

Section 1 - Required Training

The primary Licensed Family Child Care and Group Home Providers and assistants must complete the following trainings (as specified below) before applying for the Silver Circle of Quality. The primary provider is the person listed in Section 1 of the main application. Completion of trainings will be verified by the Gateways Registry.

1. Has the primary provider completed all the following trainings: YES NO*

- *ExceleRate Illinois Orientation for Licensed Family Child Care*
- *Introduction to the Family Child Care Environment Rating Scale (FCCERS) or Introduction to the Environment Rating Scales (ERS)*
- *Getting Ready for the Business Administration Scale (BAS)*
- *Completed an ExceleRate-approved training on inclusion of children with special needs (and assistant if applicable)?*

**If answering No, you will need to delay your application, use the appropriate resources available to complete this standard requirement.*

Section 2 - Standards and Evidence

For each question below, check either Yes or No to indicate whether your program meets the standard as listed.

If answering Yes, additional information may be required. Completion of required trainings and credentials will be verified by the Gateways Registry.

In order for on-site assessment to occur, the provider must have at least 2 children present (that are not the provider's own) for at least three consecutive hours.

1A,1C AND 1G – SELF-ASSESSMENT

1. Did you use the Family Child Care Environment Rating Scale-Revised (FCCERS-R) for the program self assessment (excluding Personal Care Routines subscale and Active Physical Play item #26)?

If Yes, submit the Assessment Profile Sheet for the FCCERS-R Scoring Summary Sheet YES NO*

**If answering No, you will need to delay your application, use the appropriate resources available to complete this standard requirement.*

IDCFS LICENSE NUMBER _____

1D – CURRICULUM AND ASSESSMENT

2. Do you utilize a curriculum and assessment tool in your program that is aligned with the Illinois Early Learning Guidelines/Standards? YES NO*

2a. If Yes, what is the name of the curriculum? _____

2b. If Yes, what is the name of the assessment tool? _____

2c. If Yes, is this curriculum on the list of aligned curricula found on the ExceleRate Illinois website? YES NO

If No, include a narrative description of how the curriculum is aligned with the Illinois Early Learning Guidelines/Standards.

2d. If Yes, has the primary provider completed an ExceleRate-approved training on curriculum implementation or training on the identified curriculum and completed an ExceleRate-approved training on Illinois Early Learning Guidelines/Early Learning Development Standards. YES NO*

**If answering No, you will need to delay your application, use the appropriate resources available to complete this standard requirement.*

1E – CHILD SCREENING

3. Does the primary provider conduct child screening? YES NO

3a. If Yes, has the primary provider completed an ExceleRate-approved training on screening tools? YES NO* N/A
(only if provider uses outside entity to do screening)

3b. If No, who is completing child screening? _____

**If answering No, you will need to delay your application, use the appropriate resources available to complete this standard requirement.*

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3A – BUSINESS ADMINISTRATION

4. Has the primary provider completed a Business Administration Scale (BAS) self-assessment? YES NO*

If Yes, include a copy of the BAS Profile sheet.

5. Fiscal Management and Record Keeping items from the BAS will be verified on-site. Please select two additional BAS items below that you wish to be verified on.

- COMMUNITY RESOURCES
- INCOME AND BENEFITS
- WORK ENVIRONMENT
- RISK MANAGEMENT
- MARKETING AND PUBLIC RELATIONS
- PROVIDER AS EMPLOYER (ONLY IF PROVIDER HAS AN ASSISTANT)
- PROVIDER-PARENT COMMUNICATION

**If answering No, you will need to delay your application, use the appropriate resources available to complete this standard requirement.*

3C – CONTINUOUS QUALITY IMPROVEMENT

6. Has the primary provider completed a Continuous Quality Improvement Plan (CQIP) using self-assessment results? YES NO*

If Yes, please enclose a copy of the completed CQIP. (At a minimum, CQIP must address, as needed, 1A, 1G, AND 3A)

**If answering No, you will need to delay your application, use the appropriate resources available to complete this standard requirement.*

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4A – PROVIDER QUALIFICATIONS

Initial ExceleRate Illinois applications receive an extension related to provider & staff qualifications. Provider/assistants, and substitutes (if applicable), are required to apply for the Gateways Credentials. Gateways Credentials must be achieved within the first year of the program’s eligibility.

- 7. Has the primary provider attained the Gateways ECE Credential Level 2 or higher? YES NO
- 8. Has the primary provider attained the Gateways Illinois Director Credential Level I or higher? YES NO
- 9. Has the primary provider attained the Child Development Associate (CDA)? YES NO

4B – ASSISTANT & SUBSTITUTE QUALIFICATIONS

Initial ExceleRate Illinois applications receive an extension related to provider & staff qualifications. Provider/assistants, and substitutes (if applicable), are required to apply for the Gateways Credentials. Gateways Credentials must be achieved within the first year of the program’s eligibility.

4D – ONGOING PROFESSIONAL DEVELOPMENT

- 10. Has the primary provider, completed a written individualized professional development plan and completed at least 20 hours of professional development per year? YES NO*
- 11. Has the assistant(s) if applicable, completed a written individualized professional development plan and completed at least 10 hours of professional development per year? YES NO* N/A

**If answering No, you will need to delay your application, use the appropriate resources available to complete this standard requirement.*

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PROGRAM PORTFOLIO

The Silver Circle of Quality application requires a two-part verification process (both parts include an on-site visit).

Part one consists of a state approved assessor reviewing several pieces of documentation on site at your program. To make sure you have all required documentation available, please review the *Getting Ready for the Silver Circle of Quality* checklist. All pieces listed must be included in the portfolio in order for your application to move forward to part two. This portfolio includes detailed policies (as required by some standards), self-assessment, CQIP, BAS documentation, etc.

12. Have you completed an organized portfolio inclusive of all required documentation to address ExceleRate standards?

YES

NO

By choosing YES above, you are acknowledging that you have gathered all required documentation for review and you will have these documents available during your part one verification visit. If a complete portfolio is unavailable for review, your program will be ineligible for Silver (and any applicable CCAP add-on will end).

If NO, your program is not ready to apply (should you submit your application and mark NO, your application will be deemed ineligible). Please visit the website for resources and contact your local CCR&R for assistance in getting prepared.

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Getting Ready for the Silver Circle of Quality–Family Child Care

Working towards and/or maintaining an ExceleRate® Illinois Circle of Quality is a process with many parts. To assist programs in achieving their goal, this checklist is provided to be used as a working document- along with the ExceleRate Illinois Silver Circle of Quality Standards - to help track the progress. While all areas are important, the following three areas are highlighted due to the amount of time needed to accomplish the domain/standard.

Please refer to the following documents/resources as you use the checklist:

- 1 **Silver Circle of Quality Standards**
<http://www.exceleRateillinoisproviders.com/docman/resources/52-fcc-overview-chart/file>
- 2 **Grid–Required Training for Licensed Family Child Care providers**
<http://www.exceleRateillinoisproviders.com/docman/resources/69-training-grid-lfcc/file>
- 3 **Provider Resources–includes additional resources by standard**
<http://www.exceleRateillinoisproviders.com/resources/resources-by-standard-for-licensed-family-child-care>

Required Training

For the Silver Circle of Quality the following training is required. Please check your local CCR&R’s training calendar or the statewide training calendar for availability. For complete details refer to the Training Grid & the Silver Circle of Quality Standards. Completion of required training is verified by INCCRRA and must appear on Section 3, 4, or 5 of the individual’s Professional Development Record (PDR).

Domain/Standard	Required Attendees (minimum)	Topic/Title
NA	Provider	ExceleRate Illinois Orientation for Family Child Care (FCC)
1A	Provider	An Introduction to the Environment Rating Scales/Family Child Care Environment Rating Scale (FCCERS-R)
1D	Provider	<ul style="list-style-type: none"> • Illinois Early Learning Guidelines (IELG) training (if licensed to care for children birth to 3) • Illinois Early Learning & Development Standard (IELDS) training (if licensed to care for children 3-5). • Training on a specific curriculum chosen for use OR Off the Shelf and Into Practice: Using Your Curriculum Every Day
1E	Provider	Introduction to Developmental Screening Tools OR Early Childhood Developmental Screening (ECDS)
1F	Provider and Assistant (if applicable)	Welcoming Each & Every Child or Special Care
3A	Provider	Getting Ready for the Business Administration Scale (BAS)

Credentials

Domain/Standard	Minimum Provider Qualifications	FCC Minimum Assistant and Substitute Qualifications (if applicable)
4A	Gateways ECE Credential Level 2 OR FCC Credential Level 2 OR Illinois Director Credential Level I OR CDA	
4B		Assistant required for licensing ratios must have Gateways ECE Credential Level 1 OR Gateways FCC Credential Level 2 OR CDA. Any Substitute must have either a Gateways ECE Credential Level 2 OR Gateways FCC Credential 2 OR CDA

Policies & Procedures

Review the following domain/standard for complete information on what is required.

Domain/Standard	Topic
1E	Child Screening
2C	Transitions
4D	On-going Professional Development

Teaching and Learning				
1A. Learning Environment	Evidence – please note Portfolio is reviewed on-site during Part 1 of Verification visit	Submit w/ Application	Include in Portfolio	Completed
Provider completes ExceleRate approved training on the Family Child Care Environment Rating Scale- Revised (FCCERS-R) (refer to page 1 for training requirement)	NA	NA	NA	
Provider completes self-assessment using the FCCERS-R	FCCERS-R self-assessment	✓	✓	
Provider develops a Continuous Quality Improvement Plan (CQIP) (based on FCCERS-R self-assessment) to address any subscale below 4.5	Documentation of CQIP	✓	✓	
FCCERS-R average overall score of at least 4.0-4.5 (excluding Personal Care Routines subscale and Item #26 Active Physical Play)	Verified on-site by state approved assessor – Part 2 of verification visit	NA	NA	NA
1B. Safe and Healthy Environment				
Provider completes the Child Care Assessment Tool for Relatives (CCAT-R) every 3 months and maintains a completion log	Documentation CCAT-R completion for previous 12 months		✓	
FCCERS-R score of at least 5.0 on Item #25- Use of TV, Video &/or computer”	Verified on-site by state approved assessor – Part 2 of verification visit	NA	NA	NA
1C. Interactions				
FCCERS-R score of at least 4.0 on “Listening and Talking” and “Interactions” subscales	Verified on-site by state approved assessor – Part 2 of verification visit	NA	NA	NA
1D. Curriculum and Child Assessment				
Provider completes ExceleRate approved training on: <ul style="list-style-type: none"> • Illinois Early Learning Guidelines (IELG) training (if licensed to care for children birth to 3) • Illinois Early Learning & Development Standard (IELDS) training (if licensed to care for children 3-5). • Training on a specific curriculum chosen for use OR Off the Shelf and Into Practice: Using Your Curriculum Every Day (refer to page 1 for training requirement) 	NA	NA	NA	
Provider identifies a curriculum and child assessment that is aligned with the IELG/ IELDS. <i>Curriculum must address all ages that the provider is licensed to care for. (http://www.excelerateillinoisproviders.com/resources/resources-by-standard)</i>	Aligned curriculum & child assessment has been chosen and available on-site for use <i>Narrative is accepted at application if not currently using aligned curriculum/assessment</i>		✓	
1E. Child Screening				
Provider completes ExceleRate approved training on child screening. (refer to page 1 for training requirement)	NA	NA	NA	
Provider has policies and procedures in place to ensure that: <ul style="list-style-type: none"> • All children (birth-5 years) are screened at least annually for the purpose of identifying special needs • All parents are provided screening results • Parents needing information are provided resources on additional evaluation and services 	Review of policy and procedures, including sample of parent signed permission forms to conduct screening. <i>Note: if screenings are conducted by Child & Family Connections or consultant, policy must address how it occurs and address all 3 bullet points.</i>		✓	

Teaching and Learning (Continued)				
1F. Inclusion of Children with Special Needs	Evidence – please note Portfolio is reviewed on-site during Part 1 of Verification visit	Submit w/ Application	Include in Portfolio	Completed
Provider and Assistant (if applicable) completes ExceleRate approved training on inclusion of children with special needs. (refer to page 1 for training requirement)	NA	NA	NA	Provider Assistant
1G. Linguistically and Culturally Appropriate Practice				
FCCERS-R self-assessment of Item #24 “Promoting Acceptance of Diversity”	FCCERS-R self-assessment		✓	
Provider creates CQIP based on self-assessment	Documentation of CQIP		✓	
Family and Community Engagement				
2A. Family – Provider Communication & Collaboration	Evidence—please note: Portfolio is reviewed on-site during Part 1 of Verification visit	Submit w/ Application	Include in Portfolio	Completed
Provider engages in at least 2 modes of communication with parents	Documentation of 2 communication methods used. For example, newsletters, bulletin board, facebook page, website, email, notes, parent conferences, etc.		✓	
Evidence of daily communication with parents in their preferred language (if applicable)	Documentation of materials		✓	
Provider offers at least two parent-staff conferences per year	Documentation of conferences offered. For example, parent handbook information, notes from actual conferences, calendar of conference dates.		✓	
2B. Connecting & Supporting Families				
Provider has a current list of local community services and organizations available to share with families if needed.	Documentation of current list		✓	
Provider offers at least 2 family supports	Documentation of family supports For example, referrals to community resources, extended care during evening/weekends, book/toy lending library, transportation, family social functions, etc.		✓	
Provider offers at least 2 formal/informal family gatherings per year	Documentation of formal/informal gatherings for families in previous 12 months		✓	
2C. Transitions				
Provider implements policy and practices to provide general information about transitions and engages families in discussions and/or activities addressing child and family transitions	Review policy and practices		✓	

Leadership & Management				
3A. Business Administration	Evidence—please note: Portfolio is reviewed on-site during Part 1 of Verification visit	Submit w/ Application	Include in Portfolio	Completed
Provider completes ExceleRate approved training on the Business Administration Scale (BAS)	NA	NA	NA	
Provider completes BAS self-assessment	BAS self-assessment	✓	✓	
Provider completes a CQIP (based on self-assessment results) to address any subscale score below 4.0	Documentation of CQIP	✓	✓	
Verification of BAS Items: <u>Fiscal Management</u> & <u>Record-Keeping</u> AND Provider chooses two (2) additional BAS Items for verification <ul style="list-style-type: none"> • Parent-Provider Communication • Income & Benefits • Community Resources • Work Environment • Marketing & Public Relations • Risk Management • Provider as Employer (only if provider has an assistant) 	<ul style="list-style-type: none"> • Indicate two (2) subscales on application • Documentation varies based on subscales chosen • Provider interview – approximately 30-45 minutes • Review documentation as needed for BAS-Part 1 of on-site verification visit. 		✓	
3B. Ratios				
Provider meets State of Illinois Department of Children and Family Services (DCFS) licensing standards	Copy of current license	✓		
3C. Continuous Quality Improvement				
Provider develops & implements CQIP based on self-assessment results	Documentation of CQIP completion. At a minimum CQIP must address, as needed, Standards 1A, 1G & 3A	✓		
Qualifications & Continuing Education				
4A. FCC Provider Qualifications	Evidence—please note: Portfolio is reviewed on-site during Part 1 of Verification visit	Submit w/ Application	Include in Portfolio	Completed
Provider has Gateways ECE Credential Level 2 OR Illinois Director Credential Level I OR CDA	Provider is required to apply for Gateways Credentials. Provider must achieve Gateways Credentials within the first year of the program's ExceleRate eligibility Provider qualifications verified by INCCRRA using Gateways Registry	*		
4B. FCC Assistant & Substitute Qualifications (if applicable)				
Any Assistant required for licensing ratios must have a Gateways ECE Credential Level 1 OR Gateways FCC Credential Level 2 OR CDA	Program staff is required to apply for Gateways Credentials. Program staff must achieve Gateways Credentials within the first year of the program's ExceleRate eligibility	*		
Any Substitute must have a Gateways ECE Credential Level 2 OR Gateways FCC Credential Level 2 OR CDA	Staff qualifications verified by INCCRRA using Gateways Registry			
4C. FCC Provider Peer Support				
Provider participates in a professional provider association, cohort or professional peer support group	Documentation of participation <i>For example, business related email with provider peers, minutes of professional meetings, membership to an association, proof of involvement in CCR&R cohorts.</i>		✓	

Qualifications & Continuing Education (Continued)

4D. On-going Professional Development	Evidence—please note: Portfolio is reviewed on-site during Part 1 of Verification visit	Submit w/ Application	Include in Portfolio	Completed
Provider has written Individualized Professional Development Plan (IPDP)	IPDP		✓	
If applicable, any Assistant required for licensing ratios has a written, individualized professional development plan	IPDP for Assistant (if applicable)		✓	
Provider has at least 20 hours of professional development annually	Policy and procedures for provider to attain 20 hours of professional development, including how training hours are tracked.		✓	
If applicable, any Assistant required for licensing has at least 10 hours of professional development annually	Policy and procedures for Assistant to attain 10 hours of professional development, including how the provider tracks training hours.		✓	

***Provider/staff can submit credential application to INCCRRA at any time. Once provider’s ExceleRate application is submitted, INCCRRA will verify within the Gateways Registry”**

<p>Provider has worked with the IDCFS licensing representative to clear all violations prior to submitting the application. <i>To check if your program has violations please visit https://sunshine.dcf.illinois.gov/</i></p>	<p>Yes No</p>
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<p>Provider has an organized Program Portfolio inclusive of information above (all information in the “Include in Portfolio” column) <i>If no, your program is not yet ready to apply for the Silver Circle of Quality.</i> Please contact your CCR&R Specialist for technical assistance to complete your portfolio.</p>	<p>Yes No</p>
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