Pre-application Conference

Continuing Application

For PHLpreK

(Quality Pre-Kindergarten Services)

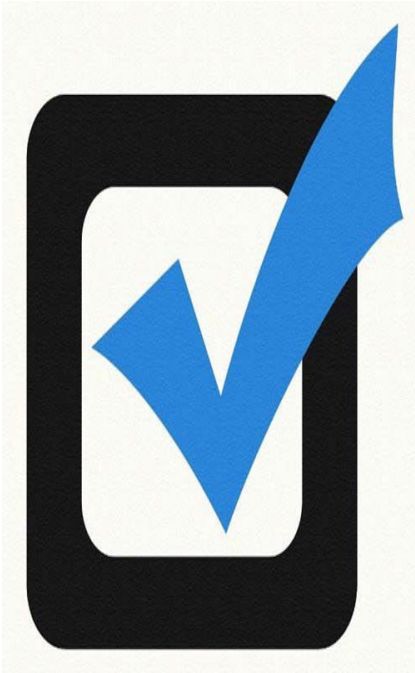
Issued by:

Public Health Management Corporation (PHMC)

In behalf of the

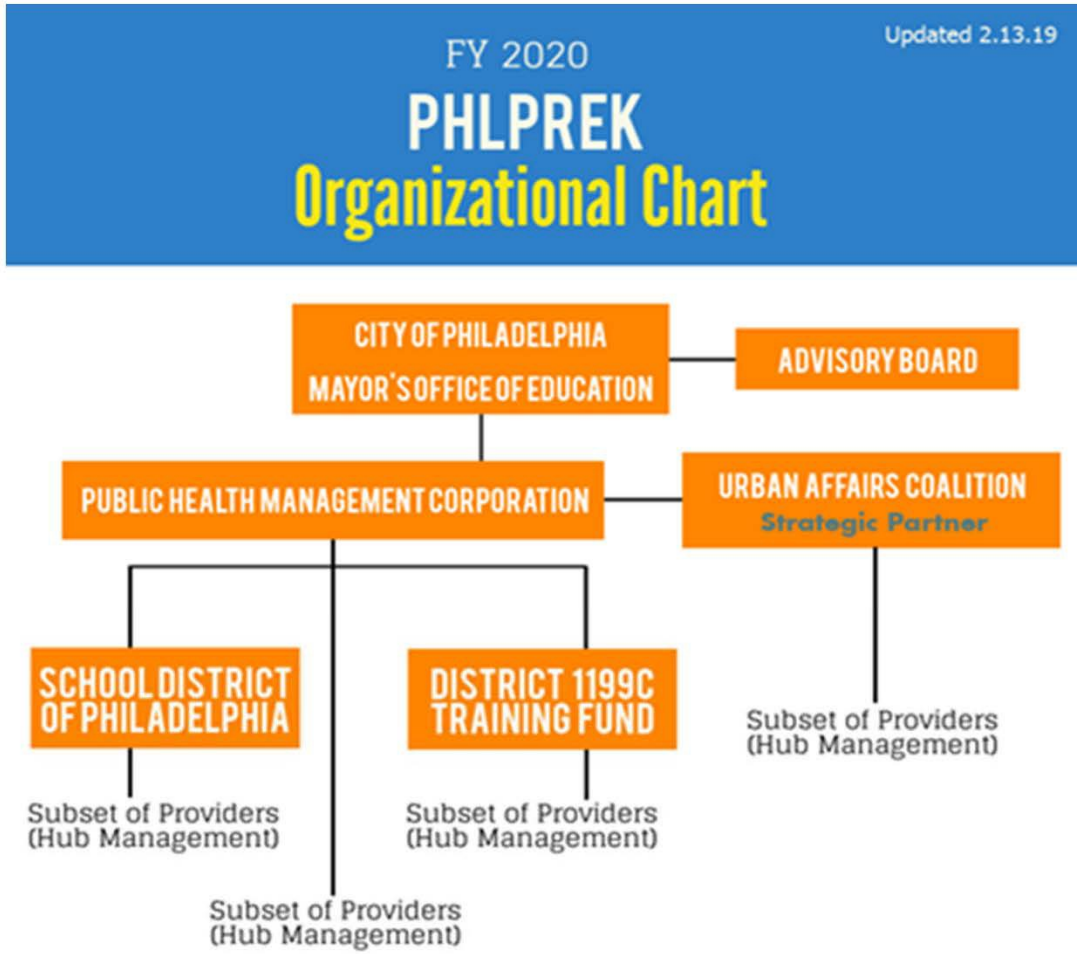
City of Philadelphia Mayor's Office of Education

