


## TEXAS WORKFORCE COMMISSION LETTER

<b>ID/No:</b>	06-16, Change 1
<b>Date:</b>	April 8, 2016
<b>Keyword:</b>	Child Care
<b>Effective:</b>	April 1, 2016

**To:** Local Workforce Development Board Executive Directors  
Commission Executive Offices  
Integrated Service Area Managers



**From:** Reagan Miller, Director, Workforce Development Division

**Subject:** **Texas Rising Star Revisions: Measures and Guidelines—Update**

---

### **PURPOSE:**

To provide Local Workforce Development Boards (Boards) with **updated** information and guidance on:

- revisions to the Texas Rising Star (TRS) measures and TRS Guidelines (Guidelines); and
- modifications to the TRS process.

**This WD Letter provides information on an additional Guidelines change regarding the monitoring process for nationally accredited facilities.**

### **CHANGES TO WD LETTER 06-16:**

New information in this WD Letter is indicated by **bold** typeface, which indicates new or clarifying language.

### **BACKGROUND:**

Throughout fall 2015, the Texas Workforce Commission (TWC) hosted four public meetings on the subsidized Child Care program. During the meetings, the majority of the comments received were regarding TRS; this prompted TWC to host two provider working group sessions to gather feedback and recommendations on TRS.

The first provider working group session was held on January 11, 2016, in Austin, and the second session was held on January 19, 2016, in Dallas. Additionally, a working group session for TRS assessor and mentor staff was held on January 26, 2016. The approved changes to TRS described in this WD Letter are a result of the input received from the stakeholder meetings and working group sessions.

## **PROCEDURES:**

### **TRS Measures Changes**

**NLF:** Boards must be aware that on March 9, 2016, TWC’s three-member Commission (Commission) approved the following measure changes, effective April 1, 2016:

#### **Category 1: Director and Staff Qualifications and Training**

##### **Director Education: Career Lattice Level Measure**

###### **Measure S-DQT-01**

The Career Lattice Level measure was removed as a TRS measure. TRS assessors and mentors will no longer score the Director Education: Career Lattice Level measure. Staff will mark “N/A” (Not Applicable) as the score in CLI Engage.

##### **Director Qualifications—Formal Education Scoring**

###### **Measures P-DEQT-01, P-DEQT-02**

The years of experience as a director in a TRS or currently recognized nationally accredited provider has been amended in the following ways:

- Score of 1: over two years to up to four years as a director in a TRS or currently recognized nationally accredited provider
- Score of 2: over four years to up to eight years as a director in a TRS or currently recognized nationally accredited provider
- Score of 3: over eight years as a director in a TRS or currently recognized nationally accredited provider

*Note:* These options do not apply to school-age-only programs.

**NLF:** Assessors should use the above to equate new qualifications. For example, previously, a director with 11 years of experience scored a 2 during the assessment. Under the new changes, the director scores a 3.

Additionally, a nonexpiring director’s certificate has been included as qualification.

Please refer to the attachments to see revisions to measures P-DEQT-01 and P-DEQT-02 in track changes.

##### **Caregiver Qualifications Measure**

###### **Measures P-CQT-01, P-CQT-02**

The Caregiver Qualifications measure has been amended in the following ways:

- Amend Option C. Working toward an associate’s or bachelor’s degree or have successfully completed 12 college credit hours in child development, early childhood education, or related field, and two years of full-time paid

- experience as a caregiver working with children in a licensed or registered facility (Option B for school-age programs)
- Amend Option E. Have successfully completed 150 training clock hours within the last five years in child development, early childhood education, or related field, and two years of full-time paid experience as a caregiver working with children in a licensed or registered facility
  - Amend Option F. Have a bachelor's or associate's degree
  - Add Option G. Ten years of full-time paid experience as a caregiver working in a nationally accredited or TRS facility. (This option does not apply to school-age programs.)

*Note:* These options do not apply to home-based providers.

**NLF:** Assessors should use the revised and new options to equate new qualifications. For example, previously, a caregiver with a bachelor's degree in business would not be counted in the measure (without hours in early childhood education). Under the new changes, the caregiver would be counted in the measure.

Please refer to the attachments to see revisions to measures P-CQT-01 and P-CQT-02 in track changes.

**Assessment Methodology Changes**

**NLF:** Boards must be aware that on March 9, 2016, the Commission approved the following observation guidance changes, effective April 1, 2016:

**Category 2: Caregiver-Child Interactions**

*Median age to determine age group*

Amended Category 2, Caregiver-Child Interactions, group size/ratio observation methodology to determine using the median age of the children enrolled when assessing the group size and ratio for a classroom

**NLF:** TRS assessors and mentors must use the median age of the children enrolled in a classroom when observing group size and ratio.

