NJ Center for Quality Ratings at WPU
Head Start Programs – Documentation Review Protocol

The following documentation requirements apply to Head Start programs seeking a 3, 4 or 5 star rating. Based on the success of a program's HSKI-C review event (if applicable) and/or findings from the comprehensive monitoring reviews conducted by OHS during the 2 years prior to the date of review by the NJ Center for Quality Ratings, additional documentation may be required to demonstrate evidence of meeting *Grow NJ Kids* Standards.

All Head Start Programs must submit the following documentation.
See Rating Readiness Checklist for quantities

- GNJK Quality Improvement Plan based on GNJK Self-Assessment (1.1.1; 2.1.1; 3.1.1; 4.1.1; 5.1.1)
- Copy of most recent federal review
- Copy of ongoing monitoring system evidence
- Copy of most recently completed OHS monitoring report plus any additional aligned monitoring reports and copies of corrects to any noted code violations within last 12 months
- Complete W9 Form

Children's Folders
- Child's Transition Folders (2.4.5)

Program Policies & Procedures
- Copy of policies for completed structured classroom observation/assessment tool(s) (e.g. ECERS, SELA, PCMI, PRISM, CLASS, QBCC) (2.3.2; 2.4.2)
- Evidence of performance-based assessment used: portfolios, observation forms, completed rubrics; evidence of data summaries informing program practices/student growth; aggregated classroom data of comparative progress across the school year (2.3.3; 2.4.3; 2.5.2)
- List of ethnic demographics; Annual current calendar of culturally relevant dates and activities reflecting student demographics (3.5.2)
- Completed assessments: Pyramid Model TPOT and/or TPITOS (4.5.2)

Staff Policies & Procedures/Handbook
- Documentation of Staff Orientation to the Breastfeeding Policy/Procedure (I/T Programs Only) (1.3.2)

- Signed receipt teachers and teacher assistants have received a copy of the NJ Birth-Three Standards and/or the NJ Preschool Teaching and Learning Standards (2.3.1)
- Copy of staff meeting schedule and/or agendas (4.4.6)
- Signed receipts from non-instructional staff receiving documentation of school practices (4.4.8)
- Employee Handbook listing:
  - Benefit policy/procedure describing the benefit(s) employees receive (5.3.8; 5.5.2)

Parent Education/Communication
- Parent Handbook listing:
  - Breastfeeding Policy/Procedure (I/T Programs Only) (1.3.2)
- List of community organizations that welcome parent representatives; meeting minutes/agendas (3.3.5; 3.4.5)

Administration/Personnel Policies
- Description of the annual performance evaluation process and copy of evaluation, self-assessment, family surveys and Individual Professional Development Plans (4.3.4)
- Self-Assessment to review Program Management (5.3.1; 5.4.1; 5.5.1)
- Evidence of internal communication strategies (5.3.7)
- Written description of system for tracking teacher turnover (5.4.4)

Agency Training & Professional Development Plans
- Copy of completed curriculum implementation/Fidelity instrument (4.4.5)
- Documentation of professional development plans; incentive programs (5.3.9; 5.5.4)
- Documentation of ongoing reflective practice opportunities/ *Head Start Programs: Practice-Based Coaching document* (5.5.3)

PINJ - Professional Development & Training/Staff Credentials
- PINJ Registry (1.4.3; 1.5.2; 4.2.1; 4.2.2; 4.2.3; 4.3.1; 4.3.2; 4.3.3; 4.3.5; 4.3.6; 4.3.7; 4.3.8; 4.3.9; 4.4.1; 4.4.2; 4.4.3; 4.4.4; 4.5.1; 4.5.3)

Required scores for star ratings by NJ Center for Quality Ratings *Head Start Programs*			
	★★★	★★★★	★★★★★
CLASS: Emotional Support and Classroom Organization	N/A	**Score of 5** Center/school-wide average of random selection by NJ Center for Quality Ratings of 50% of all appropriate classrooms	**Score of 5.5** Center/school-wide average of random selection by NJ Center for Quality Ratings of 50% of all appropriate classrooms
CLASS: Instructional Support/ Engaged Support for Learning	N/A	**Score of 3** Center/school-wide average of random selection by NJ Center for Quality Ratings of 50% of all appropriate classrooms	**Score of 3.3** Center/school-wide average of random selection by NJ Center for Quality Ratings of 50% of all appropriate classrooms
ERS: ECERS-3/ITERS-R	**Score of 5 or higher; no subscales below a 4** Center/school-wide average of random selection by NJ Center for Quality Ratings of 50% of all classrooms by each age group (Preschool or I/T)	**Score of 5 or higher; no subscales below a 4** Center/school-wide average of random selection by NJ Center for Quality Ratings of 50% of all classrooms by each age group (Preschool or I/T)	**Score of 6 or higher; no subscales below a 5** Center/school-wide average of random selection by NJ Center for Quality Ratings of 50% of all classrooms by each age group (Preschool or I/T)

Additional Required Documentation

Based on results from HSKI-C Review and/or Comprehensive Monitoring Reviews from the OHS

Determining whether your program will need to submit additional documentation for the star rating you are seeking is based upon success of the most recent HSKI-C Review (if applicable) and/or findings from the comprehensive monitoring review process from the OHS.

