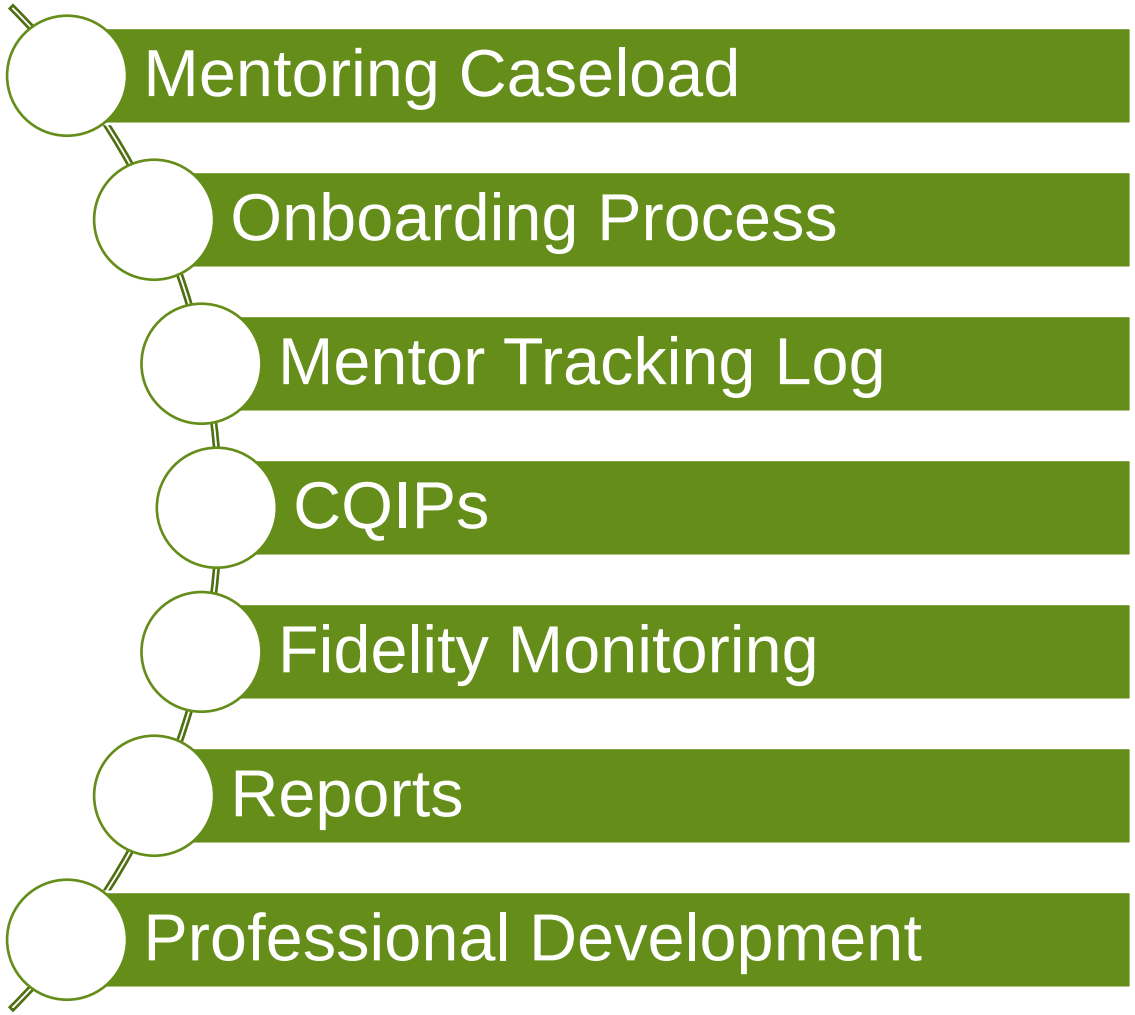
Workforce Solutions

STRATEGIES FOR EFFECTIVE MANAGEMENT OF TEXAS RISING STAR

TWC – CLI – WORKFORCE SOLUTIONS GULF COAST

Agenda



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Meet the Team

Lindsay Hill, Texas Workforce Commission

Jasmine Wiggins, CLI

Linda Morgan-Dorsey, Board Contractor

Katie McConnell, Board Contractor

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MENTORING CASELOADS

Mentor Caseloads

Pre-Assessment Team	Certified Team	Specialty Team	Mentor Managers
22 mentors	13 mentors	4 mentors	5 managers
Eligible programs	Two-Star	SIAs	4 Eligible and Ineligible programs
Ineligible programs	Three-Star	Probation A & B	
	Four-Star	Suspended	

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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