Agenda



- Overview of PHLpreK
- Eligibility
- Priorities for FY 20
- Performance Expectations
- Application Process
- Reviewr Demonstration
- Timeline
- Q & A

Overview


FY 2020
Updated 2.13.19
PHLPREK
Organizational Chart
CITY OF PHILADELPHIA
MAYOR'S OFFICE OF EDUCATION
ADVISORY BOARD
PUBLIC HEALTH MANAGEMENT CORPORATION
URBAN AFFAIRS COALITION
Strategic Partner
SCHOOL DISTRICT OF PHILADELPHIA
DISTRICT 1199C TRAINING FUND
Subset of Providers (Hub Management)
Subset of Providers (Hub Management)
Subset of Providers (Hub Management)
Subset of Providers (Hub Management)

Fiscal Year 2020

- Funding for 3,300 PHLpreK seats
- Funding will be prioritized to Star 3 and 4 providers
- The CAP process is intended to create a pool of providers to receive slots that result from redistribution of existing contracts or increased funding to support program expansion

Overview

What

- Children who turn 3 on or before September 1, 2019 and younger than Kindergarten entry age
- Children who reside in the city of Philadelphia

What

- Minimum of 5.5 hours of instructional hours
- 180 days between September 2019 and June 2020

HOW

- Providers receive $8500/ Approved slot Annually
- Payments made monthly $850/ approved child

Overview

Why

- Expanding quality Pre-K services to more children
- More children ready for Kindergarten
- Enhancing the skills of the Pre-K workforce with supports
- Improving wages and opportunities for staff

CAP Eligibility

- Sites that were contracted in the PHLpreK program in FY19 and have an active PHLpreK contract at the point of application for FY20.
- All current sites are expected to submit a Continuation Application in order to receive ongoing funding
- This CAP is designed to conduct review of current PHLpreK providers to ensure that current performance aligns with the priorities of the PHLpreK system and to identify providers that have capacity to receive additional slots that result from redistribution of existing contracts or increased funding to support program expansion.
- Funding for all expansions and any renewals is contingent upon the availability of appropriations.

CAP Eligibility

- CAP applicants must be quality community-based child care providers (center- and multi-site, group, family childcare, school district, Head Start) licensed by and in full compliance with the Department of Human Services (DHS) or the Pennsylvania Department of Education (PDE), who operate within the City of Philadelphia.

- PHLpreK providers that were contracted to PHLpreK service after FY17 must achieve a minimum of STAR 3 or STAR 4 within the timeline recommended by PHMC, approved by MOE and documented in the Waiver submitted at the point of PHLpreK contracting.

CAP Eligibility

- Current STAR 3 or STAR 4 PHLpreK providers who wish to have new site locations become part of PHLpreK must have responded to the LOI for these locations and received a determination of Eligible or Conditionally eligible in order to proceed.
- New site locations of existing PHLpreK programs, will need to complete the Request for Quality Providers application, not the Continuation Application.

CAP Eligibility

PA DHS compliance will be verified for all Continuation Application respondents.

- Providers with a Provisional license (a DHS negative sanction) may complete the full application and it will be reviewed. However funding priority will be given to sites with a full license in good standing during the review of applications.
- If a site with DHS negative sanction is selected for FY20 funding, the DHS negative sanction must be resolved prior to contracting and classroom opening. The PHLpreK program will not issue a contract to any provider with a DHS negative sanction (provisional license).

