NJEIS PROVIDER COMPETENCY STANDARDS SELF-ASSESSMENT

Overview of Instructions

There are 10 worksheets in the Self-Assessment Tool. Six of them are for rating the Elements of Quality for the competency standards components. The purpose of each worksheet is explained below along with the instructions on how to use it.

NOTE: The Self-Assessment tool must be opened using Microsoft Excel. Other spreadsheet software, including Apple Numbers, are not compatible with this tool.

Upon opening the workbook, be sure to enable the macros. There are several ways to accomplish this, depending upon which version of Microsoft you are using:
   • Microsoft 2013: Click on the Enable Content button in the yellow Message Bar.
   • Microsoft Excel 2007 and 2010: Go to File > Info > Enable Content > Enable All Content.
   • Microsoft 2003: Download and install the Compatibility Pack from Microsoft:
   https://www.microsoft.com/en-us/download/details.aspx?id=3

If you cannot enable the macros through one of these methods, you may need to change a setting in your security or trust center settings. Additional information is provided at http://www.exceltrick.com/how_to/enable-macros-in-excel/.

Editing the Self-Assessment

Throughout the workbook, cells that are shaded light yellow require data entry; **data cannot be entered in cells shaded light blue; those cells are automatically calculated and cannot be edited.**

You may perform a spell check on each of the element rating sheets by selecting the "Spell Check" box at the top of a particular element rating sheet. A spell check will be performed on all of the unprotected light yellow cells in that sheet.

Saving the Results of the Self-Assessment

The Self-Assessment Tool is an Excel workbook and needs to be saved just like any other workbook. We recommend saving the file with the date it was completed in the file name, e.g., Self-Assessment_09-13-17, and then saving the file with a new file name if you complete more components at a later date, e.g., Self-Assessment_12-08-18. Save the file often while you are working in it.

Printing the Results of the Self-Assessment

Each worksheet in the workbook has an existing default print area set up. The print areas may be redefined or resized by using the Print Area option in Excel's Page Layout tab.

Worksheets

<u>10 Worksheets</u>
Instructions
Participants
Table of Contents
Element Rating Sheets (6)
    GS - Governance Standards
    FS - Finance Standards
    PS - Personnel/Workforce Standards
    DS - Data Standards
    AS - Accountability and Quality Improvement Standards
    QS - Quality Standards
QI Summary

Instructions

This sheet provides detailed instructions for working in the Self-Assessment Tool. They are provided here and in the Self-Assessment Guidance for your convenience.

Participants

This sheet is for documenting the program name and participants (by name and/or role) who are involved in the self-assessment. Enter the name and/or role of each participant, and place an "X" in the cell in the component. Enter the date on which the self-assessment was completed in row 10.

Table of Contents

This sheet lists all of the components in the Competency Standards. There are links to each of the worksheets for the components. An alternative to using the links is to click on the worksheet tab at the bottom of the document.

Element Rating Worksheets

Element ratings : Each of these 6 worksheets are used to rate the Elements of Quality (EQs) for each component. Within a worksheet the elements are organized by Quality Indicator (QI).

In the Rating column, enter the rating for each element by entering the number (1 to 4) or by selecting the value from the dropdown list. The Element of Quality Rating scale, 1 to 4, is presented at the top directly above the rating column and is further explained in the Self-Assessment Guidance.

NOTE: The QI rating is automatically calculated and displayed (in the light blue cell) ONLY when ALL element ratings for that QI are entered.

Evidence : Immediately below each element is a text box (shaded light yellow) for documenting the evidence for the element. The text box will expand to the needed length.

    There are two buttons at the top of each page labeled Show Evidence and Hide Evidence. Clicking on the Show Evidence button will resize the rows and display all of the evidence; clicking on the Hide Evidence button will hide all of the evidence rows. Thus, the Element Rating worksheets may be viewed and/or printed with or without the evidence displayed.
    At the top of each sheet is a link back to the Table of Contents and buttons that make it easy to navigate to each QI.

Priority: To the right of each cell for the element rating and QI rating is a cell to indicate the Priority of each element and QI. The Priority rating is an optional feature and may be used for planning which elements or QIs to work on. The Priority options are high, medium, or low, or this cell may be left blank.

