



Gold Seal Quality Care Accrediting Association Annual Self-Assessment Survey

A Publication of the
Division of Early Learning

February 2023

A. Introduction and Purpose

The Florida Department of Education's Division of Early Learning (FDOE/DEL) has established this audit process, which includes an auditing program and procedures to reasonably determine an accrediting association's compliance with Section 1002.945(3)(a), Florida Statutes (F.S.), to verify that the accrediting associations meets the provisions of Rule 6M-10.002(3), F.A.C.

The DEL developed the *Gold Seal Quality Care Accrediting Association Annual Self-Assessment Survey* as a self-assessment tool for DEL Gold Seal Quality Care Accrediting Associations to provide reasonable assurance that an organization is properly implementing Gold Seal Quality Care requirements and providing accreditation to child care providers as intended, while staying in compliance with federal and state laws, rules, regulations, and program requirements. The annual self-assessment survey supports DEL's audit process for Gold Seal Quality Care Accrediting Associations.

Oversight responsibilities of these entities are required for DEL to comply with its responsibilities as outlined in 45 Code of Federal Regulations (CFR) Part 74.51(a), Section 1002.82(2)(c), F.S., and 2 CFR 200.331(b).

B. Gold Seal Quality Care Annual Self-Assessment Process

I. Annual Self-Assessment Survey:

A self-assessment survey form is required annually from each Gold Seal Quality Care Accrediting Association.

The association must complete and submit the self-assessment survey with responses that reflect the knowledge and perspective of the entity as it relates to its current policies and procedures related to accrediting child care providers under the FDOE/DEL Gold Seal Quality Care Program. Based on its review of these survey question responses, the FDOE/DEL may request additional documentation to support the responses to the survey as part of the biennial audit.

- **What information should be included in the self-assessment?** - Information for July 1 through June 30 of the previous fiscal year, unless otherwise stated. Any data provided should reflect the cumulative totals for the fiscal year being reported.
- **When is the survey due to DEL?** - The Annual Gold Seal Quality Care Self-Assessment Survey is due to the Division of Early Learning, or its designee, no later than October 1 of each calendar year. The survey should be submitted annually with the *Certificate of Completion* to the address listed at the bottom of the certificate.

II. Completing the Survey:

- After careful consideration, select the response (Yes, No) that best answers each question as it relates to your entity. Include an explanation in the comments section at the right of the questions that identifies how the accrediting association meets the requirements. Any replies marked "No" must provide an explanation of how the requirements will be met and a specific timeframe this will be accomplished.

- Comments – When completing the comments section for any question, write all narratives as if the reader does not know the acronyms or abbreviations used by your organization. Use complete sentences and ensure references or terms used within the narrative can stand alone and remain understandable to the reader.
- **Certification of Completion** – Certification page must be signed and returned with the completed *Gold Seal Quality Care Accrediting Association Annual Self-Assessment Survey*.

III. Required Elements:

The accrediting associations is required to answer the questions pertaining to each required element listed in the annual self-assessment. Documentation is required to be submitted with the survey upon the association's first survey submission and subsequently for all processes and procedures that have changed since the last annual survey submission. The DEL will request additional supporting documentation to support the responses from the associations during the biennial desk audit.

Attachment A

Gold Seal Quality Care Accrediting Association Annual Self-Assessment Survey

Association Completing Survey: _____

Fiscal Year: _____.

Date GS Application Approved: _____.

Date of last GS Audit: _____.

Number of providers accredited by entity: _____.

The accrediting association must provide evidence that their process for accreditation has, at a minimum, all of the following required elements.		Yes	No	Comments/ Explanation How is your accrediting association meeting this requirement?	Documentation submitted with this survey to support this requirement.	
					Yes	No
1.	The organization is a recognized accrediting association.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
2.	The organization is a registered corporation with the Department of State.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
3.	Clearly defined prerequisites that a child care provider must meet before beginning the accreditation process, including the site being operational and attended by children.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
4.	Procedures for completion of a self-study and comprehensive onsite verification process for each classroom that documents compliance with accrediting standards.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
5.	Training process for accreditation verifiers to ensure inter-rater reliability.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
6.	Ongoing compliance procedures that include requiring each accredited child care program to file an annual report with the accrediting association and risk-based, onsite auditing protocols.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

7.	Procedures for revocation of accreditation due to failure to maintain accrediting standards or any other relevant information received by the accrediting association.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
8.	Accreditation renewal procedures that include an onsite verification occurring at least every five (5) years.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
9.	A process for verifying continued accreditation compliance in the event of a transfer of ownership of facilities.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
10.	A process to communicate issues that arise during the accreditation period with entities that have a vested interest in the Gold Seal Quality Care Program, including the Department of Education, the Department of Children and Families, the Department of Health, local licensing entities, if applicable, and the early learning coalition.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
11.	The organization keeps monitoring reports and related corrective action files current, completes them per monitoring procedures, and makes them available for review.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
12.	Procedures for determining compliance with the accreditation standards and the required percentage of assessed items measured to achieve accreditation.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Attachment B

Gold Seal Quality Care Accrediting Association Annual Self-Assessment Survey

Certification of Completion

Association Completing Survey: _____

Our entity has conducted a self-assessment for fiscal year _____.

As part of this self-assessment, the entity has completed the *Gold Seal Quality Care Accrediting Association Annual Self-Assessment Survey* and the survey is available for review. The entity has provided an answer in the comments fields and provided documentation to support the comments, if applicable.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Submit one self-assessment survey and certification of completion to:

ATTN: Gold Seal Department
Division of Early Learning/Department of Education
325 West Gaines Street, Suite 544
Tallahassee, FL 32399