Requests for Slot Increases

Requests for increased slots will be evaluated and prioritized based on the following criteria:

- STAR 4, STAR 3 provider
- Demonstrate PHLpreK Contract Compliance and met the threshold FY19 Operations Audit Score
- Are in good standing with Keystone STARS and DHS/PDE
- Have the licensed capacity for additional slots and the additional slots will not bring their PHLpreK proportion over 75% of capacity
- Have the availability of vacant seats not occupied by a child currently being funded through another source
- Meet the areas of priority determined by the City
- City Vendor Compliance per the most recent MOE report
- Recommendation from the Hub agency

Selection Criteria

Evaluation of this Continuation Application will be based on written submission, performance in PHLpreK in FY17, FY18 and FY19, references, interviews and site visits, as needed. PHMC will base its selection on criteria that include, but are not limited to:

1. Ability or capacity to meet particular requirements of contract and needs of PHLpreK and those it serves within established timeframes.
2. Prior experience of Applicant and staff.
3. Ability to meet the needs of target neighborhoods and special populations. Click here for a map of target neighborhoods.
4. Demonstrates integrity and efficiency in business practices.

Selection Criteria

5. Benefit of promoting long-term competitive development and allocation of experience to new or small businesses, including those owned by minority or disabled persons or by women.
6. Ability to use funds with efficacy.
7. Meets prequalification requirements:
    - Valid Pennsylvania DHS License, PDE License or Accreditation and STARS Designation using the Alternate Pathways
    - Ability to show that the requirements and implications of the program are well-understood.

Procurement Timetable

FY 20 Procurement Timetable	
Date	**Description**
February 26, 2019	**Release of the Continuing Application (CAP). Application documents will be posted to www.phlprek.org**
March 7, 2019 1:00 – 3:00 pm (CAP) March 11, 2019 9:00 – 11:00 am (CAP) 5:00 – 7:00 pm (CAP)	**Mandatory Pre-Application Conference Sessions.** *Each applicant will need to attend one session
March 15, 2019	**Deadline to submit application questions. All questions will be submitted to phlprek@phmc.org**
March 22,2019	**Answers to application questions posted to PHLpreK website www.phlprek.org**
April 5, 2019 5:00 PM EST	**Applications submitted Reviewr**
May 20, 2019	**Notice of Award:** **- Continuing Application Process (CAP)**
May 20, 24 & 29,2019	**Enrollment Process Training for All FY20 Providers**

FY20 Priorities

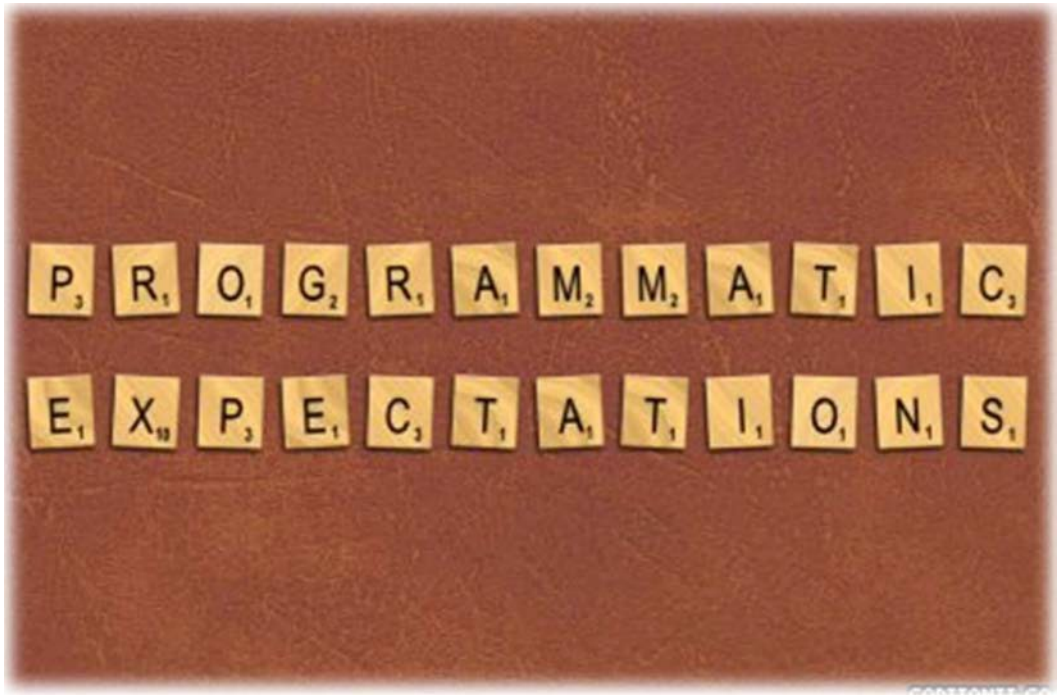
- Access to the highest quality services that will prepare children for kindergarten
- Alignment with and leveraging of other early learning initiatives
- Serving high need areas and special populations
- Improving nutrition and physical activity
- Expanding access to families that are unserved or underserved in the early learning system
- Accountability and data-driven decision making
- Equity and good stewardship

