San Francisco First 5 Quality Connections
Quality Rating and Improvement System (QRIS)

Self-Assessment Checklist (Centers)

Center Name:	
Center Address:	
Self-Assessment Checklist Completed By:	Date Self-Assessment Checklist Completed:
Phone:	Email:

Instructions

Please complete the information requested for the site and classroom(s). In this *Self-Assessment Checklist* each of the seven elements of the QRIS appears on its own page(s) for you to give points to your site on that particular element. Each element is scored on a point range of between 1 to 5 points. The *Self-Assessment Checklist* contains explanations for how each value point is scored, and contains check-boxes for you to indicate how many points you believe your site has achieved and what documents you considered to identify your point values. On the final page, you will calculate the score by adding up all the points under each element to get your estimated site score. *Please read and follow the instructions under each quality element carefully.*

Please send the completed Self-Assessment Checklist to the QRIS Advisor-Zoobi Waqar at **zoobi.waqar@first5sf.org .** For questions about how to complete the self-assessment checklist, email or call 415-934-4812.

Element 1: Child Observations

Instructions: *Check the documents from the list below that you will have available for review the day of the site visit. Two randomly selected children's files from each classroom will be reviewed to verify quality elements.*

Check only one →	☐ 1 Point	☐ 2 Points	☐ 3 Points	☐ 4 Points	☐ 5 Points
QRIS Standards	Not required	Program uses evidence-based child assessment/ observation tool annually that covers all five domains of development	Program uses valid and reliable child assessment/ observation tool aligned with CA *Foundations & Frameworks* twice a year	DRDP 2015 (minimum twice a year) and results used to inform curriculum planning	Program uses DRDP 2015 twice a year and uploads into DRDP Tech and results used to inform curriculum planning
Check only one that is applicable to your program	Not required	☐ My site uses an evidenced-based child observation tool for assessments that covers social-emotional, cognitive, language/communication, and physical development	☐ My site uses a reliable child observation tool for assessments aligned with California Foundations and Frameworks, and also use child assessment tool for each child enrolled	☐ My site uses the DRDP 2015. Check which apply below. ☐ Twice a year for all the children enrolled. ☐ Completed DRDP summary of findings. ☐ Evidence of at least 2 of the following: ☐ Written curriculum statements ☐ Lesson Plans ☐ Planning Webs	☐ My site uses the DRDP 2015. Check which apply below: ☐ Twice a year for all the children enrolled. ☐ DRDP results are used for curriculum planning (i.e., plan of action, lesson plans, planning webs, written statements). ☐ Uploads DRDP data into DRDP Tech

Enter your points for Element 1: _____

Element 2: Developmental and Health Screenings

Instructions: *Review the Health policy, and two children files from each classroom for the use of screening tool and results. Please respond to the questions regarding the site's developmental screening practices on the next page and determine your points.*

Check only one →	☐ 1 Point	☐ 2 Points	☐ 3 Points	☐ 4 Points	☐ 5 Points
QRIS Standards	Meets Title 22 Regulations	Health Screening Form (Community Care *Licensing form LIC 701 "Physician's Report - Child Care Centers or equivalent")* used at entry, then: 1. Annually **OR** 2. Conducts vision and hearing screenings annually	Program works with families to screen all children using a **valid and reliable developmental screening tool** at entry and as indicated by results thereafter **AND** ☐ Meets Criteria from point level 2	Program works with families to ensure screening of all children using the **ASQ** at entry and as indicated by results thereafter **AND** Meets Criteria from point level 2.	Program works with families to screen all children using the **ASQ & ASQ-SE**, if indicated, at entry, then as indicated by results thereafter **AND** Program staff uses children's screening results to make referrals and implement intervention strategies and adaptations as appropriate **AND** Meets Criteria from point level 2
Check only one that is applicable to your program	Not Required	☐ My program uses LIC 701 Physicians report **OR** ☐ Annual vision and hearing screenings or Well Child Checks	☐ My program uses Developmental screening tool such as: ☐ ASQ ☐ Other **AND** ☐ Meets Criteria from point level 2	☐ My program works with families which includes sharing results of the ASQ ☐ Program staff use screening results to refer families to the appropriate agencies **AND** ☐ Meets criteria from point level 2.	☐ My program uses the ASQ and ASQ-SE developmental screening tool with all children? Check which apply below ☐ Results of the screening tool is shared with families ☐ FCC Provider have a referral process to follow through. ☐ Staff implements intervention strategies incorporating screening results to make appropriate adaptations **AND** ☐ Meets criteria from point level 2

Element 2: Developmental and Health Screenings

Instructions: *Please* complete this section if the site conducts developmental screenings.

