Standards of Quality Evidence Documentation

This guide provides recommendations for evidence documentation and standards verification for All STARS quality ratings. Evidence documentation and verification methods are not limited to the examples provided below. If you need assistance with the standards verification process, please contact your All STARS Coach.

REQUIRED STANDARDS OF QUALITY
Submission for the following standards are REQUIRED for a Level 2 Rating or higher.

DOMAIN A Classroom & Instructional Quality				
Domain	**Standard**	**Documentation**	**Guidance**	**Points**
A1R	50% of teaching staff have professional learning activities in developmental screening.	*This standard can be verified through ECE-TRIS. Ensure ECE-TRIS records are up-to date. Submit any records that cannot be located in the system.* *Examples of trainings accepted:* • *ASQ & ASQ3* • *Brigance* • *Dial 3 & 4*	Documentation reflects 50% of staff have attended at least 1 professional learning activity. Course descriptions must indicate developmental screening as the primary learning objective of the PLA. School-age only licensed care programs are exempt.	Required-0 points
A2R	Completes an environmental self-assessment using a valid and reliable tool appropriate for the ages/settings of children served.	*Submit complete self-assessment.* *Examples of accepted rating tools:* • *ECERS-R, ECERS-3, ITERS-R, FCCERS, SACERS-U* • *Environment section only of Kentucky's Early Childhood Quality Self Study*	A new environmental self-assessment must be completed for each new quality rating or certification period. Assessment must be performed for each age group served.	Required-0 points
A3R	Participates in an environmental observation on a valid and reliable tool: • **Not required for Level 2** • No minimum at Level 3 • Minimum of 4.0 at Level 4 • Minimum of 5.0 at Level 5	*No documentation is needed. Current ERS scores are kept on file with DCC Central Office.*	Only scores from an official ERS visit conducted by an All STARS approved rater are accepted. ERS visit must be current within 6 months of rating application.	Required-0 points

DOMAIN B Staff Qualifications and Professional Development				
Domain	**Standard**	**Documentation**	**Guidance**	**Points**

B1R	Program/Site administrator/Director receives 10 hours of professional learning in curriculum, instructional practices or teaching and learning; OR have an approved early childhood credential or degree.	*This standard can be verified through ECE-TRIS. Ensure ECE-TRIS records are up-to date. Submit any records that cannot be located in the system.*
		
		Examples of evidence accepted:
		• *Associate degree or higher in*
		   o *Early Childhood Education or Development*
		   o *Education for Primary (K-4)*
		   o *Child Care Assistant*
		   o *Child Development Services*
		   o *Human Sciences*
		   o *Individual and Family Studies*
		• *Child Development Associate Credential*
		• *Commonwealth Child Care Credential*
		• *Training certificates*
			Trainings must specifically address curriculum, instructional practice, and/or teaching and learning and must be current within three years OR site director must have a valid early childhood credential or degree. Transcripts of degree may be requested if early child hood correlation is not clear.	Required-0 points

B2R	50% of teaching staff receive 10 hours of professional learning in curriculum, instructional practices or teaching and learning; OR have an approved early childhood credential or degree.	*This standard can be verified through ECE-TRIS. Ensure ECE-TRIS records are up-to date. Submit any records that cannot be located in the system.*
		
		Examples of evidence accepted:
		• *Associate degree or higher in*
		   o *Early Childhood Education or Development*
		   o *Education for Primary (K-4)*
		   o *Child Care Assistant*
		   o *Child Development Services*
		   o *Human Sciences*
		   o *Individual and Family Studies*
		• *Child Development Associate Credential*
		• *Commonwealth Child Care Credential*
		• *Training certificates*
			50% of teaching staff must have trainings specific to curriculum, instructional practice, and/or teaching and learning and must be current within three years OR must have a valid early childhood credential or degree. Transcripts of degree may be requested if early child hood correlation is not clear.	Required-0 points

STANDARDS OF QUALITY
Choose from the following standards to compile the points needed for a Level 3 Rating or higher.

