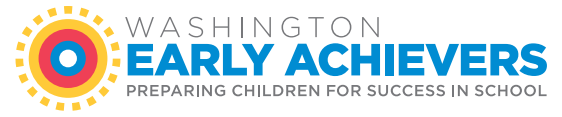


Records Review



What is Records Review?

Records Review is a component child care sites can choose to go beyond Early Achievers Quality Level 3 that looks at policies and practices related to the Early Achievers Quality Standards. Records Review is required for all sites that offer Early Childhood Education and Assistance Program (ECEAP) Services. Once sites complete the Program Profile and two Video Highlight cycles, they can opt in to Records Review for the Quality Standards that they currently implement for children and families.



Why is Records Review important?

The Quality Standards included in Records Review are practices that are shown to support child development. Programs that implement these practices are taking additional steps to offer high quality services to children and families. In the Records Review component, programs are recognized for these efforts. Records Review is an opportunity for recognition, reflection, and growth on the program's currently implemented policies and practices that positively impact children, staff, and families/caregivers.

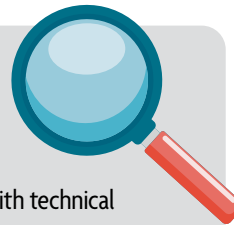
Quality Standards included in Records Review are:

- Screenings
- Instructional Leadership
- Ongoing Assessment
- Preventing Suspension and Expulsion
- Individualization
- Strengthening and Supporting Families
- Curriculum
- Transitions

What happens during Records Review?

All Quality Standards submitted for Records Review are reviewed virtually in CECEI (formerly Coaching Companion). Your coach and your Community Liaison from Cultivate Learning at the University of Washington are available to assist with technical support around uploading documents to CECEI.

- For programs that have participated in Records Review in the past, the process is different. Child files will no longer be reviewed; instead, there is a strong focus on policy.
- Evidence for Records Review varies depending on the quality standards. Five of the Quality Standards require evidence of your program policy and three of the Quality Standards look at documentation of your practice.
 - For the Quality Standards where policy is reviewed, 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.
 - For Quality Standards where documentation is reviewed, it will vary. You can find specific information in the Guide to Records Review tool, which is located in CECEI.



What happens next?

A Quality Recognition Specialist from Cultivate Learning at the University of Washington will review the submitted documentation for Records Review for each Quality Standard and criteria that the participant opted in to.

- A report is generated for the participant and coach.
- The report can be used for continuous quality improvement.
- Participants engage in a coaching cycle that matches their program's specific needs.



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