



FY2025-26 Self-Assessment

April 15, 2026

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Community Services Bureau

CONTRA COSTA COUNTY

EMPLOYMENT & HUMAN SERVICES

What Areas Were Reviewed?

- **Supporting Safe and Healthy Learning**
- **Program Design, Management, and Improvement**
- **ERSEA (Eligibility, Recruitment, Selection, Enrollment, and Attendance)**
- **Fiscal Infrastructure**



Supporting Safe & Healthy Learning Environment

- **100% of the sites were observed (Direct & Partner Sites)**
 - Including all classrooms
 - Observed with Health & Safety Tool (33 indicators)
- **70% of the sites score above 90% in compliance**
- **30% sites scored above 80%**
 - All the issues were addressed promptly.

Program Design, Management, and Improvement

- **Multi-Layered Monitoring**
 - Daily, Monthly, quarterly, Semi-Annual and Annual review cycles.
- **Data Driven decision making**
 - Community Assessments findings inform slot placement, service duration, and program offerings.
- **Transparent Documentation**
 - Clouds & Track-it ensure real time feedback and tracking
- **Engaged Governance**
 - Policy Council & Board of Supervisors actively involved in oversight and decision making



Eligibility, Recruitment, Selection Enrollment & Attendance

- **80 Child files were reviewed**
 - Overall, 99% Compliance Rate
- **Real-time data management systems**
 - Monitoring the waitlist, accepted enrollments, and site vacancies .
- **Our robust verification process protects against fraud**
- **We collaborate with the school districts, SELPA, and the Regional Center of the Eastbay to support enrollment of children with disabilities**

Fiscal Infrastructure

- **Fiscal Leadership**
 - Alexandra Heinitz
 - CPA with 15+ years of Accounting
- **Accounting Systems**
 - GAAP and accrual process
 - Workday for financial management functions
- **Timekeeping for Employees**
 - PeopleSoft, EcoTime, and Time study buddy
- **Monitoring conducted monthly.**

Findings



No Findings



Opportunities for Growth

- **Enhanced Personnel file monitoring with our Partner Sites**
 - It is essential that we maintain program-wide compliance
 - Currently being implemented

Questions?