

ExceleRate® Illinois – Steps to Apply Licensed Family Child Care Home Providers Silver Assessment Path

1. Attend an ExceleRate Illinois Orientation
2. Review the Frequently Asked Questions
3. Review the ExceleRate Illinois Quality Standards Overview
<http://www.excelerateillinoisproviders.com/docman/resources/52-fcc-overview-chart/file>
4. Once you have reviewed the Overview chart for details of evidence needed, then select the specific Circle of Quality you will work towards and apply for
5. Complete required trainings
<http://www.excelerateillinoisproviders.com>
Select: How it Works / Licensed Family Child Care Overview
6. Follow these steps for chosen Circle of Quality
 - Sign Consultant Agreement (if Child Care Resource & Referral (CCR&R) Specialist is providing consultation).
 - Complete program self-assessments using FCCERS and BAS.
 - Complete the Continuous Quality Improvement Plan (CQIP) Worksheet/Summary, as necessary.
 - Apply for Gateways Credentials as needed.
 - Create portfolio inclusive of all ExceleRate Illinois documentation for on-site review.
7. Work with your Illinois Department of Children & Family Services licensing representative to clear program violations. To check if your program has violations, please visit: <https://sunshine.dcf.illinois.gov/>
8. Submit completed application packet to INCCRRA. An application packet consists of:
 - An Application
 - A supplemental application for specific Circle of Quality
 - Any required documentation as specified by the Circle of Quality chart
9. INCCRRA will review the initial application packet and within 15 business days will communicate with the program. Silver verification is a 2 part process. When the program is ready to receive their on-site verification visit, the CCR&R will contact the program to set an appointment date/time for **part 1** of the verification visit. This visit will occur within 15 business days.

The CCR&R Specialist will be reviewing all documentation as specified on page 2. Specialist will also need to interview the Primary Provider.

For **part 2** of the verification, National Louis University McCormick Center will contact the program to establish a 3 week window to conduct FCCERS assessment.
10. Program must have a complete, organized PROGRAM PORTFOLIO with all necessary information included at the time of part 1 of the verification visit. The CCR&R Specialist will review this portfolio as part of the visit to determine if ExceleRate Illinois standard(s) are being met. **All documentation must be provided by the conclusion of the verification visit.**

It is the provider's responsibility to maintain copies of all documentation on-site for review.

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For Part 1 of the Silver Circle of Quality verification visit, the portfolio must include:

- 1A.** FCCERS self-assessment/Profile and CQIP to address any subscale below 4.5 (excluding Personal Care Routines subscale and Active Physical Play Item).
- 1B.** Documentation that CCAT-R Health & Safety Checklist has been completed by the provider 4 times in previous 12 months.
- 1D.** Documentation of chosen curriculum and assessment tool that aligns with Illinois Early Learning Guide/Illinois Early Learning Development Standards (IELG/IELDS). Specialist will review curriculum on site. **NOTE: if the program is not currently using a curriculum that aligns with IELG/IELDS, program may submit a narrative on how the curriculum in use aligns as part of the ExceleRate application. Program must submit a crosswalk to the Governor’s Office of Early Childhood Development demonstrating alignment for your chosen curriculum. This standard must be met by annual report.**
- 1E.** Policy and procedures related to child screening, including how results are shared with parents and a sample of parent signed permission forms. **NOTE: if provider uses the Child & Family Connections office or other entity to do screening, policy should address.**
- 1G.** FCCERS self-assessment of “Promoting Acceptance of Diversity” item #25 & CQIP to increase program score in this area.
- 2A.** Documentation of 2 communication modes, evidence of daily communication with families in their preferred language, and two parent-staff conferences offered per year.
- 2B.** Documentation of a current list of local community services and organizations, two family supports, and evidence of at least two family gatherings annually.
- 2C.** Program policy and procedures related to transition. This may include transition of children/families into or out of child care home, early learning environments, community services, and school settings including transition to kindergarten.
- 3A.** Documentation of BAS self-assessment/Profile sheet, as well as CQIP to address any BAS items below 4.0. Provider chooses 2 BAS items to be verified by the Specialist. Documentation needed will vary based on Items chosen on application. **NOTE: Fiscal Management and Record Keeping are required verification items and cannot be chosen for 3A.**
- 4C.** Documentation of regular meetings and participation in professional association, training cohort or professional peer support group. This may include: business related email contact with peers, minutes of professional meetings, proof of association membership.
- 4D.** Policy and procedures regarding provider, and assistant if applicable, attainment of required Professional Development hours annually (provider will attain 20 PD hours; assistant will attain 10 PD hours); Individual Staff Development Plan for provider & assistant, if applicable.

Part 2 of the verification visit will consist of state approved assessor verifying FCCERS scores noted in ExceleRate standards 1A, 1B & 1C.