

Site:		Date:	
Tab	Complete	Incomplete	Additional documentation needed
Tab 1 – Site information			
Tab 2 – Orientation materials			
Tab 3 – Quality Improvement Plans			
Tab 4 – Element One – Child Observation			
Tab 5 – Element Two - Screening			
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**1. Site Information:** License, Accreditation, Map and Directions, Self-Assessment, Tentative Rating

*The map should include route from First 5 Contra Costa to the site.*

**2. Orientation Materials**

**3. Quality Improvement Plans**

*Include a copy of each of your plans (should be S.M.A.R.T.).*

**4. Element One: Child Observation**

*Blank DROPs are not necessary. Evidence examples could include a sample of an individual with the child's name obscured; recent (within the year) lesson plan noting, which DROP measures are the focus; a copy of class/center DROP-Tech result profile. Provide evidence of referrals and document how the information is shared with families.*

**5. Element Two: Development and Health Screenings**

*Blank ASQ (or other instrument) forms are not necessary. Evidence examples could include explanatory letters to families; sample of an individual child's screening with the child's name obscured; information from program handbook explaining family involvement in the process, the nature of the instrument, how any resulting information will be followed. There is no need to include blank CCL forms such as LIC701; rather show program policy, example of information received, and the use of it. Check lists of compliance will be verified during monitoring visits.*

**6. Element Three: Staff Qualifications**

*Include copies of Education Status Reports by PDP advisors for all staff having direct contact with children. Copies of transcripts, degrees, permits as well as PD plans and certificates are appropriate for lead teachers. If available, attach a copy of current Professional Growth Plan reflecting PD hours within locally defined time frame specifically for QRIS. Trainings/workshops taken as of 1/1/2014 will be counted towards 21 hours of professional development for lead teachers.*

**7. Element Four: Effective Teacher-Child Interactions: CLASS**

*Evidence can include training verification, internal and external assessments. In most situations the site will be subject to an external assessor visit. Sites are encouraged to be familiar with the CLASS domains and expectations, and to reflect growth in compliance through professional development, lesson planning, and reflection.*

**8. Element Five: Ratios and Group Size**

*Evidence might include staff schedule with number of students enrolled in each classroom during the hours the site is open. Level 2 requires familiarity so in-house records would be appropriate. This will be verified during on-site monitoring for final rating.*

**9. Element Six: Environment Rating Scale(s)**

*Evidence might include training certificates, in-house records of assessment. ERS will be complemented by external assessor.*

**10. Element Seven: Director Qualifications**

*Evidence might include degree or permit and evidence of 21 PD hours in the previous year.*

**11. Other evidences of Quality you wish to include**

*This is an opportunity to include those evidences of quality which set the site apart: parent endorsements, public recognition, community engagement, news articles. Consider a reflection on the longevity of service by the site and/or individuals. Are there multi-generations of client families? What does the provider see as a particular quality outside the QRIS framework?*

*Such information will inform our reports to our funders and will also be useful in planning for sustainability of quality improvement systems and support.*

**12. Additional Resources**

*Any additional resources you believe are relevant to your program.*