Performance Expectations

Refer to pages 18-23 in the Request for Qualifications

Handout available on www.PHLpreK.org under "Resources"

PHLpreK



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Performance Expectations

Maintain safe and legal program operations

- Maintain DHS or PDE childcare license in good standing
- Accredited programs meeting Alternative Pathways to STARS Designation must remain in good standing with the regulatory entity.

Performance Expectations

Provide overall program quality

- Current STAR 3 or 4 providers must maintain good standing in Keystone STARS.
- Growth providers entering the PHLpreK system in FY20 with less than a STAR 3 designation, will reach STAR 3 status in a timeline recommended by PHMC and approved by MOE. Sites that do not meet the STAR 3 benchmark may be ineligible to receive PHLpreK funding in future program years.

Performance Expectations

Conduct marketing and recruitment to ensure eligible families receive needed services

- Submit an Enrollment Recruitment Plan as part of the application process.
- Do not require additional application information or fees in advance of enrollment in PHLpreK.
- Enroll children in the PHLpreK program, per the requirements and procedures outlined by PHMC in the FY20 PHLpreK Enrollment Policy, and receive approval from PHMC for said enrollments. Notify PHMC of previously enrolled children who have left their program.

Performance Expectations

Conduct marketing and recruitment to ensure eligible families receive needed services

- Update the site's information on the Great Philly Schools website to ensure accurate and current information about the location's PHLpreK operations is available to families in search of care. Data entered on the Great Philly Schools website will be reviewed at minimum quarterly for each PHLpreK location to ensure that it remains current.

Performance Expectations

Deliver quality, developmentally-appropriate educational services to 3- and 4-year-olds for a minimum of 5.5 instructional hours per day for 180 days /school year

- Implement the Creative Curriculum to fidelity in the PHLpreK classroom during 180 days of service in FY20.
- Conduct continuous child observation to inform child outcomes. Observation records for each PHLpreK child must reflect all months of service and each domain of development as outlined in Teaching Strategies Gold.

Performance Expectations

Deliver quality, developmentally-appropriate educational services to 3- and 4-year-olds for a minimum of 5.5 instructional hours per day for 180 days /school year

- Record child progress using Teaching Strategies Gold online data tool at minimum twice per year. Release electronic child progress data for PHLpreK children to PHMC and MOE as requested.
- Hold at minimum two family conferences to discuss child progress information with the child's family and to set educational goals

Performance Expectations

Ensure children receive adequate program dosage

- Maintain 85% daily average attendance each month, calculated by the average attendance rates of PHLpreK children across all days of the month of service.

