



ELPFP Provider Selection and Budget Guide

PROVIDER SELECTION AND BUDGET PROCESS OVERVIEW

The Office and the ELCs are responsible for different aspects of the provider selection and budget process.

The Office is responsible for:

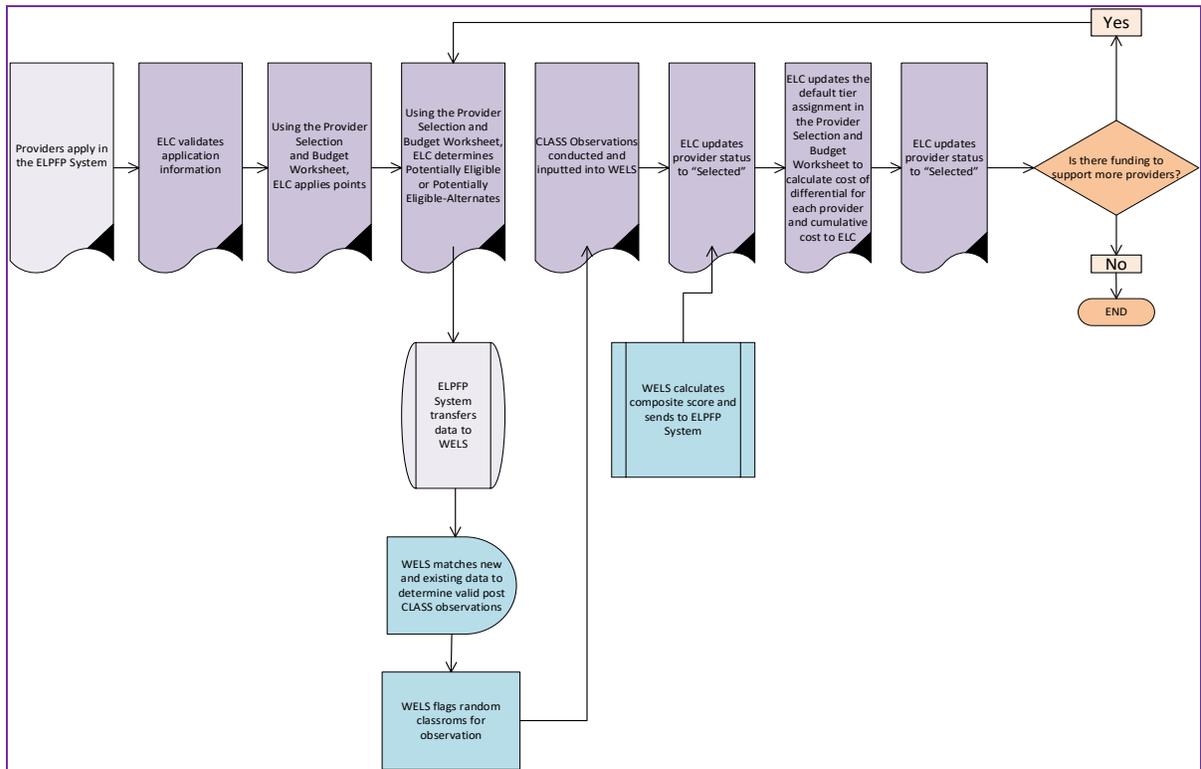
- Developing the selection process
- Issuing the Provider Selection Point Scoring System
- Developing the ELPFP budget methodology
- Developing and providing the ELPFP Provider Selection and Budget Worksheet, located within [SharePoint/Coalitions Zone/Financial Administration and Budget Services/ELPFP](#). This contains:
 - OEL-approved Provider Selection Point Scoring System
 - Potentially eligible applicants from the ELPFP system
 - Initial ELC ELPFP budget for providers and ELC quality support and project management
 - Issuing ELPFP Notices of Award to the ELCs

The ELC is responsible for:

- Verifying the eligibility of providers that have applied to be participating ELPFP providers.
- Determining the participation tier for those providers.
- Selecting the providers the ELC will contract with to provide ELPFP services.



OEL 420.01 – EARLY LEARNING PERFORMANCE FUNDING PROJECT



OEL-Approved Provider Selection Point Scoring System

| Standard | Points | Notes / Special Instructions: |
|--|-----------|--|
| Prior PFP Participant (In Good Standing or dropped out due to circumstances beyond control) | 10 Points | Points have been pre-populated by OEL for current FY 18-19 ELPPF. ELC should adjust if status changes occur. |
| Local quality initiatives project participant (e.g., QIS/QRIS, Success by Six participant, child welfare project participant, local grant project) | 8 Points | |
| Provider located in high needs area | 6 Points | Points have been pre-populated by OEL for providers located in a census tract where 40% of the children under age 6 in the area are below 150% of the poverty level. |
| 50% or more off enrollment is made up of children in the SR Program | 6 Points | Based on total enrollment at the time of application. |
| Low access/capacity in area where provider is located | 5 Points | |
| Provider serves infants and toddlers | 3 Points | |

| | | |
|---|----------|---|
| Provider has limited DCF/LLA violations for last five years | 2 Points | No Class I violations and no more than three Class II violations in the last two years from the date of review. The violation levels are in reference to DCF so the ELCs with LLAs will need to cross reference to correlate their providers' violations. |
| VPK Provider | 1 Point | Points have been pre-populated by OEL for providers participating in VPK as of March 2017. ELC should adjust if changes have occurred as of the time of application. |
| Early Head Start-Child Care Partnership Provider | 1 Point | |