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Managing Caseloads Requires

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

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Engage Reports

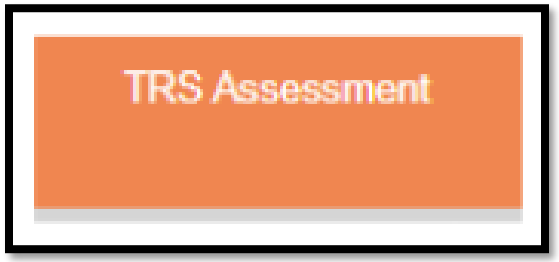
Available Engage Reports

- 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

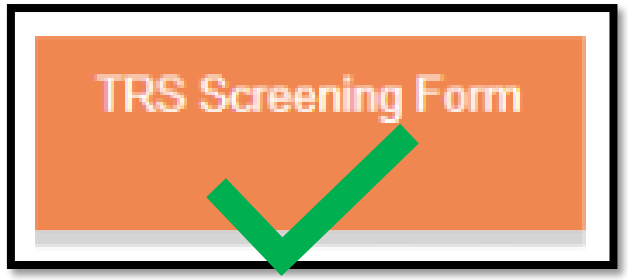
This report generates data to determine the status of Programs as it relates to Entry Level-designated programs. The reporting displays assigned point values aligned with High and Medium-High deficiency types and showcases schools meeting Entry Level designation status.

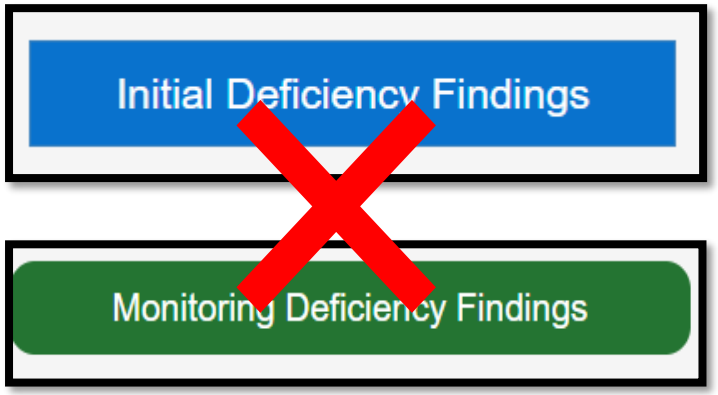
Features:

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

Texas Rising Star Screening Form Report

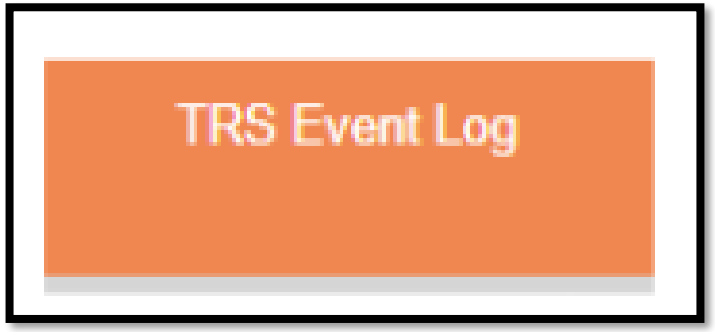
- This report is designed to give users access to deficiency data for programs, which comes directly from Child Care Regulation (CCR).
- This report can be used to screen programs while supporting with mentoring





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.

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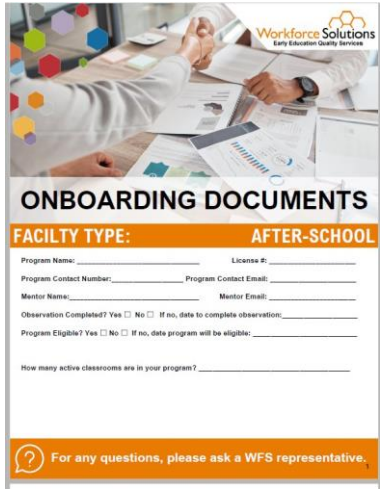
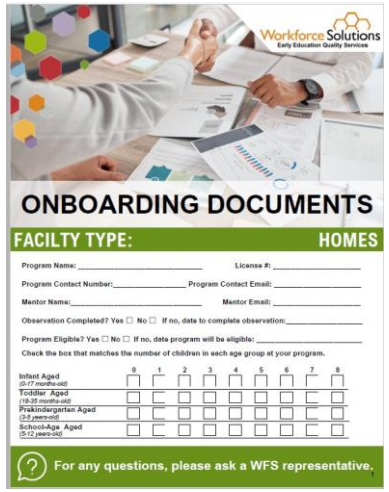
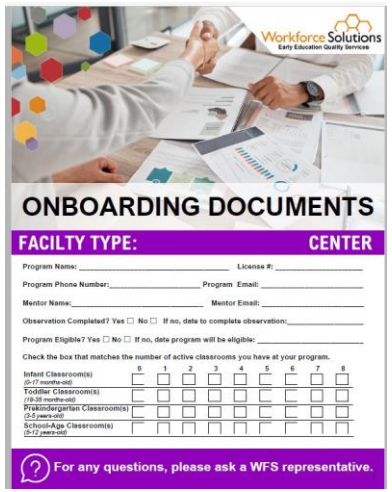
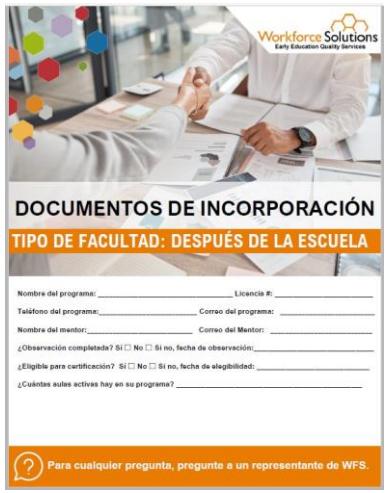
Pre-Assessment Required Documents

