Documentation Review Protocol for Head Start Programs

(See Star Rating Readiness Checklist for Head Start Programs for additional information on aligned Head Start Performance Standards and Acts and required documentation)

The following documentation requirements apply to Head Start programs seeking a **3, 4, or 5-Star Rating** from *Grow NJ Kids*. Based on the findings from Office of Head Start (OHS) Monitoring Reviews by Grow NJ Kids Rating, additional documentation may be required to demonstrate evidence of meeting *Grow NJ Kids* standards and meeting points requirements for the requested Star Rating. *Please see "**Additional Documentation to Meet Grow NJ Kids Star Rating Requirements**" on page 4 of this document.*

Head Start programs must submit the following documentation to *Grow NJ Kids* Rating:

- **Most recent** (within last five years) **OHS Monitoring Reviews** (Head Start Focus Area One and Focus Area Two Reports; any follow-up reports with corrections to areas of non-compliance or deficiencies; and any additional reviews by OHS)
- **Most recent *CLASS* observation report with scores that meet the thresholds outlined on page 5** (Head Start programs with preschool classrooms that are seeking a Star 4 only)
- This documentation can be uploaded to the NJCCIS File Cabinet using the GNJK Rating Readiness Checklist document type

*A comprehensive alignment of Head Start Performance Standards to GNJK Standards identified several GNJK Standards that **may be waived** for Head Start programs. Aligned Head Start Performance Standards and Acts are indicated for each applicable GNJK Standard. Points are awarded towards the total points for the requested Star Rating for Head Start Standards successfully met through OHS Monitoring Reviews that are aligned to GNJK Standards. GNJK Standards aligned to Head Start items identified on OHS Monitoring Review reports as non-compliant or deficiencies are **not waived**, and to receive points for these GNJK Standards, the program must submit documentation evidence for verification. Head Start items not listed as non-compliant or deficiencies on OHS Monitoring Reviews are presumed to have been completed by the program and the aligned GNJK Standard(s) is waived. **Waived standards apply to Head Start/Early Head Start classrooms only**; blended programs (programs with classrooms onsite that are not funded by Head Start) must submit documentation for those classrooms to demonstrate evidence of meeting GNJK Standards.*

Category 1: Safe, Healthy Learning Environments = 12 possible points waived

- **Outdoor play area inspection logs (1.3.1)**
  1302.47(b)(2)(v)
- **Breastfeeding policy and documentation of staff orientation to the breastfeeding policy (1.3.2)**
  1302.44(a)(2)(viii)
- **Sample menus (1.3.3)**
  1302.44 Child Nutrition
  1302.44(a)(1)(2)
- **Flyers/sign-in sheets from health and safety workshops and signed receipts for the parent handbook (1.3.4)**
  1302.46(a)(b)(1)(i-v)
- **Copy of developmental screening tool, completed screenings and protocol/policy (1.3.6)**
  1302.33(a)(2)
- **Policy of age-appropriate oral health care for all children including documentation of parent consent (1.4.2)**
  1302.43
- **Current First Aid & CPR: 50% of all teaching staff in each classroom (1.4.3)**
  1302.47(b)(4)(i)(J)
  1302.101(a)(1)
- **Outdoor play area inspection logs (1.4.4)**
  1302.47(b)(1-2)
  1302.47(b)(2)(v)
- **Evidence that vision, hearing and dental screenings are offered and results are shared with families (1.5.1)**
  1302.42(b)(1)(2)
  1302.41(a)
  1303.23 Parental Rights

Category 1: Safe, Healthy Learning Environments (cont.)

- **Current First Aid & CPR: all teaching staff in each classroom (1.5.2)**
  1302.47(b)(4)(i)(J)
  1303.72 Vehicle Operation
  1303.72(d)(2)(I)

Category 2: Curriculum and Learning Environments = 13 possible points waived

- **Copy of policies for completed structured classroom observations/assessment tool(s) (e.g. *ECERS; SELA; PCMI; PRISM; QBCC; ITERS; CLASS; TPOT; TPITOS*) (2.3.2)**
  1302.31(a)(b)(c)
  1302.32(a)(2)
  1302.102(c)(2)(ii-iii)

- **Evidence of how results from performance-based assessment are used to modify/accommodate children's specific needs and abilities (one week of lesson plans from 50% of classrooms with descriptions of how PBA results are used in the submitted lesson plans) (2.3.4)**
  1302.30
  1302.33(b)(1-2)
  1302.31(b)(1)(iii-iv)
  1302.92(b)(5)

- **Documentation of results from performance-based assessment shared with families (two times in 10-month program) (2.3.5)**
  1302.34(b)(2)(6)

