



# STRATEGIES FOR EFFECTIVE MANAGEMENT OF TEXAS RISING STAR

TWC – CLI – WORKFORCE SOLUTIONS GULF COAST

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# Agenda

- Mentoring Caseload
- Onboarding Process
- Mentor Tracking Log
- CQIPs
- Fidelity Monitoring
- Reports
- Professional Development

# Meet the Team



Lindsay Hill,  
Texas  
Workforce  
Commission



Jasmine  
Wiggins,  
CLI



Linda  
Morgan-  
Dorsey,  
Board  
Contractor



Katie  
McConnell,  
Board  
Contractor

# **MENTORING CASELOADS**

# Mentor Caseloads

Pre-  
Assessment  
Team

22 mentors

Eligible  
programs

Ineligible  
programs

Certified  
Team

13 mentors

Two-Star

Three-Star

Four-Star

Specialty  
Team

4 mentors

SIAs

Probation  
A & B

Suspended

Mentor  
Managers

5 managers

4  
Eligible  
and  
Ineligible  
programs

# Mentoring Caseloads continued

**The goal of mentoring is to support programs to:**

Attain

Maintain

Sustain

QUALITY

**Mentors support by:**

- Providing resources
- Sharing learning exemplars and templates
- Assisting with planning and designing
- Supporting with implementing practices
- Guiding reflective conversations
- Providing trainings

# Managing Caseloads Requires

- Balancing workloads
- Prioritizing tasks
- Providing appropriate support and attention



# Engage Reports



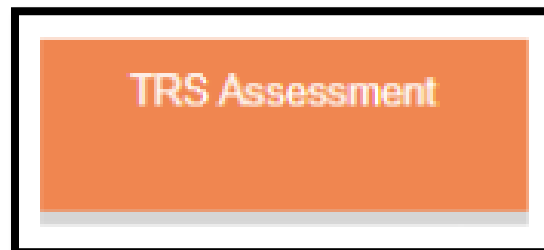
# Available Engage Reports

- Texas Rising Star Assessment Report
- Entry Level Designation Report
- Screening Form Report
- Event Log Report

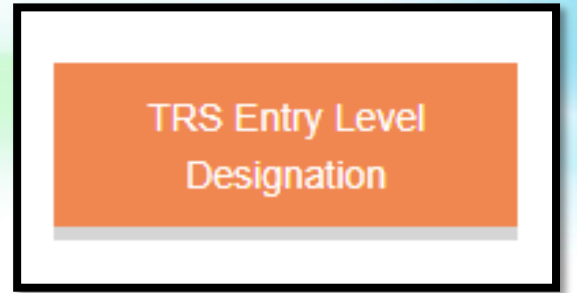
*\* When downloading the reports to an excel spreadsheet, Boards can additionally sort and filter, as needed.*

# Texas Rising Star Assessment Report

- This report provides a global look of the completed facility assessments that have been entered into Engage. This report includes the program's overall star rating and ratings by category. This report also has the option to be downloaded for Board's use.
- It will also provide Boards with information relating to Event Logs that impact star-level status, such as Star Level Change, Auto Assign and No Longer Participating



# Texas Rising Star Entry Level Designation (ELD) Report



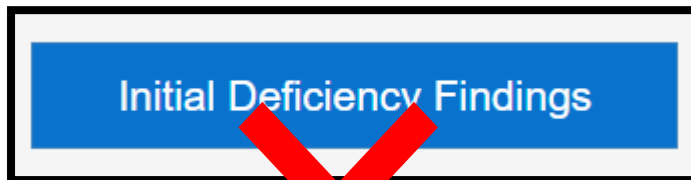
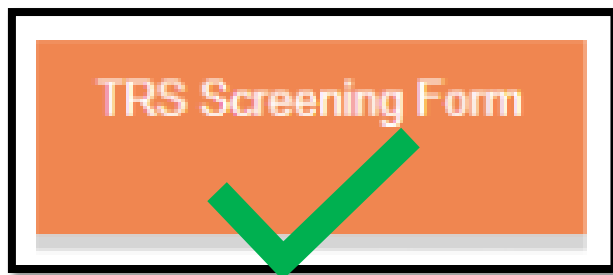
This report generates data to determine the status of Programs as it relates to Entry Level-designated programs. The reporting displays assigned point values aligned with High and Medium-High deficiency types and showcases schools meeting Entry Level designation status.

## ***Features:***

- The bar graph at the top (grouped by operation type) displays the number of schools in each LWDB that has Total Points  $\leq 75$ .
- Any school that has Total Points  $> 75$  will have the Total Points field highlighted in Red

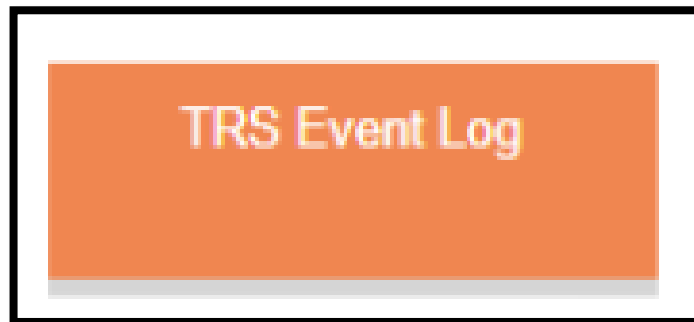
# Texas Rising Star Screening Form Report

- This report is designed to give users access to deficiency data for programs, which comes directly from Child Care Regulation (CCR).
- This report can be used to screen programs while supporting with mentoring



# Texas Rising Star Event Log Report

- This report generates data based on the entries made on the Event Log.
- This data is updated daily and can be downloaded and sorted to display specific event types.



# ONBOARDING

# Onboarding Strategies

## Individual Sessions

- Tailored one-on-one hands-on support with each provider to discuss specific needs, set goals. This session includes PPT with How to videos.

## Small Group Sessions

- Interactive mentoring sessions with small groups of providers to facilitate policies, procedures and expectations. foster collaboration and peer learning. This session includes PPT with How to videos.

