



Program Participation and Technical Assistance Protocol for Rated Program (CQI) Center-Based, Head Start and Public Preschool Programs

Protocol Information	
Purpose:	The purpose of this protocol is to provide a timeline for Grow NJ Kids (GNJK) participating programs working towards re-rating and to clearly define the responsibilities of the program and the TAS. Grow NJ Kids has a multi-layered technical assistance approach to efficiently support progressive movement through the framework of Grow NJ Kids (GNJK) and support programs in Continuous Quality Improvement (CQI) beyond initial rating. This policy outlines clear parameters regarding the amount of time and support a Grow NJ Kids program will receive to support post-rating CQI and to prepare for re-rating every 3 years.
Protocol Timeframe:	36 Months – Programs must apply for re-rating before their current rating expires.
NJCCIS:	Programs must keep their NJCCIS provider accounts up-to-date. All staff must register and have an individual account in NJCCIS. Programs must associate their staff to their program. Please visit www.njccis.com for additional information and refer to the Help Desk for information on associating staff to your program.
Rating Guidelines	Grow NJ Kids provides an individual rating for each program address. Districts with multiple preschool locations must complete a unique Self-Assessment and QIP for each school and each school must apply for rating individually for each location. All classrooms within the school serving children birth through preschool, will be included in the overall rating. District classrooms located in center-based facilities will be included under the contracted center’s rating. Note about curriculum training: Grow NJ Kids requires that all training be facilitated by the developer of the curricula or by an individual who has a current certification by the curriculum developer as an approved trainer. Turn-key training or training provided by an individual that is not certified by the curriculum developer will not count towards the GNJK curriculum training requirement. Curriculum training on Creative Curriculum and High-Scope are offered regularly, at no cost, through NJCCIS. Tools of the Mind training is offered annually via NJCCIS at no cost, on a limited-basis, for most GNJK programs.
Rating Expiration	GNJK Ratings are valid for 3 years. Programs that allow their current rating to expire, will have a 90-day grace period (unrated) after their expiration date to file for rating. Programs that have an expired rating of 91+ days or more will be disengaged by their TA specialist.
Disengagement	Programs that do not adhere to this protocol or the GNJK participation agreement may be disengaged. Disengagement will result in the forfeiture of a current star rating (if rated) and any benefits or incentives related to Grow NJ Kids. Programs that disengage may re-enroll after 90 days.
Definitions:	<p>Program/Provider: refers to participating GNJK center, site(s), provider or school. These terms are interchangeable.</p> <p>GNJK Lead (District and Head Start Programs) is a designated representative identified by the participating school and/or district and responsible for movement of the program through the Grow NJ Kids process.</p> <p>Technical Assistance Specialist (TAS) is responsible for providing support and consultation to Center-Based, Head Start, District-Contracted Centers and Public Preschool Programs. Please note that Grow NJ Kids TASs will not conduct formal observations (ECERS/ITERS) in District or Head Start Classrooms.</p> <p>TAS: Technical Assistance Specialist</p> <p>TAC: Technical Assistance Center</p> <p>CQI Plan: This is your 3-year QIP. CQI Plan and QIP are interchangeable terms. CQI Plan should be developed to reflect the needs and goals of individual programs</p>

