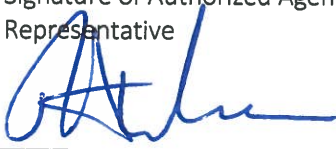



**Local Child Care and Development Planning Councils  
 Agency Annual Report**

Instructions for form completion are on page 2.

<b>Agency Name:</b> County of San Diego, Health and Human Services Agency	<b>Vendor #:</b> 37-2001-00-8	<b>Contract Type:</b> CLPC 8035	<b>Date Agency Self Evaluation Completed:</b> 10/03/2018
<b>Name of annual report contact person and telephone number:</b> Dezerie Martinez, 858-292-3727	<b>Date of current Needs Assessment:</b> Submitted 06/15/2016	<b>Date of current Comprehensive Plan:</b> Strategic Plan 2016-2020	
<u>Annual report process description:</u>			
<p><b>1) Describe the annual report process and who participated in the process.</b></p> <p>a) Each year, during planning council meetings, all attendees are provided the opportunity to participate in the self-evaluation process by providing their comments to each relevant key dimension/ compliance item from the California Education Code.</p> <p><b>2) Describe the role and level of participation and contribution by parents, staff, Board of Supervisors, Superintendent of Schools and your LPC council members in the self-evaluation process.</b></p> <p>a) All planning council attendees (parents, providers, agencies, community representatives, and discretionary members), including Community Care Licensing, Resource and Referral, Superintendent of Schools, and County Board of Supervisor representatives participate and contribute during planning council meetings.</p> <p><b>3) Include the start and completion date of your self-evaluation and annual report process.</b></p> <p>a) Start date of the self-evaluation and annual report was: 09/11/2018              b) Completion date of the self-evaluation and annual report was: 10/03/2018</p> <p><b>4) Include information regarding update of the LPC Program Coordinator and LPC member handbooks to reflect the new requirements and documentation of the new self-evaluation process.</b></p> <p>a) The LPC Program Coordinator Handbook was last updated on: 10/14/2014. This document needs revisions. March of 2018 a new Planning Council Coordinator was hired – Dezerie Martinez. Dezerie is in the process of determining which items within this handbook require modifications due to current practice and contractual requirements. The anticipated completion date of this update is January of 2019.</p> <p>b) The LPC Member Handbook was last updated on: 11/1/2017. The Membership Handbook is updated each calendar year to ensure new and returning members received the most current information at the start of each calendar year. The 2019 Membership Handbook will be completed by December of 2018.</p>			
<b>Statement of Completion</b> I certify that an agency Self Evaluation has been completed by this agency on the date specified above and that the appropriate review instrument(s) was/were used.	Signature of Authorized Agency Representative 	Date 10-9-18	
At least one LPC Representative who participated in the agency's completed self evaluation process (described above) must sign this document.	Signature of LPC Chairperson or Representative 	Date 10/8/2018	

### **Directions for Completing and Submitting the Agency Annual Report**

Prepare this form for the LPC contract your agency administers, include:

- Legal Name of Agency
- Vendor Number
- Date Agency Self Evaluation Completed
- Name of Contact Person and Telephone Number
- Date of Current Needs Assessment
- Date of Current Comprehensive Child Care and Development Plan
- Describe the annual report process and who participated in the process. Describe the role and level of participation and contribution by parents, staff, Board of Supervisors, Superintendent of Schools and your LPC council members in the self evaluation process. Include the start and completion date of your self evaluation and annual report process. Include information regarding update of the LPC Program Coordinator and LPC member handbooks to reflect the new requirements and documentation of the new self evaluation process.
- Signature and date provided by authorized agency representative.
- Signature and date provided by participant LPC chairperson or LPC representative.

**Note:** Form CD 2934 requires the signature of one LPC chairperson or designated LPC representative who actually participated in the annual process.

Attach the Summary of Self Evaluation Findings (CD 2935) to this form and mail to:

Early Education and Support Division  
California Department of Education  
1430 N Street, Suite 3410  
Sacramento, CA 95814-5901

**Mail this form to the LPC Consultant by  
 November 15 of each year to:**  
 Early Education and Support Division  
 California Department of Education  
 1430 N Street, Suite 3410  
 Sacramento, CA 95814-5901

**LOCAL CHILD CARE AND DEVELOPMENT PLANNING COUNCIL PROGRAMS  
 SUMMARY OF SELF EVALUATION FINDINGS**

Agency: County of San Diego, Health and Human Services Agency Vendor Number: 37-2001-00-8

Agency Representative: Rick Wanne Title: Director, Eligibility Operations

Telephone Number: 619-338-2932 Dates Reviewed: 09/11/2018 through 10/03/2018

Compliance Items	KEY DIMENSIONS FROM CALIFORNIA <i>Education Code (EC)</i>	Compliant	Non compliant
<b>1.</b> <i>EC</i> Section 8279.3 and 8499.5(b)	<b>Involvement in Local Priority Setting Process</b> Parents, staff, Board of Supervisors, County Superintendent of Schools, LPC members, and the public at large participate in reviewing and evaluating core data elements and determine local priority areas of unmet child care and development services for all children.	x	
<b>2.</b> <i>EC</i> Section 8499.5	<b>Governance and Administration</b> Policies, needs assessments, comprehensive child care and development plans, and administration of LPC categorical programs meet statutory requirements.	x	
<b>3.</b> <i>EC</i> Section 8499.5	<b>Funding</b> Allocation and use of funds meet statutory requirements for allowable expenditures.	x	
<b>4.</b> <i>EC</i> Section 8499.3	<b>Standards, Assessment, and Accountability</b> Categorical LPC programs meet state standards for membership certification.	x	
<b>5.</b> <i>EC</i> Section 8499.3(f),(g)	<b>Staffing and Professional Development</b> Staff members and LPC members are recruited, trained, assigned tasks, and assisted to ensure the effectiveness of the program.	x	