- **Copy of policies for completed structured classroom observations/assessment tool(s) (e.g. *ECERS; SELA; PCMI; PRISM; QBCC; ITERS; CLASS; TPOT; TPITOS*) (2.4.2)**
  1302.31(b)(1)(ii-iii), (c),(d)
  1302.102(c)(2)(iv)

- **Evidence of data summaries from performance-based assessment with descriptions of how it is used to inform program practices/individual student growth (2.4.3)**
  1302.33(b)(1-2)
  1302.31(b)(1)(iii)
  1302.102(c)(2)(iv)

- **Documentation of screening and referral policy; copies of completed referrals (2.4.4)**
  1302.33(i)(2)(i-ii)
  1302.61(a)
  1302.53(a)(1), (2)(ii)

Category 2: Curriculum and Learning Environments (cont.)

- **Child's transition folders and transition policy (2.4.5)**
  1302.70(a)
  1302.71(a)(f)
  1302.61(2)(i-ii)

- **Aggregated classroom data summaries of comparative progress over 5-10 months from 50% of classrooms (2.5.2)**
  1302.33(b)(2)
  1302.102(c)(2)(i-ii)

Category 3: Family Community Engagement = 16 possible points waived

- **Documentation of Strengthening Families Protective Factor Framework (SFPF) used in program and collated survey results (3.3.1)**
  1302.52(a)(b)(c)(3)
  642(b)(7)

- **Parent/family group meeting sign-in sheets, agendas and/or minutes - two times per year (3.3.2)**
  1301.4(a)(b)
  1302.50(b)(1)

- **Family education workshop agendas and/or minutes (3.3.3)**
  642(b)(6)(A-F)
  1302.34(a)(b)
  1302.52(a))

- **Documentation of completed home visits with evidence they are offered up to one time a year (letters to families, policy, etc.) (3.3.4)**
  1302.34(b)(2)(7)

- **Documentation of absenteeism policy (3.3.6)**
  1302.16(a)(1)

- **Annually updated Strengthening Families Quality Improvement Plan and Self-Assessment (3.4.1)**
  1302.50(b)(3)
  1302.52(c)

- **Parent/family group meeting sign-in sheets, agendas and/or minutes – 3x per year (3.4.2)**
  1301.4(a)(b)(1)
  1301.3(a)(c)(2)
  642

Category 3: Family Community Engagement (cont.)

- **Examples of communication strategies with families (3.4.3)**
  1302.34(b)(2)
  1302.50(b)(1)

- **Documentation of completed home visits with evidence that home visits are offered up to two times a year (3.4.4)**
  1302.34(b)(2)(7)
  1302.42(b)(2)

- **Evidence of program fully integrating SFPF (3.5.1)**
  1302.50(a)(b)(1-6)
  1302.52(a)

- **List of ethnic demographics of student population and annual current calendar of culturally relevant dates and activities reflecting student demographics (3.5.2)**
  1302.53(a)(1)(2)(i-viii)

Category 4: Work/Professional Development = 15 possible points waived

- **Professional development in the performance-based assessment (4.3.2; 4.3.7)**
  648A(a)(5)
  1302.92(b)(4),(5)
  1302.92(c)(5)
  1302.91(5)

- **Description of the annual staff performance evaluation process, including copy of evaluation, self-assessment, family surveys and individual professional development plans, as applicable (4.3.4)**
  648A(5)

- **Training on special diets, allergies and specialized feeding issues (4.3.5)**
  1302.47(b)(4)(D)
  1302.47(b)(7)(vi)

- **20% of teaching staff have a minimum of a CDA or equivalent of nine credits in field related to child growth or development (4.3.8)**
  1302.91(e)(1)(2)(i-ii)
  645A(h)
  648A(a)(3)(B)

- **Professional development that prepares staff to work with young children who have special needs and includes strategies for inclusion (4.4.1)**
  1302.92(b)
  645A(a)(5)
  648A

Category 4: Work/Professional Development (cont.)

- **Teaching staff have a minimum of a CDA or equivalent of nine credits in field related to child growth or development**
  35% (4.4.2)
  50% (4.5.3)
  1302.91(e)(1)(2)(i-ii)
  648A(a)(3)(B)

- **Copy of completed curriculum implementation/fidelity instrument (4.4.5)**
  1302.92(a)(b)(5)
  1302.32(a)(2)

- **Evidence of aggregated classroom/program/child level data reports used two times in 50% of classrooms and program improvement plan (4.4.7)**
  1302.92(b)(5)
  1302.102(c)(2)(iv)

- **Agency training plans (4.5.1)**
  1302.92(b)(5)
  1302.31(a) and (b)(1) and (e)

Category 5: Administration and Management = 21 possible points waived

- **Self-assessed PAS score sheet – min. score of 3 (5.3.1*)**
  1303.10
  45 CFR 75.303(a),(b),(e)
  642(c)(1)(E)(ii)