Provider Eligibility Verification

During the application period, ELCs are required to verify the eligibility of providers that have applied to be participating ELPPF providers. Through this process, the ELC identifies a pool of qualified applicants from those providers that applied. To accomplish this, the ELC will:

- Review provider applications submitted in the ELPPF system.
- Verify the provider has an active SR contract executed on or before November 1 of the year prior to the year of application and has received consecutive payments under that contract from November through February. ELC staff should coordinate with its contract department to verify the provider’s contract status. If the provider is operated by a corporation, the requirement to have an executed SR contract on or before November 1 of the year prior to the year of application may be waived by the ELC on a case by case basis.

Selection and Tier Determination of Participating Providers

The ELC is responsible for selecting and determining the number of providers the ELC is able to contract with for ELPPF services based on the pool of qualified applicants and the budget awarded to the ELC in its Notice of Award (and any available local initiative funding). The ELC should use the OEL-approved ELPPF Provider Selection and Budget Worksheet to select and budget for providers prior to ELPPF provider contract execution, available in SharePoint [Coalition Zone > Financial Administration and Budget Services > Early Learning Performance Funding Project](#). This tool includes the initial ELPPF Provider Payments budget, which is subject to change based on ELC’s capacity, tier assignments, and statewide budget availability. The ELC should use this tool to document each applicant’s ranking according to the OEL-approved standards points system, and select providers based on their total points awarded highest to lowest within the ELC’s available budget. The ELC should update the Selection Status as applicable based upon CLASS composite scores. The ELC must complete this process in accordance within OEL-established timeframes and may not exceed the ELPPF Provider Payments budget unless specifically approved in writing by OEL Financial Administration and Budget Services Unit.

Following Eligibility Verification, from the pool of qualified providers, the ELC shall select participating providers that the ELC will contract with to provide ELPPF services. To make those provider selections, the ELC will:

- Using the Provider Selection and Budget Worksheet, determine each applicant’s ranking. By default, each applicant is set to Tier 5 in the Worksheet.
- Sort qualified applicants into Potentially Eligible and Potentially Eligible-Alternate categories based on the Worksheet and set the provider’s selection status in the ELPFP system to either Potentially Eligible or Potentially Eligible-Alternate.
- For each classroom identified by WELS as needing a CLASS observation, schedule CLASS observations in coordination with OEL third party CLASS observation contractor. CLASS observations necessary for completing the sample size requirements for determining a provider’s composite score must occur prior to contract execution with any provider.
- Conduct or cause to be conducted CLASS observations identified in step above and enter new CLASS observation scores and detailed observation notes into WELS for selected classrooms
- Upon completion of all composite CLASS observations and recording of observation data in WELS, click on “Rate this site” on the QRIS tab in WELS and then click “Approve”.
- Change the provider’s composite CLASS score from the default of Tier 5 in the Worksheet to the actual composite CLASS score populated in the ELPFP system by WELS.
- Evaluate the number of providers the ELC budget can support at the provider’s actual composite CLASS scores.
- Repeat steps 2 – 9 until the number of providers that the ELC can support within available budget is determined.
- Change the status of providers not selected to “Not Selected” in the ELPFP system.
- Once ELPFP providers have been selected and their participation tiers determined, begin the contracting process with the selected providers. See Contract Development and Execution section of this guidance.
- All participation tier determinations shall be in accordance with this OEL program guidance.

The WELS system identifies the provider’s classrooms with post CLASS observations suitable for generating the provider’s composite CLASS score and randomly randomly selects classrooms needing new CLASS observations to make the required 50% of classrooms by care level.

Providers Serving SR Children in More than One County

Providers under contract with more than one ELC who participate in ELPFP are eligible to be paid the ELPFP payment differential for each of the SR children served under the separate contracts.

The ELC whose service area covers the physical location provider’s child care home or facility is designated as the primary ELC. The ELC(s) who pays for services for SR children residing outside the primary ELC’s service area designated as the secondary ELC(s).

