ExceleRate® Illinois |

January 2022
Licensed Family Child Care and
Group Home Application
Silver Circle of Quality Supplement -
Assessment Path

Section 1 - Required Training

The primary Licensed Family Child Care and Group Home Provider and assistants, if applicable, 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:

- *ExceleRate Illinois Orientation for Licensed Family Child Care*
  New programs to ExceleRate Illinois will need to complete the
  ExceleRate Orientation after January 2022. ○ YES   ○ NO

- *Introduction to the Family Child Care Environment Rating Scale*
  (FCCERS) or Introduction to the Environment Rating Scales (ERS) ○ YES   ○ NO

- *Illinois Early Learning Guidelines (IELG) training*
  (if licensed to care for children birth-3) ○ YES   ○ NO

- *Illinois Early Learning & Development Standard (IELDS) training*
  (if licensed to care for children 3-5) ○ YES   ○ NO

- *Training on a specific curriculum chosen for use OR*
  Off the Shelf and Into Practice: Using Your Curriculum Every Day ○ YES   ○ NO

- *Introduction to Developmental Screening Tools or Early Childhood*
  Developmental Screening ○ YES   ○ NO

- *Welcoming Each & Every Child or Special Care*
  (and Assistant if applicable) ○ YES   ○ NO

- *Getting Ready for the Business Administration Scale (BAS) 2nd Edition* ○ YES   ○ NO

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, including on-site verification. The provider should use the Getting Ready for Silver checklist to prepare for on-site verification. If answering No, you will not meet eligibility requirements.

In order for FCCERS assessment to occur, at least 3 children must be present for a minimum of three consecutive hours. At least 2 of the children cannot be the provider's own.

1A – LEARNING ENVIRONMENT

1. Have you completed self-assessment using the Family Child Care Environment Rating Scale-Revised (FCCERS-R) (excluding Personal Care Routines subscale and Active Physical Play item #26)? ○ YES   ○ NO

○   If *Yes*, submit the Assessment Profile Sheet for the FCCERS-R Scoring
    Summary Sheet (must be completed within the last 6 months)

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1B – SAFE AND HEALTHY ENVIRONMENT

2. Have you regularly completed the CCAT-R for ages cared for over the last year? *(Note: This will be verified on-site)*

○ YES   ○ NO

1D – CURRICULUM AND CHILD ASSESSMENT

3. Do you utilize a curriculum and assessment tool in your program that is aligned with the Illinois Early Learning Guidelines/Standards?

○ YES   ○ NO

3a. If *Yes*, what is the name of the curriculum? _____

3b. If *Yes*, what is the name of the assessment? _____

3c. If *Yes*, is the curriculum on the list of aligned curricula found on the ExceleRate Illinois Website? _____

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

1E – CHILD SCREENING

4. Does your program have policies and procedures for screening children at least annually sharing results with parents, and information on additional evaluation resources?
(Note: This will be verified on-site)

○ YES   ○ NO

1F – INCLUSION OF CHILDREN WITH DISABILITIES OR DEVELOPMENTAL DELAYS

5. Does your program have policies and procedures to support children with disabilities or developmental delays?

○ YES   ○ NO

○ If *Yes*, submit policy and procedures

2A – FAMILY-PROVIDER COMMUNICATION & COLLABORATION

6. Does your program engage in at least 2 modes of communication with parents? *(Note: This will be verified on-site)*

○ YES   ○ NO

7. Does your program offer at least 2 conferences with each family per year? *(Note: This will be verified on-site)*

○ YES   ○ NO

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2B – CONNECTING AND SUPPORTING FAMILIES

**8. Do you have a list of current local community services
and organizations available to share with families if needed?**
(Note: This will be verified on-site)
○ YES   ○ NO

9. Does your program offer at least 2 family supports?
(Note: This will be verified on-site)
○ YES   ○ NO

**10. Does your program offer at least 2 formal/informal gatherings
per year?** *(Note: This will be verified on-site)*
○ YES   ○ NO