    The priority designation may be entered by typing an L, M, or H (lower or upper case) or by using the dropdown list. The recommended process is to rate the elements of quality for all components the participants will be completing and then go back and assign the priority ratings. This allows the participants to get an overall view of strengths and areas of need across multiple Quality Indicators and Elements of Quality. (See the Self-Assessment Guidance for more information.)

QI Summary

The QI Summary sheet displays a summary of the QI ratings for each of the Quality Indicators for which all the elements were rated. Data cannot be entered or edited on this sheet; it simply displays the summary data from the Element Rating worksheets. The QI ratings are displayed in column M, and the QI priority, if entered, is displayed in column N. The red, yellow, or green horizontal bars graphically depict the QI ratings.

    The total number of elements in the QI is presented to the right of the graph. To the right of the total is the number of elements in each QI with ratings of 1, 2, 3, and 4. A summary of the number of elements with each priority is provided to the far right. The number of elements for each priority reflects only those elements for which a priority was selected.

    The links at the top left of the sheet, to the right of Jump To, allow easy navigation to each of the worksheets for the components. Also at the top of this sheet are two buttons called Wrap Text and Narrow Rows. Click on the Wrap Text button to display the full text of the QI; click on the Narrow Rows button to view the first part of the QI, with only one row per QI.

Self-Assessment Participants

1. Identify the **participants** by name and/or title who participated in the self-assessment of one or more components.
2. Place an X in the column representing the component in which each participated.
3. Use the optional date field to note the date on which the self-assessment was conducted.

Program Enter Program Name							
		GS	**FS**	**PS**	**DS**	**AS**	**QS**
		Governance Standards	Finance Standards	Personnel/ Workforce Standards	Data Standards	Accountability & Quality Improvement Standards	Quality Standards
	Date:						
Participant Name	**Participant Role/Title**						

NJ Early Intervention Competency Standards Self-Assessment

		Rating		PRIORITY
QI 1	**Vision, mission and values guide decisions and provide direction through a comprehensive strategic planning process for quality comprehensive and coordinated early childhood and Part C services and system.**	QI Rating:	**-**	
a	Core written values, beliefs, guiding principles and current evidence based practices are the foundation for public statement of vision/mission/values and are consistent with IDEA and the broader early childhood standards and public priorities.	Element Rating:		
	Evidence:			
b	These written statements are developed with the input of all relevant stakeholders as part of strategic planning; effectively communicated to the community and all parties in different modalities; and reviewed and revised periodically in order to stay relevant.	Element Rating:		
	Evidence:			
c	Business systems and programmatic level decisions (e.g., fiscal, data, standards, personnel, monitoring, services and supports) are guided by the public statements of vision/mission/values.	Element Rating:		
	Evidence:			
d	The development and guidance of a comprehensive strategic plan that includes all aspects of the early intervention services.	Element Rating:		
	Evidence:			

		Rating		PRIORITY
QI 2	**Legal foundations (e.g., Articles of Incorporation, By-Laws, Business Organization-Partnership, Corporation, Sole Proprietorship, Subchapter S Corporation, Limited Partnership, Limited Liability Corporation, Limited Liability Partnership-interagency agreements and policies, Non-Profit Corporation), as well as related insurance products provide the authority and organizational protections to effectively provide services under Part C NJEIS.**	QI Rating:	**-**	
a	All business related and required certifications are current and in "good standing" with the State of New Jersey.	Element Rating:		
	Evidence:			
b	Legal business organization is established in the State of New Jersey and admissible by the New Jersey Department of Health, Early Intervention System to effectively provide services under Part C NJEIS.	Element Rating:		
	Evidence:			
c	The legal business organization/provider agency has the capacity to establish subcontract relationships with other service providers to ensure practitioner availability in serving the proposed service area.	Element Rating:		
	Evidence:			
d	Provider agency insurances are current and meet the minimum requirements of the NJEIS.	Element Rating:		
	Evidence:			
e	Provider agency has an established line of credit with a financial institution, accumulated disposable assets, or a fiscal plan to manage shortages in cash flow.	Element Rating:		
	Evidence:			

