by written documentation.
3. Procedures for the ongoing monitoring of the program to ensure that areas of the program that are satisfactory continue to meet standards and areas requiring modification are addressed in a timely and effective manner.

Purpose of this Document

The purpose of this document is to outline SDCCDs revised internal PSE processes. The revised processes will be implemented in Fall 2021. The revisions were determined from the recommendations provided by the California Department of Education Consultant during SDCCDs January 2021 CSPP and CCTR Contract Monitor Review. The recommendations focused on increasing consistent practices related to the processes and procedures for completing the PSE forms, including the reviewing, scoring, recording and completion of the parent-teacher conference forms and DRDPs.

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San Diego Community College District
Program Self-Evaluation (PSE) Process

Timeline Chart

San Diego Community College District
Child Development Lab Centers Program Self-Evaluation (PSE) Timeline Chart

	August	September	October	November	December	January	February	March	April	May	June	July
PSE	PSE Staff Training is provided					Program Director schedules three PSE meetings with Center Directors	Center Directors ensure PSE Forms 3900, 4002, 4003, and 4004 are complete and review with Deans.	Program Director ensures PSE Form 4001 is complete. The three meetings take place to review and develop PSE.	PSE is submitted to Deans for final review		PSE is submitted for CDE approval	Program Director receives CDE approval and sumbits PSE for SDCCD BOT approval
DRDP	Teachers document and complete Fall DRDP for children in Learning Genie					Teachers document and complete Spring DRDPs for children in Learning Genie						
Parent / Teacher Conferences				Teachers schedule, document, and complete Fall Parent/Teacher Conferences					Teachers schedule, document, and complete Spring Parent/Teachers Conferences			
DRDP Online					Program Director uploads Fall DRDPs into DRDP Online						Program Director uploads Spring DRDPs into DRDP Online	

Staff Training

Multiple levels of staff are engaged in completing the Program Self-Evaluation (PSE), therefore it is important to provide regular and ongoing training to ensure consistent completion of forms and processes. SDCCD provides staff with annual training on the following:

- ✓ DRDP - Classroom Staff
  - ❖ Observing children and documenting their areas of development on the DRDP
  - ❖ Completing the DRDP in the Learning Genie software
    - ▪ Including: note taking, uploading photos / videos, contacting and sharing child's developmental milestones with parents in real-time
  - ❖ Completing the Parent Teacher Conference Form
  - ❖ Conducting a Parent Teachers Conference
- ✓ PSE Form 3900 – Lead Teachers
  - ❖ How to complete the Form 3900 DRDP Classroom Summary of Findings
- ✓ All forms and processes related to the PSE - Center Directors
  - ❖ Resources, online trainings, and in person trainings are provided annually to Center Directors on how to complete all forms and processes of the Program Self Evaluation.

Completing Required Forms

Annual – Center PSE Process

Center Teachers complete two Desired Results Developmental Profiles (DRDP) for children; Fall and Spring. The Program Director is responsible to retrieve the DRDP Reports from Learning Genie and upload them to DRDP Online after the Fall and Spring semesters.

Fall Semester - Center PSE Process

Between November and January, Center Directors distribute and collect Parent Surveys, and complete the Environment Rating Scale (ERS) for each classroom.

Spring Semester - Center PSE Process

As part of the Center PSE process, Teachers:

- Review and summarize results of the completed Desired Results Developmental Profiles (DRDP) for the children enrolled in their classroom
    - Form 3900 DRDP Classroom Summary of Findings

As part of the Center PSE process, Center Directors:

- Distribute, collect, tally Parent Surveys
    - Form 4003 Parent Survey Summary of Findings
- Complete and review scores of the Environment Rating Scale (ERS) for each classroom
    - Form 4002 ERS Summary of Findings
- Review and summarize results of the completed Desired Results Developmental Profiles (DRDP) for all children enrolled at the center for the Fall and Spring
    - Form 4004 DRDP Center Summary of Findings
- Review completed Forms 4003, 4002, and 4004 with college Dean