Performance Expectations

Recruit and retain qualified staff (Centers)

- Every child care center location has a full-time Director or Administrator with a minimum of an Associate's Degree in ECE or related field and meets all other DHS regulations.
- A member of the program leadership team completes the required PHLpreK Curriculum Leadership Institute and the required PHLpreK Business Institute.
- By 2028, Director or Administrator must have a minimum of a Bachelor's degree in ECE or a related field as outlined in Appendix A of the 2018 Keystone STARS Indicators.

Performance Expectations

Recruit and retain qualified staff (Centers)

- Each classroom has a Lead Teacher with a minimum of an Associate's Degree in ECE or related field as defined by the 2014 PA Career Pathway.
- All Lead Teachers with a minimum of a Bachelor's Degree in ECE or related field by 2028. Accepted Related fields are outlined in Appendix A of the 2018 Keystone STARS Indicators.
- Each classroom with more than 10 children also has an Assistant Teacher with a minimum qualification of (1) a CDA credential or (2) 6 credits in Early Childhood Education coursework from an accredited institution of higher learning, as defined by the 2014 PA Career Pathway.

Performance Expectations

Recruit and retain qualified staff (Family Child Care)

- Every Family Child Care Owner/Operator has a minimum of an Associate's degree in ECE or related field as defined by the 2014 PA Career Pathway. PHLpreK Family Child Care Partners who became PHLpreK providers in 2017 and 2019, with a CDA credential must have an action plan outlining the timeline to achieve an Associate's Degree by the end of program year 2022.
- Family Child Care providers who serve as a Lead Teacher will need to have a minimum of a Bachelor's Degree in ECE or a related field by 2028. Accepted Related fields are outlined in Appendix A of the 2018 Keystone STARS Indicators.

Performance Expectations

Recruit and retain qualified staff (Family Child Care)

- When a Family Child Care Owner/Operator does not serve as the full time Lead Teacher and is not present for the full 5.5 hr. PHLpreK day during the 180 days of PHLpreK service, a teacher must be in place that meets the same qualifications as a Lead Teacher.

Performance Expectations

Recruit and retain qualified staff

- Classes are staffed by full-time staff and all substitutes must meet the credentials noted above for the position they are filling. Providers will not have a substitute as the lead teacher for over 90 days.
- Each classroom has access to floaters and aides meeting DHS regulations to ensure teachers can take breaks.
- Comply with the relevant wage and benefits requirements of the City of Philadelphia

Performance Expectations

Recruit and retain qualified staff

- Directors/Administrators, Lead Teachers and Assistant Teachers at direct School District of Philadelphia locations, who are School District of Philadelphia employees, must meet the staff qualifications established for employees of the School District. Staff at other School District contracted sites must meet qualifications for Center Director, Center Lead Teacher/Center Assistant Teacher noted previously.

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Performance Expectations

Support family need for early learning and childcare services

- Support the family in accessing additional funding to support full-day and full-year child care needs
- Enter and maintain Child Care Works subsidy contract and offer full-day services (before- or aftercare) as needed by the family
- Offer families full day/full year services onsite or partner with other agencies to provide such services.

Performance Expectations

Support family need for early learning and childcare services

- Develop a Parent Agreement to outline the terms of the PHLpreK program and the terms for before- and aftercare services and transportation services not included in PHLpreK. The agreement should outline the specific consequences for failure to uphold the agreed upon terms, such as late pick up, lack of health records, etc. A template of such an agreement can be found on the PA DHS website (http://www.dhs.pa.gov/publications/forproviders/childcareforms/index.htm) - Form CY 321-Day Care Agreement

Performance Expectations

Follow appropriate health and nutrition standards

- Program staff will complete at least one developmental screening for each child annually within 45 calendar days of the child's program start date using the Ages and Stages, 3rd Edition (ASQ-3) and the Ages and Stages Social Emotional (ASQ-SE) and share information with families.
- Providers must adhere to the guidelines of the selected screening tool for rescreening throughout the year, if a concern has been identified. Children with IEPs are exempt from this requirement if there is a copy of a current IEP in the child's file.
- Refer any child with an identified concern to Elwyn for assessment within 15 calendar days after receipt of parent permission to refer.
- All teaching staffs are required to attend training on the screening tool.