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









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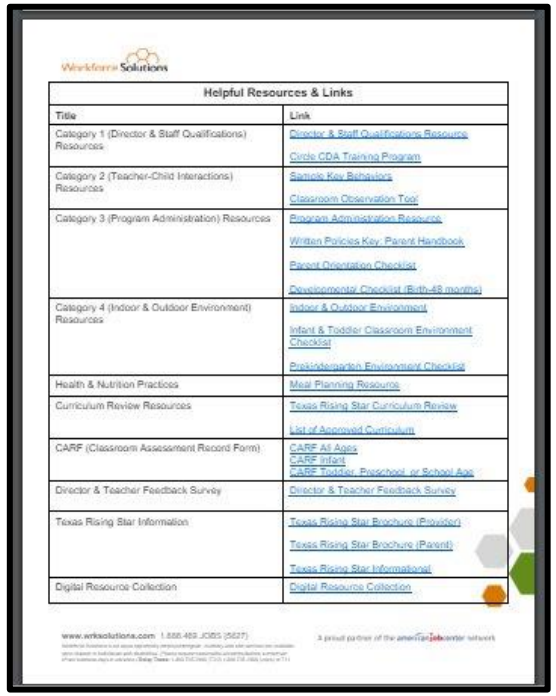
Resource Packet

- 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	Director & Staff Qualifications Resource Circle CDA Training Program
Category 2 (Teacher-Child Interactions) Resources	Sample Key Behaviors Classroom Observation Tool
Category 3 (Program Administration) Resources	Program Administration Resource Written Policies Key: Parent Handbook Parent Orientation Checklist Developmental Checklist (Birth-48 months)
Category 4 (Indoor & Outdoor Environment) Resources	Indoor & Outdoor Environment Infant & Toddler Classroom Environment Checklist Prekindergarten Environment Checklist
Health & Nutrition Practices	Meal Planning Resource
Curriculum Review Resources	Texas Rising Star Curriculum Review List of Approved Curriculum
CARF (Classroom Assessment Record Form)	CARF All Ages CARF Infant CARF Toddler, Preschool, or School Age
Director & Teacher Feedback Survey	Director & Teacher Feedback Survey
Texas Rising Star Information	Texas Rising Star Brochure (Provider) Texas Rising Star Brochure (Parent) Texas Rising Star Informational
Digital Resource Collection	Digital Resource Collection

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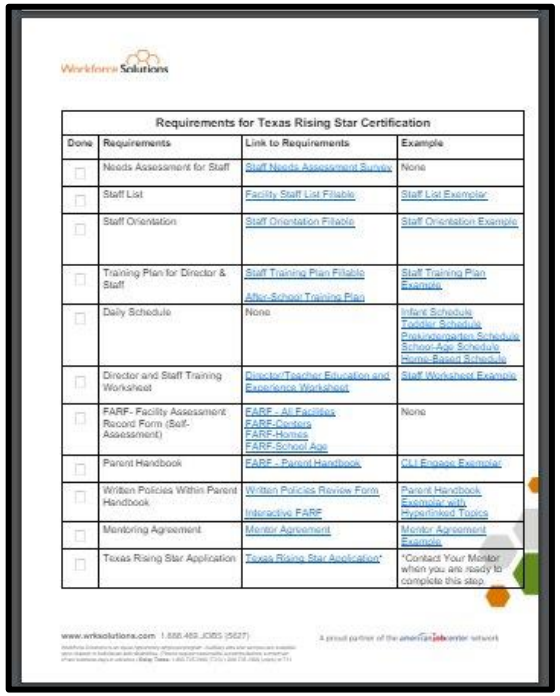

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Requirements for Texas Rising Star Certification

Done	Requirements	Link to Requirements	Example
☐	Needs Assessment for Staff	Staff Needs Assessment Survey	None
☐	Staff List	Facility Staff List Fillable	Staff List Exemplar
☐	Staff Orientation	Staff Orientation Fillable	Staff Orientation Example
☐	Training Plan for Director & Staff	Staff Training Plan Fillable After-School Training Plan	Staff Training Plan Example
☐	Daily Schedule	None	Infant Schedule Toddler Schedule Prekindergarten Schedule School-Age Schedule Home-Based Schedule
☐	Director and Staff Training Worksheet	Director/Teacher Education and Experience Worksheet	Staff Worksheet Example
☐	FARF- Facility Assessment Record Form (Self-Assessment)	FARF - All Facilities FARF-Centers FARF-Homes FARF-School Age	None
☐	Parent Handbook	FARF - Parent Handbook	CLI Engage Exemplar
☐	Written Policies Within Parent Handbook	Written Policies Review Form Interactive FARF	Parent Handbook Exemplar with Hyperlinked Topics
☐	Mentoring Agreement	Mentor Agreement	Mentor Agreement Example
☐	Texas Rising Star Application	Texas Rising Star Application*	*Contact Your Mentor when you are ready to complete this step.