Program Participation and Technical Assistance Protocol (CQI)		YEAR 1
Step 1: Celebrate and Assess		
Timeframe:	Month 1	
Activity:	Rating Report Review and Self-Assessment	
Protocol:	<p>Program Responsibility</p> <ol style="list-style-type: none"> 1. Celebrate what a great accomplishment, make time to acknowledge yourself, your program, and your staff! 2. Begin to incorporate Grow NJ Kids (GNJK) into family engagement and marketing activities. 3. Review this CQI protocol. 4. Take time to complete a detailed review the feedback on your GNJK Rating Report. 5. Complete a new Grow NJ Kids Self-Assessment in NJCCIS to guide your CQI plan (new QIP). <p>TAS Responsibility</p> <ol style="list-style-type: none"> 1. Set up appointment to visit center/provider to: <ol style="list-style-type: none"> a. discuss and reflect on the rating process and outcome. b. review rating report results and feedback with provider, if available. c. develop a TA Support plan of how you will plan to support program for next 3 years. 	
Step 2: Planning		
Timeframe:	Months 2-3	
Activity:	Develop CQI Plan	
Protocol:	<p>Program Responsibility</p> <ol style="list-style-type: none"> 1. Incorporate desired standards from new self-assessment and identify additional goals based on feedback received in the rating report into your new QIP on NJCCIS (this is your CQI plan for the next 3 years). CQI plan – plan includes the following: <ol style="list-style-type: none"> a. Unmet goals from your previous QIP that are still in progress. b. New goals or change any existing goals. c. Areas identified for improvement in your GNJK Rating Report. 2. Create a program-wide Professional Development Plan for ongoing staff training (Annual or 3-year plan). 3. Plan to maintain and update quality improvements made, such as: <ol style="list-style-type: none"> a. Environment Rating Scales (ERS) - Develop a plan for ongoing and regular observation(s) and feedback to staff. b. Annual Policy Reviews and Updates. c. Annual Assessments (including but not limited to; Strengthening Families, Parents Surveys, Staff Performance Appraisals etc.). d. Completion of annual items in Category 5 (Budget, marketing plan, etc.). e. Annual Individualized Professional Development Plans for all staff. <p>TAS Responsibility</p> <ol style="list-style-type: none"> 1. TA will be available for support and consultation as needed. 	

2. Review Self-Assessment and QIP on NJCCIS, provide feedback as needed.
3. Review any additional plans developed by program (PD, Annual assessment, etc.).

Step 3: Quality Improvement

Timeframe:	Months 4-11
Activity:	Implementation of Quality Improvements
Protocol:	<p>Program Responsibility</p> <ol style="list-style-type: none"> 1. Participate in quarterly check-in meetings with your TAS. Nature of the quarterly check ins (phone calls, emails, visits) will be determined by the needs of the program. 2. Discuss staff training needs (example: curriculum, health and safety, additional required training). 3. Maintain ongoing communication with Technical Assistance Center (TAC.) 4. Ensure staff are up to date with training requirements. 5. Provide or ensure that classroom teachers receive regular and consistent coaching, as needed in classrooms related, to ERS and curriculum implementation. 6. Regularly review, and make updates to your QIP. 7. Determine if additional areas for technical assistance are necessary, communicate additional support needs to TAS. <p>TAS Responsibility</p> <ol style="list-style-type: none"> 1. TAS will check in quarterly to assess progress of CQI plan. (Minimum one, in-person check should occur). 2. Review progress made on QIP, review individual staff training plans, progress made towards annual goals. 3. Share information and encourage participation in upcoming webinars, PLCs, and networking meetings, and training.

Step 4: Annual Review

Timeframe:	Month 12
Activity:	Site Visit with your TA Specialist
Protocol:	<p>Program Responsibility:</p> <ol style="list-style-type: none"> 1. Review NJCCIS and make any updates as necessary: i.e.-NJ Workforce Registry/NJCCIS, Training, Classrooms, Staffing, Credentials, etc. 2. By the one-year anniversary of the most recently issued star rating, ensure all classrooms have received an ERS observation. 3. Schedule an on-site visit with your TAS. <p>TAS Responsibility:</p> <ol style="list-style-type: none"> 1. Conduct formal/informal classroom observations in partnership with appropriate program administration (not applicable to district or Head Start Programs). 2. Assess progress by reviewing the CQI Plan/QIP. 3. Assess additional needs of the program and staff/provider. 4. Review any updated documentation and Year 2 protocol.