The primary ELC processes the provider’s application in the ELPFP system in consultation with the secondary ELC(s). The primary and the secondary ELC(s) will coordinate to determine which ELC will be responsible for providing the required quality support services and project management activities. All ELCs will be responsible for paying the applicable differential payments to the provider for the SR children that reside within each ELCs’ respective service area. Once determined, the primary ELC will inform OEL by email to performancefunding@oel.myflorida.com. The Office will revise all applicable ELCs’ Provider Selection and Budget worksheets to reflect the provider with applicable number of children on each worksheet, and designate the budget for the ELC Quality Supports and Project

Management to the ELC that will be responsible for these activities. If selected as a participant, both primary and secondary ELC(s) will execute an ELPPF contract with the provider.

It is recommended that ELCs use existing protocols (i.e. Memorandums of Understanding, Memorandums of Agreement, etc.) for coordination of services.

Conducting CLASS Observations

CLASS observations required for determining ELPPF participation tiers may be conducted by the ELC or the OEL-designated CLASS observation contractor.

For those classrooms identified by WELS as needing a CLASS observation, the ELC will either:

- Coordinate with the OEL-designated CLASS observation contractor to schedule and conduct the necessary CLASS observations for those providers identified; or
- Execute a subcontract with the OEL-designated CLASS observation contractor who will compensate the ELC for conducting the required CLASS observations per the terms and conditions of the subcontract.

OEL will identify the OEL-designated CLASS observation contractor(s) to the ELCs each year at the beginning of the ELPPF provider application period.

To conduct CLASS observations, the ELC or OEL-designated CLASS observation contractor must:

- Use the WELS Assessment by Program and Classroom Report identifying classrooms requiring new CLASS observations for scheduling and conducting CLASS observations.
- Schedule and conduct a CLASS observation for each identified classroom within the timeframes identified in the notifications.
- Enter the observation scores and detailed notes into the WELS system within two business days of the observation.

CLASS observations must be:

- Conducted by an assessor reliable on the assessment tool corresponding to the age of the majority of children in the room.
- Comprised of four (4) cycles per classroom.
- Entered into WELS within two (2) business days of the observation. Data should include the observation scores, names(s) of instructors present and detailed observation notes including times of observation.
- Follow Teachstone’s guidelines for scheduling and conducting CLASS observations.
- Scheduled using CLASS Observation Scheduling Script located on the ELPPF Communications Landing Page under Project Guidance Documents.

Note: The OEL-designated CLASS observation contractor may impose other requirements not listed above.

Participation/Reimbursement Tier Rates

The provider’s composite CLASS scores determine the provider’s participation Tier.

| Tier | CLASS | Performance Payment | Assessment Payment |
|------|-----------|------------------------------|---|
| 5 | 6.00-7.00 | 12% Performance Differential | 3% Assessment Differential* *A majority of the site’s instructors/directors must be reliable at the time of project start to receive child assessment differential and implement assessments on all birth kindergarten entry SR children to receive child assessment differential. Instructors/directors not reliable at the time of contract execution must become reliable by the end of benchmark 1 and before administering child assessments. |
| 4 | 5.00-5.99 | 7% Performance Differential | 3% Assessment Differential ** ** A majority of the site’s instructors/directors must have completed child assessment training and implement assessments on all birth through kindergarten entry SR children to receive child assessment differential. Instructors/directors who have not completed child assessment training and tested for reliability at the time of contract execution must complete the associated deliverables by the end of benchmark 1 and before administering child assessments. |
| 3 | 4.00-4.99 | 4% Performance Differential | 3% Assessment Differential *** ***A majority of the site’s instructors/directors must have completed child assessment training and implement assessments on all birth through kindergarten entry SR children to receive child assessment differential. Instructors/directors who have not completed child assessment training and tested for reliability at the time of contract execution must complete the associated deliverables by the end of benchmark 1 and before administering child assessments. |
| 2 | 3.00-3.99 | 3% Performance Differential | N/A |
| 1 | 1.00-2.99 | N/A | N/A |

Tier 1 providers participate in quality improvement strategies only. Providers can participate at Tier 1 for a maximum of two years.

ELC budget and Notices of Award

The ELC must annually complete a detailed budget for ELPPF as part of the Budget Report using the OEL-approved template and instructions. The cumulative budget allocated to the Quality Supports and Project Management OCAs cannot exceed the maximum for ELC Quality Supports and Project Management within the Targeted Funds and Restrictions section of the NOA.

The ELC will complete and submit a Budget Allocation by OCA following the instructions provided within OEL Program Guidance 240.06 – Reimbursement Requirements. The initial ELPPF Budget by OCA shall reconcile to the annual Budget Report. The ELC may amend the Budget Allocation by OCA needed, within the restrictions on the NOA, subject to review and approval by the OEL grant manager.

Please direct questions and comments to Office of Early Learning at (866) 357-3239 or performancefunding@oel.myflorida.com