		Rating		PRIORITY
QI 3	**Provider agency administrative structures are designed to carry out IDEA and related federal and state mandates to ensure the provision of Early Intervention services.**	QI Rating:	–	
a	Relevant components of IDEA and related federal and state mandates are incorporated into the provider agency through policies and procedures, as well as staff development.	Element Rating:		
	Evidence:			
b	Information about the state system components and how to access services is widely available and understood by stakeholders, including provider agency staff, families and contractors.	Element Rating:		
	Evidence:			
c	Provider agency facilitates collaboration and service delivery within early childhood settings.	Element Rating:		
	Evidence:			
d	Provider agency evaluates administrative structures on an ongoing basis and revises as needed to ensure the effective and efficient delivery of services.	Element Rating:		
	Evidence:			

			Rating		PRIORITY
QI 1	**The provider agency conducts strategic finance planning to identify adequate resources to meet provider agency infrastructure and service delivery needs.**	QI Rating:	−		
a	A clearly written agency strategic plan, including financial assessment (aligned with vision/mission/purpose) is in place and articulates measurable goals and objectives.	Element Rating:			
	Evidence:				
b	Strategic finance planning uses demographic information related to eligible children and staffing.	Element Rating:			
	Evidence:				
c	Strategic finance planning includes forecasting, a review of program costs, projected revenues and expenditures, and estimated resources necessary to be a sustainable provider.	Element Rating:			
	Evidence:				
d	The strategic planning is evaluated and revised, as necessary, to meet the changing needs of the provider.	Element Rating:			
	Evidence:				

			Rating		PRIORITY
QI 2	**NJEIS provider agencies will use fiscal data to manage program planning, budget development and required reporting.**	QI Rating:	−		
a	A coordinated means of collecting timely and accurate fiscal data on revenue and expenditures is in place with the ability to disaggregate fiscal and program data by direct services and administrative costs or infrastructure.	Element Rating:			
	Evidence:				
b	Data checks and other mechanisms are in place to ensure the accuracy and reliability of fiscal data.	Element Rating:			
	Evidence:				
c	Fiscal reports are generated and shared with appropriate provider agency staff to ensure proper and efficient resource management and aligns with state reporting requirements.	Element Rating:			
	Evidence:				
d	Provider agency makes fiscal data readily available in a variety of formats that can be used for accountability and program improvement.	Element Rating:			
	Evidence:				
e	Fiscal data on revenues, planned expenses and actual expenditures are tracked and used on an ongoing basis to manage fiscal resources.	Element Rating:			
	Evidence:				
f	Fiscal data are used to inform budget development, adjustment and re-distribution of funds and resources based on service and program needs.	Element Rating:			
	Evidence:				

		Rating	PRIORITY
g	Fiscal data are sources of information that drive program improvement and effective utilization of funding sources.	Element Rating:	
	Evidence:		

		Rating	PRIORITY
QI 3	**Provider agency secures funds and resources so that funds can be allocated and distributed to meet the needs of the program in accordance with the strategic plan.**	QI Rating: —	
a	An operating budget is in place and funds are available for the provider agency to use.	Element Rating:	
	Evidence:		
b	Appropriated funds are designated for use only by the provider agency (e.g., budget line item, cost center).	Element Rating:	
	Evidence:		
c	Provider agency has access to a line of credit or available resources to address unexpected exposures.	Element Rating:	
	Evidence:		
d	Roles and responsibilities of agency administrative and fiscal staff are clearly defined, revised as necessary, in accessing available funds to support the program.	Element Rating:	
	Evidence:		

		Rating	PRIORITY
QI 4	**Funds and resources are used efficiently and effectively to implement high quality programs in meeting the needs of children and families and comply with all federal, state and local mandates.**	QI Rating: —	
a	Funds and resources are used in accordance with the provider agency's public statements of vision/mission/purpose.	Element Rating:	
	Evidence:		
b	Funds and resources are prioritized to facilitate implementation of effective practices (e.g., inclusion, coaching, teaming).	Element Rating:	
	Evidence:		
c	Provider agency complies with federal, state and local mandates related to the use of funds and resources.	Element Rating:	
	Evidence:		
d	Funds and resources are used efficiently and effectively to contain costs.	Element Rating:	
	Evidence:		
e	Provider data is used to revise or update fiscal procedures.	Element Rating:	
	Evidence:		