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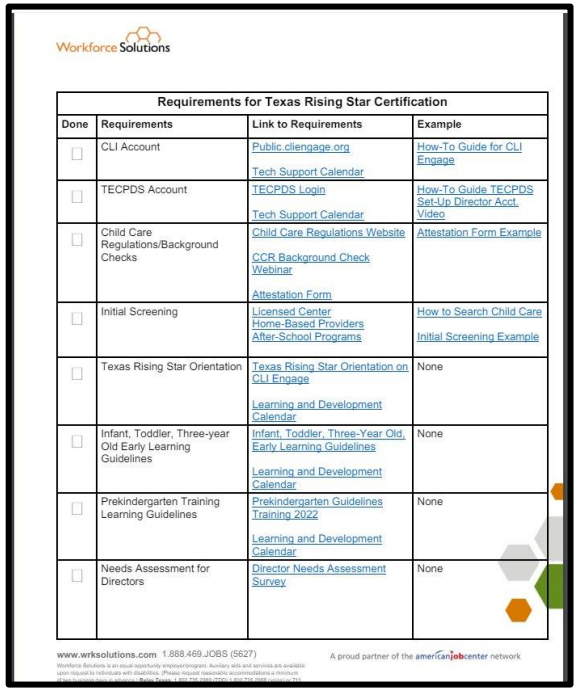

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Requirements for Texas Rising Star Certification

Done	Requirements	Link to Requirements	Example
☐	CLI Account	Public.cliengage.org Tech Support Calendar	How-To Guide for CLI Engage
☐	TECPDS Account	TECPDS Login Tech Support Calendar	How-To Guide TECPDS Set-Up Director Acct. Video
☐	Child Care Regulations/Background Checks	Child Care Regulations Website CCR Background Check Webinar Attestation Form	Attestation Form Example
☐	Initial Screening	Licensed Center Home-Based Providers After-School Programs	How to Search Child Care Initial Screening Example
☐	Texas Rising Star Orientation	Texas Rising Star Orientation on CLI Engage Learning and Development Calendar	None
☐	Infant, Toddler, Three-year Old Early Learning Guidelines	Infant, Toddler, Three-Year Old, Early Learning Guidelines Learning and Development Calendar	None
☐	Prekindergarten Training Learning Guidelines	Prekindergarten Guidelines Training 2022 Learning and Development Calendar	None
☐	Needs Assessment for Directors	Director Needs Assessment Survey	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 reviewal for the Centralized Assessment Entity (CAE).

Program Name:_____

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

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

[1] Applicable to programs that are accredited through Texas Rising Star-approved organizations.
[2] 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.

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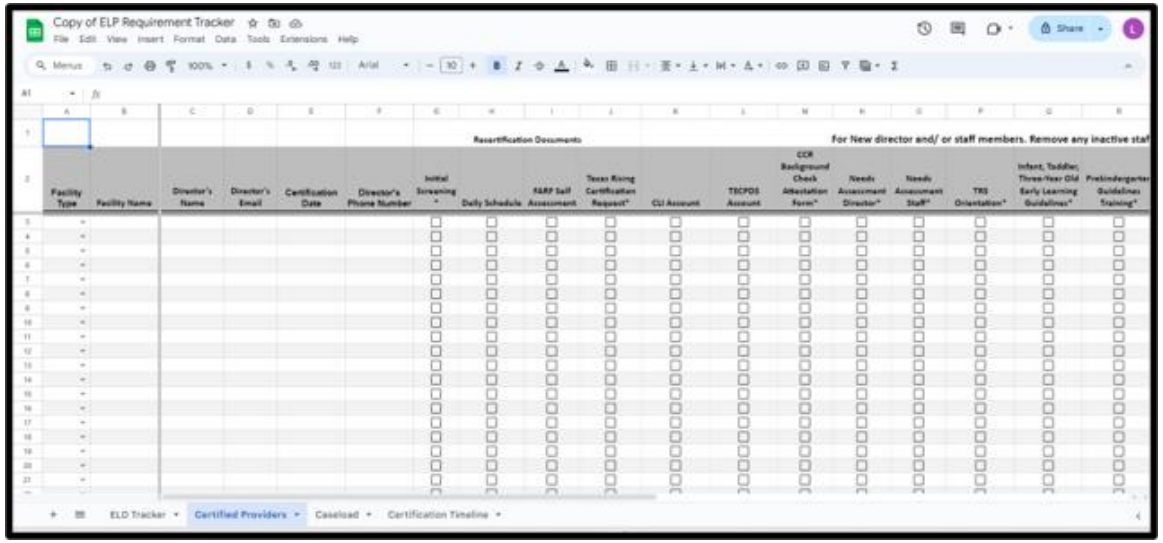
Document Tracker

