



Annual Quality Review

This guide will help you complete the Annual Quality Review workbook which is due during your license renewal month each interim year of your All STARS certification. The purpose of this workbook is to help you maintain the All STARS standards of quality and to prepare for your All STARS certificate renewal year (every three years). We have supplied prompts for each standard in the workbook below. *You only need to reply to enough standards to meet the point requirements for your current All STARS level.* However, additional responses can help you to prepare for a move to higher quality. Responses must be submitted using the KICCS online portal.

Name of Program:	Name of program	County:	County
Physical Address:	Physical address of center listed above	On-Site Director:	On-site Director should complete this form
Mailing Address:	Mailing address	Certificate/License #:	License/Certificate # for this program
Phone #:	Contact number for purposes of this form	Contact Email:	Contact email for purpose of this form
All STARS Level:	Current All STARS level	License Renewal Month:	DRCC license renewal month

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Quality Improvement Plan

Does your program have a written Quality Improvement Plan (QIP)?	Answer Yes or No
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If you utilize a QIP, please provide a brief statement of how you track progress towards the goals outlined in your QIP. If you do not use a QIP, provide brief statement of how you ensure sustained and/or increased quality of your program.

Respond to all parts of the question. This helps your technical assistance team understand how you are using the QIP or the All STARS standards to work towards sustained or higher quality.

Program Support and Assistance

Has your program used technical assistance (coaching) within the past 12 months?	Answer Yes or No
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Are you interested in moving your program to a higher All STARS rating?	Answer Yes or No
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How can the All STARS team support your program to implement, maintain, or sustain the practices associated with the Kentucky All STARS Standards of Quality?

Please respond. This response can help your technical assistance team understand your needs and provide more targeted coaching in future coaching visits. This also allows our central office staff to implement program improvements.

Required Standards Verification

The standards listed below are required for All STARS levels 2-5. Provide a brief explanation of how you maintain each of these standards and how you can demonstrate implementation. No supporting documentation is required.

Domain	Standard	Pts.	How Do You Maintain this Standard?
Classroom & Instructional Quality	<p>50% of teaching staff have professional learning activities in developmental screening.</p> <p>Note: For your AQR, staff employed for less than one year do not factor into your training ratios. If all employees have been hired for less than one year, please submit a training plan for how you will meet these requirements. The on-site director can only be factored into the percentage if listed as teaching staff.</p>	0	<p>This standard must be sustained throughout your certification period.</p> <p>To find the number of staff required to meet this standard, calculate 50% the # of teaching staff employed for over 1 year from the date of your AQR submission. Round down to the nearest whole number. Calculate total employment time for re-hired staff, not time since most recent hire date. New hires with the appropriate training can be used to count for this standard.</p> <p>This standard can be verified in ECE-TRIS. Please list the names of the employees who meet this standard.</p>
	<p>Complete an environmental self-assessment using a valid and reliable tool appropriate for the ages/settings of children served.</p>	0	<p>What environmental self-assessment tool do you use? How do you use the tool to improve quality in your program?</p>
	<p>Participate in an environmental observation on a valid and reliable tool:</p>	0	<p>Based on your previous ERS rating visit, what areas would you like to improve before your next rating ERS visit?</p>
	<ul style="list-style-type: none"> · Not required for Level 2 		
<ul style="list-style-type: none"> · No minimum at Level 3 			
<ul style="list-style-type: none"> · Minimum of 4.0 per classroom at Level 4 			
<ul style="list-style-type: none"> · Minimum of 5.0 per classroom at Level 5 			

Required Standards Verification (cont.)

The standards listed below are required for All STARS levels 2-5. Provide a brief explanation of how you maintain each of these standards and how you can demonstrate implementation. No supporting documentation is required.