DOMAIN A Classroom & Instructional Quality (*A minimum of 8 points are required in this domain for Levels 3-5*)				
Domain	**Standard**	**Documentation**	**Guidance**	**Points**
A4	Ensures developmental screening within 90 days of enrollment and referral (if needed) within 30 days of screening for all enrolled children	*Examples of evidence accepted:* • *Screening date log* • *Screening policy/protocol with a completed screening* • *Compare enrollment records to screening dates*	A screening sample for one child will suffice if screening logs or policy support the screening of all children enrolled.	2 points
A5	Implements curriculum that aligns with Kentucky Early Learning Standards (KYELS)	*Examples of curriculum accepted:* • *Creative Curriculum* • *High Scope* • *AEPS* • *Other curriculum cross-walked with KYELS*	Evidence documentation should demonstrate that a KYELS compatible curriculum is implemented.	2 points
A6	Implements specialized supplemental curriculum	*Examples of supplemental curriculum:* • *Movement Matters* • *5-2-1-0* • *Handwriting Without Tears*	Demonstrate use of curriculum outside of standard curriculum utilized. Should be developmentally appropriate.	1 point
A7	Kentucky Early Learning Standards are incorporated in lesson plans	*Examples of evidence accepted:* • *Lesson plans reference KYELS* • *Student work with KYELS identified*	Evidence documentation should demonstrate that KYELS is utilized on a consistent basis across ages served.	2 points
A8	Staff support Individualized Family Service Plan (IFSP) and/or Individualized Education Program (IEP) goals of individual children	*Examples of evidence accepted:* • *Data and Progress Monitoring reports* • *Lesson plans cross-referenced with specific IFSP/IEP Goals* • *ARC/IFSP/IEP meeting participation with agenda* • *IFSP/IEP policy (if no children with IEP?IFSP are enrolled)*	Evidence should show that provider is actively addressing goals of IFSP/IEP or has a plan/policy in place to serve. Copies of IFSP/IEP without proof of application or policy will not be accepted.	2 points
A9	Staff conduct ongoing curriculum-based assessment to inform instruction	*Examples of evidence accepted:* • *Assessment reports* • *Assessment monitoring/tracking sheets*	Demonstrate that curriculum-based assessment is performed on an ongoing basis.	2 points

A10	Assessment results are used to inform individual and group instruction	*Examples of evidence accepted:* • *Home visit reports with assessment and instruction indicators* • *Progress reports with assessment and instruction indicators* • *Lesson plans tied to specific assessment reports*	Provider must demonstrate a direct link from assessment results to curriculum development.	2 points
A11	Instructional assessment findings are shared with families	*Examples of evidence accepted:* • *Home visit report with agenda of information shared* • *Assessment report with evidence of family receipt* • *Parent-teacher conference summary*	Evidence should demonstrate that assessment findings were discussed with the family.	2 points
A12	National accreditation acknowledged by state approved organization	*Examples of accreditations accepted:* • *National Association for the Education of Young Children* • *National Association of Family Child Care* • *National Afterschool Association* • *National Early Childhood Program* • *Southern Association for Colleges and Schools* • *National Accreditation Commission for Early Care and Education* • *Council on Accreditation* • *An organization approved by the Early Childhood Development Authority*	Accreditation must be current at time of rating application.	1 point
A13	Maintains National Association for the Education of Young Children (NAEYC) staff–to-child- ratios and group size requirements: • Meets for infants • Meets for toddlers • Meets for preschoolers	*Examples of evidence accepted:* • *Posted classroom ratios* • *Policy for classroom ratios*	NAEYC staff-to-child ratios should be maintained on a consistent basis.	Up to 4 points: Infants = 2 points Toddlers = 1 point Preschoolers = 1 points