			Rating		PRIORITY
QI 5	**Provider agency disperses funds, makes payments or provides reimbursement efficiently and effectively for allowable expenses.**	QI Rating:	**-**		
a	Provider agency policies and procedures are clearly written, current and explicit, specifying compliance with federal, state and local requirements, and describe how financial transactions are approved and paid.	Element Rating:			
	Evidence:				
b	All payment mechanisms adhere to state and federal requirements regarding use of funds and resources.	Element Rating:			
	Evidence:				
c	Provider agencies make available necessary information and documentation needed to account for use of funds and/or bill for reimbursement to meet federal and state requirements.	Element Rating:			
	Evidence:				
d	Fiscal data on services provided and resources used to support each child and family (e.g., expense reports, unit costs) are compared to those services authorized per IFSP in order to verify accuracy and process payments, if appropriate.	Element Rating:			
	Evidence:				
e	Check and balance procedures across personnel are in place that describe the internal controls and separation of responsibilities for approving expenditures and making payments.	Element Rating:			
	Evidence:				
f	Payment policies and procedures and payment mechanisms are evaluated and revised, as necessary, on an ongoing basis.	Element Rating:			
	Evidence:				

			Rating		PRIORITY
QI 6	**The provider agency regularly monitors finances and resources to ensure that spending is in compliance with contract performance requirements and all federal, state and local fiscal requirements.**	QI Rating:	**-**		
a	Fiscal data, methods and tools are used to review any subcontractor and practitioner performance and compliance with federal and state mandates, as well as contracts, if applicable.	Element Rating:			
	Evidence:				
b	Policies and procedures are reviewed to ensure that they reflect all fiscal requirements.	Element Rating:			
	Evidence:				
c	Provider agencies participate in audits as required to comply with federal, state and local fiscal requirements.	Element Rating:			
	Evidence:				
d	Fiscal noncompliance is corrected in a timely manner when identified through fiscal monitoring and audits.	Element Rating:			
	Evidence:				
e	Fiscal monitoring methods and tools are evaluated and revised, as necessary.	Element Rating:			

		Rating	PRIORITY
Evidence:		**Rating:**	

		Rating		PRIORITY
QI 1 **Comprehensive recruitment and retention strategies are based on multiple data sources, and revised as necessary.**	QI Rating:	**-**		
a Strategies are based on data, current research, and stakeholder input.	Element Rating:			
Evidence:				
b Strategies target discipline-specific shortages.	Element Rating:			
Evidence:				
c The effectiveness of strategies is tracked, reviewed annually, and updated as appropriate based on data, current research, and stakeholder input.	Element Rating:			
Evidence:				

		Rating		PRIORITY
QI 2 **Comprehensive recruitment and retention strategies are being implemented across disciplines.**	QI Rating:	**-**		
a Strategies focus on induction (orientation), improving administrative supports, and using a variety of mentoring models to support and retain personnel.	Element Rating:			
Evidence:				
b Strategies address the usefulness of designing and/or participating in a variety of recruitment efforts including participation in on-line recruitment systems.	Element Rating:			
Evidence:				

		Rating		PRIORITY
QI 3 **A provider agency system for in-service personnel development and technical assistance is in place for personnel across disciplines.**	QI Rating:	**-**		
a The Provider agency provides a system of in-service personnel development activities and a variety of technical assistance opportunities to meet the needs of the personnel.	Element Rating:			
Evidence:				
b Provider agency professional/staff developer is guided by data, needs assessments and/or evidence-based practices to obtain the desired knowledge and skill competencies.	Element Rating:			
Evidence:				
c In-service personnel development employs evidence-based professional development practices that incorporate a variety of adult learning strategies including job embedded application such as coaching, reflective supervision and supportive mentoring.	Element Rating:			
Evidence:				
d In-service learning opportunities are individualized to the needs of the participants and the objectives of the provider agency.	Element Rating:			
Evidence:				

		Rating		PRIORITY
QI 4	**The evaluation strategy for personnel development includes processes and mechanisms to collect, store, and analyze data across all subcomponents.**	QI Rating:	**-**	
a	Provider agency leadership establishes priorities for the evaluation of personnel development.	Element Rating:		
	Evidence:			
b	Multiple processes, mechanisms, and methods to collect data are identified and established based on the need for the information, usefulness of potential findings, and burden on provider staff and internal systems.	Element Rating:		
	Evidence:			
c	Quality review processes for data collection, verification, storage and management, and analysis are defined and implemented.	Element Rating:		
	Evidence:			
d	Personnel data are linked to child and family outcomes.	Element Rating:		
	Evidence:			