Domain	Standard	Pts.	How Do You Maintain this Standard?
Staff Qualifications & Professional Development	Program/site Administrator/director receives 10 hours of professional learning in curriculum, instructional practices and/or teaching and learning OR have an approved early childhood credential or degree.	0	<p style="color: red;">This standard must be sustained throughout your certification period. Training hours submitted for your current certification will remain valid throughout the certification period. Training hours submitted for a new administrator must be current within 3 years.</p> <p style="color: red;">On-site director must meet this standard if hire date is less than one year. Training plans are not accepted.</p>
	50% of teaching staff receive 10 hours of professional learning in curriculum, instructional practices and/or teaching and learning OR have an approved early childhood credential or degree. <p style="color: red;">Note: For your AQR, staff employed for less than one year do not factor into your training ratios. If all employees have been hired for less than one year, please submit a training plan for how you will meet these requirements.</p>	0	<p style="color: red;">This standard must be sustained throughout your certification period. Training hours submitted for your current certification will remain valid throughout the certification period. Training hours submitted for new staff must be current within 3 years.</p> <p style="color: red;">To find the number of staff required to meet this standard, calculate 50% the # of teaching staff employed for over 1 year from the date of your AQR submission. Round down to the nearest whole number. Calculate total employment time for re-hired staff, not time since most recent hire date. New hires with the appropriate training can be used to count for this standard.</p> <p style="color: red;">This standard can be verified in ECE-TRIS. Please list the names of the employees who meet this standard.</p>
Are you maintaining all of the required standards? (Yes/No)		Yes/No	

Classroom & Instructional Quality Domain

Levels 3-5 require a minimum of 8 points in this domain. Section not required for Level 2. Provide a brief explanation of how you maintain each of these standards and how you can demonstrate implementation. No supporting documentation is required.

Domain	Standard	Pts	How Do You Maintain this Standard?
Classroom & Instructional Quality (20 points)	Ensure developmental screening within 90 days of enrollment and referral (if needed) within 30 days of screening for all enrolled children.	2	What developmental screening tool do you use and how do you ensure that every child is screened and referred (if needed) within the required timelines?
	Implements curriculum that aligns with Kentucky Early Learning Standards (KYEL).	2	What curriculum do you use and how does it align with the KYELS?
	Implements specialized supplemental curricula.	1	In addition to your standard curricula, what additional specialized curricula do you use? How can you demonstrate that it has been applied in the classroom?
	KY Early Learning Standards are incorporated into lesson plans.	2	How do you incorporate KYELS into your lesson plans and how can you demonstrate implementation?
	Staff support IFSP/IEP goals of individual children.	2	What is your policy/procedure for supporting IFSP/IEP goals and how can you demonstrate implementation?

Classroom & Instructional Quality Domain (cont.)

Levels 3-5 require a minimum of 8 points in this domain. Section not required for Level 2. Provide a brief explanation of how you maintain each of these standards and how you can demonstrate implementation. No supporting documentation is required.

Domain	Standard	Pts	How Do You Maintain this Standard?
Classroom & Instructional Quality (20 points)	Staff conduct ongoing curriculum-based assessment to inform instruction.	2	Which curriculum-based assessments are conducted and how can you demonstrate implementation?
	Assessment results are used to inform individual and group instruction.	2	How do you utilize curriculum-based assessment results to inform individual and group instruction and how can you demonstrate implementation?
	Instructional assessment findings are shared with families.	2	How do you share curriculum-based assessment findings with families and how can you demonstrate implementation?
	National Accreditation acknowledged by state approved organization.	1	List your current accreditation/s with accreditation number and expiration date.
	Meets NAEYC staff-to-child ratios and group size requirements for infants	2	How do you ensure ratios are met in all classrooms throughout the day? How can you demonstrate that you meet this standard?
	Meets NAEYC staff-to-child ratios and group size requirements for Toddlers	1	How do you ensure ratios are met in all classrooms throughout the day? How can you demonstrate that you meet this standard?
	Meets NAEYC staff-to-child ratios and group size requirements for Preschoolers	1	How do you ensure ratios are met in all classrooms throughout the day? How can you demonstrate that you meet this standard?
Total Points =			<--- Don't Forget to total your points for each section

Family & Community Engagement Domain

Levels 3-5 require a minimum of 2 points in this domain. Section not required for Level 2. Provide a brief explanation of how you maintain each of these standards and how you can demonstrate implementation. No supporting documentation is required.

