



IMPROVING EARLY LEARNING
IN CONTRA COSTA

QRIS Document Verification List

NOTE: All documents required to verify rating scores must be present at the time of the QRIS site visit. Documents presented outside of the site visit will NOT be considered for the site rating.

Element 1: Child Observation

Evidence includes two (2) individual DRDP randomly chosen by Reviewer the day of the Quality Review Site-Visit; a recent (within the year) lesson plan noting DRDP measures as the focus; a copy of class/center DRDP result profile, and/or a printed copy of the DRDP tech/online group report. Provide evidence on how referrals are shared with families.

Element 2: Development and Health Screenings

Evidence examples are the Lic701 form and Well Child Check form from the child's pediatrician. Provide written documentation that was given to the families explaining the family's involvement in the health screening process, the nature of the developmental screening tool, and how results are used to make referrals and program adaptations as appropriate. Reviewer will select random children's file during the visit.

Element 3: Staff Qualifications

Professional Development (Lead Teachers) evidence includes copies of transcripts, degrees, Child Development Permits, as well as Professional Development (PD) certificates.

- PD certificates must display a date and the total number of training hours completed to be accepted as verification of completed hours. Sign-in sheets with name highlighted to show proof of attendance in training/workshops are also approved evidence (attach related ECE content from training/workshop). The total number of required PD hours is 21 hours. For this rating period, trainings must be completed **after 1/1/2019 and before the program scheduled Rating visit.**
- College classes and degrees completed before the Rating visit showing a passing letter grade of 'C' or above on an official or unofficial transcript are accepted. College coursework can also be used to meet the required 21 hours of professional development - one (1) semester college unit is equivalent to 15 PD hours.

Element 4: Effective Teacher / Child Interactions: CLASS

Evidence may include training verification and external assessments.

Element 5: Ratio and Group Size

The verification of student to teacher ratio will occur during site visit. Evidence might include staff schedule with a list of all students enrolled in each classroom while in session.

Element 6: Environmental Rating

Evidence may include training certificates, and external assessments. It is noteworthy that NAEYC-accredited sites are exempt from ERS assessments.

Element 7: Director Qualifications

Evidence may include degrees, transcripts, Child Development permits, if applicable and evidence of 21 PD hours taken **after 1/1/2019 and before the scheduled site Rating visit.**