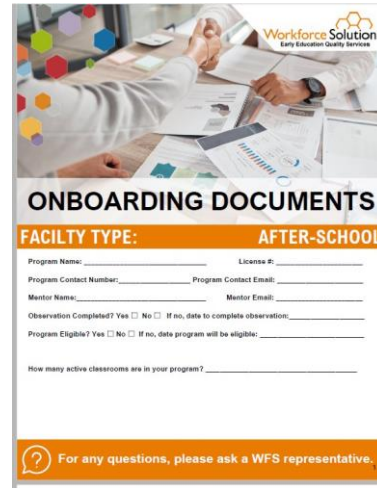
## Onboarding Events

- Host comprehensive overviews and support for Entry Level providers.



# Pre-Assessment Required Documents

- English/Spanish
- Paper/pencil version
- QR Code (phone/tablet)
- Tiny URL (computer)
- Exemplar Documents

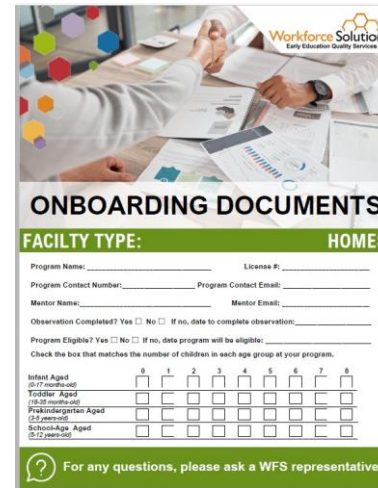


**ONBOARDING DOCUMENTS**  
**FACILITY TYPE: AFTER-SCHOOL**

Program Name: \_\_\_\_\_ License #: \_\_\_\_\_  
Program Contact Number: \_\_\_\_\_ Program Contact Email: \_\_\_\_\_  
Mentor Name: \_\_\_\_\_ Mentor Email: \_\_\_\_\_  
Observation Completed? Yes  No  If no, date to complete observation: \_\_\_\_\_  
Program Eligible? Yes  No  If no, date program will be eligible: \_\_\_\_\_

How many active classrooms are in your program? \_\_\_\_\_

For any questions, please ask a WFS representative.



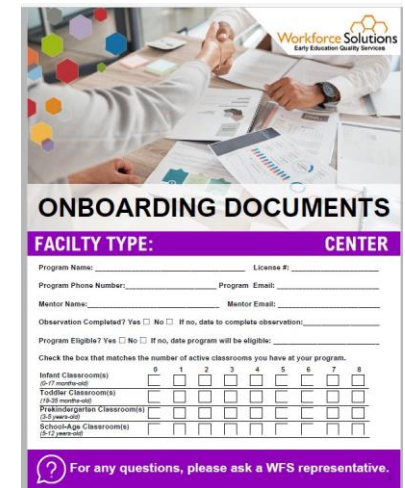
**ONBOARDING DOCUMENTS**  
**FACILITY TYPE: HOMES**

Program Name: \_\_\_\_\_ License #: \_\_\_\_\_  
Program Contact Number: \_\_\_\_\_ Program Contact Email: \_\_\_\_\_  
Mentor Name: \_\_\_\_\_ Mentor Email: \_\_\_\_\_  
Observation Completed? Yes  No  If no, date to complete observation: \_\_\_\_\_  
Program Eligible? Yes  No  If no, date program will be eligible: \_\_\_\_\_

Check the box that matches the number of children in each age group at your program.

	0	1	2	3	4	5	6	7	8
Infant Aged (0-17 months)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toddler Aged (18-35 months)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preschool Aged (3-5 years)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School-Age Aged (6-12 years)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For any questions, please ask a WFS representative.



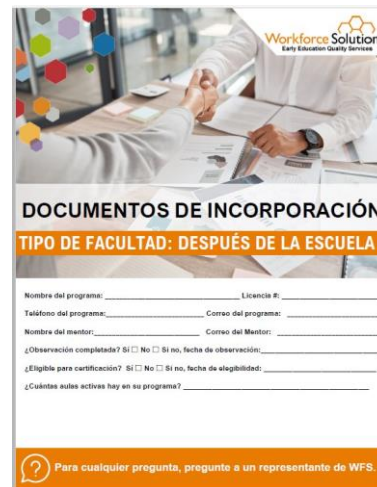
**ONBOARDING DOCUMENTS**  
**FACILITY TYPE: CENTER**

Program Name: \_\_\_\_\_ License #: \_\_\_\_\_  
Program Phone Number: \_\_\_\_\_ Program Email: \_\_\_\_\_  
Mentor Name: \_\_\_\_\_ Mentor Email: \_\_\_\_\_  
Observation Completed? Yes  No  If no, date to complete observation: \_\_\_\_\_  
Program Eligible? Yes  No  If no, date program will be eligible: \_\_\_\_\_

Check the box that matches the number of active classrooms you have at your program.

	0	1	2	3	4	5	6	7	8
Infant Classrooms (0-17 months)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toddler Classrooms (18-35 months)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preschool Classrooms (3-5 years)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School-Age Classrooms (6-12 years)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For any questions, please ask a WFS representative.



**DOCUMENTOS DE INCORPORACIÓN**  
**TIPO DE FACULTAD: DESPUÉS DE LA ESCUELA**

Nombre del programa: \_\_\_\_\_ Licencia #: \_\_\_\_\_  
Teléfono del programa: \_\_\_\_\_ Correo del programa: \_\_\_\_\_  
Nombre del mentor: \_\_\_\_\_ Correo del Mentor: \_\_\_\_\_  
¿Observación completada? Sí  No  Si no, fecha de observación: \_\_\_\_\_  
¿Eligible para certificación? Sí  No  Si no, fecha de elegibilidad: \_\_\_\_\_

¿Cuántas aulas activas hay en su programa? \_\_\_\_\_

Para cualquier pregunta, pregunte a un representante de WFS.



**DOCUMENTOS DE INCORPORACIÓN**  
**TIPO DE INSTALACIONES: CASAS**

Nombre del programa: \_\_\_\_\_ Licencia #: \_\_\_\_\_  
Teléfono del programa: \_\_\_\_\_ Correo del programa: \_\_\_\_\_  
Nombre del mentor: \_\_\_\_\_ Correo electrónico del mentor: \_\_\_\_\_  
¿Observación completada? Sí  No  Si no, fecha de observación: \_\_\_\_\_  
¿Eligible para certificación? Sí  No  Si no, el programa de fechas será elegible: \_\_\_\_\_

Verifique la casilla que coincide con el número de niños en cada grupo de edad de su programa.

