



YES FOR EARLY SUCCESS

Cooperative Timesheet

BI-MONTHLY PERFORMANCE REPORT AND TIMESHEET DESIGNED FOR STAFF MEMBERS | VERIFIED BY C-SUITE

This template aligns with the Washington State Department of Children, Youth, and Families (DCYF) standards and includes sections for detailed task reporting, performance standards alignment, and required signatures.

YES FOR EARLY SUCCESS COOPERATIVE

Bi-Monthly Performance Report and Timesheet

Reporting Period:

From:	To:
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Employee Information

Name:
Position:
Department:
Supervisor:

SECTION 1: PERFORMANCE REPORT

Instructions: Detail the tasks performed during the reporting period, ensuring alignment with DCYF performance standards. Include specific dates, descriptions of tasks, and the corresponding performance standards.

Continue the table as needed for additional entries.

SECTION 2: TIMESHEET

Instructions: Record daily working hours, including start and end times, breaks, and total hours worked.

Continue the table as needed for additional entries.

SECTION 3: SUMMARY OF ACHIEVEMENTS AND CHALLENGES

Instructions:

Provide a brief narrative summarizing key achievements during the reporting period and any challenges encountered.

Achievements:

[Briefly describe significant accomplishments and how they align with organizational goals and ECEAP standards.]

Challenges:

[Outline any obstacles faced, their impact, and proposed solutions or support needed.]



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SECTION 4: SIGNATURES

By signing below, the employee confirms the accuracy of the information provided. The C-Suite member verifies that the report has been reviewed and approved.

Employee Signature:	Date:
C-Suite Member Signature (Verification):	Date:



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ECEAP MONITORING REQUIREMENTS

Effective Date: April 4, 2025

To: All YES FOR EARLY SUCCESS COOPERATIVE Staff and Subcontractors

From: Executive Director

Subject: Policy on Internal and External Monitoring Requirements for ECEAP Programs

PURPOSE

This policy establishes clear expectations and compliance responsibilities for all YES FOR EARLY SUCCESS COOPERATIVE (YES) staff and subcontractors participating in the Early Childhood Education and Assistance Program (ECEAP). It is designed to ensure full alignment with the 2024–2025 ECEAP Performance Standards and the Department of Children, Youth, and Families (DCYF) Statement of Work (SOW).

POLICY OVERVIEW

All ECEAP contractors—including YES staff and subcontractors—must meet comprehensive monitoring requirements that include both internal (self-monitoring) and external (DCYF) oversight. This policy outlines the systems, documentation, and compliance expectations required to maintain high-quality programming and ensure performance accountability.

I. INTERNAL MONITORING REQUIREMENTS (CONTRACTOR RESPONSIBILITIES)

A. Continuous Quality Improvement (CQI)

All YES sites must implement a formal CQI system as required by PAO-14. Monitoring must occur at every level: classroom, site, subcontractor, and contractor.

Monitoring results must inform:

- Staff professional development
- Technical assistance/coaching
- Systemic program improvements

Documentation Required:

- Schedule of site reviews
- Notes on findings and follow-up
- Improvement actions taken

B. Annual ECEAP Self-Assessment

Required annually by PAO-36, to be completed by June 15.

Must involve:

- Staff and family input (surveys and interviews)
- Participation from all providers and sites

Results must inform improvement planning.



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C. Subcontractor Oversight

As required under PAO-55 and ECEAP Contract Exhibit A:

YES must orient subcontractors to ECEAP standards.
Monitor each subcontractor's compliance with all ECEAP Performance Standards.
Document subcontractor reviews and corrective actions.
Ensure all subcontract agreements include a monitoring clause.

D. Documentation in ELMS & GOLD

As mandated by PAO-59:

Sites & (RDs') must enter all required child, family, and program data into ELMS and MyTeachingStrategies GOLD. Data must be current and accurate.
Records are subject to review by DCYF and the Washington State Auditor's Office.
Contractors must retain documentation from the previous school year for formal monitoring reviews.

II. EXTERNAL MONITORING BY DCYF

A. CQI Visits

DCYF will conduct periodic in-person monitoring visits as part of its Continuous Quality Improvement (CQI) process (PAO-15).
Visits may include observations, interviews, and review of documentation onsite.

B. Desktop Monitoring

DCYF will perform remote monitoring through ELMS and GOLD to verify ongoing compliance.

This includes reviewing:

- Enrollment
- Attendance
- Developmental screenings
- Family support records

C. Monthly Contractor Calls

YES leadership will participate in monthly calls with DCYF CQI Specialists to:

- Address any compliance issues
- Provide progress updates
- Receive technical support

D. Response to Findings

Contractors must submit a written response to any DCYF CQI Monitoring Report identifying areas for improvement. The response must include:

- Corrective action plan
- Timeline for resolution
- Evidence of implementation



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E. Reporting Requirements

Contractors must immediately notify DCYF in any of the following situations:

- Incidents affecting child/family safety
- Major licensing or CPS involvement
- Administrative changes (site closures, director resignations, etc.)
- Situations likely to attract media attention

F. Participation in DCYF Meetings

YES must attend all required DCYF quarterly Directors' Meetings and other technical assistance meetings. For contractors serving Tribal communities, additional meetings may be required.

III. COMPLIANCE AND ENFORCEMENT

Failure to comply with the internal and external monitoring requirements outlined in this policy may result in:

- Notification of non-compliance from DCYF
- Required Corrective Action Plans
- Temporary suspension of ECEAP slots
- Potential loss of contract for subcontractors who do not demonstrate timely correction of finding

IV. TRAINING AND REVIEW

This policy will be:

- Reviewed with staff and subcontractors annually
- Included in all onboarding materials for new partners
- Supported with ongoing training opportunities led by YES Regional Directors and the Executive Team

RESOURCES AND REFERENCES

ECEAP Performance Standards 2024–2025

<https://www.dcyf.wa.gov/sites/default/files/pdf/eceap/2024-25-ECEAP-Performance-Standards.pdf>

DCYF ECEAP Statement of Work (2024 Contract Exhibit A)

<https://www.dcyf.wa.gov/services/early-learning-providers/eceap/contracts>

MyTeachingStrategies GOLD

<https://teachingstrategies.com/product/gold/>

Early Learning Management System (ELMS)

<https://elmspublic.dcyf.wa.gov>

DCYF ECEAP Monitoring Guide (Contractor's Guide to Full B-5 ECEAP Visits):

For questions or further clarification, please contact:

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