Domain	Standard	Pts	How Do You Maintain this Standard?
<p align="center">Family & Community Engagement (10 points)</p>	<p>Program/Site administrator and 75% of staff complete professional learning activities related to strengthening family engagement.</p> <p>Note: For your AQR, staff employed for less than one year do not factor into your training ratios. If all employees have been hired for less than one year, please submit a training plan for how you will meet these requirements.</p>	2	<p>This standard must be sustained throughout your certification period. Training hours submitted for your current certification will remain valid throughout the certification period. Training hours submitted for new staff must be current within 3 years.</p> <p>To find the number of staff required to meet this standard, calculate 75% of the # of teaching staff employed for over 1 year from the date of your AQR submission. Round down to the nearest whole number. Calculate total employment time for re-hired staff, not time since most recent hire date. New hires with the appropriate training can be used to count for this standard.</p> <p>This standard can be verified in ECE-TRIS. Please list the names of the employees who meet this standard.</p>
	<p>Implement at least one family engagement activity per year that promotes children’s development and learning.</p> <p>Implement at least three family engagement activities per year that promote children’s development and learning.</p>	1pt or 2pts	<p>Engagement activities must have taken place between your previous and upcoming license renewal dates.</p> <p>Provide a brief summary of the family engagement activities you have hosted or have scheduled to host between your previous and upcoming license renewal dates. How do the activities promote children's development and learning? How can you show that families have participated in these activities?</p>
	<p>Two-way communication with families.</p>	2	<p>Two-way communication must provide opportunities for both parties to seek and receive information.</p> <p>How do you offer two-way communication in your program and how can you demonstrate implementation?</p>

Family & Community Engagement Domain (cont.)

Levels 3-5 require a minimum of 2 points in this domain. Section not required for Level 2. Provide a brief explanation of how you maintain each of these standards and how you can demonstrate implementation. No supporting documentation is required.

Domain	Standard	Pts	How Do You Maintain this Standard?
Family & Community Engagement (10 points)	Implements transition supports for children and families.	2	What types of transition supports do you have in place for children and families? How will you demonstrate this through either policy or practice?
	Share community resources with families.	1	How do you help to connect families with community resources through your program and what types of resources are available? How can you demonstrate implementation?
	Builds partnerships with community agencies.	1	What types of partnerships has your program built with community agencies? How can you demonstrate that you meet this standard?
Total Points =		<--- Don't Forget to total your points for each section	

Staff Qualifications & Professional Development Domain

Levels 3-5 require a minimum of 2 points in this domain. Section not required for Level 2. Provide a brief explanation of how you maintain each of these standards and how you can demonstrate implementation. No supporting documentation is required.

Domain	Standard	Pts	How Do You Maintain this Standard?
<p align="center">Staff Qualifications & Professional Development</p> <p align="center">(10 points)</p>	<p>50% of teaching staff participate in professional learning activities related to curriculum-based assessment.</p> <p>Note: For your AQR, staff employed for less than one year do not factor into your training ratios. The on-site director can only be factored into the percentage if listed as teaching staff.</p>	1	<p>This standard must be sustained throughout your certification period. Learning activities submitted for your current certification will remain valid throughout the certification period. Training hours submitted for new staff must be current within 3 years.</p> <p>To find the number of staff required to meet this standard, calculate 50% of the # of teaching staff employed for over 1 year from the date of your AQR submission. Round down to the nearest whole number. Calculate total employment time for re-hired staff, not time since most recent hire date. New hires with the appropriate training can be used to count for this standard.</p> <p>This standard can be verified in ECE-TRIS. Please list the names of the employees who meet this standard.</p>
	<p>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.</p>	1	<p>The only accepted evidence documentation for child care in this standard is the Kentucky Director Credential. All other options are specific to KDE. Please list the credential held and ensure it is uploaded to ECE-TRIS.</p>
	<p>Program/Site Administrator achieves Level 2 or above on the Kentucky Career Lattice = 1pt</p> <p>Program/Site Administrator achieves Level 3 or above on the Kentucky Career Lattice = 2pts</p> <p>Program/Site Administrator achieves Level 4 or above on the Kentucky Career Lattice = 3pts</p>	3 pts max	<p>What level has your Program/Site Administrator met on the Kentucky Career Lattice?</p> <p>You can find the lattice on the last page of this document: https://kentuckyallstars.ky.gov/Documents/RatingSystem.pdf</p>

Staff Qualifications & Professional Development Domain (cont.)

Levels 3-5 require a minimum of 2 points in this domain. Section not required for Level 2. Provide a brief explanation of how you maintain each of these standards and how you can demonstrate implementation. No supporting documentation is required.