		Rating		PRIORITY
QI 5	**The evaluation strategy for personnel development is implemented, continuously monitored, and revised as necessary based on multiple data sources.**	QI Rating:	**-**	
a	The implementation of the evaluation strategy results in data analysis for decision-making.	Element Rating:		
	Evidence:			
b	Data sources are used to inform decisions, monitor progress, and make program improvements.	Element Rating:		
	Evidence:			
c	Data are collected and examined in relation to relevant child and family outcomes.	Element Rating:		
	Evidence:			
d	Data are collected on personnel development variables, such as units of personnel development, type and amount of support (e.g., observational feedback, coaching, practica), and content of these data are examined in relation to relevant child and family outcomes.	Element Rating:		
	Evidence:			

		Rating	PRIORITY
QI 1	**The provider agency ensures data governance and management roles and responsibilities clearly establish decision-making authority and accountability.**	QI Rating: **–**	
a	All data-related responsibilities in a provider agency are clearly assigned to responsible and informed parties (e.g., data manager, data steward, data owner).	Element Rating:	
	Evidence:		
b	Information about data governance and provider agency policy and procedure is communicated to staff and stakeholders to ensure their accountability to collect, maintain and submit valid data.	Element Rating:	
	Evidence:		
c	All requirements (e.g., operational, research, reporting) are clearly defined to ensure oversight and accountability.	Element Rating:	
	Evidence:		
d	Provider agency staff review and revise the data operating procedures to be responsive to changes in state and federal policies.	Element Rating:	
	Evidence:		
QI 2	**Data governance policies require the development and implementation of procedures to ensure the quality and integrity of data collected from the service system.**	QI Rating: **–**	
a	Data governance policies require the development of data quality and integrity procedures for the provider agency that ensure the validity of data.	Element Rating:	
	Evidence:		
b	Data governance policies require staff and subcontractors who collect, maintain, and/or receive data to participate in initial and ongoing data quality and integrity training.	Element Rating:	
	Evidence:		
c	Data governance policies related to data quality and integrity of the data are regularly reviewed and adjustments are made as necessary.	Element Rating:	
	Evidence:		
d	Data governance policies require that any internal or external program or entity maintaining data adhere to applicable data quality policies and procedures.	Element Rating:	
	Evidence:		
QI 3	**Provider agency staff implement monitoring procedures and access technical assistance to ensure consistent application of data quality and integrity policies.**	QI Rating: **–**	
a	Provider agency staff communicate to data users regularly about data quality and integrity policies and procedures.	Element Rating:	
	Evidence:		
b	Provider agency staff monitor the implementation of the data quality and integrity procedures for all collected data.	Element Rating:	
	Evidence:		
c	Provider agency has a data quality orientation training for the data users.	Element Rating:	

		Rating		PRIORITY
	Evidence:	Rating:		

QI 4	**Data governance policies require the development and implementation of procedures to ensure the security of the data from breach or loss.**	**QI Rating:**	**-**	
a	Data governance security policies are in place and available to provider agency employees.	Element Rating:		
	Evidence:			
b	Data governance security policies adhere to all federal, state, and local laws, regulations, and standards.	Element Rating:		
	Evidence:			
c	Data governance security policies apply to all Part C data collected, maintained and/or used.	Element Rating:		
	Evidence:			
d	Data governance security policies require documenting data system operations which, at a minimum, include the following for each data system: • Person(s) responsible for data security • Data training for authorized data users • Data storage method • Data back-up and recovery • Response to data breach • Data transference (e.g., agency to agency, email, FTP, texting, USB) • Data encryption • Data destruction • Employee use of program equipment and personal devices **Evidence:**	Element Rating:		
e	Data governance security policies require that provider agency staff and contractors who collect, maintain, or receive data participate in periodic training about data security.	Element Rating:		
	Evidence:			
f	Data governance security policies require that all internal and external entities or agencies maintaining or using state Part C data adhere to all applicable security policies and procedures.	Element Rating:		
	Evidence:			
g	Data governance security policies are periodically reviewed and revised as necessary.	Element Rating:		
	Evidence:			

