Quality Improvement Pathway
Self-Assessment

Site Name: **as it appears on** **the License**	

Overview: The Self-Assessment is to be completed with Quality Matters Staff during your Participant Orientation Meeting to help you reflect on your current quality practices, and identify strengths & areas for growth. The purpose of the Self-Assessment is to help you identify priorities for improvement and develop a site Quality Improvement Plan.

Instructions:

Step 1: Self-reflect on your site's quality practices by going through each of the quality elements and using the check boxes to self-assess.

- Center5 based programs are rated across all 6 quality elements.
- FCCH programs are rated on Elements 1, 2, 3, 4.
- To determine an estimate of your overall site rating, please read and follow the instructions under each quality element carefully.
- Check boxes are available in sections that require attention and completion.

Step 2: Indicate the sub-score at the bottom of each quality element and add the total site score on the last page.

Step 3: Quality Matters Staff will make a copy of the self-assessment for your Portfolio Binder, and keep the original copy.

Source: First 5 Contra Costa County

Site Information

Site Name:	**Is there a Site Director that oversees multiple Sites?** ☐ **Yes** ☐ **No** **If yes, please include contact information below.**
On-Site Director:	On-Site Director's Phone:
On-Site Director's Email:	On-Site Director's Mobile:
Agency Director's Name:	Site Director's Phone:
Agency Director's Email:	Director's Mobile:

	Classroom Name	Lead Teacher Name	Age Group Infant, Toddler, Preschool	Length of Day (AM, PM, Full Day)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Quality Element 1: Child Observation

Instructions: Check the qualifying tier and the tier criteria for the QRIS Site

Check only one →	☐ Tier 1 (1 Point)	☐ Tier 2 (2 Points)	☐ Tier 3 (3 Points)	☐ Tier 4 (4 Points)	☐ Tier 5 (5 Points)
Tier Criteria	☐ Not required	☐ Program uses evidence-based child assessment/ observation tool annually that covers all five domains of development	☐ Program uses valid and reliable child assessment/ observation tool aligned with CA *Foundations & Frameworks* twice a year.	☐ DRDP 2015 (minimum twice a year) and results used to inform curriculum planning	☐ Program uses DRDP 2015 twice a year and uploads into DRDP Tech and results used to inform curriculum planning

Instructions: Check the document(s) below that will be available for review at the time of the site visit. Two randomly selected children's files from each classroom will be reviewed for verification of quality elements. Children must be enrolled for at least 60 days.

| **Acceptable Documents** | Not required | ☐ Write the name of evidence-based assessment tool below used by the site: _____ – **AND** ☐ 2 Child Files | ☐ Name of the assessment tool _____ **AND** ☐ 2 child files *Note: Tool must align with CDE standards and must be approved by the State.* | ☐ DRDP scores per classroom ☐ DRDP goals and lesson plans for each classroom: **OR** ☐ Option 2: Copy of Head Start School Readiness Goals **OR** ☐ Option 3: Copy of form CD 4001-B **OR** ☐ Option 4: Evidence of at least 2 of the following: ☐ Curriculum statement ☐ Lesson plan ☐ Planning webs ☐ Lesson planning notes **AND** ☐ Two child files | ☐ DRDP scores from DRDP Tech per classroom ☐ DRDP goals and lesson plans for each classroom: ☐ Option 1: NAEYC accreditation **OR** ☐ Option 2: Copy of Head Start School Readiness Goals **OR** ☐ Option 3: Completed CD 4001-B **OR** ☐ Option 4: Evidence of at least 2 of the following: ☐ Curriculum statement ☐ Lesson plan ☐ Planning webs ☐ Lesson planning notes **AND** ☐ Two child files |

Sub score from Quality Element 1: _____

Quality Element 2: Developmental and Health Screenings

Instructions: Check the tier and the criteria for the tier for which the QRIS site qualifies. Be sure to complete the narrative questions regarding the site's developmental screening practices on the next page