Program Participation and Technical Assistance Protocol (CQI)

YEAR 2

Step 1: Quality Improvement

Timeframe:	Months 13-23
Activity:	Implementation of Quality Improvements
Protocol:	<p>Program Responsibility</p> <ol style="list-style-type: none"> 1. Participate in quarterly check-in meetings with your TAS. Nature of the quarterly check ins (phone calls, emails, visits) will be determined by the needs of the program. 2. Discuss staff training needs (example: curriculum, health and safety, additional required training). 3. Maintain ongoing communication with Technical Assistance Center (TAC.) 4. Ensure staff are up to date with training requirements. 5. Provide or ensure that classroom teachers receive regular and consistent coaching, as needed in classrooms related, to ERS and curriculum implementation. 6. Regularly review, and make updates to your QIP. 7. Determine if additional areas for technical assistance are necessary, communicate additional support needs to TAS. <p>TAS Responsibility</p> <ol style="list-style-type: none"> 1. TAS will check in quarterly to assess progress of CQI plan. (Minimum one, in-person check should occur). 2. Review progress made on QIP, review individual staff training plans, progress made towards annual goals. 3. Share information and encourage participation in upcoming webinars, PLCs, and networking meetings, and training.

Step 2: Annual Review

Timeframe:	Month 24
Activity:	Site Visit with your TA Specialist
Protocol:	<p>Program Responsibility</p> <ol style="list-style-type: none"> 1. Provider/Center Updates and Changes: i.e- NJ Workforce Registry/NJCCIS, Training, Classrooms, Staffing, Credentials, etc. 2. By the one-year anniversary, of the most recently issued star rating, ensure all classrooms have received an ERS observation 3. Determine submission date for your next rating cycle which will occur between Months 31-33. <p>TAS Responsibility</p> <ol style="list-style-type: none"> 1. Conduct formal/informal classroom observations in partnership with appropriate program administration, as applicable and permissible. 2. Assess progress by reviewing the CQI Plan/QIP. 3. Assess additional needs of the program and staff/provider. 4. Review any updated documentation and Year 2 protocol.

Program Participation and Technical Assistance Protocol (CQI)

YEAR 3

Step 1: Quality Improvement

Timeframe:	Months 25-30
Activity:	Rating Readiness and Implementation of Quality Improvements
Protocol:	<p>Program Responsibility</p> <ol style="list-style-type: none"> 1. Program should work towards completing and achieving their goals identified in the QIP. 2. Ensure any additional or outstanding training needs are met (adjust for new and current staff to meet training needs to file for rating). 3. Begin rating readiness process: Preparation for document review and submission 4. Determine next desired star rating level. 5. Review self-assessed ERS scores, and provide ongoing in classroom support, as necessary. 6. Review, update and finalize items on CQI Plan/QIP. 7. Program should file for rating through NJCCIS, 4-6 months prior to current rating expiration date. <p>TAS Responsibility</p> <ol style="list-style-type: none"> 1. Review most recent ERS scores, provide in class coaching support, as necessary and permissible. 2. Review documentation with program leadership, including all staff training records. 3. Share information and encourage participation in upcoming webinars, PLCs, and networking meetings. 4. Support and provide advisement on the file for rating process through NJCCIS. 5. Confirm program’s desired star rating level and review of the Grow NJ Kids requirements for the desired star rating level.

Step 2: FILE FOR RATING

Timeframe:	Months 31-33
Activity:	File for Rating
Protocol:	<p>Program Responsibility</p> <ol style="list-style-type: none"> 1. Ensure all required staff training for rating has been fully met 2. Complete QIP in NJCCIS. 3. Upload all required documentation through NJCCIS file cabinet 4. Complete and submit program/provider rating readiness checklist (indicate the 2-month rating window) 5. Program should finalize rating readiness document and file for rating through NJCCIS <p>TAS Responsibility</p> <ol style="list-style-type: none"> 1. Review most recent ERS scores, provide in class coaching support, as necessary and permissible. 2. Complete full documentation review, including all staff training records and verification that ALL teaching staff have completed the required number of hours of curriculum training for the desired star rating. 3. Support and provide advisement on the file for rating process through NJCCIS. Review file for rating request in NJCCIS. 4. Review program’s rating readiness checklist prior to submission.

Step 3: Await Rating

Timeframe:	Months 34-36
Activity:	File for Rating
Protocol:	<p>Program Responsibility</p> <ol style="list-style-type: none"> 1. Prior to formal observation by GNJK rating, provide ongoing classroom/teacher observation and support as needed. <p>TAS Responsibility</p> <ol style="list-style-type: none"> 1. Provide support as needed.