	0	1	2	3	4	5	6	7	8
Aulas (infantiles) (0-17 meses de edad)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aulas para niños pequeños (18-35 meses de edad)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aulas de preescolar (3-5 años)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aulas en edad escolar (6-12 años)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Para cualquier pregunta, pregunte a un representante de WFS.



**DOCUMENTOS DE INCORPORACIÓN**  
**TIPO DE INSTALACIONES: CENTRO**

Nombre del programa: \_\_\_\_\_ Licencia #: \_\_\_\_\_  
Número de teléfono del programa: \_\_\_\_\_ Correo electrónico del programa: \_\_\_\_\_  
Nombre del mentor: \_\_\_\_\_ Correo electrónico del mentor: \_\_\_\_\_  
¿Observación completada? Sí  No  Si no, fecha para completar la observación: \_\_\_\_\_  
¿Programa elegible? Sí  No  Si no, el programa de fechas será elegible: \_\_\_\_\_

Mire la casilla que coincide con el número de aulas activas que tiene en su programa.

	0	1	2	3	4	5	6	7	8
Aulas (infantiles) (0-17 meses de edad)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aulas para niños pequeños (18-35 meses de edad)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aulas de preescolar (3-5 años)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aulas en edad escolar (6-12 años)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Para cualquier pregunta, pregunte a un representante de WFS.



# Resource Packet

- Resource Packet
- Required documents
- Links to exemplar documents
- Links to blank documents

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### Helpful Resources & Links

Title	Link
Category 1 (Director & Staff Qualifications) Resources	<a href="#">Director &amp; Staff Qualifications Resource</a> <a href="#">Circle CDA Training Program</a>
Category 2 (Teacher-Child Interactions) Resources	<a href="#">Setback Key Behaviors</a> <a href="#">Classroom Observation Tool</a>
Category 3 (Program Administration) Resources	<a href="#">Program Administration Resource</a> <a href="#">Written Policies Key</a> , <a href="#">Parent Handbook</a> <a href="#">Parent Orientation Checklist</a> <a href="#">Developmental Checklist (Both 48 months)</a>
Category 4 (Indoor & Outdoor Environment) Resources	<a href="#">Indoor &amp; Outdoor Environment</a> <a href="#">Infant &amp; Toddler Classroom Environment Checklist</a> <a href="#">Prekindergarten Environment Checklist</a>
Health & Nutrition Practices	<a href="#">Meal Planning Resource</a>
Curriculum Review Resources	<a href="#">Texas Rising Star Curriculum Review</a> <a href="#">List of Approved Curricula</a>
CARF (Classroom Assessment Record Form)	<a href="#">CARF All Ages</a> <a href="#">CARF Infant</a> <a href="#">CARF Toddler, Preschool, or School Age</a>
Director & Teacher Feedback Survey	<a href="#">Director &amp; Teacher Feedback Survey</a>
Texas Rising Star Information	<a href="#">Texas Rising Star Brochure (Provider)</a> <a href="#">Texas Rising Star Brochure (Parent)</a> <a href="#">Texas Rising Star Informational</a>
Digital Resource Collection	<a href="#">Digital Resource Collection</a>

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### Requirements for Texas Rising Star Certification

Done	Requirements	Link to Requirements	Example
<input type="checkbox"/>	Needs Assessment for Staff	<a href="#">Staff Needs Assessment Sample</a>	None
<input type="checkbox"/>	Staff List	<a href="#">Facility Staff List Filable</a>	<a href="#">Staff List Exemplar</a>
<input type="checkbox"/>	Staff Orientation	<a href="#">Staff Orientation Filable</a>	<a href="#">Staff Orientation Example</a>
<input type="checkbox"/>	Training Plan for Director & Staff	<a href="#">Staff Training Plan Filable</a> <a href="#">After-School Training Plan</a>	<a href="#">Staff Training Plan Example</a>
<input type="checkbox"/>	Daily Schedule	None	<a href="#">Infant Schedule</a> <a href="#">Toddler Schedule</a> <a href="#">Preschool Schedule</a> <a href="#">Home-Based Schedule</a>
<input type="checkbox"/>	Director and Staff Training Worksheet	<a href="#">Director/Teacher Education and Experience Worksheet</a>	<a href="#">Staff Worksheet Example</a>
<input type="checkbox"/>	FARF - Facility Assessment Record Form (Self-Assessment)	<a href="#">FARF - All Facilities</a> <a href="#">FARF - Homes</a> <a href="#">FARF - School Age</a>	None
<input type="checkbox"/>	Parent Handbook	<a href="#">FARF - Parent Handbook</a>	<a href="#">CLI Example Exemplar</a>
<input type="checkbox"/>	Written Policies Written Parent Handbook	<a href="#">Written Policies Review Form</a> <a href="#">Interactive FARF</a>	<a href="#">Parent Handbook Exemplar with Hyperlinked Training</a>
<input type="checkbox"/>	Mentoring Agreement	<a href="#">Mentor Agreement</a>	<a href="#">Mentor Agreement Example</a>
<input type="checkbox"/>	Texas Rising Star Application	<a href="#">Texas Rising Star Application*</a>	*Contact Your Manager when you are ready to complete this step.

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### Requirements for Texas Rising Star Certification

Done	Requirements	Link to Requirements	Example
<input type="checkbox"/>	CLI Account	<a href="#">Public.clienage.org</a> <a href="#">Tech Support Calendar</a>	<a href="#">How-To Guide for CLI Engage</a>
<input type="checkbox"/>	TECPDS Account	<a href="#">TECPDS Login</a> <a href="#">Tech Support Calendar</a>	<a href="#">How-To Guide TECPDS Set-Up Director Acct. Video</a>
<input type="checkbox"/>	Child Care Regulations/Background Checks	<a href="#">Child Care Regulations Website</a> <a href="#">CCR Background Check Webinar</a> <a href="#">Attestation Form</a>	<a href="#">Attestation Form Example</a>
<input type="checkbox"/>	Initial Screening	<a href="#">Licensed Center Home-Based Providers After-School Programs</a>	<a href="#">How to Search Child Care Initial Screening Example</a>
<input type="checkbox"/>	Texas Rising Star Orientation	<a href="#">Texas Rising Star Orientation on CLI Engage</a> <a href="#">Learning and Development Calendar</a>	None
<input type="checkbox"/>	Infant, Toddler, Three-year Old Early Learning Guidelines	<a href="#">Infant, Toddler, Three-Year Old, Early Learning Guidelines</a> <a href="#">Learning and Development Calendar</a>	None
<input type="checkbox"/>	Prekindergarten Training Learning Guidelines	<a href="#">Prekindergarten Guidelines Training 2022</a> <a href="#">Learning and Development Calendar</a>	None
<input type="checkbox"/>	Needs Assessment for Directors	<a href="#">Director Needs Assessment Survey</a>	None


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# Assessment Checklist

The below items will be reviewed during the Texas Rising Star assessment. Please ensure that the items below are easily accessible for review for the Centralized Assessment Entity (CAE).