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



Facility Type	Facility Name	Director's Name	Director's Email	Director's Phone Number	CCS Application Service Agreement	Interest Form	CLI Account
Licensed Center	Cranbrook Learning Connection				☐	☐	☐
Registered Child	Gabrielle Lee				☐	☐	☐
Licensed Center	Genesis Learning Center - Downtown				☐	☐	☐
Licensed Center	Gods Grace Learning Center				☐	☐	☐
Licensed Center	Happy Days Child Learning Center				☑	☑	☑
Licensed Center	HAVARD ELEM ASP/YMCA				☑	☑	☑

TECPDS 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
☐	☐	☐	☐	☑	☑	☑	☑	☐	☐	☐
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Training Plan Director	Training Plan Staff	Director & Staff Education Worksheet	FARF Self Assessment	Parent Handbook	Written Policies (Challenging Behaviors)	Written Policies (Accommodations)	Texas Rising Certification Request	Progress Bar	
☐	☐	☐	☐	☐	☐	☐	☐	19%	
☐	☐	☐	☐	☐	☐	☐	☐	19%	
☑	☑	☑	☑	☐	☐	☐	☐	52%	
☑	☑	☑	☑	☐	☐	☐	☐	52%	
☑	☑	☑	☑	☑	☑	☑	☑	100%	READY!
☑	☑	☑	☑	☑	☑	☑	☑	100%	READY!

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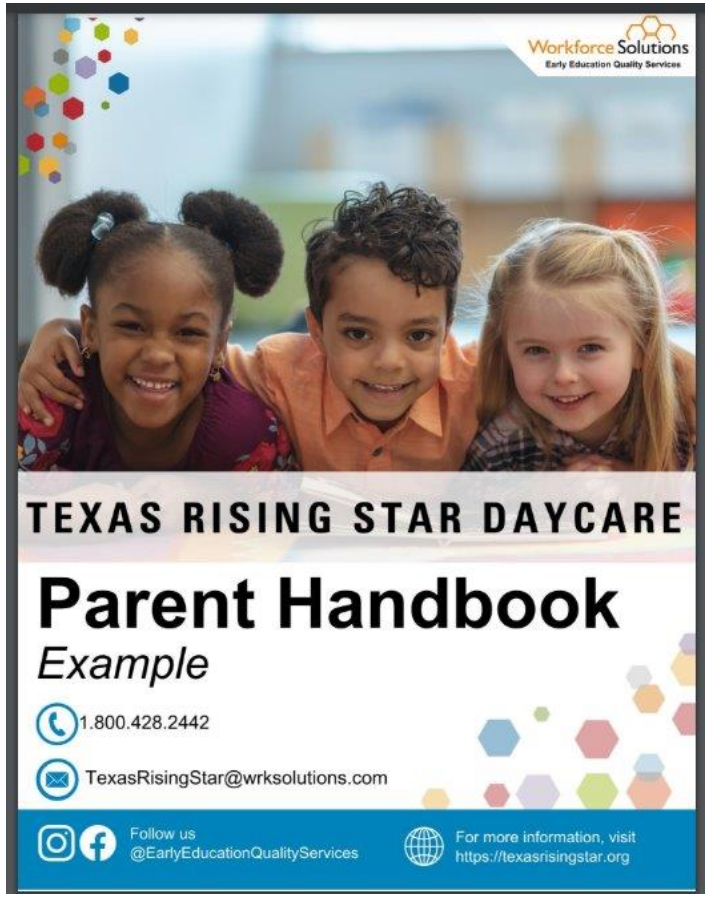
Handbook Committee