DOMAIN B Staff Qualifications and Professional Development (*A minimum of 2 points are required in this domain for Levels 3-5*)				
Domain	**Standard**	**Documentation**	**Verification**	**Points**
B3	Program/Site administrator achieves the Kentucky Director Credential OR holds an administrator certificate in a field not related to early childhood and the equivalent of 3 credit hours in child development or at least 5 years full-time related experience in early childhood field	*This standard can be verified through ECE-TRIS. Ensure ECE-TRIS records are up-to date. Submit any records that cannot be located in the system.* *Examples of evidence accepted:* • *Kentucky Director Credential*	The only accepted evidence documentation for child care in this standard is the Kentucky Director Credential. All other options are specific to KDE.	1 point
B4	Program/Site administrator achieves appropriate credential as outlined in the Kentucky Career Lattice. • Level 2 or above on the KY Career Lattice • Level 3 or above on the KY Career Lattice • Level 4 or above on the KY Career Lattice	*This standard can be verified through ECE-TRIS. Ensure ECE-TRIS records are up-to date. Submit any records that cannot be located in the system.* *Examples of evidence accepted:* • *Credential Certificate* • *Transcripts* • *Degrees*	Credentials must be current to be counted. Transcripts of degree may be requested if early child hood correlation is not clear.	Up to 3 points: Level 2 = 1 point Level 3 = 2 points Level 4 = 3 points
B5	50% of teaching staff participate in professional learning activities related to curriculum-based assessment	*This standard can be verified through ECE-TRIS. Ensure ECE-TRIS records are up-to date. Submit any records that cannot be located in the system.* *Examples of trainings accepted:* • *High Scope – CORE* • *Creative Curriculum – TSG* • *Works Sampling*	Documentation reflects 50% of staff have attended at least 1 professional learning activity within the past three years. Course descriptions must indicate curriculum-based assessment as the primary learning objective of the PLA. Training does not have to be curriculum-specific.	1 point
B6	Teaching staff complete appropriate credentials • 50% achieve Level 1 or above on the KY Career Lattice • 40% achieve Level 2 or above on the KY Career Lattice • 30% achieve Level 3 or above on the KY Career Lattice • 20% achieve Level 4 or above on the KY Career Lattice	*This standard can be verified through ECE-TRIS. Ensure ECE-TRIS records are up-to date. Submit any records that cannot be located in the system.* *Examples of evidence accepted:* • *Credential Certificate* • *Transcripts* • *Degrees*	Credentials must be current to be counted. Transcripts of degree may be requested if early child hood correlation is not clear.	Up to 4 points, with one point per level met. Level 1: 1 point Level 2: 1 point Level 3: 1 point Level 4: 1 point
B7	Individual Professional Development PD plan aligns with state identified professional core knowledge and competencies	*Examples of evidence accepted:* • *TPGES PD plan* • *PD plans*	Plans submitted must directly identify state identified core content.	1 point
DOMAIN C Family and Community Engagement (*A minimum of 2 points are required in this domain for Levels 3-5*)				