Program Name: \_\_\_\_\_

- CCR Background Check Attestation Form<sup>1</sup>
- Initial Screening Form<sup>1</sup>
- Texas Rising Star Orientation Certificate<sup>1</sup>
- Infant, Toddler, Three-Year-Old Early Learning Guidelines Certificate<sup>1</sup>
- Prekindergarten Guidelines Certificate<sup>1</sup>
- Staff List<sup>1, 2</sup>
- Staff Orientation(s)<sup>2</sup>
- Training Plan(s) Director & Staff
- Daily Schedules<sup>1</sup>
- Parent Handbook
- Employee Handbook<sup>3</sup>
- Written Policies Key
- FARF Self-Assessment
- Director & Staff Education Worksheet
- National Organization certificate (if applicable)<sup>1</sup>
- Director & Staff Resume(s)
- Director & Staff Training Certificates
- Director & Staff Diplomas/ Transcripts
- Classroom Lesson Plan(s)<sup>1</sup>
- Community Resources
- Provide Completed Documentation of:
  - . Child Assessments<sup>3, 4</sup>
  - . Parent Feedback Survey<sup>3</sup>
  - . Parent Communication Reports
  - . Program Event Flyers<sup>3</sup>
  - . Parent Orientation Checklist<sup>3</sup>
  - . Quarterly Newsletters<sup>3</sup>
  - . Parent Conferences<sup>3</sup>



## TEXAS RISING STAR READY BUTTON CHECKLIST

All items listed below must be uploaded and/ or completed in CLI Engage. Check off items as they are completed.

Program Name: \_\_\_\_\_

- CLI Engage and TECPDS Account<sup>1</sup>
- CCR Background Check Attestation Form<sup>1</sup>
- Initial Screening Form<sup>1</sup>
- Texas Rising Star Orientation Certificate<sup>1</sup>
- Infant, Toddler, Three-Year-Old Early Learning Guidelines Certificate<sup>1</sup>
- Prekindergarten Guidelines Certificate<sup>1</sup>
- Director Needs Assessment<sup>1</sup>
- Staff Needs Assessment<sup>1</sup>
- Staff List<sup>1</sup>
- Staff Orientation
- Training Plan Director & Staff
- Daily Schedules<sup>1</sup>
- Parent Handbook
- Written Policies Key
- FARF Self-Assessment
- Director & Staff Education Worksheet
- National Organization certificate (if applicable)<sup>1</sup>
- Observation Visit Tools<sup>1</sup>
- Event Log Uploads
  - . Mentoring Agreement<sup>1</sup>
  - . Mentor Visit Form of Observation<sup>1</sup>
  - . CCR Compliance History PDF<sup>1</sup>
  - . Interest Visit Kickoff<sup>1</sup>
  - . Current CQIP<sup>1</sup>
- Update CLI Engage Classroom Management Tab<sup>1</sup>
- Select Ready for Assessment in the School Management Tab<sup>1</sup>
- Texas Rising Star Request for Certification Jira Ticket<sup>1</sup>
- Update Assessment Ready Tracker<sup>1</sup>

<sup>1</sup> Applicable to programs that are accredited through Texas Rising Star-approved organizations.  
<sup>2</sup> Registered Child Care Homes (RCCH) & Licensed Child Care Homes (LCCH) that do not have additional staff do not have to submit a staff list or staff orientation.

# Document Tracker

- Entry Level Designation Tracker (ELD)
- Certified Tracker
- Mentor Caseload
- Certification Timeline

This screenshot shows a spreadsheet application with the title 'Copy of ELP Requirement Tracker'. The main content area is a grid of checkboxes organized into columns representing different certification requirements. The columns include: Facility Type, Facility Name, Director's Name, Director's Email, Certification Date, Director's Phone Number, Initial Screening, Daily Schedule, FAF Self Assessment, Texas Rising Certifications Request, CI Account, TECPOS Account, CCR Background Check, Needs Assessment Form, Needs Assessment Staff, TRS Orientation, Infant, Toddler, Three-Year Old Early Learning Guidelines, and Prekindergarten Guidelines Training. The spreadsheet is currently empty of data, with only checkboxes visible in the rows.

This image shows a detailed view of the document tracker spreadsheet, divided into three main sections. The top section lists facility information with checkboxes for CCS Application Service Agreement, Interest Form, and CIJ Account. The middle section lists certification requirements with checkboxes for TECPOS Account, CCR Background Check, Initial Screening, TRS Orientation, Infant, Toddler, Three-Year Old Early Learning Guidelines, Prekindergarten Guidelines Training, Daily Schedule, Needs Assessment Director, Needs Assessment Staff, Staff List, and Staff Orientation. The bottom section lists additional requirements with checkboxes for Training Plan Director, Training Plan Staff, Director & Staff Education Worksheet, FAF Self Assessment, Parent Handbook, Written Policies (Challenging Behaviors), Written Policies (Accommodations), Texas Rising Certification Request, and a Progress Bar. The progress bar shows completion percentages: 19%, 19%, 52%, 52%, 100% (READY!), and 100% (READY!).