		Rating	PRIORITY

		Rating		PRIORITY
QI 5	**Data governance policies and procedures support and address the regular monitoring of data security and access.**	QI Rating:	–	
a	Provider agency monitors the implementation of the security policies and procedures and the overall security of Part C data.	Element Rating:		
	Evidence:			
b	Provider agency monitors to ensure that all data users, at all levels, with access to Part C data, adhere to the policies and procedures.	Element Rating:		
	Evidence:			

		Rating		PRIORITY
QI 6	**Provider agencies use data to inform decisions.**	QI Rating:	–	
a	Provider agency staff systematically review the findings of data analysis, interpret the findings, and make decisions based on the data.	Element Rating:		
	Evidence:			
b	Provider agency evaluates the data to support accountability, program improvement and program operations.	Element Rating:		
	Evidence:			
c	Provider agency assesses the professional development needs of its users and promotes the benefits of its usage.	Element Rating:		
	Evidence:			

		Rating		PRIORITY
QI 1	**Ongoing planning for accountability and improvement by the provider agency is based on data and reflects strong leadership and commitment to positive outcomes for children and their families.**	QI Rating:	**-**	
a	Planning is aligned with the vision, mission and guiding principles of the provider agency.	Element Rating:		
	Evidence:			
b	Policy decisions and actions related to accountability result in the ongoing improvement of the provider agency and EI services.	Element Rating:		
	Evidence:			
c	Planning includes the use of data to measure provider agency and practitioner performance.	Element Rating:		
	Evidence:			
d	Stakeholders participate with ongoing planning that supports development, implementation and revisions related to accountability and quality practices.	Element Rating:		
	Evidence:			

		Rating		PRIORITY
QI 2	**Provider agency implements a sound and effective accountability and improvement system at all levels.**	QI Rating:	**-**	
a	Expectations for provider agency and practitioner performance (e.g., targets, benchmarks, indicators) are clearly identified and described.	Element Rating:		
	Evidence:			
b	Performance measures are designed to ensure that valid and reliable data are collected to make data-informed decisions.	Element Rating:		
	Evidence:			
c	Mechanisms for collecting data are included (e.g., record review, surveys, self-assessment, electronic child records) for accountability, program evaluation and quality improvement.	Element Rating:		
	Evidence:			
d	The accountability and improvement strategies include timelines for collection and making conclusions and corrective actions based on performance data.	Element Rating:		
	Evidence:			

		Rating		PRIORITY
QI 3	**Performance data collection methods ensure that adequate information is available at the provider agency to determine the quality of the services and practitioners, and if results are being achieved.**	QI Rating:	**-**	
a	Quantitative data and qualitative data collection methods are used to provide data to answer questions that measure progress toward the identified child and family outcomes.	Element Rating:		
	Evidence:			
b	Data are collected to monitor the appropriateness of outcomes/goals, services, frequency, intensity and settings/environments.	Element Rating:		
	Evidence:			
c	Data collection methods measure fidelity of interventions and determine quality and/or the effectiveness of intervention approaches/strategies.	Element Rating:		
	Evidence:			
d	Individuals collecting performance data possess required knowledge and competence in data collection and have access to ongoing support and training in this area.	Element Rating:		
	Evidence:			

		Rating		PRIORITY
QI 4	**Provider agency has sufficient information to make accountability and improvement decisions.**	QI Rating:	**-**	
a	Provider agency analyzes data quality (e.g., valid, reliable, accurate, timely) to make informed decisions for accountability and improvement.	Element Rating:		
	Evidence:			
b	Provider agency disaggregates data to make conclusions about performance.	Element Rating:		
	Evidence:			
c	Data collected assist provider agency in making data-informed decisions about how to enhance progress towards the intended results.	Element Rating:		
	Evidence:			
d	Conclusions about performance are available for developing strategies that yield sustainable improvement.	Element Rating:		
	Evidence:			

