



Early Learning Coalition of Brevard County, Inc.

## **Voluntary Prekindergarten (VPK) Provider Monitoring Guidelines**

### **Monitoring Requirements**

Annually monitor VPK providers to establish reasonable assurance that providers administer the VPK Education Program in compliance with laws, regulations and contractual provisions. Providers determined to be high-risk may be monitored more frequently.

### **Sample Size**

A sample of VPK providers will be selected each fiscal year based on Attachment I, Minimum Annual Sample Size. The average VPK provider count for the preceding quarter will be used to determine the number of providers to review for the fiscal year. When the provider count falls between the numbers specified in the table, a best estimate will be used to determine the sample size. The number of classrooms included in the provider review will be determined at the discretion of the Coalition.

### **Monitoring Schedule**

Provider monitoring will not be initiated during the first or last 30 days of the VPK Education Program and all required provider monitoring will be completed within the assigned fiscal year. The assigned monitor will be responsible for establishing a provider monitoring schedule. The monitoring schedule will be reviewed and approved by his/her supervisor when warranted.

### **Monitoring Objective**

Evaluate VPK provider compliance with Florida Statutes, state rules, the VPK contract and ELC procedures. VPK provider monitoring shall include assessment of the following elements:

- Program licensure and/or accreditation
- Director credentials
- Classrooms/Instructor credentials
- Instructor/child ratio
- Curriculum compliance
- Class schedule/instructional hours
- Attendance verification
- Pre- and post-assessment implementation
- Records access, maintenance and retention
- Implementation of VPK Improvement Plan (when applicable)

### **Monitoring Tool**

A standard monitoring tool will be used to evaluate compliance with Florida Statutes, state rules, the VPK provider contract and ELC procedures.

*Note: The Coalition will implement the VPK provider monitoring tool adopted by OEL once it is promulgated into rule.*

### **Non-Compliance**

When non-compliance is evidenced, providers will be given up to 15 business days from the date of the monitoring to complete and successfully implement corrective action measures. Additionally, a follow-up visit may be scheduled after the identified due date to verify successful implementation of proposed corrective action measures. Providers will be notified in writing subsequent to the completion of the CAP. If, the provider continues to be non-compliant and/or does not show reasonable efforts to comply, the Coalition has the authority to place the program on probation, withhold payment for services or terminate the provider's VPK contract.

### **Technical Assistance**

Regardless of the outcome of the monitoring, all providers will be advised of technical assistance offered by the Coalition to promote quality early learning activities; compliance with established program standards; and, achievement of program performance expectations. Additionally, when non-compliance is evidenced, providers will be offered targeted technical assistance specific to the area(s) of non-compliance.

**Attachment I**

**Minimum Annual Sample Size**

Number of Providers or children	Minimum Sample Size
<20	all
30	25
35	28
40	31
45	34
50	37
55	38
60	39
65	40
70	42
75	44
80	47
85	50
90	53
95	56
100	58
110	62
120	65
130	68
140	70
150	72
160	74
170	76
180	78
190	80
200	81
210	82
220	83
230	84
240	85
250	86
260	87
270	88
280	89
290	90
300	91
325	93
350	95
375	98
400	100
425	102
450	103

Number of Providers or children	Minimum Sample Size
475	106
500	108
525	109
550	110
575	111
600	112
625	113
650	114
675	115
700	116
725	116
750	117
775	117
800	118
900	119
1000	121
1500	122
2000	123
2500	124
3000	125
3500	126
4000	127
4500	128
5000	129
5500	130
6000	131
6500	132
7000	133
7500	134
8000	135
8500	136
9000	137
9500	138
10000	139
11750	140
12500	141
13750	142
15000	144
16750	145
17500	146
18750	148
>20000	150