Facility Type	Facility Name	Director's Name	Director's Email	Director's Phone Number	CCS Application Service Agreement	Interest Form	CIJ Account
Licensed Center	Cranbrook Learning Connection				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered Child	Gabrielle Lee				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Licensed Center	Genesis Learning Center - Downtown				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Licensed Center	Gods Grace Learning Center				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Licensed Center	Happy Days Child Learning Center				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Licensed Center	HAVARD ELEM ASP/YMCA				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

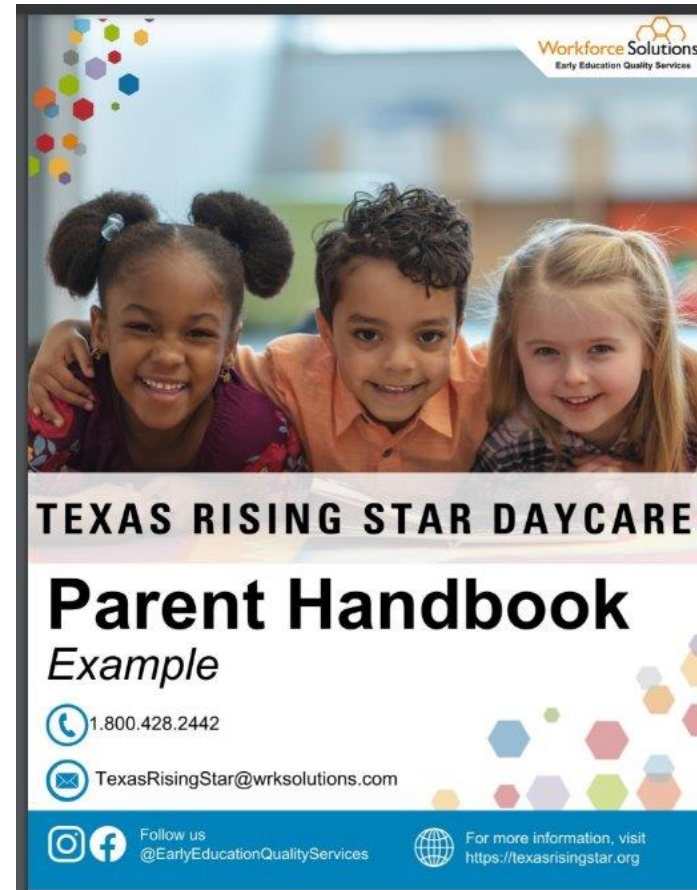
TECPOS Account	CCR Background Check	Initial Screening	TRS Orientation	Infant, Toddler, Three-Year Old Early Learning Guidelines	Prekindergarten Guidelines Training	Daily Schedule	Needs Assessment Director	Needs Assessment Staff	Staff List	Staff Orientation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Training Plan Director	Training Plan Staff	Director & Staff Education Worksheet	FAF Self Assessment	Parent Handbook	Written Policies (Challenging Behaviors)	Written Policies (Accommodations)	Texas Rising Certification Request	Progress Bar
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19%
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19%
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	52%
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	52%
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100% READY!
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100% READY!



# Handbook Committee



# Mentor Tracking Log

## Mentor tracking log:

- record used to capture direct mentoring activities.
- Mentors document the amount of time spent supporting each program.

## Benefits:

- Monitor progress
- Ensures accountability
- Provides a quantitative measure of direct mentoring time

**MENTOR TRACKING LOG - ADD NEW RECORD**

School *	Find items
Mentor *	Find items
Mentoring Session Type	Find items
Mentoring Session Date	12/31/2001
Program Status *	Find items
Total Hrs	Hrs
Total Mins	Mins
Infant / Toddler	Find items
Infant / Toddler Hours	0
Visit Type	Find items
No Of Classrooms	N/A
Session Target	Find items
Comments	

**Submit**

# Mentor Tracking Log Report

Month	Sessions Delivered	# of Schools	# of Mentors with data	Total Hours Delivered	Shortage/Overage for Month	Remaining Hours
October 2023						
November 2023						
December 2023						
January 2024						
February 2024						
March 2024						
April 2024						



# CQIP Report

# CQIP Reports

The following reports provide detailed data related to the Continuous Quality Improvement Plans (CQIP) for programs by assigned mentors:

- Mentor CQIPs Since 05.01.2023
- Active CQIP by Community and Mentor
- Cumulative CQIPs by Community and Mentor
- CQIPs by Early Learning Program

The screenshot shows a report titled "CQIP Tool for Center Based" with a sub-header "School CQIP Summary Report". It includes a "Texas Rising Star" logo and a table of school information. Below this are sections for "SELECTED GOALS" and "SCHOOL-LEVEL ACTION PLAN".

Communities: Gulf Coast WCE - 28 / 1791 Community	Start Date: 01/18/2024
School: Cap Forest Academy LLC	End Date: 02/14/2024
CEL #: 1702956	TRIS Class Counts: Infants 8, Toddlers 8, Preschool 8
Facility Type: LCAA - Current Star Level: 4 ★	Mentor: Laura Arredondo
Director/Owner: Mia Hall	Email: laura.arredondo@uth.tmc.edu
Email: mia@capforestacademy.com	Phone: (713)486-2075
Phone: (802)284-1896	

### SELECTED GOALS

**Category 3 - Program Administration**  
**Category 3 - Program Management**  
Establish written policies and procedures for supporting the health and nutritional needs of children that are aligned with the TRS standard (see scoring criteria). **Assigned to:** Lisa Gale

**Category 4 - Indoor/Outdoor Environment**  
**Category 4 - Indoor Learning Environment**  
Create and/or enhance distinct interest/play areas with developmentally appropriate equipment and materials that are routinely changed and allows for independent use by the children. **Assigned to:** Lisa Gale  
Increase the number of equipment and/or materials that portray people in a culturally sensitive non-stereotypical manner. **Assigned to:** Lisa Gale  
Increase the number or percentage of teacher or child-created visual materials and realistic pictures that are at the child's eye level. **Assigned to:** Lisa Gale  
Provide shelving/containers that are height appropriate and labeled with words and/or pictures designed to encourage children's retrieval and return of the materials. **Assigned to:** Lisa Gale  
Increase the number of age-appropriate real objects in the interest/play areas. **Assigned to:** Lisa Gale

### SCHOOL-LEVEL ACTION PLAN

**Action Items:**

**Program Management**  
Director will...

- add policy statement regarding Health & Nutrition Practices into their parent handbook
- add the Health & Nutrition practice resources to parent resource area & digital communication

Mentor will...

- provide director the policy exemplars for Health & Nutrition practice to add to Parent handbook
- provide the resource links and exemplars of the Health Nutrition practice resources to the director.

**Indoor Environment**  
Director will...

- support the classrooms by collecting real objects to be added to each classroom's learning centers.
- support the classrooms by providing material labels for each classroom's learning centers.
- support the classrooms by providing the equipment/material to make sure each classroom has children work posted at eye level.
- support the classrooms by providing the learning material to make sure each classroom has 5 Multicultural items (posters, dolls, family puzzles, music instruments, play food, etc.)

Teachers will...

