

Records Review

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Welcome, glad you are joining us to learn more about Records Review. If you didn't already check out the overview webinar recording we would encourage you to watch that first as it gives a bird's eye view of the revisions process including how revisions to the Early Achievers program are focused on racial equity and committed to ongoing family, participant, and community engagement that results in ongoing improvements to Early Achievers. The overview webinar can be found on the same web page where you found this one. Stick around to the end of this short presentation to learn how you can participate by providing feedback.

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The Early Achievers House is a sturdy and enduring framework, while Early Achievers standards have evolved over time, the house has held steady. Records Review components represent several components of the house including the strong siding of professional development and training, mentoring, planning, aligned curriculum, family engagement and partnership, screening and ongoing assessment in collaboration with families and the very important individualized teaching and learning for every child. Implementing the practices represented in the records review represent a strong commitment to high quality supports for children and families.

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Let's take a quick look at the recognition cycle. Early Learning Programs join Early Achievers and complete their program profile. Next they complete two video highlights per classroom. Participants are eligible for a level three rating once these components are completed.

If a participant is working on a level 4 or 5 they can select from the options to earn more points. These options include:

- Additional video highlight cycles
- School age video highlight cycle
- Professional Development achievements in MERIT through verified education
- Accreditation
- Records Review

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Here is a look at all of the Early Achievers standard areas, Records Review makes up the standard areas of Child Outcomes, Family Engagement and Partnerships and Curricular and Staff Supports.

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Records review is an optional component of Early Achievers. Participants can choose Records Review as one option for going beyond Level 3. Participants opt in to the components of the records review that they already have in place for children and families. There are standards in the areas of Screenings; Individualization; Ongoing Assessment; Curriculum; Instructional

Leadership; Preventing Suspension and Expulsion; Strengthening and Supporting Families; and Transitions.

In the revised system, all standards will be reviewed virtually. Many of the standards have been modified so that they are based on program policy. For the standards that are based on policy, participants submit their family handbook, staff handbook, and/or corporate handbook as evidence of the quality practices they have in place to support children, families and staff.

Recognition for standards that are not policy based vary and will be detailed in the Guide to Records Review that will be available soon. Some examples include records of teacher training on curriculum and completion of an action plan based on completing the Strengthening Families Self-Assessment.

Coaches from Child Care Aware and Community Liaisons from Cultivate Learning at the University of Washington will be available to assist with technical support around uploading documents. For programs that have participated in records review in the past, the biggest change is that child files will no longer be reviewed and there is a strong focus on policy.

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Again, if participants choose to complete Records Review, coaches are there to assist and help prepare for next steps. This includes helping participants to upload documents for records review as well as guiding participants toward resources that will assist with best practices in early learning program policies and procedures.

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Participants that request records review will first complete the Records Review Tool, or RRT. This will be where the quality practices are noted that are in place. Next, the official family and staff handbook or program policies are uploaded, as well as any additional documentation. Once a Quality Recognition Specialist has reviewed the documentation and points for quality practices are determined, a report is provided to the participant and the coach to help set future goals.

There are several resources available to help before, during, and after the records review process. A coach will be available to assist with preparing the RRT, if there are technology questions along the way, and goal setting after receiving the report. A Community Liaison will be available to help with technology as well, plus answer any additional questions that may arise during the Records Review process. The Guide to Records Review will provide detailed information about the requirements to be recognized for each standard area

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Thank you for joining us today to talk about records review. Please take the time to provide feedback on this plan through the portal that is located on the webpage along with this presentation.