

ADDITIONAL PROVISIONS

1. **Background.**

Proposition 10 was passed in 1998 by California voters. On June 15, 1999 the Contra Costa County Board of Supervisors established the Contra Costa Children and Families Commission to implement the provisions of Proposition 10 (Ordinance 99-15). The purpose of the ordinance is to support local programs and services designed to help children 0-5 reach their greatest potential.

In October 2015, the Commission approved a four year Strategic Plan, which outlines the Commission's funding priorities and objectives from fiscal year 2016-17 through 2019-20. A key strategic results area of the plan is Early Care and Education. The purpose of this Contract is to retain the services of Mt. Diablo Adult Education to provide services to support this results area in Contra Costa County.

2. **Program Description.** Mt. Diablo Adult Education staff provides preschool services for children without preschool experience and whose parents attend adult education classes at the same site. Contractor will provide services in accordance to the following Contractor Obligations.

3. **Contractor Obligations.** Contractors Obligations are as follows:

A. Program Quality and Standards

- a. Contractor will ensure that all provisions of this contract are carried out, and provide oversight to all staff, volunteers, interns, consultants, subcontractors and collaborative partners (as applicable).
- b. Contractor will ensure that program activities are provided by qualified staff and are of high quality, culturally and linguistically appropriate for participants, and focus on children from birth through age 5, and/or their parents/guardians, expectant parents, and/or early childhood educators of children from birth through age 5.
- c. Contractor will ensure that all operations are conducted according to professional standards, including maintaining client confidentiality, record keeping, training, and staff supervision.
- d. Contractor will maintain a process for on-going program quality assessment and improvement.
- e. Contractor will comply with the requirements of the current First 5 Healthy Food and Beverage Policy. A copy is on file with First 5 for your review.

B. Recruitment, Enrollment, and Retention

- a. Contractor will recruit families from Mt Diablo Adult Education ESL classes whose children are not in preschool.
- b. Contractor will enroll a minimum of 80 children (including the number re-enrolling from the prior year) in Literacy Preschool.
- c. Contractor will encourage regular attendance by children, and will track and report class

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attendance.

d. *Performance Measures:*

- i. Contractor will report the number of children who attend a family literacy preschool during each reporting period. (A child served in multiple reporting periods is counted only once during this fiscal year. The count may include children who re-enrolled from the prior fiscal year.)
- ii. Contractor will provide a brief narrative each reporting period about the achievements and challenges in recruiting and retaining families, and increasing attendance.
- iii. At the end of the contract year, Contractor will report child attendance as follows: the number of children that attended a family literacy preschool 1-49% of the time, 50-79% of the time and 80% or more of the time that fiscal year.

C. Preschool Implementation

- a. Contractor will ensure that 5 family literacy preschools at 3 sites operate a minimum of 9 months/year. Preschool programs will provide direct instruction, demonstration, hands-on experience with manipulatives, art, and reading activities designed to provide developmentally appropriate pre-Kindergarten curriculum.
- b. Preschools will implement Tandem using the recommended guidelines of Tandem, including those regarding the Tandem evaluation.
- c. Preschool and ESL teachers will co-develop curriculum to link parents' English language and child development learning with child's early literacy.
- d. *Performance Measure:*
 - i. Contractor will provide a brief narrative each reporting period about the achievements and challenges in implementing the Family Literacy Preschools, and examples of how the adult learning is connected with the child's preschool experiences.

D. Child Developmental Screening and Observation

- a. Contractor will screen all children in accordance with the screening tool guidelines at entry in the program and as indicated by results thereafter, using the Ages and Stages Questionnaire 3 (ASQ-3) and ASQ- SE2 to assist in identifying children with special needs and to aid in determining service supports. A recommendation for best screening practice is that both parents and teachers screen children using ASQ-3 and ASQ-SE2. Contractor will review the ASQ-3 and ASQ-SE screening results with the parent, jointly develop a plan to support the child in key areas, and coordinate appropriate referrals for services, if needed.
- b. Contractor will prioritize repeat screenings for client children if scores are below or near the cut off that identifies potential for a developmental concern on the ASQ-3 and/or ASQ-SE2 and are referred for additional assessment and services as necessary following Contra Costa Referral Protocol.
- c. Contractor will complete DRDP on all children during Fall and Spring and conduct parent-

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teacher conferences accordingly.

d. *Performance Measures:*

- i. Contractor will report the number of children screened utilizing the ASQ-3 and ASQ-SE-2 child development assessment tool during each reporting period. (A child screened in multiple reporting periods is counted only once.) Contractor will report the number of ASQ-3 and ASQ-SE2s completed during each reporting period. Each completed screening is counted once as a child may receive more than one ASQ3 and ASQ-SE2.) In the Period Narrative, contractor will report the number of ASQ screenings completed during each reporting period, if applicable.
- ii. Contractor will report the number of children referred for additional assessment as a result of using the ASQ-3 and ASQ-SE2 during each reporting period.
- iii. Contractor will report the number of children who had a DRDP completed during each reporting period. In the Period Narrative, contractor will report the number of parent-teacher conferences that were conducted following the completion of the DRDPs, if applicable.

E. Quality Improvement

- a. Contractor will continue to participate in Contra Costa's Quality Rating and Improvement System (QRIS) meetings and activities hosted by First 5 Contra Costa
- b. *Performance Measure:*
 - i. Contractor will provide a brief narrative describing successes and challenges in integrating site improvement activities with staff as required by QRIS.

