Instructions for Completing the PFA/PFAE Compliance Checklist CQIP and ECERS-3 CQIP

Important information:

- Programs have 30 days from the receipt of Preschool for All (PFA)/Preschool for All Expansion (PFAE) monitoring reports to submit a Continuous Quality Improvement Plan (CQIP) to ISBE.
- See templates:
  - Compliance Checklist CQIP Template
  - ECERS-3 CQIP Template
- Have your staff (teachers, assistants, coordinators, administrators, etc.) review the Compliance Checklist and Early Childhood Environmental Rating Scale-3 (ECERS-3) Continuous Quality Improvement (CQI) reports. Review the CQIP Instructional Webinar before completing the CQIP plans.
- CQIP Resources may be useful.
- Share approved CQIPs with all staff.

First-Year Compliance Checklist CQIP Instructions (immediately following monitoring visit)

When completing the Compliance Checklist CQIP, **address all items NOT checked (i.e., noncompliant) with a corresponding comment.**

1. List each noncompliant item.
2. Identify the steps to become compliant, including professional development if appropriate.
3. List person(s) responsible.
4. Include a specific timeline for completion. Please do not use the three "Follow Up – to be completed in subsequent years" columns on the right side. These columns will be used in the two years following your monitoring visit for updates to ISBE.

First-Year ECERS-3 CQIP Instructions (immediately following monitoring visit)

1. Identify five areas of focus for growth and improvement.
   a. Look at the scores of the program overall, as opposed to individual classroom scores.
   b. Item scores of 5 or below within the subscales Language & Literacy (items 12-16), Interaction (items 28-32), and Program Structure (items 33-35) should be given first priority. Learning Activities (items 17-27) can be chosen if above items have high scores. Space and Furnishings (items 1-7) should not be chosen in Year 1.

2. **Summarize** the program's strengths (areas of effectiveness) using the ECERS-3 report as a guide.
3. **Summarize** the program's areas for growth and improvement using the ECERS-3 report as a guide.
4. Using the reflective questions from the ECERS-3 **as a guide**, describe improvement activities and professional development opportunities.
    a. Professional development **must** be included.
    b. The ECERS-3 CQI report is to be used as a reference – **not** to simply be retyped.

Please do not complete the "Follow Up/Reflection" box at the bottom. That box will be used in Years 2 and 3.

Email completed Compliance Checklist CQIP and ECERS-3 CQIP to ecpip@isbe.net.

Second- and Third-Year Compliance Checklist CQIP Instructions (in years the program is not monitored -- due May 30)

1. Find the completed Compliance Checklist CQIP from Year 1 that was submitted to ISBE.
2. Have your staff review the completed Compliance Checklist CQIP.
3. Update the form with completed or in-progress activities of the noncompliant items. Updated information will go into the "Follow Up – to be completed in subsequent years" section of the form.

Second- and Third-Year ECERS-3 CQIP Instructions (in years the program is not monitored - due May 30)

1. Find the completed ECERS-3 CQIP submitted to ISBE for Year 1.
2. Have your staff review the completed ECERS-3 CQIP, completing the "Follow Up/Reflection" box at the bottom of each page for Areas of Focus 1-5.
    a. Reflect on the five focus areas, describing completed and in-progress activities, as well as reflection on growth.
    b. Decide if there is a need to continue area of focus to Year 2 (and/or 3) or choose a new area of focus.
3. Identify the method used for program assessment (completed **prior** to updating CQIP) and how it will be used for staff development and CQIP plans.
4. Update the second-/third-year ECERS-3 CQIP form with the five areas of focus.
    a. Use program assessment (or monitoring reports) to summarize areas of effectiveness and areas for growth and improvement.
5. Include improvement activities and **professional development** opportunities.

Email updated Compliance Checklist CQIP and ECERS-3 CQIP to ecpipupdate@isbe.net.