Check only one→	☐ Tier 1 (1 Point)	☐ Tier 2 (2 Points)	☐ Tier 3 (3 Points)	☐ Tier 4 (4 Points)	☐ Tier 5 (5 Points)
Tier Criteria	☐ Meets Title 22 Regs.	☐ Health Screening Form (Community Care *Licensing form LIC 701 "Physician's Report - Child Care Centers" or equivalent)* used at entry, then: ☐ Annually **OR** ☐Ensures vision and hearing screenings are conducted annually	☐ Program works with families to ensure screening of all children using a **valid and reliable developmental screening tool** <u>at entry</u> and as indicated by results thereafter **AND** ☐ Meets Criteria from point level 2.	☐ Program works with families to ensure screening of all children using the **ASQ** at entry and as indicated by results thereafter **AND** ☐ Meets Criteria from point level 2.	☐ Program works with families to ensure screening of all children using the **ASQ & ASQ-SE**, if indicated, at entry, then as indicated by results thereafter **AND** ☐ Program staff uses children's screening results to make referrals and implement intervention strategies and adaptations as appropriate **AND** ☐Meets Criteria from point level 2.

Instructions: Check the document(s) below that will be available for review at the time of the site visit. Two randomly selected children's files per classroom will be reviewed. Children must be enrolled for at least 60 days.

Acceptable Documents	Not Required	☐ LIC 701 Physicians report **OR** ☐ Evidence of annual vision and hearing screenings.	☐ Developmental screening tool used: ☐ ASQ ☐ PEDS ☐ ASQ-SE ☐ Other _____ **AND** ☐LIC 701 Physicians report ☐ Evidence of annual vision and hearing screenings ☐ Evidence of rescreening, referral, parent refusal for children identified with a concern ☐ Evidence of screening and referral process ☐ 2 completed developmental screenings where a concern has been indicated.	☐ Child File Review: Evidence of family reported ASQ used at entry (Date) **AND** ☐ LIC 701 Physicians report ☐ Evidence of annual vision and hearing screenings ☐ Evidence of Family engagement in screening process ☐ Evidence of how staff use screening results ☐ 2 completed <u>referrals</u> or <u>rescreening</u> for children identified with a concern ☐ 2 completed developmental <u>screenings</u> where a concern has been indicated	☐ Evidence of family reported ASQ and ASQ-SE used at entry (Date) **AND** ☐ LIC 701 Physicians report ☐ Evidence of annual vision and hearing screenings ☐ Intervention plan showing intervention strategies and adaptations used in the classroom ☐ 2 completed developmental screenings where a concern has been indicated.

Sub Score from Quality Element 2: _____

Quality Element 2: Developmental Screening Narrative Questions

Instructions: *Only complete this section if the site conducts developmental screenings.*

1. Does the site conduct developmental screenings for all classrooms upon entry? ❑**Yes** ❑**No**

   OR Do only selected classrooms conduct developmental screenings? ❑**Yes** ❑**No**

2. Describe the site's developmental screening process.

3. How does the site engage families in the developmental screenings process at entry?

4. Are developmental screening results shared with parents? ❑Yes ❑No
   If yes, please describe how below.

5. How is developmental screening information used to make referrals?

6. How is developmental screening information used by the site and teaching staff to implement intervention strategies and inform instruction?