- explore the resources provided by mentor to reference exemplars related to Indoor Environment
- place 3 real objects to be added to each classroom's learning centers.
- placing the material labels for each of their classroom's learning centers.

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# Report Uses

- Provides data on the number of CQIPs created by individual mentors
- Provides data related to the number of active CQIPs by board as well as mentors overall
- Provides data for CQIPs created by mentors for individual programs
- Total (cumulative) CQIPs by program


# **MENTOR VISIT FORMS**

# Mentor Visit Form

MENTORING VISIT FORM			
Early Learning Program (ELP) Name:	License #	Program Type <input type="checkbox"/> Center <input type="checkbox"/> Home <input type="checkbox"/> After-School <input type="checkbox"/> Certified <small>Star Level</small> <input type="checkbox"/> ELD	
ELP On-Site Director/ Administrator/ Name:		Date: Start Time:      End Time:	
Texas Rising Star Mentor Name:			
Type of Visit (Check all that apply): <input type="checkbox"/> Virtual <input type="checkbox"/> On-Site	<input type="checkbox"/> Pre-Assessment <input type="checkbox"/> Observation Visit <input type="checkbox"/> Mentoring Support including Recertification <input type="checkbox"/> SIA or Probation <input type="checkbox"/> Quarterly Visit <input type="checkbox"/> Annual Visit		
<b>ELP Staff/Classrooms Supported</b>			
Teacher/Classroom _____	Director _____		
Teacher/Classroom _____	Administrator _____		
Teacher/Classroom _____			
Teacher/Classroom _____			
<b>Mentoring Strategies (Check all that apply):</b>			
<input type="checkbox"/> Had a conversation	<input type="checkbox"/> Joined implementation (Modeled or Observed)		
<input type="checkbox"/> Provided a resource	<input type="checkbox"/> Had a reflective conversation		
<input type="checkbox"/> Provided a learning exemplar	<input type="checkbox"/> Hosted a training		
<input type="checkbox"/> Assisted with planning & design			
<b>Summary of Visit/ Mentoring Components</b>			
			
<small>The QR Code is linked to a Mentor Survey. Information from this survey will be sent directly to mentor manager.</small>			
<b>Follow-Up Items for ELP and/or Mentor</b>			
Next Scheduled Visit	DATE:	TIME:	
<b>FOR OFFICE USE ONLY</b>			
<input type="checkbox"/> JCLI ENGAGE <input type="checkbox"/>	<input type="checkbox"/> Create Event Log Entry/Technical Assistance	<input type="checkbox"/> Upload Mentoring Visit Form	<input type="checkbox"/> Update Session Log
ELP On-Site Director/Administrator/ Signature: _____		Date: _____	
Texas Rising Star Mentor Signature: _____		Date: _____	



# Provider Satisfaction Survey

  
**Workforce Solutions**

Director/Teacher Feedback Form

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Director/Teacher Feedback Form

Workforce Solutions- Early Education Quality Services is asking for your feedback. The information you provide will enable our organization to further our goals in providing exceptional service. We sincerely appreciate your time!

---

The fields with an asterisk are required.

---

Director's First and Last Name

---

Teacher's First and Last Name (if applicable)

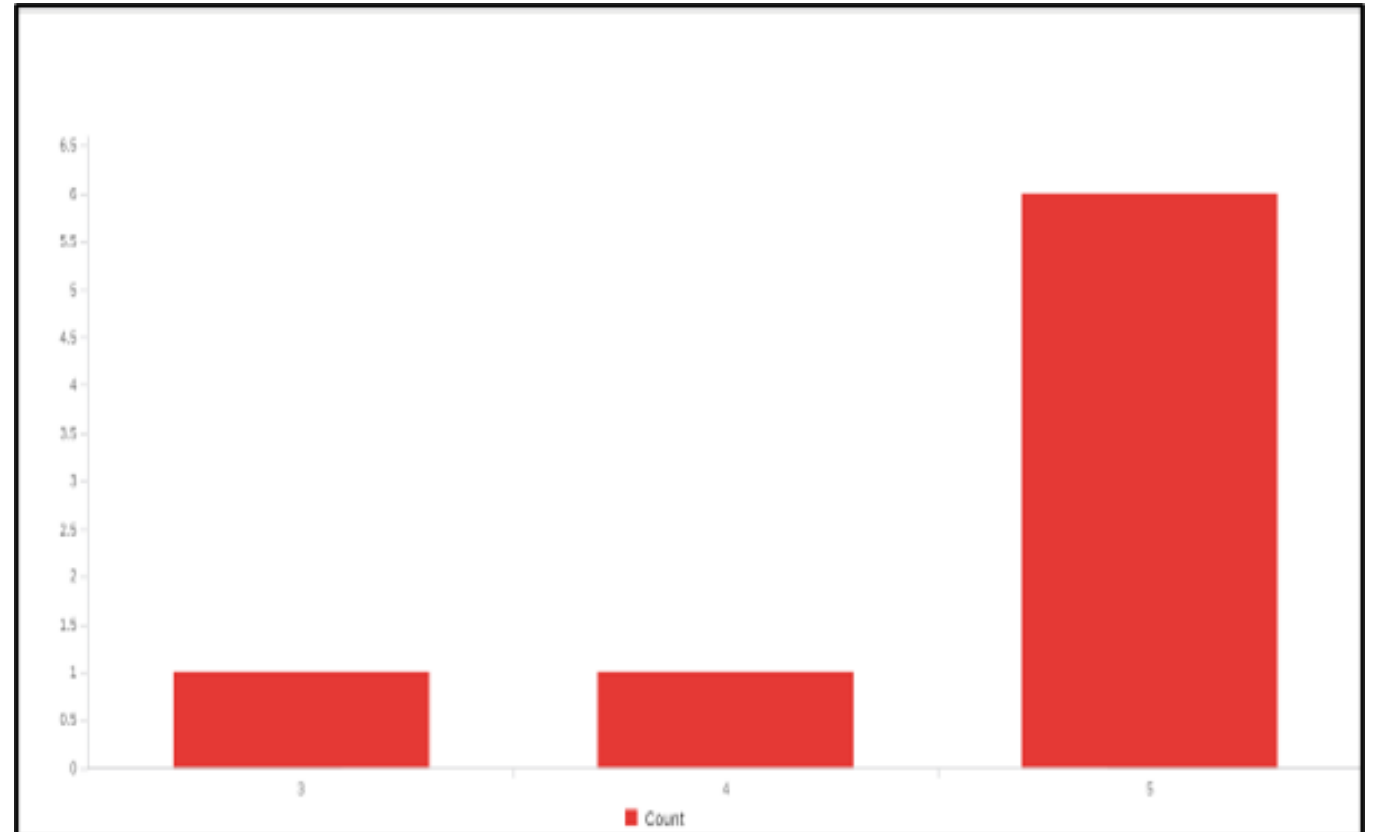
---

What is the name of your facility?