M/F/D

Kentucky
UNBRIDLED SPIRIT

Domain	Standard	Documentation	Guidance	Points
C1	Program/Site administrator and 75% of staff complete professional learning activities related to strengthening family engagement	*This standard can be verified through ECE-TRIS. Ensure ECE-TRIS records are up-to date. Submit any records that cannot be located in the system.* *Examples of trainings accepted:* • *Kentucky Strengthening Families: Overview for Service Providers* • *Increase Family Engagement and Improve Your All STARS Rating*	Documentation reflects Program/Site administrator AND 75% of staff have attended at least 1 professional learning activity within the past three years. Course descriptions must indicate family engagement as the primary learning objective of the PLA.	2 points
C2	Implements family engagement activities that promote children's development and learning	*Examples of evidence accepted:* • *Agenda of family engagement activity with sign in sheet or photos of event.* • *Agenda with post-event parent surveys* • *Media coverage during or after event*	Evidence should display development and learning content as well as method for delivery. Activities must be current within 1 year of rating application to qualify.	Up to 2 points: One activity annually = 1 point Three activities annually= 2 points
C3	Two-way communication with families	*Examples of evidence accepted:* • *Parent conference agenda with parent and staff signatures* • *Social media engagement utilizing forums, polls, or other engagement tools regarding child development.* • *Parent surveys/questionnaires with responses from provider* • *Emails or texts with families demonstrating ongoing support of child development or parent involvement.*	Evidence should demonstrate open conversation with families regarding the education and development of children. Communication regarding logistics such as pick-up times, closings, and general announcements do not qualify.	2 points
C4	Implements transition supports for children and families	*Examples of evidence accepted:* • *Transition plans for children between classrooms* • *Signed interagency agreements* • *Agenda and sign-in sheets for transition meetings* • *Agenda and proof of attendance for transition activities* • *Kindergarten Transition Activity Plan*	Evidence should show both content and proof of implementation. Implementation could be demonstrated by sign-in or sign-out sheets, transition plans signed by parents, or activity logs.	2 points
C5	Shares community resources with families	*Examples of evidence accepted:* • *Proof of developed Community Resource Guide* • *Community resource fair* • *Community resource table or bulletin board*	Evidence should demonstrate that provider is linking families directly to community resources that aid in the development of children or strengthening of families.	1 point
C6	Builds partnerships with community agencies	*Examples of evidence accepted:* • *Signed interagency agreements* • *Community meeting agenda and sign-in* • *Hosts activities with community partners*	Evidence shows that provider works directly with community agencies to strengthen education and development of children.	1 point
DOMAIN D Administrative and Leadership Practices (*A minimum of 2 points are required in this domain for Levels 3-5*)				

Domain	Standard	Documentation	Verification	Points
D1	Administrator/Director is a member of an Early Childhood professional organization	*Examples of professional organizations:* • *Association for Childhood Education International (ACEI)* • *Council for Exceptional Children (CEC), Division for Early Childhood (DEC)* • *High Scope Educational Research Foundation* • *Military Child Education Coalition (MCEC)* • *National Association for the Education of Young Children (NAEYC)* • *National Association for Family Child Care (NAFCC)* • *National Black Child Development Institute (NBCDI)* • *National Head Start Association (NHSA)*	Membership must be current and valid at the time of rating application.	1 point
D2	Teaching staff are provided weekly lesson planning time	*Examples of evidence accepted:* • *Staff schedules showing dedicated planning time* • *Programs schedule* • *Staff interview/verification* • *Written policy with staff verification*	Must show staff verification that planning time is scheduled weekly.	2 points
D3	Has a system for evaluating staff performance by monitoring and providing feedback for improvement	*Examples of evidence accepted:* • *TPGES documents* • *Classroom observation document with feedback* • *CLASS growth plan monitoring feedback*	Evidence documents should show current and ongoing assessment and direct feedback provider for staff.	2 points
D4	Implements a continuous quality improvement plan • Seeks input from staff on the continuous quality improvement plan • Seeks input from families annually on the implementation of the continuous quality improvement plan	*Examples of evidence accepted:* • *Program improvement plans* • *Annual family survey data* • *Annual Program self-assessment*	Evidence must show direct feedback from both staff and families regarding quality improvement to qualify for points.	Up to 2 points: Staff input = 1 point Family input = 1 point
D5	Provides • at least 11 days paid time off annually • Health insurance • Retirement	*Examples of evidence accepted:* • *Human resource records* • *Written policy with staff verification* • *Proof of benefits*	Benefits are available to eligible employees based on organization's benefit policy.	Up to 3 points: 11 Days annual PTO = 1 point Health insurance option = 1 point Retirement option = 1 point

In addition to the required points for each domain, the provider must meet the following requirements:

Level 3 = 7 additional points from domains of choice
Level 4 = 17 additional points from domains of choice
Level 5 = 27 additional points from domains of choice

Don't forget to include a Staff Roster using the provided form! If a staff member goes by a different name than is found on ECE-TRIS records, please note that on the roster.
A Standards Verification Checklist submitted without a complete staff roster will not be processed.