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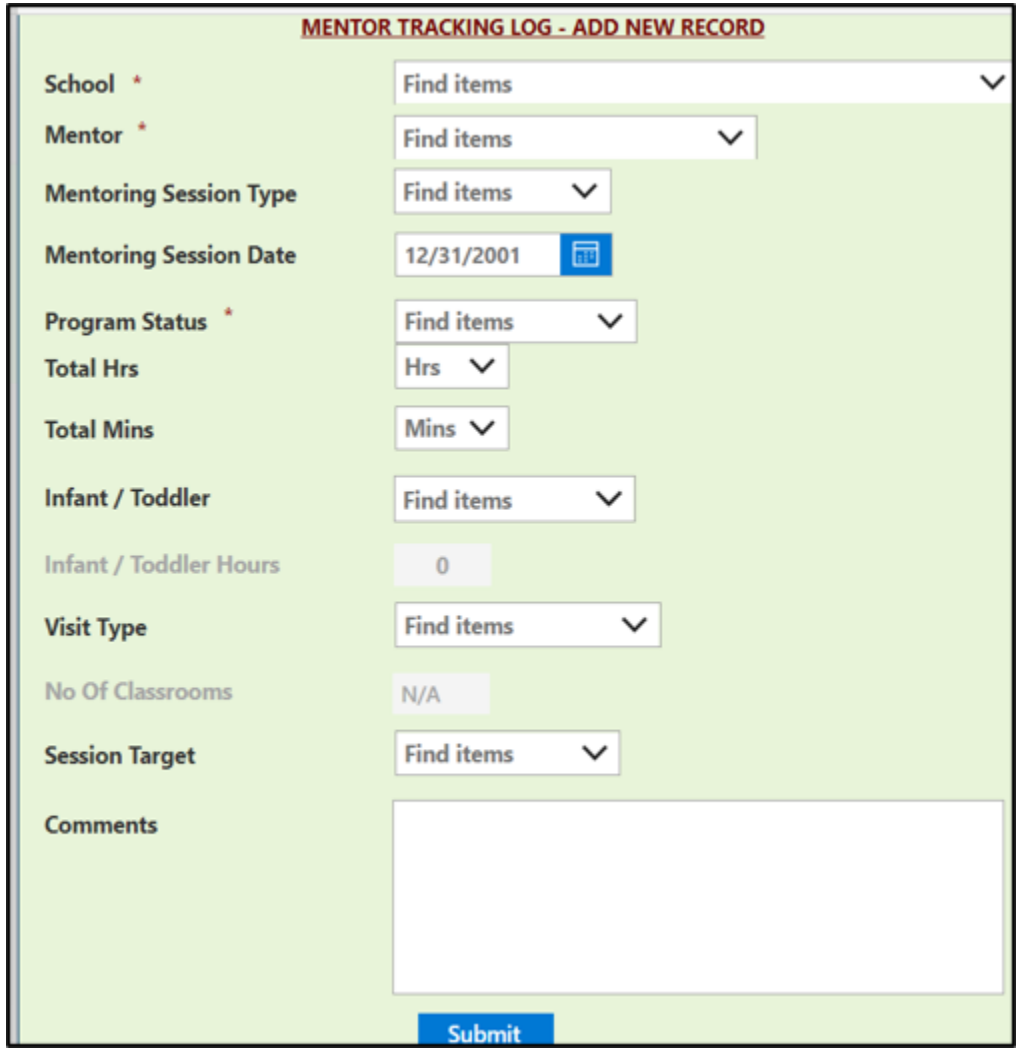
Mentor Tracking Log

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



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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						

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CQIP Report

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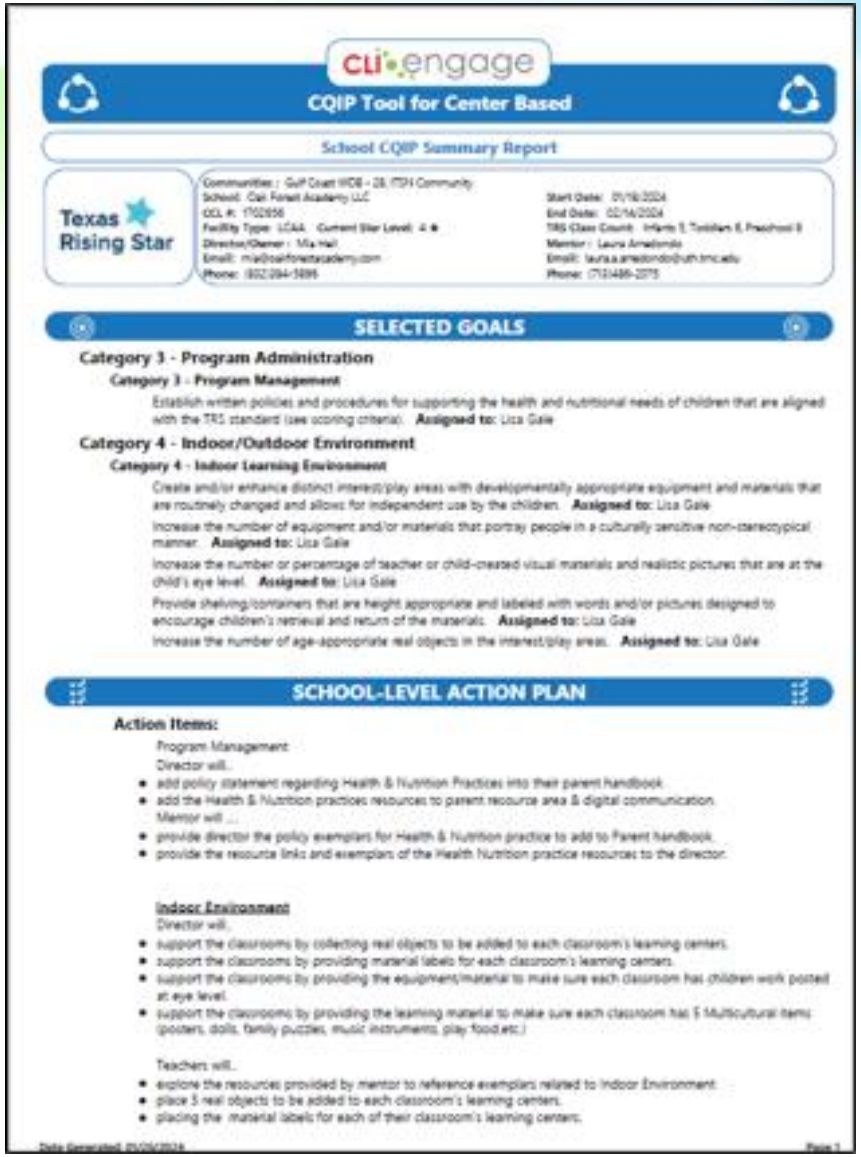
UTHealth Houston

