



Child Care Bulletin (CCB) 22-06: Program Self-Evaluation for Fiscal Year (FY) 2021-2022

The purpose of this CCB is to describe the requirements for the Program Self-Evaluation process for child care and development contractors. Contractors must develop and implement an annual plan as part of this process, and should include input from staff and board members.

The annual plan should include:

- A list of tasks needed to modify the program to address any areas identified during the self-evaluation as needing improvement (including procedures for ongoing monitoring of the program).
- For Direct Service Providers: A thorough review of the summary of findings for the Desired Results Developmental Profile (DRDP), Environment Rating Scales, Desired Results Parent Survey.
- For Alternative Payment and Resource and Referral Programs: A review of the applicable parent survey.
- A plan to address the areas identified as needing improvement.
- An assessment of the program by staff and board members in writing.

Contractors are required to submit a summary of findings from their program self-evaluation to the Child Care Development Division (CCDD) by June 1st of each year. To meet the submission process for this fiscal year, programs will need to complete the [Program Review Instrument Survey](#). Only one survey per contractor should be submitted, regardless of the number of contract types held.

If you have any questions or need additional guidance regarding the information in this letter, contact your assigned [CCDD Program Quality and Improvement \(PQI\) Assigned Consultant](#).

For more details, view [CCB 22-06](#).