See Rating Readiness Checklist for quantities

Eligible Head Start programs undergoing HSKI-C Review

A successful HSKI-C Review will assume that all 27 Compliance Measures in the HSKI-C Protocol have been met and only the following additional documentation will be required. A copy of this review must be submitted to NJCQR. *(Please note: If your program does not qualify for the HSKI-C review or has had an unsuccessful HSKI-C Review, please refer to requirements for programs undergoing Comprehensive Monitoring.)*

- Written policy/procedure or manual including financial operating procedures (5.3.3)
- Current operating budget including statement of income and expenditures (5.3.5)
- Annual report with financial system information (5.4.5)
- Outdoor Play Area Inspection Logs; Completed Outdoor Play Inspection Forms (1.3.1; 1.4.4)
- Copy of developmental screening tool; protocol or policy/procedure (1.3.6)
- Parent log of signatures confirming visual, hearing and dental screening results have been reviewed (1.5.1)
- Evidence of how screening results are used to modify/accommodate children's specific needs and abilities (2.3.4)
- Documentation of results from performance-based assessment shared with parents (2x in 10 month program) (2.3.5)
- Documentation of screening and referral policy/procedure; copies of referrals (2.4.4)
- Documentation of offered home visits (3.3.4; 3.4.4)
- Family Education workshop agendas; sign-in sheets (3.3.3)
- Documentation of Strengthening Families Protective Factor (SFPF) Framework used in program; survey results; annually updated Quality Improvement Plan; evidence of program fully integrating SFPF/*Head Start programs use PFCE Framework in your Program: Markers of Progress* (3.3.1; 3.4.1; 3.5.1)
- Parent/Family Group Meeting agendas; sign-in sheet and minutes (3.3.2; 3.4.2)
- Evidence of aggregated classroom/program level data reports and Program Improvement Plan (4.4.7)
- Individual Professional Development/Agency Training Plans (4.5.1)

Head Start Programs undergoing Comprehensive Monitoring

- Monitoring reviews must be within 2 years prior to the date of review by the NJ Center for Quality Ratings (NJCQR) to be considered acceptable in meeting *GNJK* documentation requirements.
- If review of a component was within 2 years prior to the date of review, submit a copy of the most recently completed OHS monitoring report, any additional aligned monitoring reports and copies of corrections to any noted code violations within last 12 months.
- NJ Center for Quality Ratings will inform you if additional documentation in that component will be required. For those components in which your review was conducted more than 2 years ago, you will need to provide the additional evidence/documentation as listed.

Governance/Management Systems Review

Program Governance

Evidence of a compliant on-site monitoring review from the OHS must be submitted to the NJCQR. Based on the results, the following additional documentation may be required:

- Written definition of roles and responsibilities of the governing body (if non-profit/public/for-profit) (5.3.2)
- Advisory (policy) council meeting minutes/sign-in sheets (5.4.2)

Management Systems

Evidence of a compliant on-site monitoring review from the OHS for this component must be submitted to the NJCQR. Based on the results, the following additional documentation may be required:

- Comprehensive written program improvement plan (5.3.6)
- Business/Strategic Plan (5.4.3)

Fiscal Integrity and ERSEA Review
Fiscal Integrity

Evidence of a compliant on-site monitoring review from the OHS must be submitted to the NJCQR. Based on the results, the following additional documentation may be required:

- Written policy/procedure or manual including financial operating procedures (5.3.3)
- Current operating budget including statement of income and expenditures (5.3.5)
- Signed audit of contract with CPA (5.4.7)
- Quarterly accounting review report/Copy of SF-425 Form (5.4.6)
- Annual report with financial system information (5.4.5)

Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)

- Documentation of Absenteeism/Attendance Policy (3.3.6)
- Marketing Plan addressing increasing enrollment (5.3.4)

Comprehensive Services and School Readiness Review
Child Health & Safety

Evidence of a compliant on-site monitoring review from the OHS must be submitted to the NJCQR. Based on the results, the following additional documentation may be required:

- Outdoor Play Area Inspection Logs; Completed Outdoor Play Inspection Forms (1.3.1; 1.4.4)
- Copy of developmental screening tool; protocol or policy/procedure (1.3.6)
- A health tracking system of children's files for oral, vision and hearing screenings; parent consent (1.4.2)
- Parent log of signatures confirming visual, hearing and dental screening results have been reviewed (1.5.1)
- Evidence of how screening results are used to modify/accommodate children's specific needs and abilities (2.3.4)
- Documentation of results from performance-based assessment shared with parents (2x in 10 month program) (2.3.5)
- Documentation of screening and referral policy/procedure; copies of referrals (2.4.4)
- Documentation of offered home visits (3.3.4; 3.4.4)

Family & Community Engagement

- Documentation of Strengthening Families Protective Factor (SFPF) Framework used in program; survey results; annually updated Quality Improvement Plan; evidence of program fully integrating SFPF/*Head Start programs use PFCE Framework in your Program: Markers of Progress* (3.3.1; 3.4.1; 3.5.1)
- Parent/Family Group Meeting agendas; sign-in sheet and minutes (3.3.2; 3.4.2)
- Family Education workshop agendas; sign-in sheets (3.3.3)

Child Development & Education

- Evidence of aggregated classroom/program level data reports and Program Improvement Plan (4.4.7)
- Individual Professional Development/Agency Training Plans (4.5)

Last Updated 9-17-15