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



cli engage

CQIP Tool for Center Based

School CQIP Summary Report

Texas Rising Star

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 practices resources to parent recource 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 5 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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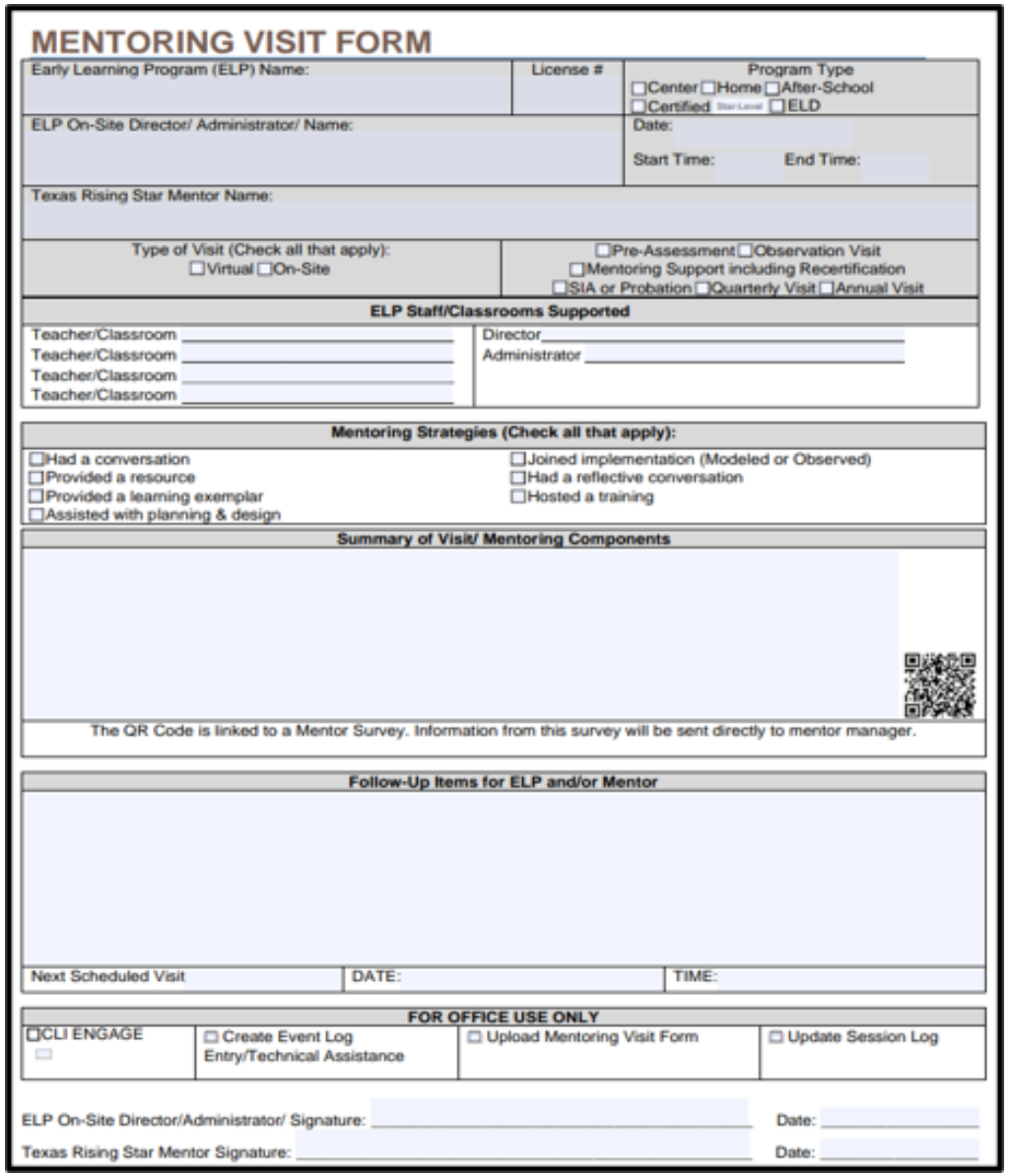
Report Uses

- 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 ☐Center ☐Home ☐After-School ☐Certified ☐ELD
ELP On-Site Director/ Administrator/ Name:		Date: Start Time: End Time:
Texas Rising Star Mentor Name:		
Type of Visit (Check all that apply): ☐Virtual ☐On-Site		☐Pre-Assessment ☐Observation Visit ☐Mentoring Support including Recertification ☐SIA or Probation ☐Quarterly Visit ☐Annual Visit

ELP Staff/Classrooms Supported

Teacher/Classroom _____ Teacher/Classroom _____ Teacher/Classroom _____ Teacher/Classroom _____	Director_____ Administrator _____

Mentoring Strategies (Check all that apply):

☐Had a conversation ☐Provided a resource ☐Provided a learning exemplar ☐Assisted with planning & design	☐Joined implementation (Modeled or Observed) ☐Had a reflective conversation ☐Hosted a training

Summary of Visit/ Mentoring Components

The QR Code is linked to a Mentor Survey. Information from this survey will be sent directly to mentor manager.