Performance Expectations

Follow appropriate health and nutrition standards

- Verify that at least one health assessment including immunizations has been obtained in the past 12 months. Verification must occur within the timeframe specified in the Child Care Regulations.
- Provide nutritious, family style meals and snacks every day. Supplement PHLpreK funding by applying for a subsidized food program, if eligible. Comply with the requirements of the subsidized food program.
- Comply with the requirements and procedures outlined by PHMC related to the City of Philadelphia Nutrition Standards. All programs will meet the Physical Activity and Screen Time standard. Programs must also comply with the requirements for offering clean, safe drinking water. Programs may select a CQI goal from among the other Nutrition standards.
- Distribute lead prevention materials to PHLpreK families as provided by MOE.

Performance Expectations

Partner with families and caregivers to support their children's learning and development

- Plan and implement regular communication with families and caregivers
- Involve families and caregivers in setting educational goals for their children
- Document in ChildWare an IEP for any PHLpreK enrolled children who has an IEP at the point of enrollment or who receive an IEP at any point during the PHLpreK program year.
- Work with MOE to deploy resource materials to PHLpreK families throughout the program year and support the distribution and completion of a year-end PHLpreK family satisfaction survey

Performance Expectations

Support Kindergarten Transition

- Document an individualized Kindergarten Transition Plan by October 31st for all children who will turn 5 by the age requirements established by the Philadelphia School District for the following school year. All registration and transition activities should be complete by May 31st
- Providers must enter into ChildWare:
  - The date the Kindergarten Transition plan is created by October 31st;
  - The date a Kindergarten Transition meeting is held with the Family to discuss education options for Kindergarten by February 1st;
  - The registration status and school for each child by June 1st.
- A copy of the Kindergarten Transition Plan template used by the site will be requested with the Provider Contract.

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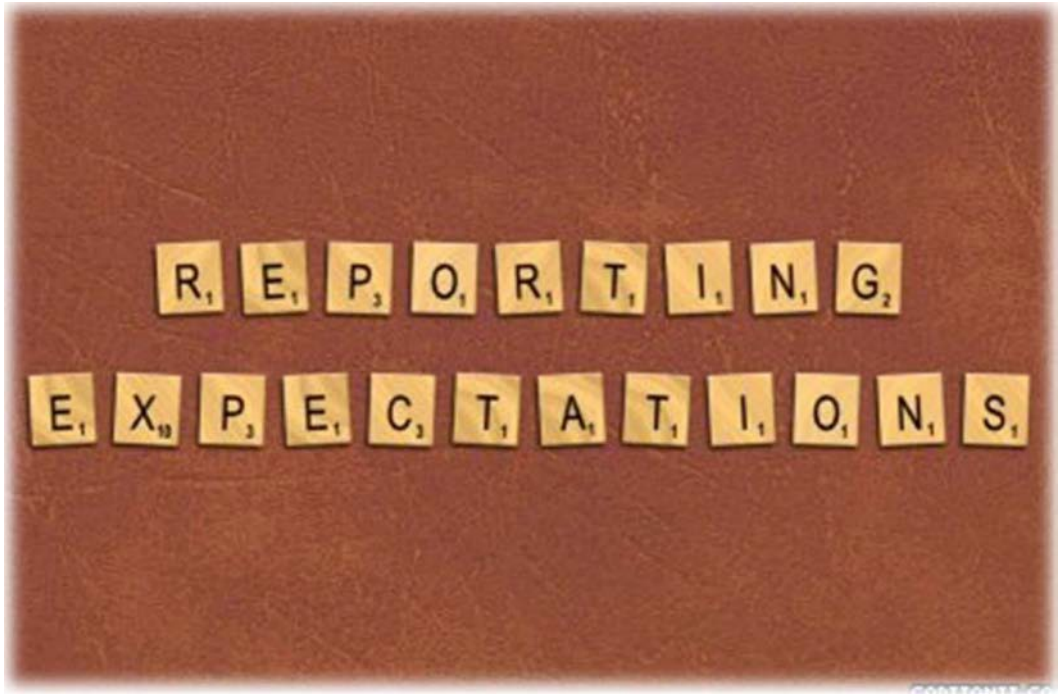