Notes/Comments:

Quality Element 3 : Lead Teacher Qualifications

Instructions: *This is for reference only. Go to the next page to complete the Lead Teacher's Qualifications checklist.*

Check only one→	Tier 1 (1 Point)	☐ Tier 2 (2 Points)	Tier 3 (3 Points)	Tier 4 (4 Points)	Tier 5 (5 Points)
Tier Criteria	Meets Title 22 Regulations **Center:** 12 units of Early Childhood Education (ECE)/Child Development (CD)	**Center:** 24 units of ECE/CD **OR** Associate Teacher Permit	24 units of ECE/CD + 16 units of General Education **OR** Teacher Permit **AND** 21 hours professional development (PD) annually	Associate's degree (AA/AS) in ECE/CD (or closely related field) OR AA/AS in an field plus 24 units of ECE/CD **OR** Site Supervisor Permit **AND** 21 hours PD annually	Bachelor's degree in ECE/CD (or closely related field) **OR** BA/BS in any field plus/with 24 units of ECE/CD **OR** Master's degree in ECE/CD) **OR** Program Director Permit **AND** 21 PD hours annually

Instructions: Please be prepared to produce evidence of lead teacher qualifications for each classroom. We may have documentation of Lead Teacher qualifications on file if they participate in CARES and/or CSP.					
Acceptable Documents	Teacher transcripts or certification for all lead teachers	Lead teacher associate permit and or Transcripts	Lead teacher transcripts or permit Evidence of PD hours	Lead teacher AA degree Transcripts Site supervisor permit Summary of Professional Development hours	Lead teacher Master's, BA/BS, AA degree or permits Transcripts Program Director Permit Summary of Professional Development hours

Lead teachers are defined as the adult with primary responsibility for a group of children. When there is more than one teacher working in a group, the lead teacher shall be considered the person with the highest degree. The lead teacher must spend the vast majority of time with one group of children who attend at the same time, rather than divide time between classrooms or float between groups. 75% of lead teachers at the site must meet lead teacher qualifications for point values 2 to 5.

Quality Element 3: LEAD TEACHERS' QUALIFICATIONS CHECKLIST

Instructions: *Fill in the information below for each lead teacher.*

Lead Teacher's Full Name	Qualifying Tier: Based on criteria on the previous page, select the tier for which the lead teacher qualifies.	Classroom Name	PDP Participation
1.	☐ Tier 1 ☐ Tier 2 ☐ Tier 3 ☐ Tier 4 ☐Tier 5		☐ Yes ☐ No
2.	☐ Tier 1 ☐ Tier 2 ☐ Tier 3 ☐ Tier 4 ☐Tier 5		☐ Yes ☐ No
3.	☐ Tier 1 ☐ Tier 2 ☐ Tier 3 ☐ Tier 4 ☐Tier 5		☐ Yes ☐ No
4.	☐ Tier 1 ☐ Tier 2 ☐ Tier 3 ☐ Tier 4 ☐Tier 5		☐ Yes ☐ No
5.	☐ Tier 1 ☐ Tier 2 ☐ Tier 3 ☐ Tier 4 ☐Tier 5		☐ Yes ☐ No
6.	☐ Tier 1 ☐ Tier 2 ☐ Tier 3 ☐ Tier 4 ☐Tier 5		☐ Yes ☐ No
7.	☐ Tier 1 ☐ Tier 2 ☐ Tier 3 ☐ Tier 4 ☐Tier 5		☐ Yes ☐ No
8.	☐ Tier 1 ☐ Tier 2 ☐ Tier 3 ☐ Tier 4 ☐Tier 5		☐ Yes ☐ No
9.	☐ Tier 1 ☐ Tier 2 ☐ Tier 3 ☐ Tier 4 ☐Tier 5		☐ Yes ☐ No
10.	☐ Tier 1 ☐ Tier 2 ☐ Tier 3 ☐ Tier 4 ☐Tier 5		☐ Yes ☐ No
11.	☐ Tier 1 ☐ Tier 2 ☐ Tier 3 ☐ Tier 4 ☐Tier 5		☐ Yes ☐ No
12.	☐ Tier 1 ☐ Tier 2 ☐ Tier 3 ☐ Tier 4 ☐Tier 5		☐ Yes ☐ No

Sub score from Quality Element 3:_____

Quality Element 4: Effective Teacher-Child Interactions (CLASS^{TM} Assessments)