		Rating	PRIORITY
QI 5 **Provider agency uses strategies to support continuous improvement at all levels of the system to achieve expectations.**	QI Rating:	**-**	
a Provider agency uses data-informed decisions to target resources and support (e.g., fiscal, human resources, technical assistance and professional development) for effective accountability and continuous improvement.	Element Rating:		
Evidence:			
b Improvement planning processes incorporate evidence-based practices to achieve intended results.	Element Rating:		
Evidence:			
c Provider agency uses data on fidelity of implementation to improve intervention practices.	Element Rating:		
Evidence:			
d Continuous improvement activities are aligned with existing early childhood and education initiatives whenever appropriate.	Element Rating:		
Evidence:			
e Provider agency immediately addresses noncompliance in a timely manner.	Element Rating:		
Evidence:			
f Strategies that are used to support improvement are reviewed and revised as necessary to ensure improvement occurs and is maintained.	Element Rating:		
Evidence:			

		Rating	PRIORITY
QI 6 **Provider agencies work to enhance capacity of data-informed practices and to implement effective accountability and improvement schemes.**	QI Rating:	**-**	
a Provider agency uses data-informed practices including the identification and correction of noncompliance and improving results performance.	Element Rating:		
Evidence:			
b Multiple professional development activities and supports (e.g., coaching, mentoring, training, peer to peer support) are aligned to enhance knowledge and skills related to using data to make program improvements.	Element Rating:		
Evidence:			
c Provider agency uses mechanisms to track and inform improvement to practices and results over time.	Element Rating:		
Evidence:			
d Technical assistance and professional development activities designed to enhance capacity at all levels are reviewed and revised as necessary.	Element Rating:		
Evidence:			

		Rating	PRIORITY
QI 1	**The provider agency knows what children under age three, including children with disabilities, are expected to know and do.**	QI Rating: —	
a	Provider agency policies, procedures and standards are aligned from birth through age three. **Evidence:**	Element Rating:	
b	Provider agencies adhere to standards that are age-anchored with specific precision to reflect that there are different expectations for children in each year of life. **Evidence:**	Element Rating:	
c	Child services reflect the best available evidence on development and learning. **Evidence:**	Element Rating:	
d	Child services are appropriate for children from diverse cultural, linguistic and socio-economic backgrounds. **Evidence:**	Element Rating:	
e	Child services, in line with standards, represent multiple areas of development and learning and reflect the content of nationally recognized early childhood outcomes frameworks, including the Federal Office of Special Education Programs (OSEP) child outcomes. **Evidence:**	Element Rating:	
f	Child services reflect universal design for learning, ensuring the standards are appropriate for young children with disabilities/developmental delays. **Evidence:**	Element Rating:	
g	Child level standards are clear and understood by NJEIS practitioners and other staff, local program administrators and families. **Evidence:**	Element Rating:	

		Rating	PRIORITY
QI 2	**Provider agencies use the New Jersey Birth to Three Early Learning Standards to support the implementation of high quality standards.**	QI Rating: —	
a	Child standards are disseminated and easily accessible to practitioners, families and community partners. **Evidence:**	Element Rating:	
b	Early intervention practitioners working with young children with disabilities are familiar with the Early Learning Standards. **Evidence:**	Element Rating:	
c	Practices (e.g., assessment, IFSP development, developmentally appropriate learning activities) reflect the child standards. **Evidence:**	Element Rating:	

			Rating	PRIORITY
QI 3	**Provider agency has an infrastructure in place to support the effective use of the Early Learning Standards.**	QI Rating:	-	
a	Provider agency provides ongoing staff development (e.g., mentoring, coaching) and supports effective use of the child standards and curriculum, including individualization for children with disabilities. **Evidence:**	Element Rating:		
b	Services support families in understanding and using the child standards to help their children develop and learn. **Evidence:**	Element Rating:		
c	Evaluating services and IFSP quality includes monitoring how well child standards are effectively used to guide practice, including individualization for children with disabilities/delays. **Evidence:**	Element Rating:		

			Rating	PRIORITY
QI 4	**The provider agency has articulated expectations for what constitutes quality early intervention services.**	QI Rating:	-	
a	The early intervention services reflect the best available evidence on early childhood program quality and effectiveness. **Evidence:**	Element Rating:		
b	Provider agency services are consistent with early intervention and professional practice/licensure requirements and guidance. **Evidence:**	Element Rating:		
c	Provider agency acknowledges responsibility to build on the families' strengths to support them in caring for their children. **Evidence:**	Element Rating:		
d	Program level standards are clear and understood by practitioners, local program administrators and families. **Evidence:**	Element Rating:		
e	Program level standards are widely disseminated and easily accessible to practitioners, families and the general public. **Evidence:**	Element Rating:		