1. How does the site engage families in the developmental screenings process at entry?

2. Are developmental screening results shared with parents?   Yes   No
    If yes, please describe how below.

3. When do you share the developmental screening results with families?

Enter your points for Element 2: _____

Element 3: Minimum Qualifications for Lead Teachers

Instructions: *Please identify which of the following statements best reflects your site. Go to the next page to complete the Lead Teacher's Qualifications checklist and determine your points.*

Check only one →	☐ 1 Point	☐ 2 Points	☐ 3 Points	☐ 4 Points	☐ 5 Points
QRIS Standards	Meets Title 22 Regulations: **Center:** 12 units of Early Childhood Education (ECE)/Child Development (CD)	**Center:** 24 units of ECE/CD (core 8) **OR** CCTC Child Development Permit Matrix Associate Permit	24 units of ECE/CD (core 8) and 16 units of General Education **OR** CCTC Child Development Permit Matrix Teacher Permit **AND** 21 hours professional development (PD) annually	Associate's degree (AA/AS) in ECE/CD (or closely related field) OR AA/AS in any field plus 24 units of ECE **OR** CCTC Child Development Permit Matrix Site Supervisor Permit **AND** 21 hours PD annually	Bachelor's degree in ECE/CD (or closely related field) **OR** BA in any field plus/with 24 units of ECE/CD OR Master's degree in ECE **OR** CCTC Child Development Permit Matrix Program Director Permit **AND** 21 hours PD annually
Documents To Be Reviewed Official transcripts and not require sealed	☐ Lead Teacher transcripts or teacher permit for all lead teachers	☐ Lead Teacher Permit and or Transcripts	☐ Lead Teacher Transcripts OR Permit level <u>AND</u> ☐ Evidence of 21 PD hours	☐ Lead Teacher AA degree ☐ Transcripts **OR** ☐ Site Supervisor permit <u>AND</u> ☐ Evidence of 21 PD hours	☐ Lead Teacher Master's, BA/BS, AA degree or Permits ☐ Transcripts **OR** ☐ Program Director Permit <u>AND</u> ☐ Evidence of 21 PD hours

Element 3: Minimum Qualifications for Lead Teacher

Instructions: Please complete for the lead teacher in each classroom.

75% of lead teachers at the site must meet lead teacher qualifications under same point value.

The following Lead Teacher files would be available to verify this quality element?

☐ Permit ☐ Degree: AA, BA/BS, Masters OR ☐ Transcripts ☐ Documentation of Professional Development Hours

Names	Classroom Name	Highest Permit Earned	21 hours of PD	Qualifying Points (No less than 75% must meet requirements in point value)

Enter your points for Element 3: _____

Element 4: Effective Teacher-Child Interactions: CLASS Assessments

Instructions: Check only one box: *Existing assessment scores are valid if the program has already received the assessments within the last 13 months. For example, if you have two CLASS assessment scores (Toddlers & preschool), each classroom rated will receive an individual point value based on the tool used and the domain cutoff scores. Average all classrooms points and drop the decimal to obtain the final site points on this element.*

	☐ 1 Point	☐ 2 Points	☐ 3 Points	☐ 4 Points	☐ 5 Points

QRIS Standards	Not Required	Familiarity with CLASS for appropriate age group as available by one representative from the site	Independent CLASS assessment for all classrooms by reliable observer, to inform the program's professional development/continuous quality improvement plan	Independent CLASS assessment by reliable observer with minimum CLASS scores:
				Pre-K
				▪ Emotional Support - 5
				▪ Instructional Support –3
				▪ Classroom Organization – 5
				Toddler
				▪ Emotional & Behavioral Support – 5
				▪ Engaged Support for Learning – 3.5
				Infant
				  Responsive Caregiving (RC) – 5.0
					Independent assessment with CLASS with minimum CLASS scores:
					Pre-K
					▪ Emotional Support – 5.5
					▪ Instructional Support – 3.5
					▪ Classroom Organization – 5.5
					Toddler
					▪ Emotional & Behavioral Support – 5.5
					▪ Engaged Support for Learning – 4
					Infant
					  Responsive Caregiving (RC) – 5.5