Instructions: *If the site qualifies for Tier 1 or 2, complete the shaded area below. If the site falls under Tier, 3, 4 or 5, this section is for reference only. A CLASS assessor will submit scores for Tiers 3, 4 and 5 and a quality review will determine the appropriate tier rating.*

	☐ **Tier 1**	☐ **Tier 2**	Tier 3	Tier 4	Tier 5
			Tier Rating will be determined QRIS Rating Agency.		
Tier Criteria	☐ Not Required	☐ Familiarity with CLASS^{TM} for appropriate age group as available by one representative from the site	Independent CLASS^{TM} assessment by reliable observer to inform the program's professional development/ improvement plan OR Informal assessment and results used to inform Quality Improvement Plan and staff professional development	Independent CLASS^{TM} assessment by reliable observer with minimum CLASS^{TM} scores: **Pre-K** ▪ Emotional Support: 5 ▪ Instructional Support: 3 ▪ Classroom Organization: 5 **Toddler:** ▪ Emotional & Behavioral: Support: 5 ▪ Engaged Support for learning: 3.5 **Infant:** ▪ Responsive Caregiving (RC) – 5.0	Independent assessment with CLASS^{TM} with minimum CLASS^{TM} scores: **Pre-K** ▪ Emotional Support – 5.5 ▪ Instructional Support – 3.5 ▪ Classroom Organization – 5.5 **Toddler:** ▪ Emotional and Behavioral: Support: 5.5 ▪ Engaged Support for learning: 4 **Infant:** ▪ Responsive Caregiving (RC) – 5.5
Acceptable Documents	☐ Not Required	☐ Evidence of having a broad understanding of the site's assessment tool can include: ☐ Attended overview orientations ☐ Webinars ☐ Trainings ☐ College courses ☐ Other: *Note: Training does not have to be to the depth of completing assessments or observations.*	▪ An external assessor will conduct a CLASS^{TM} assessment if one has not already been conducted for the selected classroom(s). ▪ An aggregate of all CLASS^{TM} scores by age group will be determined for QRIS sites with multiple classrooms. ▪ Site visits will be scheduled in advance. If there is a substitute teacher in the classrooms on the day of the assessment and alternate classroom will be selected and/or the assessment will be rescheduled. ▪ QRIS classrooms that have existing CLASS^{TM} scores from an external reliable assessor will not need to be re-assessed. Existing scores are valid if one has already been conducted within the last 13 months.		

Sub score Quality Element 4, Tiers 1 & 2 only:_____

Sub score Quality Element 4, Tiers 3, 4, or 5: N/A

Quality Element 5: Ratios and Group

Instructions: This section is for your information only. *Complete the form on the next page for ratio and group size for each QRIS classroom.*

<u>Family child care homes do not</u> need to complete this form. Ratios and group sizes are verfied at the time of a site visits or during classroom assesments.

	Tier 1 (1 Point)	Tier 2 (2 Points)	Tier 3 (3 Points)	Tier 4 (4 Points)	Tier 5 (5 Points)

Tier Criteria	**Center:** Title 22 Regulations
	
	Infant Ratio of 1:4
	Toddler Option Ratio of 1:6
	Preschool Ratio of 1:12
		Ratio: Group Size
		
		Infant/Toddler – 4:16
		Toddler – 3:18
		Preschool – 3:36
			Ratio: Group Size
			
			Infant/Toddler– 3:12
			Toddler – 2:12
			Preschool– 2:24
				Ratio: Group Size
				
				Infant/Toddler – 3:12
				  OR
				Infant/Toddler – 2:8
				Toddler – 2:10
				Preschool – 3:24
				  OR
				Preschool 2:20
					Ratio: Group Size
					
					Infant/Toddler – 3:9 or better
					Toddler – 3:12 or better
					Preschool – 1:8 ratio and group size of no more than 20

Acceptable Documents	N/A. Ratios and group sizes are verified at the time of ERS assessment and during a monitoring site visit.				