Spring Semester - Districtwide PSE Process

As part of the Districtwide PSE process, the Program Director:

- Schedules three PSE meetings with the Center Directors at various times throughout the Spring semester to complete the PSE.
- Emails forms to Center Directors to complete for their respective centers.
- Reviews and completes the Program Instrument checklist
    - Form 4001 Program Review Instrument Summary of Findings

During the scheduled Spring Districtwide PSE meetings, the Program Director and Center Directors review the completed forms to determine areas of effective practices and procedures, and areas that need improvement. The selected areas are compiled into a narrative summary that notates:

- Identified areas of effective practices and procedures or tasks for ongoing monitoring to assure areas continue to meet standards.
- Identified areas that need improvement and improvement plan or tasks to modify the program.

Reviewing Data / Information – Districtwide PSE Process

When reviewing areas of effective practices/procedures and areas that need improvement, an emphasis is placed on finding a common thread or correlation across all or multiple areas of the PSE (DRDP, Parent Surveys, ERS, and Program Review). When finding common a thread, it helps support the continuity of improving and/or maintaining a level of service that is represented in all areas of the PSE.

An example of a common thread could include the following scenario:

- A large percentage of children are lacking in large gross motor skills as evaluated on the DRDPs.
- The ERS indicates a low score for outdoor equipment that provides opportunity for large gross motor skills.
- The Parent Survey indicates a high percentage of parents were “not satisfied” or just “satisfied” with Material and Equipment provided at the center.
- The Program Review indicated in the area of Teaching and Learning EES-18, a “Corrective Action Plan” for centers is in place to secure appropriate equipment for gross motor skills.

The common thread in this scenario is the lack of equipment that supports large gross motor skills. Though it may not be that simple to find a common thread across all areas, it is important to ensure all PSE areas are reviewed for any type of correlations, even if only two areas reveal a correlation.

Sharing with Deans - Districtwide PSE Process

After the Program Director and Center Directors complete a final draft of the PSE, it is submitted to the District Dean of Career Education and Workforce Development for review and edits. If any edits are needed the Program Director notifies the Center Directors of the edits for their approval. Once Center Directors and the District Dean of Career Education and Workforce Development approve the PSE, the District Dean distributes it to the respective College Deans for additional feedback or edits.

Submittal to CDE - Districtwide PSE Process

After approval from the College Deans, the Program Director submits the PSE to the CDE on or by the required due date.

Submittal for SDCCD BOT Approval - Districtwide PSE Process

Upon notification and approval from CDE, the Program Director prepares the PSE for the Board of Trustees’ (BOT) approval, which includes creating a BOT agenda item and Vice Chancellor (VC) notes. The agenda item and VC notes are submitted to the District Dean of Career Education and Workforce Development for review and edits. Once the District Dean approves the agenda item and VC notes, the Program Director submits them to the Dean’s Assistant who in turn submits it through the required process for formal Board of Trustee approval.

All necessary PSE documentation are kept on file for at least 3 years as required by CDE. Documentation kept on file includes:

- On file at individual Centers
    - Form 3900 DRDP Classroom Summary of Findings
        - Includes completed DRDP’s for children and Parent Conference Forms
    - Form 4002 ERS Summary of Findings
        - Includes completed ERS score sheets
    - Form 4003 Parent Survey Summary of Findings
        - Includes completed Parent Surveys

    - Form 4004 DRDP Center Summary of Findings
- On file with the District Office:
    - Form 4001 Program Review Instrument Summary of Findings
        - Includes all forms and documentation that are required per the Program Review Instrument
    - CDE and BOT approval of the PSE
        - Includes CDE approval documentation
        - Includes BOT approval documentation

Subject to Change

The policies and procedures are subject to change without prior notice, if necessary, to keep policies in compliance with the California Department of Education, the California Department of Social Services, and the San Diego Community College District.