Per Texas Department of Family and Protective Services (DFPS) Child Care Licensing (CCL) Minimum Standard 746.1603, this is determined by identifying the specified age of the children in each group using this formula:

- 1) List all of the children in the group in order of their ages from youngest to oldest. Children younger than 24 months should be listed by their age in months. Children two years and older are listed by their age in years.
- 2) Determine the total number of children in the group and divide this number by 2. If the result is not a whole number but is .5, such as 6.5, round up to the next number, which in this example is 7. This will be the core number of the group.
- 3) Begin counting at the first or youngest child on your list and count down the

list from youngest to oldest, until you reach the core number. The age of this child is the specified age of the children in this group.

This information should be gathered as close to the assessment date as possible to ensure accuracy.

*Include all primary caregivers in classroom observation*

Amended the observation methodology to include all primary caregivers in the classroom observation.

### **Category 3: Curriculum**

*Allow providers to include site references and resources*

Category 3, Curriculum, amended the observation methodology to allow providers to include site references and resources in lieu of specific page numbers on their lesson plans.

**NLF**: TRS assessors and mentors must allow for the inclusion of site references and resources in lieu of page numbers on lesson plans to score the goals, objectives, sequence, and scope, as well as where the objectives are sourced.

*Allow "N/A" for Technology Measure (P-LPC-14)*

Amend the technology measure (P-LPC-14) to allow for an "N/A" score if providers have clearly stated in their policy/parent handbook that the use of technology goes against center philosophy.

**NLF**: TRS assessors must score "N/A" in CLI Engage if the provider provides documentation in their policy/parent handbook that the use of technology goes against center philosophy.

### **Guidelines Changes**

**NLF**: Boards must be aware that on March 9, 2016, the Commission approved the following Guidelines changes effective April 1, 2016:

*Prescreening form*

- Removed the requirement that providers report to assessor/mentor staff the results of DFPS monitoring visits
- Added a requirement for assessor/mentor staff to complete a TRS prescreening form quarterly for all TRS providers

**NLF**: TRS providers will no longer be required to report DFPS CCL visits to TRS assessors/mentors. TRS assessors will be required to complete the TRS prescreening form quarterly (every three months). It is at Board discretion as to when the form is completed; however, it must be completed at least quarterly for each TRS provider.

*Facility type change*

Amended the Guidelines to include the same process for facility type changes (e.g., a provider that changes from a Registered Child Care Home to a Licensed Child Care Home) as is in place for location and ownership changes.

**NLF**: A provider that changes facility type (e.g., changing from a Registered Child Care Home to a Licensed Child Care Home) will follow the same process as an ownership or location change. The provider will have three months to receive a full assessment and retains its current star level during that period.

***Monitoring process for nationally accredited facilities***

- **Removed the requirement for accredited facilities to undergo a full monitoring (on all TRS categories)**
- **Amended the monitoring process for nationally accredited facilities to only be monitored on Category 2 (Child-Caregiver Interactions) and Category 4 (Nutrition and Indoor/Outdoor Environment)**

**NLF**: **Nationally accredited facilities will only be monitored on Category 2 (Child-Caregiver Interactions) and Category 4 (Nutrition and Indoor/Outdoor Environment) for 50 percent of the facility’s classrooms.**

**Implementation of TRS Changes**

**NLF**: Effective April 1, 2016, during a 2-star or 3-star provider’s first annual monitoring visit, TRS assessors must reassess the provider under the new amended measures. If a provider has already had an annual monitoring, that provider may request a reassessment of the revised measures.

**INQUIRIES:**

Direct inquiries regarding this WD Letter to [wfpolicy.clarifications@twc.state.tx.us](mailto:wfpolicy.clarifications@twc.state.tx.us).

**ATTACHMENTS:**

- Attachment 1: Center-Based Providers and Licensed Child Care Homes and Registered Child Care Homes Providers Formal Education Scoring
- Attachment 2: Center-Based Providers and School-Age–Only Programs Caregiver Qualifications and Training

**RESCISSIONS:**

WD 06-16

---

**REFERENCE:**

Texas Workforce Commission Child Care Services Rules: 40 TAC, Chapter 809

**FLEXIBILITY RATINGS:**

**No Local Flexibility (NLF)**: This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local

flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by “must” or “shall.”

**Local Flexibility (LF)**: This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by “may” or “recommend.”