Follow-Up Items for ELP and/or Mentor

Next Scheduled Visit	DATE:	TIME:

FOR OFFICE USE ONLY

☐CLI ENGAGE	☐ Create Event Log Entry/Technical Assistance	☐ Upload Mentoring Visit Form	☐ Update Session Log

ELP On-Site Director/Administrator/ Signature: _____ Date: _____

Texas Rising Star Mentor Signature: _____ Date: _____

Provider Survey

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Provider Satisfaction Survey

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Director/Teacher Feedback Form

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.

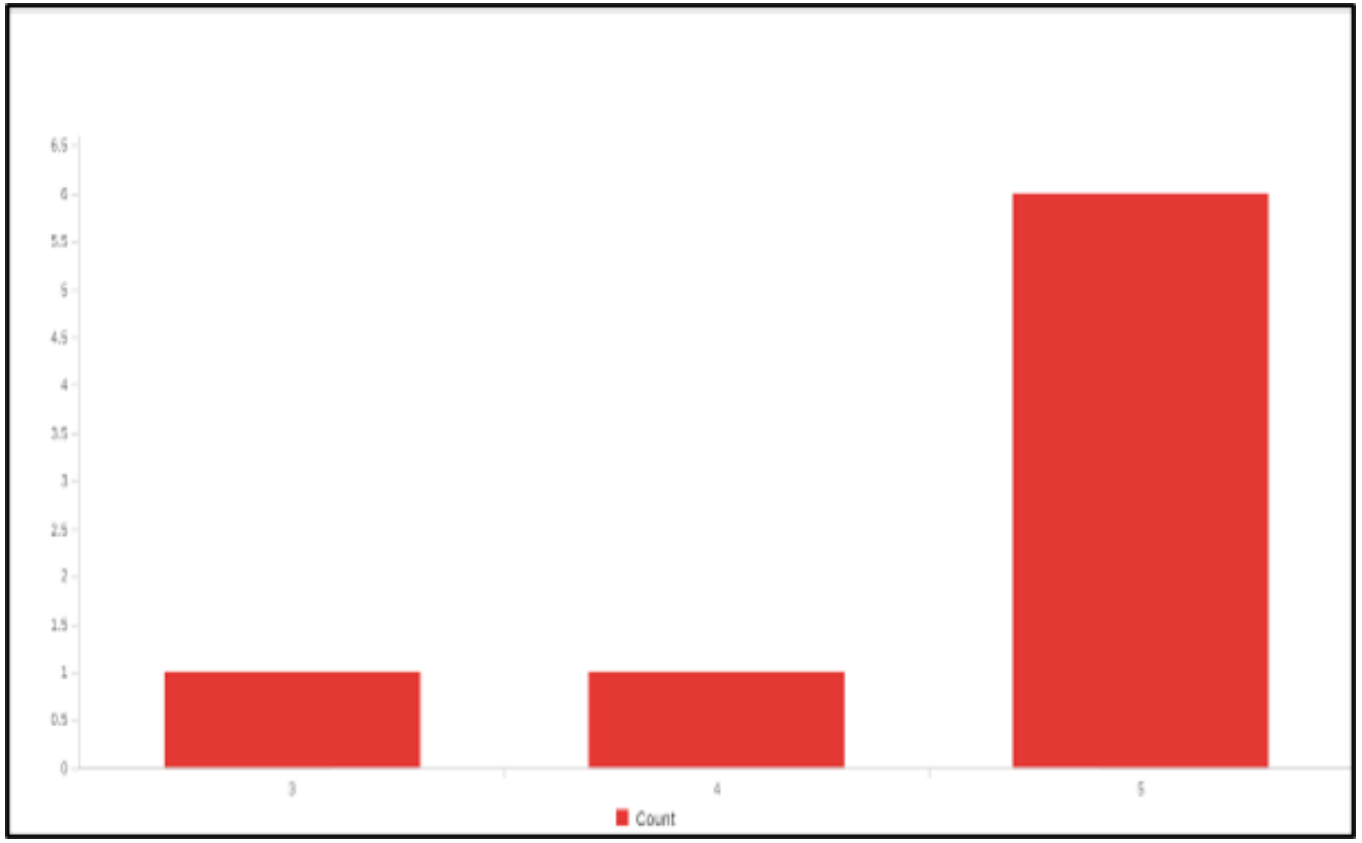
Director's First and Last Name

Teacher's First and Last Name (if applicable)

What is the name of your facility?

Facility Type

- Home-Based
- Center-Based



151 Provider Responses

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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.

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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.

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Statewide Mentoring Reports

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UTHealth Houston

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

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Micro-Learning

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

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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