2C – TRANSITIONS

**11. Does your program implement and communicate general
information about transitions and engage parents in discussions
and/or activities addressing child and family transitions?**
○ YES   ○ NO

○   If Yes, submit transition policy and procedures

3A – BUSINESS ADMINISTRATION

**12. Has the provider completed a Business Administration Scale
(BAS) 2nd Edition self-assessment (must be completed
within the last 6 months)?**
○ YES   ○ NO

○   If *Yes*, include a copy of the BAS 2nd Edition Profile sheet.

**13. Provider will be assessed on BAS items: Fiscal Management
and Record-Keeping. Please select two additional BAS items
below that you wish to be verified on. *Verification is for continuous
quality improvement purposes.***

○   Provider-Family Communication   ○   Marketing & Community Relations
○   Income & Benefits   ○   Risk Management
○   Family Support and Engagement   ○   Provider as Employer (only if provider has an assistant)
○   Work Environment

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3C – CONTINUOUS QUALITY IMPROVEMENT

**14. Do you have a recent signed Consultation Agreement
with a CCR&R Specialist?**
(Note: This will be verified in statewide data system)

○ YES   ○ NO

○ If *Yes*, please enclose a copy of signed consultation agreement

**15. Has the primary provider, in coordination with a CCR&R
Specialist, 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 1A, 1C, and 3A)

4A – PROVIDER QUALIFICATIONS & 4B – ASSISTANT & SUBSTITUTE QUALIFICATIONS

**16. Has the primary provider attained the Gateways FCC
Credential Level 4 or higher?**

○ YES   ○ NO

**17. Has the Assistant attained the required Gateways ECE
Credential Level 1 or Gateways FCC Credential Level 2
or CDA?**

○ YES   ○ NO   ○ N/A

**18. Has the Substitute attained the required Gateways ECE
Credential Level 2 or Gateways FCC Credential Level 2
or CDA?**

○ YES   ○ NO   ○ N/A

Provider, Assistant and Substitute (if applicable) must hold the applicable Gateways Credentials or have a pending application on file. 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.

Please refer to the ExceleRate/Credentials FAQ for additional details https://www.excelerateillinoisproviders.com/docman/resources/193-excelerate-illinois-and-gateways-to-opportunity-credentials-frequently-asked-questions-for-licensed-family-child-care/file

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4C – FCC PROVIDER PEER SUPPORT

19. Does the provider participate in a professional provider association, cohort or professional peer group?
(Note: This will be verified on-site)

○ YES   ○ NO

4D – ONGOING PROFESSIONAL DEVELOPMENT

20. Has the provider completed a written individualized professional development plan and completed at least 20 hours of professional development per year? *(Note: This will be verified on-site)*

○ YES   ○ NO

21. Has the assistant(s) if applicable, completed a written individualized professional development plan and completed at least 10 hours of professional development per year?
(Note: This will be verified on-site)

○ YES   ○ NO

PROGRAM PORTFOLIO

As part of the Silver verification process, a state-approved assessor(s) will be on-site at your program to conduct classroom assessment/teacher interview, as well as a BAS assessment/ interview. Please refer to the Quality Standards Overview for Licensed Family Child Care and the Getting Ready for the Silver Circle of Quality checklist.

22. Has your program completed an organized portfolio of documentation for on-site review, including BAS documentation? *(Note: This will be verified on-site)*

○ YES   ○ NO

○ If *No*, your program will not meet verification requirements. Please use the **Getting Ready for the Silver Circle of Quality** checklist to review the Standards that will be reviewed on-site. All pieces of documentation must be available for review at the time of verification.

23. Have you worked with your IDCFS licensing representative to clear all pending and substantiated violations (from the last 12 months)?

○ YES   ○ NO

To check if your program has violations please visit
https://sunshine.dcfs.illinois.gov

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