Enter your points for Element 4: _____

Element 5: Ratios and Group Size

Instructions: *For each classroom, enter number of children and number of teachers, giving points. Each classroom's rating is averaged for the site rating. The decimal is dropped and the whole number will be reported as the points for this element.*

	☐ 1 Point	☐ 2 Points	☐ 3 Points	☐ 4 Points	☐ 5 Points
QRIS Standards	**Center:** Title 22 Regulations **Infant** Ratio of 1:4 **Toddler Option** Ratio of 1:6 **Preschool** Ratio of 1:12	**Center – Ratio: Group Size:** **Infant/Toddler** –4:16 **Toddler** – 3:18 **Preschool**-3:36	**Center – Ratio: Group Size:** **Infant/Toddler**– 3:12 **Toddler** – 2:12 **Preschool**– 2:24	**Center – Ratio: Group Size:** **Infant/Toddler** – 3:12 or 2.8 **Toddler** – 2:10 **Preschool** – 3:24 or 2:20	**Center – Ratio: Group Size:** **Infant/Toddler** – 3:9 or better **Toddler** – 3:12 or better **Preschool** – 1:8 ratio & group size of no more than 20

Name of the Class	Number of Children	Number of Teachers	Points

Enter your points for Element 5: _____

Element 6: Program Environment Rating Scale

Instructions: Existing ERES scores are valid if the program has already received the assessments within the last 13 months. *For example, if you have two assessment scores (Toddlers & preschool), each classroom rated will receive an individual point value based on the tool used and the domain cutoff scores. Average all classrooms points and drop the decimal to obtain the final site points on this element.*

Check only one →	☐ 1 Point	☐ 2 Points	☐ 3 Points	☐ 4 Points	☐ 5 Points
QRIS Standards	**Not Required**	Familiarity with ERS and every classroom uses ERS as a part of a Quality Improvement Plan (QIP)	Assessment on the whole tool. Results used to inform the program's Quality Improvement Plan **(QIP)**	Independent ERS assessment. All subscales completed and averaged to meet overall score **level of 5.0**	Independent ERS assessment. All subscales completed and averaged to meet overall score level of **5.5** **OR** Current National Accreditation approved by NAEYC**.**

Enter your points for Element 6: _____

Element 7: Director Qualifications

Instructions: *Select the points for which the site director qualifies using the QRIS hybrid matrix standards listed below. A director is responsible for two or more sites may serve as the program director. In this instance, both the program director and a designated lead teacher will meet the educational qualifications of the center director.*

Check only one box →	☐ 1 Point	☐ 2 Points	☐ 3 Points	☐ 4 Points	☐ 5 Points
QRIS Standards	12 units ECE/CD + 3 units management/ administration	24 units ECE/CD + 16 units General Education +/with 3 units' management/ administration, **OR** Master Teacher Permit	Associate's degree with 24 units' core ECE/CD +/with 6 units' management/ administration and 2 units' supervision, **OR** Site Supervisor Permit **AND** 21 hours PD annually	Bachelor's degree with 24 units ECE/CD +/with 8 units' management/ administration, **OR** Program Director Permit **AND** 21 hours PD annually	Master's degree with 30 units ECE/CD including specialized courses +/with 8 unit's management/ administration, **OR** Administrative Credential **AND** 21 hours PD annually
Documents to be Reviewed Official transcripts does not require sealed	☐ My program has Evidence of Site Director's Qualifications (e.g. transcripts, copy of degree, or permit level and PD hours)		☐ My program director has an AA or BA Degree, or MA Degree **OR** ☐ Site Supervisor Permit **OR** ☐ Program Director **OR** ☐ Administrative Services Credential **AND** ☐ Evidence or certificates for 21 professional development hours		

Enter your points for Element 7: _____

Calculate your points in all the elements 1 to 7. See below for your Tier level.

Total Point Ranges					
Program Type	**Tier 1**	**Tier 2**	**Tier 3**	**Tier 4**	**Tier 5**
Centers 7 Elements for 35 points	**Blocked** (No Point Value) – Must Meet All Elements	**Point Range** 8 to 19	**Point Range** 20 to 25	**Point Range** 26 to 31	**Point Range** 32 and above

Congratulations for completing your self-assessment checklist. It gives you information on what your possible rating will be and identifies areas that you would like to work on. Your success is our success – your participation in the Quality Rating Improvement System is much appreciated. Thank you for your commitment to children and families and for the vital work you do every day.