COST OF PRESCHOOL QUALITY (CPQ) TOOL

QUICK START GUIDE

For further information on using the CPQ see the User Guide and the Glossary/Codebook

I. Overview of Worksheets. The CPQ is organized into six worksheets:

- **Worksheet A: Summary Output and Index**, provides a more detailed summary of model output, as well as a hyperlinked index to the components in Worksheet B, a place to add user notes, and a built-in review of the completeness and consistency of input assumptions.
- **Worksheet B: Implementation Plan**, The user's interaction with the CPQ begins and ends with Worksheet B.
- **Worksheet C: Demographic Tables**, is the repository for geographic level data to help inform input assumptions to the CPQ.
- **Worksheet D: Annual Schedule Tables**, fill an important function: they translate input assumptions into annual counts of volumes (children, teachers, facilities, etc.), that can then be multiplied by unit cost assumptions.
- **Worksheet E: State-Level Infrastructure & Supports** and **Worksheet F: Provider-Level Direct & Indirect Services**, The cost times volume calculations by implementation year are carried out in the final two worksheets (E&F), one for provider-level costs and one for state-(or district-) level costs.

II. Design features to promote the flexibility of the tool and customization by the user:

- None of the components are write-protected and these sections can be modified in virtually any way; furthermore, many of the components are formatted to facilitate expansion, i.e., adding additional rows as need to more accurately reflect the specific situation faced by the user.
- For example, the CPQ is preloaded with staffing models for Child Care Centers, Public PreK, and Head Start. As with many of the CPQ model components, this section is designed to allow the user to add as many rows as desired for additional staff positions, without having to modify the other worksheets or corrupting the CPQ calculations.

III. Begin Data Entry in Worksheet B

1. **Begin with Worksheet B, the Implementation Plan**
    a. The only worksheet requiring user input to the CPQ.
    b. At the top of the page, name the Scenario and System, and select a state from the drop-down menu.
    c. Note: yellow cells indicate user input, green cells represent output, and white cells represent calculations and sub-totals.

2. **Enter Slot Plan in Table B.2.a.1**
   a. As soon as you enter a count of slots in Table, the CPQ returns cost-per-slot calculations (as well as total cost)
   b. You can always revisit your slot counts, so it is best to enter a (an arbitrary) slot count before you begin review the CPQ default input assumptions.
   c. Taking a closer look at Table B.2.a.1, see how you can allocate slots by Delivery Model and Dosage. [Note: CPQ is designed to accommodate 3 delivery models and dosages per scenario, so the user could repurpose any or all models/dosages with appropriate changes to the other, subsequent default input assumptions.
   d. Rows can be collapsed or not by clicking the + or - to the far left of column 1. This makes it easier for user to see the detail in calculations or to collapse them to see comparisons.
   e. There are essentially 23 distinct components to the CPQ; each represents a "mini-model" but all are linked by the appropriate cost- and volume-drivers, such as the number of children, teachers, facilities, etc. Any component mini-model could be used independently, but these linkages embody an important utility of the CPQ.
3. **Enter Available Funding Streams in Table B.2.a.2**
   a. Users can enter a lump sum funding amount (not specific to delivery model or dosage), allocate funding by delivery model and dosage (but still at a fixed amount year-to-year), or vary funding allocations by year.
4. **Determine Quality Standards in Table B.2.B:** The CPQ has the 2016 10 NIEER quality benchmarks as default. These are:
   - Early Learning Standards
   - Maximum Class Size
   - Staff-Child Ratio
   - Monitoring
   - Teacher Degree
   - Teacher Specialized Training
   - Assistant Teacher Degree
   - Teacher In-Service
   - Child Meals
   - Screening/Referral and Support Services
   a. You will need to decide if you want to use some or all of these quality standards to drive your costs.
   b. You could decide to cross walk your QRIS or State Program Quality Standards with the default NIEER standards to determine which ingredients you will include in your cost calculations.