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Performance Expectations

Keep accurate records and enter data into defined databases

- Provide accurate and relevant program, staff, child and family data in a timely manner.
- Enter requested data into ChildWare per the requirements and timeline established by PHMC.
- Maintain records in accordance with DHS requirements.

Performance Expectations

Engagement in the project and continuous improvement of the system

- A PHLpreK program administrator from each agency will attend at least 75% of Provider meetings convened by the Intermediary.
- A PHLpreK staff or administrator from each agency must attend at least 75% of additional training as required by PHMC or the City. A training calendar will be provided at the commencement of the PHLpreK school year and updated throughout the year when necessary.
- Participate in quality improvement and program evaluation activities when required by PHMC or the City.

Performance Expectations

Comply with monitoring and reporting requests

- Provide the City and/or PHMC program level data collected by Pennsylvania's Keystone STARS, Pre-K Counts, Head Start Supplemental Assistance programs and/or other program quality assessment information for monitoring purposes, when requested, including CLASS™ and ERS™ assessment data.

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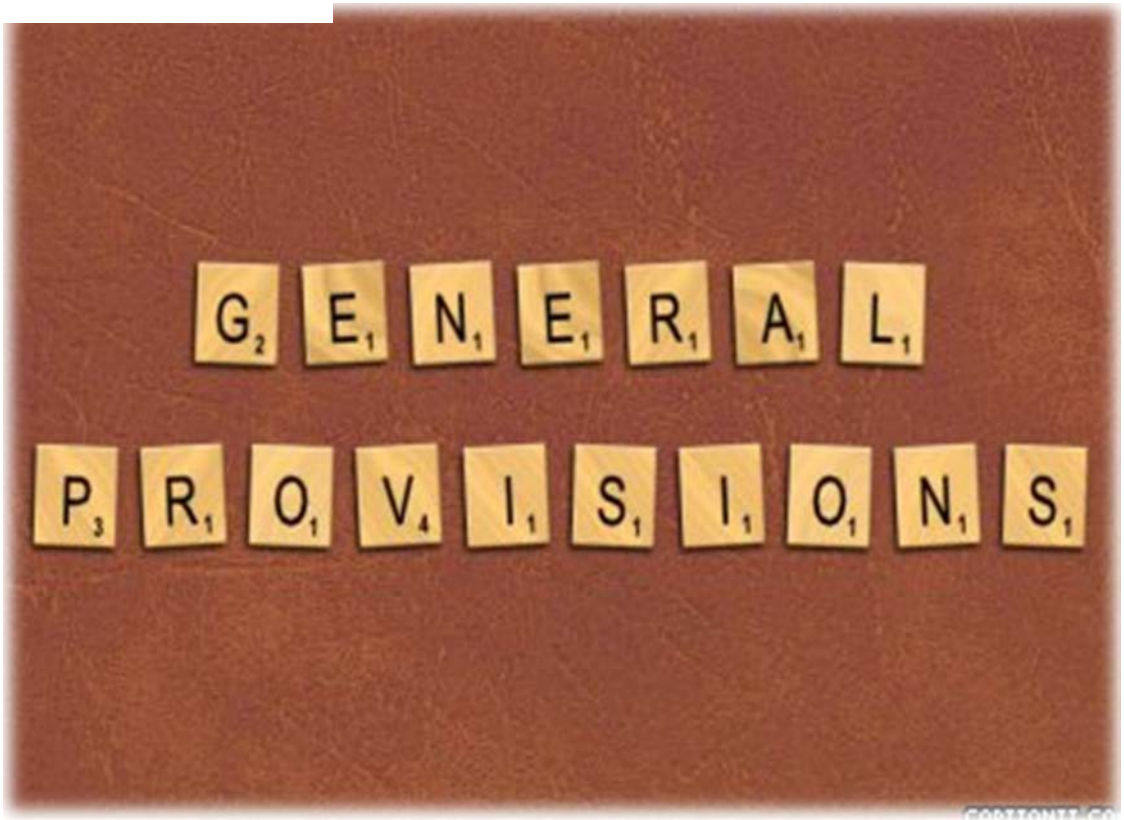
Performance Expectations