Quality Element 5: Ratios and Group Size

Instructions: Complete this form for each classroom at the site. List a.m. and p.m. groups separately.

Lead Teacher's Full Name	# Children in the Classroom			# Adult staff in the Classroom	Classroom Name	Age Range:
	AM	PM	Full day			
1.						☐Infant Only ☐Infant/Toddler ☐Preschool
2.						☐Infant Only ☐Infant/Toddler ☐Preschool
3.						☐Infant Only ☐Infant/Toddler ☐Preschool
4.						☐Infant Only ☐Infant/Toddler ☐Preschool
5.						☐Infant Only ☐Infant/Toddler ☐Preschool
6.						☐Infant Only ☐Infant/Toddler ☐Preschool
7.						☐Infant Only ☐Infant/Toddler ☐Preschool
8.						☐Infant Only ☐Infant/Toddler ☐Preschool
9.						☐Infant Only ☐Infant/Toddler ☐Preschool
10..						☐Infant Only ☐Infant/Toddler ☐Preschool

Sub score Quality Element 5: TBD

Quality Element 6: Site Director Qualifications

Instructions: This is for reference only. This element does not apply to FCCH programs. Please complete the site director qualifications worksheet on the next page.

Site Director Name:		Site Name:		
Check only one tier box→	**Tier 1 (1 Point)**	**Tier 2 (2 Points)**	**Tier 3 (3 Points)**	**Tier 4 (4 Points)**	**Tier 5 (5 Points)**

	Tier 1 (1 Point)	Tier 2 (2 Points)	Tier 3 (3 Points)	Tier 4 (4 Points)	Tier 5 (5 Points)
Tier Criteria	12 units core ECE/CD + 3 units management/ administration	24 units core ECE/CD + 16 units General Education +/with 3 units management/ administration **OR** Master Teacher Permit	☐ Associate's degree with 24 units core ECE/CD + 6 units management/ administration + 2 units supervision **OR** Site Supervisor Permit **AND** ☐ 21 hours PD annually	☐ BA/BS degree with 24 units core ECE/CD +/with 8 units management/ administration **OR** Program Director Permit **AND** ☐ 21 hours PD annually	☐ Master's degree with 30 units ECE/CD including specialized courses +/with 8 units management/administration **OR** Administrative Credential **AND** ☐ 21 hours PD annually

The Self-Assessment score should consider the documents below. Copies of the documents should be placed in your QRIS portfolio and will be used to determine the Site Rating.

Required Documents	Evidence of Site Director's Qualifications (e.g. transcripts)	Transcripts **OR** Copy of Master Teacher Permit **OR** Copy of signed temporary count permit	AA or BA Degree **OR** Site Supervisor Permit or above **AND** Evidence or summary of professional development hours

A center director is defined as the on-site staff person responsible for the program's direction and administration. A center director who is responsible for two or more centers may serve as the "executive director" of all of the center locations provided that a qualified child care center director is employed for each individual center/location. In this instance, both the "executive director" and a designated lead teacher will meet the educational qualifications of center director.

Quality Element 7: Site Director Qualifications Check List

What staff files are available to verify this quality element?

❑ Permit ❑ Permit Application   Degree: ❑AA/AS; ❑BA/BS; ❑Master's ❑ Transcripts

❑ 21 hours of Professional Development

❑ Personnel Roster (CD 3701) for Title 5 programs

Where are staff documents located?

❑On-Site   ❑Off-Site   If off-site, please name the location.

Site Director's Full Name:	Qualifying Tier: Based on hybrid matrix criteria on the previous page, select the tier for which the site director qualifies.
	☐ Tier 1 ☐ Tier 2 ☐ Tier 3 ☐ Tier 4 ☐ Tier 5

Sub score from Quality Element 7: _____

Total Self-Assessment Score: _____

Self-Assessment Site Tier Rating: _____

Date of Self-Assessment: _____