

Document Checklist for Short-Term Operational Programs to prepare for your document review of 2019/2020 Evaluation Criteria

Effective January 1, 2019

The more you can organize and label these documents, the smoother the review can be for you and your Consultant. *You may not have all of these documents/records Please review the most current Evaluation Criteria for details regarding any of the following points.*

Required Elements

Three Star Level

- o **Program Profile** (A.1)
- o Copy of most recent **Self Assessment** (B.1.1)
- o Copy of most recent **Quality Improvement Plan** (B.1.2)
- o Documentation of **developmentally appropriate environments** (B.1.3)
- o **Current year line-item budget** (C.2.1)
 - o Budget includes estimated income and expenses
 - o **Quality improvement goals** reflected in budget
- o Documentation of an annual **budget review** (C.2.1)
- o Documentation that program is **tracking income and expenses** (C.2.1)
- o Documentation that program is **tracking Meals and Snacks** including CACFP claims OR menus, meal/snack components, children served, time & date meals/snacks served (C.2.1) (D.1.1)
- o Copy of last 4 quarterly **941s** or **944s** (C.2.1)
- o Copy of last year's State **WT-7** OR **W3** (C.2.1)
- o Copy of last year's **Federal Income Tax Return** (Form 1065, Form 1120, Form 1120S or Form 990) (C.2.1)
- o Demonstration of **evidence in at least one practice for Family Engagement** (C.5.1-4) in the following categories:
 - o **communication,**
 - o **family needs and feedback,**
 - o **collaborative activities with families, or**
 - o **community resources and family support .**
- o Completion of **Self-Assessment and Quality Improvement Plan goals** for healthy nutrition and/or physical activity policies and practices (D.1.1)
- o Documentation of policies and procedures to address **children's allergies and accommodate dietary restrictions** even if there are no children in care with allergies or dietary restrictions (D.1.1)

For Optional Points

- o Documentation of **curriculum alignment with SACF or WMELS** (B.2.2)
- o Documentation of **Child portfolios** (B.3.1)
- o Documentation of **intentional planning** through lesson plans and child assessments (B.3.2)
- o Documentation of **implementation of developmental screening practices** (B.3.3)
- o Documentation of **individual children's outcomes** being tracked (B.3.4)
- o Copy of current **policies/handbook** which identify job descriptions, hiring practices, personnel policies, salary/benefit schedules, performance procedures, staff disciplinary policies, grievance procedures, and program policies (C.2.2)
- o Professional Development
 - o **Staff evaluations** that include professional development goal setting (C.3.1)
 - o Income Statement has a **line item for professional development** with amount spent and spending supports individual staff professional development goals (C.3.2)
 - o **10 books, CD's, current magazines and other professional development materials** available to staff (C.3.3)
 - o **Record of active, current membership** in an early childhood-focused professional association (C.3.4)
 - o Calculation of **staff turnover rate** for well-educated (AA or higher) Group Leaders and Site Supervisor (over most recent 3-yr. period) (C.3.5)
- o Evidence of use of **full-staff strategic planning for improved workplace standards(C.3.6)**
- o **Staff Benefits**
 - o Written policy and documentation showing that the program covers at least 25% of full time Counselors and Site Supervisor's **health insurance premiums** (C.4.1)
 - o Written policy and documentation showing that the program contributes to the full time Counselors and Site Supervisor's **retirement plans** (C.4.2)
 - o Written policy showing that full time Counselors and Site Supervisor receive at least **4.5 paid holiday, personal and/or sick days** and part time Counselors receive a prorated number of days off (C.4.3)
 - o Documentation showing that staff attend **monthly staff meetings** and Group Leaders have 2 hours per week of **paid planning time** (C.4.4)
- o Documentation of supporting **physical skill development and 90 minutes of healthy physical activity** (D.1.2)

Notes: