

January 2022

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

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 Family Child Care Overview Chart - to help track the progress. While all areas are important, the following areas are highlighted due to the amount of time needed to accomplish the domain/standard.

### 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 Family Child Care Overview Chart. 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) - <i>required for NEW applicants. Revised 1/22</i>
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"><li>Illinois Early Learning Guidelines (IELG) training (if licensed to care for children birth to 3)</li><li>Illinois Early Learning &amp; Development Standard (IELDS) training (if licensed to care for children 3-5).</li><li>Training on a specific curriculum chosen for use OR Off the Shelf and Into Practice: Using Your Curriculum Every Day</li></ul>
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) 2nd Edition
3A	Provider (recommended, not required)	Taking Your Program to a Higher Level with the BAS

### Credentials

Domain/Standard	Minimum Provider Qualifications	FCC Minimum Assistant and Substitute Qualifications (if applicable)
4A	Gateways FCC Credential Level 4 or higher	
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

Provider, assistant and substitute, if applicable, must hold the applicable Gateways FCC Credential or have a pending application on file. If not meeting the applicable Credential, the provider may write a CQIP (using the letter received from the Credential Department), to outline goals and action steps, coursework & training to accomplish towards the applicable Credential. Updated CQIP of accomplishments towards Credential attainment will be required at annual report and progress must be shown.

### Self-assessment and CQIP

Programs must work with a CCR&R specialist prior to submitting an application to ExceleRate (including renewal applications). A signed Consultation Agreement must be in place, and coordinated work on Standards 1A, 1C, and 3A (at a minimum) must occur prior to application (see Standard 3C). Programs should plan accordingly and contact their CCR&R specialist as availability may be limited.

## Teaching and Learning

1A. Learning Environment	Evidence	Submit w/ Application	Completed
Provider, in coordination with CCR&R Specialist, completes self-assessment using the FCCERS-R	FCCERS self-assessment (completed within the last 6 months)	✓	
Provider, in coordination with the CCR&R Specialist, develops a Continuous Quality Improvement Plan (CQIP) (based on FCCERS- R self-assessment).	Completed CQIP (See Standard 3C)	✓	
FCCERS-R average overall score of at least 4.0 (excluding Personal Care Routines subscale and Item #26 Active Physical Play) <i>*Review applicable Scale Tip Sheets at: <a href="#">Preparing for Assessments</a></i>	Verified on-site by state approved assessor	NA	NA
<b>1B. Safe and Healthy Environment</b>			
Provider completes the Child Care Assessment Tool for Relatives (CCAT-R) every 3 months and maintains a completion log	Completed CCAT-R checklists for previous 12 months Verified on-site by state approved assessor	NA	NA
FCCERS-R score of at least 5.0 on Item #25- Use of TV, Video &/or computer” <i>*Review applicable Scale Tip Sheets at: <a href="#">Preparing for Assessments</a></i>	Verified on-site by state approved assessor	NA	NA
<b>1C. Interactions</b>			
FCCERS-R score of at least 4.0 on “Listening and Talking” and 4.0 on “Interactions” <i>*Review applicable Scale Tip Sheets at: <a href="#">Preparing for Assessments</a></i>	Verified on-site by state approved assessor	NA	NA
<b>1D. Curriculum and Child Assessment</b>			
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. (<a href="https://www.excelerateillinois.com/licensed-family-child-care/resources/resources-by-standard">https://www.excelerateillinois.com/licensed-family-child-care/resources/resources-by-standard</a>)</i>	Use of aligned curriculum & child assessment <i>Narrative is accepted at application if not currently using aligned curriculum/assessment</i>	✓	
<b>1E. Child Screening</b>			
Provider has policies and procedures in place to ensure that: <ul style="list-style-type: none"> <li>• All children (birth-5 years) are screened at least annually for the purpose of identifying special needs</li> <li>• All parents are provided screening results</li> <li>• Parents needing information are provided resources on additional evaluation and services</li> </ul>	Verified on-site by state approved assessor via documentation review and provider interview/follow-up, as needed.  For credit to be given, all three points listed in the Standard must be addressed in policy.  <i>Note: If screenings are conducted by Child &amp; Family Connections or consultant, policy must address how it occurs and address all three points in the Standard.</i>	NA	NA

1F. Inclusion of Children with Disabilities or Developmental Delays	Evidence	Submit w/ Application	Completed
Provider has policy and procedures to support children with disabilities or developmental delays	Policy and procedures	✓	
1G. Linguistically and Culturally Appropriate Practice			
FCCERS-R self-assessment of Item #24 “Promoting Acceptance of Diversity” score of at least 3.0 <i>*Review applicable Scale Tip Sheets at: <a href="#">Preparing for Assessments</a></i>	Verified on-site by state approved assessor	NA	NA

### Family and Community Engagement

2A. Family – Provider Communication & Collaboration			
Provider engages in at least 2 modes of communication with families, in families preferred language	Verified on-site by state-approved assessor via documentation review and provider interview/follow-up, as needed. Documentation examples include (but not limited to): newsletters, bulletin board, website, Facebook page	NA	NA
Provider offers at least two parent-staff conferences per year	Verified on-site by state-approved assessor via documentation review and provider interview/follow-up, as needed. For credit to be given, assessor is looking for a policy in the parent/ program handbook that the program offers at least 2 formal conferences to all families annually. In addition, the assessor is also looking for documentation showing that at least 2 conferences have been offered in the previous 12 months to all families (ie. completed & dated sign-up sheets, newsletter or email blast to parents announcing conference sign up, etc).	NA	NA
2B. Connecting & Supporting Families			
Provider has a current list of local community services and organizations available to share with families if needed	Verified on-site by state-approved assessor via documentation review and provider interview/follow-up, as needed.	NA	NA
Provider offers at least 2 family supports monthly	Verified on-site by state-approved assessor via documentation review and provider interview/follow-up, as needed. For credit to be given, assessor is looking for documentation such as referrals to community resources, extended care during evenings/weekends, book/toy lending library, transportation, family social functions, etc.	NA	NA
Provider offers at least 2 formal/informal family gatherings per year	Verified on-site by state-approved assessor via documentation review and provider interview/follow-up, as needed. For credit to be given, assessor is looking for documentation that 2 gatherings occurred in the previous year.	NA	NA
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	Policy and procedures	✓	

## Leadership & Management

3A. Program Administration	Evidence	Submit w/ Application	Completed
Provider completes BAS 2nd Edition self-assessment	BAS 2nd Edition self-assessment (must be completed within the last 6 months)	✓	
Provider completes CQIP (based on self-assessment results)	Completed CQIP (See Standard 3C)	✓	
Verification of BAS Items: Fiscal Management & Record-Keeping AND Provider chooses two (2) additional BAS Items for verification <ul style="list-style-type: none"> <li>• Provider-Family Communication</li> <li>• Marketing &amp; Community Relations</li> <li>• Income &amp; Benefits</li> <li>• Risk Management</li> <li>• Family Support and Engagement</li> <li>• Provider as Employer (only if provider has an assistant)</li> <li>• Work Environment</li> </ul>	<ul style="list-style-type: none"> <li>• Indicate two (2) subscales on application</li> <li>• Documentation varies based on subscales chosen</li> <li>• Provider interview – approximately 30-45 minutes</li> <li>• Review documentation as needed for BAS</li> </ul> Verified on-site by state approved assessor. BAS assessment is for CQI purposes only.	NA	NA
<b>3B. Ratios</b>			
Provider meets State of Illinois Department of Children and Family Services (DCFS) licensing standards	Copy of current license	✓	
<b>3C. Continuous Quality Improvement</b>			
Provider has a recent signed Consultation Agreement with a CCR&R Specialist (Quality or Infant Specialist) to review FCCERS and BAS self-assessment and CQIP development.	Recent signed Consultation Agreement	✓	
Provider develops & implements CQIP based on self-assessment results	Documentation of CQIP completion. At a minimum CQIP must address, as needed, Standards 1A, 1C & 3A  CQIP should include documentation of specific changes designed to improve the quality of overall learning environment (standard 1A); Interactions, including the quality of listening and talking/interactions used by provider (and assistant, if applicable) to promote learning (standard 1C) and business practices (Standard 3A)	✓	

## Qualifications & Continuing Education

4A. FCC Provider Qualifications & 4B. FCC Assistant & Substitute Qualifications <i>(if applicable)</i>	Evidence	Submit w/ Application	Completed
<p>Provider has Gateways FCC Credential Level 4 or higher</p> <p>Any Assistant required for licensing ratios must have a Gateways ECE Credential Level 1 OR Gateways FCC Credential Level 2 <b>OR</b> CDA</p> <p>Any Substitute must have a Gateways ECE Credential Level 2 <b>OR</b> Gateways FCC Credential Level 2 OR CDA</p>	<ul style="list-style-type: none"> <li>• Provider, Assistant and Substitute (if applicable) must hold the applicable Gateways Credentials or have a pending application on file.</li> <li>• If not meeting the applicable Credential, the provider may write a CQIP to outline goals, action steps, specific coursework/training the individual can accomplish over the year to work towards the applicable Credential. The provider/staff should use the letter each individual received from the Credential Department to guide CQIP development in what coursework/training is needed. Updated CQIP of accomplishments will be required at annual report and progress must be shown towards Standards 4A and 4B Credential attainment.</li> <li>• Qualifications verified by INCCRRA using Gateways Registry</li> </ul>	*	
<b>4C. FCC Provider Peer Support</b>			
<p>Provider participates in a professional provider association, cohort or professional peer support group</p>	<p>Verified on-site by state-approved assessor via documentation review and provider interview/follow-up, as needed.</p> <p>For credit to be given, assessor is looking for documentation such as business related email with provider peers, minutes of professional meetings, membership to an association, proof of involvement in CCR&amp;R cohorts.</p>	NA	NA
<b>4D. On-going Professional Development</b>			
<p>Provider, and Assistant (if applicable), have a written Individualized Professional Development Plan (IPDP)</p>	<p>Verified on-site by state assessor</p>	NA	NA
<p>Provider has at least 20 hours of professional development annually</p>	<p>Verified on-site by state assessor</p>	NA	NA
<p>If applicable, any Assistant required for licensing has at least 10 hours of professional development annually</p>	<p>Verified on-site by state assessor</p>	NA	NA

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

<p><b>Provider has worked with the IDCFS licensing representative to clear all violations prior to submitting the application.</b>  <i>To check if your program has violations please visit <a href="https://sunshine.dcf.illinois.gov/">https://sunshine.dcf.illinois.gov/</a></i></p>	<p>Yes No</p>
<p><b>Provider has an organized Program Portfolio inclusive of information for the assessor to review (all information noted above as “verified on site by state approved assessor” in Evidence column)</b>  <i>If no, your program is not yet ready to apply for the Silver Circle of Quality. All pieces of documentation must be available for review during the time of on-site verification.  Please contact your CCR&amp;R Specialist for technical assistance to complete your portfolio.</i></p>	<p>Yes No</p>