Jump to:	GS	FS	PS	DS	AS	QS

Quality Indicator	Rating	Priority	1 2 3 4 5 6 7	Total # of Elements	# of Elements in this QI with RATING...				# of Elements in this QI with PRIORITY...		
					1	2	3	4	Low	Medium	High
GS (GOVERNANCE STANDARDS)			QI Rating								
1 Vision, mission and values guide decisions and provide direction through a comprehensive strategic	-		- - - - - - -	4							
2 Legal foundations (e.g., Articles of Incorporation, By-Laws, Business Organization-Partnership,	-		- - - - - - -	5							
3 Provider agency administrative structures are designed to carry out IDEA and related federal and	-		- - - - - - -	4							
FS (FINANCE STANDARDS)			QI Rating								
1 The provider agency conducts strategic finance planning to identify adequate resources to meet	-		- - - - - - -	4							
2 NJEIS provider agencies will use fiscal data to manage program planning, budget development and	-		- - - - - - -	7							
3 Provider agency secures funds and resources so that funds can be allocated and distributed to meet	-		- - - - - - -	4							
4 Funds and resources are used efficiently and effectively to implement high quality programs in	-		- - - - - - -	5							
5 Provider agency disperses funds, makes payments or provides reimbursement efficiently and	-		- - - - - - -	6							
6 The provider agency regularly monitors finances and resources to ensure that spending is in	-		- - - - - - -	5							
PS (PERSONNEL/WORKFORCE STANDARDS)			QI Rating								
1 Comprehensive recruitment and retention strategies are based on multiple data sources, and	-		- - - - - - -	3							
2 Comprehensive recruitment and retention strategies are being implemented across disciplines.	-		- - - - - - -	2							
3 A provider agency system for in-service personnel development and technical assistance is in place	-		- - - - - - -	4							
4 The evaluation strategy for personnel development includes processes and mechanisms to collect,	-		- - - - - - -	4							
5 The evaluation strategy for personnel development is implemented, continuously monitored, and	-		- - - - - - -	4							
DS (DATA STANDARDS)			QI Rating								
1 The provider agency ensures data governance and management roles and responsibilities clearly	-		- - - - - - -	4							
2 Data governance policies require the development and implementation of procedures to ensure the	-		- - - - - - -	4							
3 Provider agency staff implement monitoring procedures and access technical assistance to ensure	-		- - - - - - -	3							
4 Data governance policies require the development and implementation of procedures to ensure the	-		- - - - - - -	7							
5 Data governance policies and procedures support and address the regular monitoring of data	-		- - - - - - -	2							
6 Provider agencies use data to inform decisions.	-		- - - - - - -	3							

Jump to: **GS** **FS** **PS** **DS** **AS** **QS**

Wrap Text | Narrow Rows

Quality Indicator	Rating	Priority	1 2 3 4 5 6 7	Total # of Elements	# of Elements in this QI with RATING...				# of Elements in this QI with PRIORITY...		
					1	2	3	4	Low	Medium	High
AS (ACCOUNTABILITY & QUALITY IMPROVEMENT STANDARDS)			QI Rating								
1 Ongoing planning for accountability and improvement by the provider agency is based on data and	-		- - - - - - -	4							
2 Provider agency implements a sound and effective accountability and improvement system at all	-		- - - - - - -	4							
3 Performance data collection methods ensure that adequate information is available at the provider	-		- - - - - - -	4							
4 Provider agency has sufficient information to make accountability and improvement decisions.	-		- - - - - - -	4							
5 Provider agency uses strategies to support continuous improvement at all levels of the system to	-		- - - - - - -	6							
6 Provider agencies work to enhance capacity of data-informed practices and to implement effective	-		- - - - - - -	4							
QS (Quality Standards)			QI Rating								
1 The provider agency knows what children under age three, including children with disabilities, are	-		- - - - - - -	7							
2 Provider agencies use the New Jersey Birth to Three Early Learning Standards to support the	-		- - - - - - -	3							
3 Provider agency has an infrastructure in place to support the effective use of the Early Learning	-		- - - - - - -	3							
4 The provider agency has articulated expectations for what constitutes quality early intervention	-		- - - - - - -	5							