F. Program Monitoring and Evaluation

- a. Contractor will enable the Commission to monitor the terms of the contract. Monitoring may include, but is not limited to, site visits, fiscal compliance reviews, periodic program reviews (e.g. quarterly Contractor Performance Assessment Report), review of written documentation, regular and/or special meetings with contractor, Commission's online system, hereafter called "First 5 Reports", Income and Expenditure reports, review of program data and collection procedures, job descriptions and Contractor's agency organizational structure.
- b. Contractor will monitor agreed upon Performance Measures to be used to gauge the effectiveness of the Contractor's program.
- c. Contractor will be subject to at least one annual site visit by Commission staff, and will complete the necessary documentation and Expenditure Reports set forth in Section 4 Reporting of these Additional Provisions.
- d. Contractor will be subject to fiscal compliance site visits as deemed appropriate by the Commission. The Commission will contact the Contractor no less than five (5) working days in advance to schedule the fiscal compliance site visit.
- e. Contractor will participate in and carryout Commission identified evaluation activities necessary to ensure the accurate and timely collection of data. Contractor-specific data collection requirements are attached hereto as Attachment B and incorporated herein by

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this reference.

- f. Contractor’s services hereunder will be in accordance with the Program Budget, which is attached hereto as Attachment A and incorporated herein by this reference. Contractor is required to submit a Budget Revision Request form to the Commission when requesting the following changes to the approved budget:
 - i. Expenditures that exceed the 10% variance allowed within budget categories 1-3;
 - ii. Request to move monies between budget categories.

4. Reporting.

- A. Contractor will participate in training for use of the First 5 Reports system and will use the system to report quarterly progress on Performance Measures identified in this Contract, incorporated herein by this reference and the Contract Compliance Narratives, no later than the 15th of the month following the close of quarters 1-3 and no later than the 31st of the month following the close of the 4th and final quarter. Contract Compliance Narratives may include but are not limited to a description of successes and challenges in program implementation, lessons learned, service or income and expenditure discrepancies, significant staffing changes, and compelling vignettes of service consumers.
- B. Contractor will submit a general ledger as back-up to support all expenses charged to this Contract. The general ledger should be comprehensive and include current and previous quarter expenses.
- C. Contractor will submit the following Performance Measures, Compliance Narratives and Budget Reports on the dates set forth below:

REPORTS	TIME PERIOD	DUE
QUARTER 1	July 1, 2018 through September 30, 2018	October 15, 2018
QUARTER 2	October 1, 2018 through December 31, 2018	January 15, 2019
QUARTER 3	January 1, 2019 through March 31, 2019	April 15, 2019
QUARTER 4	April 1, 2019 through June 30, 2019	July 31, 2019

Performance Measures - Quarterly progress on meeting milestones and targets identified in this agreement. This report is to be completed using the First 5 Reports system.

Contract Compliance Narrative – Quarterly narrative on progress. This report is to be completed using the First 5 Reports system.

Expenditure Report - Written Report detailing budget expenditures. This report must be **electronically** delivered to the Commission no later than the report due date. This report is cumulative and must include current and previous quarter expenses.

5. Commission Obligations.

- A. **Contract Monitoring**
 - a. The Commission will monitor the terms of the contract. Monitoring may include, but is not

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limited to, site visits, fiscal compliance reviews, periodic reviews and discussions with contractor, review of First 5 Reports, Income and Expenditure reports, review of data collected and data collection procedures, job descriptions and organization structure of the Contractor.

Data Collection	Administration	Submission
First 5 Family Survey with Story Cycles Pre test	Preschool staff asks parents to complete at beginning of academic year. Unique ID is assigned initially and used throughout enrollment.	Copies mailed to First 5 External Evaluator within one month of data collection. Any remaining surveys are sent no later than July 15 th .
StoryCycles (Post will be provided by External Evaluator)	Adult education staff and/or preschool staff, collect at end of year. Assign same Family ID number that matches Family Survey.	Copies mailed to External Evaluator within one month of data collection, and no later than July 15th.
DRDP or DRDP Tech child assessment tool	Adult education staff and preschool staff will continue the use of DRDP or DRDP Tech.	Submission of the DRDP will be completed twice a year by preschool staff, including parent-teacher conferences.
ASQ-3	Staff and parents complete the ASQ-3 and ASQ-SE2, at intake and record scores. Children receiving at least one cut-off score of concern are tracked for a follow-up screening at the appropriate interval. For children with a low cut-off score, staff administers a second ASQ-at the next appropriate age level interval. Contractor will report the number of children receiving a re-screening.	Paper copies of score sheets will be mailed to First 5 External Evaluator within one month of data collection. Any remaining forms for FY16/17 are sent to F5CC External Evaluator no later than July 15 th .
Routine Reports	Completed by Contractor.	Quarterly progress updates are entered in First 5 Reports for Performance Measures and Compliance Narratives and are due 10/15, 1/15, 4/15 and 7/31.
WELS database	Contractor will update site information, and enter site quality improvement plan (QIP) through Provider Portal in WELS. Trainings and TA will be available for site administrator.	

This evaluation design may change as the Commission's needs for information change.

Contractor will make reasonable efforts to enable F5CC evaluation staff to assess outcomes of this program.