- **Written definition of roles and responsibilities of the governing body (if nonprofit/public) (5.3.2)**
  1301.2
  642(c)(1)(E)(ii)

- **Written policy/manual that includes financial operating procedures (5.3.3)**
  45 CFR 75.303(a),(b),(e)

- **Marketing plan addressing increasing enrollment (5.3.4)**
  1302.12(c-e) and (k-m) Determining, verifying, and documenting eligibility
  1302.13
  1302.14

- **Current operating budget including statement of income and expenditures (5.3.5)**
  1302.101(a)(3),(4)
  642(c)(1)(E)(iv)(VII)(aa)

- **Evidence of parent/staff feedback used to evaluate program (5.3.6)**
  1302.102(b)(2)(i-iii)

Category 5: Administration and Management (cont.)

- **Benefits policy describing the benefit(s) employees receive – one benefit (Employee Handbook) (5.3.8)**
  653(a)
- **Documentation of individual professional development plans (5.3.9)**
  1302.92(b)
  648A(a)(5) and (f)
- **Self-assessed PAS score sheet – min. score of 4 (5.4.1*)**
  Self-assessed PAS score sheet – min. score of 5 (5.5.1*)
  1303.10
- **Advisory council meeting minutes or sign-in sheets (5.4.2)**
  1301.2(c)(1)
  642(c)(1)(B)
  642(c)(1)(D)(i)
  1302.40(b)
- **Business/strategic plan (5.4.3)**
  1302.11(b) and (2)
  1302.101(a)(3)
- **Written description of system for tracking teacher turnover with evidence with at least three years of turnover tracked (5.4.4)**
  1302.101(a)
  45 CFR part 75.430(i)
- **Annual report for previous year with financial system information (5.4.5)**
  644(a)(2)
  45 CFR75.303(a),(b)
- **Quarterly accounting review report from independent third party (5.4.6)**
  45 CFR part 75 subpart f
  45 CFR 303(c)
  647
- **Signed contract with CPA and most recent audit (5.4.7)**
  647(c)(1)(2)
  45 CFR 303(c)
- **Benefits policy describing the benefit(s) employees receive – two benefits (Employee Handbook) (5.5.2)**
  No aligned standard or act, but waived for Head Start programs
- **Documentation of ongoing reflective practice opportunities (5.5.3)**
  1302.92(c)(1-3)

Additional Documentation to Meet *Grow NJ Kids* Star Rating Requirements

Included below are the GNJK Standards not waived for Head Start programs for which documentation may be submitted to meet the required points for the requested Star Rating.

- **Signed receipts teachers and teacher assistants have received a copy of the NJ Birth-Three Standards and/or NJ Preschool Teaching and Learning Standards (2.3.1)**
- **Evidence of performance-based assessment used: sample portfolios, observation forms, completed rubrics (2.3.3)**
- **Evidence that parents are encouraged to participate in community organizations, list of community organizations with parent representatives and meeting minutes/agendas (3.3.5; 3.4.5)**
- **Supervisors of teaching staff have CDA or equivalent of nine credits in field related to child growth or development (4.3.9)**
- **Copy of staff meeting schedule and agendas (4.4.6)**
- **Signed receipts showing non-instructional staff have received documentation of school practices (4.4.8)**
- **Evidence that the program is enrolled as a Pyramid Model Implementation Site (4.5.2)**
- **Evidence of at least three internal communication strategies with staff within past three years of notification of ratings (5.3.7)**
- **Documentation of incentive programs (5.5.4)**

GNJK Training Standards

4.3.1; 4.3.3; 4.3.6; 4.4.3; 4.4.4

*Programs can receive one cumulative point for standards 5.3.1, 5.4.1 and 5.5.1

Requirements for Star Ratings

Star Rating	ERS (ECERS-3/ITERS-3)	Implementation of Curriculum (GNJK Standard 2.4.1)	Range of Points for required documentation
	Classroom observations are not required for Head Start programs seeking Star 3	Staff have attended minimum of 5 hours of training on selected research-based curriculum	30-59
	Preschool classroom observations are not required for Head Start programs seeking Star 4 with *CLASS* observation average scores that meet the following thresholds: • Emotional Support: 5.50 • Classroom Organization: 5.50 • Instructional Support: 2.65 Head Start preschool classrooms that do not meet the thresholds above, and all Infant/Toddler classrooms require an ERS observation Average of 4.5 No subscale below a 4.0	Staff have attended minimum of 10 hours of training on selected research-based curriculum	60-85
	Average of 5.0 No subscale below a 4.25	Staff have attended minimum of 20 hours of training on selected research-based curriculum	86-100