Domain	Standard	Pts	How Do You Maintain this Standard?
Staff Qualifications & Professional Development (10 points)	50% of teaching staff achieve Level 1 or above on the Kentucky Career Lattice = 1pt 40% of teaching staff achieve Level 2 or above on the Kentucky Career Lattice = 2pts 30% of teaching staff achieve Level 3 or above on the Kentucky Career Lattice = 3pts 20% of teaching staff achieve Level 4 or above on the Kentucky Career Lattice = 4pts	4pts max	<p align="center">Where does your staff fall on the Kentucky Career Lattice?</p> <p>To determine the number of staff needed to meet this standard, calculate the desired percentage of # of teaching staff employed for over 1 year from the date of your AQR submission. Round down to the nearest whole number. Calculate total employment time for re-hired staff, not time since most recent hire date. New hires with the appropriate training can be used to count for this standard.</p> <p align="center">You can find the lattice on the last page of this document: https://kentuckyallstars.ky.gov/Documents/RatingSystem.pdf</p>
	Individual PD plan aligns with state identified professional core knowledge and competencies.		1
Total Points =			<--- Don't Forget to total your points for each section

Administrative & Leadership Practices Domain

Levels 3-5 require a minimum of 2 points in this domain. Section not required for Level 2. Provide a brief explanation of how you maintain each of these standards and how you can demonstrate implementation. No supporting documentation is required.

Domain	Standard	Pts	How Do You Maintain this Standard?
Administrative & Leadership Practices (10 points)	Administrator/Director is a member of Early Childhood Professional organization.	1	What membership does your Site Administrator/Director hold and how do they participate in the organization?
	Teaching staff are provided weekly lesson planning time.	2	How do you ensure teaching staff receive lesson planning time and how can you demonstrate that this is applied?
	Has a system for evaluating staff performance by monitoring and providing feedback for improvement.	2	How do you monitor/evaluate staff performance and how is feedback shared with the staff? What documentation exists to demonstrate application of this standard?
	Implements a continuous improvement plan and seeks input from staff.	1	How do you share your continuous improvement plan with staff and what opportunities for feedback are available to your staff members? How do you document this process?
	Implements a continuous improvement plan and seeks input from families annually.	1	How do you share your continuous improvement plan with families and what opportunities for feedback are available to families? How do you document this process?
	Provides 11 days Paid Time Off annually	1	How can you demonstrate that 11 days of paid time off is provided to eligible staff members?
	Provides Health Insurance	1	How can you demonstrate that health insurance is provided to eligible staff members?
	Provides Retirement	1	How can you demonstrate retirement benefits are provided to eligible staff members?

Total Points =

<--- Don't Forget to total your points for each section

Points will not auto calculate in KICCS. Providers are responsible for submitting enough responses to meet the point requirement of their current All STARS level. Please use chart below to calculate required points.

Standards Summary		
Met all required standards?	<input type="checkbox"/>	Must meet all required standards for Level 2 or above
Classroom & Instructional Quality	<input type="checkbox"/>	Must have at least 8 points for Level 3 or above
Family & Community Engagement	<input type="checkbox"/>	Must have at least 2 points for Level 3 or above
Staff Qualifications & Prof Development	<input type="checkbox"/>	Must have at least 2 points for Level 3 or above
Administrative & Leadership Practices	<input type="checkbox"/>	Must have at least 2 points for Level 3 or above
	<input type="checkbox"/>	In addition to required points above, points require for rating: Level 3 - 7 points Level 4 - 17 points Level 5 - 27 points
Total Points	<input type="checkbox"/>	

To aid with the processing of your submission, please note any name changes on the roster itself or in a comment box for one of the standards. You can also indicate that a staff member has been employed for less than one year by adding their hire date after the last name on the roster or indicating it in a standards comment box.

Please ensure all training records are current in ECE-TRIS. If you need assistance with training records, you can contact a training coach or reach out to ECE-TRIS. If you need assistance uploading degrees or credentials to TRIS, please contact your professional development coach.

An All STARS rater will review your AQR submission within 30 days of receipt. If the AQR is approved, you will see an approval date added to the AQR under the Correspondence section in KICCS and you will receive an AQR approval notice in the mail. If the AQR is returned for more information, you and your coach will receive an email from the rater. You have 14 calendar days to respond to a returned AQR in KICCS. Programs will be marked for re-evaluation if returned AQRs are not resubmitted within 14 calendar days OR if an AQR is not marked complete after one return from the rater. Programs marked for re-evaluation will be required to submit a full desk audit. Programs at level 3-5 will also be required to participate in a new environmental rating visit if they wish to maintain or raise their current level.

Programs who fail to submit an AQR by the due date or failure to sustain their current level, will receive a DCC-108 notifying them of a pending reduction to a Level 1 in All STARS. The reduction to Level 1 will take effect 10 days past the AQR deadline if an AQR has not been submitted.