Utilize funds appropriately

- Submit monthly invoices based on the requirements of PHMC and the City, not to exceed the contracted slot allocation, charged at a rate of $850/child.
- Spend funds according to an approved program budget and notify the intermediary if a budget revision is needed. All funds are to be utilized for the provision of high quality early learning services to confirmed program participants.
- Notify the appropriate office when a child receiving subsidy enrolls in and/or is discharged from PHLpreK programming to ensure appropriate allocation of funds.

PHLpreK



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Performance Expectations

Maintain status as a quality business partner of PHMC or a designated Hub agency…

- Maintain compliance with all City, State and Federal tax regulations throughout the program term
- Execute and comply with the terms of the Contract with PHMC (or Hub agency designated by PHMC) for PHLpreK
- Agree to comply with applicable terms of PHMC's contract with the City of Philadelphia, including the City of Philadelphia Professional Services Contract General Provisions For General Consultant Services
- Comply with the "Terms and Conditions Relating to Protected Health Information" as noted in the City of Philadelphia Professional Services Contract General Provisions For General Consultant Services

Online SubmissionProcess

1. All applications must be submitted via REVIEWR
2. Link can be found on www.PHLpreK.org beginning March 5,2019
3. Will be in “Resources” in the upper right corner Scroll down to “For PHLpreK Providers,”
4. Click the link to “Fill Out And Submit" the Continuing Application

Online SubmissionProcess

Fillable Items in REVIEWR

- Hub selection
- Data Items
- Site Information
- Legal Entity Information
- Revenue Sources
- Area Demographics
- Levels of Care
- Licensed Capacity
- Number of Slots being requested
- Narrative Questions

Online SubmissionProcess

Narrative Items in REVIEWR

- Organizational Background
- Recruitment/Enrollment
- Developmentally Appropriate Practices
- Family Engagement
- Kindergarten Transition
- Subcontractors
- Disclosures

Online SubmissionProcess

Download and complete the following:

- Staff Qualifications Grid
- PHLpreK Data Responsibility Form
- PHLpreK Workforce Diversity Report
- Tax and Regulatory Status Clearance Statement
- Acknowledgement and Attestation Form
- Enrollment Recruitment Plan
- STAR 3 Waiver Request and Action Plan (only for STAR 2 sites that have not requested Pre-Designation at the time of the CAP)
- Line item budget for slots requested [Center version] [FCCH version]

Upload

Once complete

Online SubmissionProcess

Other items to **upload**:

- Copy of valid Pennsylvania DHS (a.k.a. DPW) license or Department of Education License
- Copy of Accreditation Certificate (e.g. NAEYC), if applicable
- Agency Organizational Chart
- Minority, Women, Disabled Owned Business Enterprise Certificate (MWDSBE), if applicable

Online SubmissionProcess

Other items to **upload**:

- Current fee schedule
- Current operating budget
- Two most recently completed Fiscal Year Budgets (FY17 and FY18)
- Most recent audited financial report or filed tax form
- Income Statement (Profit Loss)- FY18 & FY19 (for entire organization) FY19 through most recent completed month
- Balance Sheet (Assets/Liabilities) FY18 & FY19 (for entire organization)

Reviewr Demo

Start: www.PHLpreK.org or https://app.reviewr.com

Need Help in the Reviewr System?

Email: Support@reviewr.com

Important Dates

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Questions