---

Facility Type

Home-Based  
 Center-Based



151 Provider Responses

# FIDELITY MONITORING

# Fidelity Monitoring and Quality Improvement Routines

- Fidelity monitoring is aimed at ensuring the effectiveness of mentoring support for early learning programs through utilizing reports.
- All fidelity meetings cover various compliance aspects, including program specificity, quality of delivery, exposure/duration of mentoring support, and the development of CQIPs.
- Ensures teams are on track to meet production targets, state requirements, and internal goals.
- Uncovers gaps and barriers to inform improvement planning and staff development.
- Allows us to optimize staff capacity and increase service opportunities.





# Case Management Review

- 1:1 Collaboration between mentor managers and mentors.
- Review currently caseloads and progress towards individual and project wide goals.
- Review data in CLI Engage.
- Opportunities to coach mentors, based on needs.





# Statewide Mentoring Reports



# Statewide Mentoring Report

Statewide PLC Attendance, Micro-Credentials, Action Badges						
LWDB	Mentor Count	% PLC Attendance	Average % Video upload	Total Active CQIPs	Total Action Badges	Total Micro-credentials
XX	XX	XX	XX	XX	XX	XX

# **PROFESSIONAL DEVELOPMENT FOR MENTORS**

# Mentor Professional Development Schedule




[About TRS](#) • [Providers](#) • [Parents](#) • [Texas Rising Star Tools](#) • [Contact Us](#) • [Select Language](#) • [Staff Login](#)

Texas Rising Star > Digital Resource Collection

## Digital Resource Collection

Home to resources that support quality improvement for early learning programs.

Designed for early learning programs in Texas, the Digital Resource Collection (DRC) houses professional learning resources, examples of Texas Rising Star quality measures, classroom implementation tools, and more! Most resources are free or low cost to programs.

