

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 IDEC.
- 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 IDEC.

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 (making sure to include the feedback) 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 DEC.ECPIP@Illinois.gov.

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 IDEC.
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 IDEC 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 DEC.ECPIPupdate@Illinois.gov.