### Workforce Solutions-Early Education Quality Services Two Year Mentor PLC Plan

#### PROFESSIONAL DEVELOPMENT COURSE OUTLINE

YEAR ONE SERIES				YEAR TWO SERIES			
#	Name of Professional Development Course	Time	#	Name of Professional Development Course	Time	#	Name of Professional Development Course
1	Inclusion Practices – Dr. Cathy Guffertag	2 hrs.	1	CIRCLE Infant and Toddler Teacher Training: "Play with Me" - Connect with Me: Promoting Social and Emotional Development (Part 1)	2 hrs.	1	CIRCLE Infant and Toddler Teacher Training: "Play with Me" - Connect with Me: Promoting Social and Emotional Development (Part 1)
2	Texas Rising Star Digital Resource Collection, Part I	2 hrs.	2	CIRCLE Infant and Toddler Teacher Training: "Play with Me" - Connect with Me: Promoting Social and Emotional Development (Part 2)	2 hrs.	2	CIRCLE Infant and Toddler Teacher Training: "Play with Me" - Connect with Me: Promoting Social and Emotional Development (Part 2)
3	Texas Rising Star Digital Resource Collection, Part II	2 hrs.	3	CIRCLE Infant and Toddler Teacher Training: "Play with Me" - Connect with Me: Promoting Social and Emotional Development (Part 3)	2 hrs.	3	CIRCLE Infant and Toddler Teacher Training: "Play with Me" - Connect with Me: Promoting Social and Emotional Development (Part 3)
4	2022 Texas Prekindergarten Guidelines, Part I <a href="https://tea.texas.gov/early-learning/early-childhood-education/teaguidelines/2022-texas-prekindergarten-guidelines-part-i">https://tea.texas.gov/early-learning/early-childhood-education/teaguidelines/2022-texas-prekindergarten-guidelines-part-i</a>	2 hrs.	4	Maintaining Safe Staff-to-Child Ratios <a href="https://www.tea.texas.gov/early-learning/early-childhood-education/teaguidelines/2022-texas-prekindergarten-guidelines-part-i">https://www.tea.texas.gov/early-learning/early-childhood-education/teaguidelines/2022-texas-prekindergarten-guidelines-part-i</a>	2 hrs.	4	Maintaining Safe Staff-to-Child Ratios <a href="https://www.tea.texas.gov/early-learning/early-childhood-education/teaguidelines/2022-texas-prekindergarten-guidelines-part-i">https://www.tea.texas.gov/early-learning/early-childhood-education/teaguidelines/2022-texas-prekindergarten-guidelines-part-i</a>
5	2022 Texas Prekindergarten Guidelines, Part II <a href="https://tea.texas.gov/early-learning/early-childhood-education/teaguidelines/2022-texas-prekindergarten-guidelines-part-ii">https://tea.texas.gov/early-learning/early-childhood-education/teaguidelines/2022-texas-prekindergarten-guidelines-part-ii</a>	2 hrs.	5	Learning Through Play <a href="https://www.tea.texas.gov/early-learning/early-childhood-education/teaguidelines/2022-texas-prekindergarten-guidelines-part-ii">https://www.tea.texas.gov/early-learning/early-childhood-education/teaguidelines/2022-texas-prekindergarten-guidelines-part-ii</a>	2 hrs.	5	Learning Through Play <a href="https://www.tea.texas.gov/early-learning/early-childhood-education/teaguidelines/2022-texas-prekindergarten-guidelines-part-ii">https://www.tea.texas.gov/early-learning/early-childhood-education/teaguidelines/2022-texas-prekindergarten-guidelines-part-ii</a>
6	Texas Infant, Toddler, and Three-Year-Old Early Learning Guidelines (ITSN), Part I	2 hrs.	6	eCIRCLE Professional Development Series - Building Vocabulary <a href="https://www.ecircle.org/programs/new-plc-plc-1-14">https://www.ecircle.org/programs/new-plc-plc-1-14</a>	2 hrs.	6	eCIRCLE Professional Development Series - Building Vocabulary <a href="https://www.ecircle.org/programs/new-plc-plc-1-14">https://www.ecircle.org/programs/new-plc-plc-1-14</a>
7	Texas Infant, Toddler, and Three-Year-Old Early Learning Guidelines (ITSN), Part II	2 hrs.	7	eCIRCLE Professional Development Series - Setting the Stage for Children's Talk <a href="https://www.ecircle.org/programs/new-plc-plc-1-14">https://www.ecircle.org/programs/new-plc-plc-1-14</a>	2 hrs.	7	eCIRCLE Professional Development Series - Setting the Stage for Children's Talk <a href="https://www.ecircle.org/programs/new-plc-plc-1-14">https://www.ecircle.org/programs/new-plc-plc-1-14</a>
8	Progress Monitoring Assessment	2 hrs.	8	Inflectional Early Language Development <a href="https://www.ecircle.org/programs/new-plc-plc-1-14">https://www.ecircle.org/programs/new-plc-plc-1-14</a>	2 hrs.	8	Inflectional Early Language Development <a href="https://www.ecircle.org/programs/new-plc-plc-1-14">https://www.ecircle.org/programs/new-plc-plc-1-14</a>
9	Developmental Milestone Checklist for Infant-Toddlers <a href="https://www.ecircle.org/programs/new-plc-plc-1-14">https://www.ecircle.org/programs/new-plc-plc-1-14</a>	2 hrs.	9	Nurturing and Responsive Relationships - Preschool Module 1 <a href="https://www.ecircle.org/programs/new-plc-plc-1-14">https://www.ecircle.org/programs/new-plc-plc-1-14</a>	2 hrs.	9	Nurturing and Responsive Relationships - Preschool Module 1 <a href="https://www.ecircle.org/programs/new-plc-plc-1-14">https://www.ecircle.org/programs/new-plc-plc-1-14</a>
10	The Environment: Schedules and Routines for Infants and Toddlers - CTC <a href="https://www.ecircle.org/programs/new-plc-plc-1-14">https://www.ecircle.org/programs/new-plc-plc-1-14</a>	2 hrs.	10	Accommodations to the Physical Environment: Setting Up a Classroom for Students with Visual Disabilities <a href="https://www.ecircle.org/programs/new-plc-plc-1-14">https://www.ecircle.org/programs/new-plc-plc-1-14</a>	2 hrs.	10	Accommodations to the Physical Environment: Setting Up a Classroom for Students with Visual Disabilities <a href="https://www.ecircle.org/programs/new-plc-plc-1-14">https://www.ecircle.org/programs/new-plc-plc-1-14</a>
11	The Importance of Peer Interaction and Social Pretend Play <a href="https://www.ecircle.org/programs/new-plc-plc-1-14">https://www.ecircle.org/programs/new-plc-plc-1-14</a>	2 hrs.	11	A Relationship-Based Approach to Family Engagement <a href="https://www.ecircle.org/programs/new-plc-plc-1-14">https://www.ecircle.org/programs/new-plc-plc-1-14</a>	2 hrs.	11	A Relationship-Based Approach to Family Engagement <a href="https://www.ecircle.org/programs/new-plc-plc-1-14">https://www.ecircle.org/programs/new-plc-plc-1-14</a>
12	Beginning Education: Early Childcare at Home <a href="https://www.ecircle.org/programs/new-plc-plc-1-14">https://www.ecircle.org/programs/new-plc-plc-1-14</a>	2 hrs.	12	Injury Prevention and Child Safety in Child Care Settings <a href="https://www.ecircle.org/programs/new-plc-plc-1-14">https://www.ecircle.org/programs/new-plc-plc-1-14</a>	2 hrs.	12	Injury Prevention and Child Safety in Child Care Settings <a href="https://www.ecircle.org/programs/new-plc-plc-1-14">https://www.ecircle.org/programs/new-plc-plc-1-14</a>
13	Engage Children in Meaningful Conversations <a href="https://www.ecircle.org/programs/new-plc-plc-1-14">https://www.ecircle.org/programs/new-plc-plc-1-14</a>	2 hrs.	13	Promoting Social-Emotional Development: The Preschool Teacher <a href="https://www.ecircle.org/programs/new-plc-plc-1-14">https://www.ecircle.org/programs/new-plc-plc-1-14</a>	2 hrs.	13	Promoting Social-Emotional Development: The Preschool Teacher <a href="https://www.ecircle.org/programs/new-plc-plc-1-14">https://www.ecircle.org/programs/new-plc-plc-1-14</a>
June, 2024		Texas School Ready Summer Institute Waco, TX, (Optional) TBD	3 Days (24 hrs.)	June, 2025		Texas School Ready Summer Institute Waco, TX, (Optional) TBD	3 Days (24 hrs.)
Sept., 2024		CU Coaching Camp (Houston, TX)	4 Days (16 hrs.)	Sept., 2025		CU Coaching Camp (Houston, TX)	4 Days (16 hrs.)

[www.ecircle.org](http://www.ecircle.org) 1.888.469.3080 (5627)  
 Workforce Solutions is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Please request appropriate accommodations if you have a disability. In alternate: 1.888.735.3080 (TDD) 1.888.735.3080 (voice) or 711

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Revised: January 12, 2024

# Micro-Learning

- Quiz Too tool
- Provides opportunity to identify areas of support
- Uses resources such as Guidelines, Staff Handbook and Technical Scoring Manual

# Other Professional Development

## Professional Learning Communities

- Eligible mentors actively participated in PLCs aimed at enhancing their understanding of high-quality coaching competencies, leading to improved mentoring practices and attainment of demonstrable micro-credentialing badges.

## All Staff Professional Development

- These hands-on trainings allowed mentors to explore various components, including video exemplars, professional development trainings, and templates that could be utilized to support providers in the community effectively. Through these comprehensive professional development initiatives, our mentor staff and management team were equipped with the knowledge, skills, and resources necessary to deliver high-quality coaching and mentoring support to early childhood education providers.

## Manager ToTs

- Each month, mentor managers will undergo training on different content areas following the Training of Trainers (TOT) model.

## Assessor Training Certification Program (ATCP)

- Mentors and mentor managers are required to complete the required ATCP coursework. Completion of these courses within two to four weeks was mandatory before mentors could be assigned a caseload. While ATCP certification is no longer mandatory for mentoring staff, they are still required to complete the prescribed training and certification courses within the Texas Rising Star ATCP.



# Q & A