NJ CENTER FOR QUALITY RATINGS

WP

WILLIAM PATERSON UNIVERSITY

grow nj kids

Star Rating Readiness Checklist for Head Start Programs

Please fill out the following information and upload to your USB of documentation to the New Jersey Center for Quality Ratings.
Send USB to: Attn: NJCQR, William Paterson University (Valley Road Campus), 1600 Valley Road, Room 3016, Wayne, NJ 07470

About the Star Rating Readiness Checklist: The Readiness Checklist (RC) is designed to help centers/schools after they have completed all Grow NJ Kids requirements for 1 and 2 star ratings with their Quality Improvement Specialist (QIS) or Technical Assistant Specialist (TAS) and decide to seek a 3, 4 or 5-Star Rating. The cover sheet of information and Classroom Information List is required to be filled out completely and submitted with the Readiness Checklist with any additional documents as requested and for their program as applicable.

The GNJK Notification of Rating Readiness should also have been e-mailed to Andrea Breitwieser at Andrea.Breitwieser@dhs.state.nj.us.

Date: _____

Center/School Name: _____

Center/School Address: _____

Primary Contact Name: _____

Primary Contact #: _____   Primary Contact Email: _____

School Closing Phone Number and/or Website: _____

QIS/TAS' Name: _____

Type of Program: Head Start ☐   NAEYC Accredited ☐   Child Care ☐

Applying for star rating of: 3 ☐   4 ☐   5 ☐   Re-Rating ☐   Date last star rating received: _____

                                              Star rating received: 3 ☐   4 ☐   5 ☐   Extension ☐

Parking Available?   Y ☐   N ☐   If no, please check the days of alternate side parking (if applicable):   M ☐   T ☐   W ☐   Th ☐   F ☐

Location of Parking: _____

Instructional day start time: _____   Arrival time for children: _____   Building Hours: _____

Number of children enrolled in program: _____

Number of classrooms per age group: **Preschool Programs:** 3yr old: _____   4yr old: _____   Mixed 3/4yr old: _____

                                        Infant/Toddler Programs: Infant (under 18 months): _____   Toddler (18 months – 2 ½ years): _____

Licensing Certificate Number: _____

Notification of Rating Readiness e-mailed to GNJK: Y ☐   N ☐

Two-Month Window: Please provide a window of two months during which an on-site rating visit can occur. Please list any dates of exclusion within this time (i.e. holidays, in-service days, meetings, days of special events, etc.). **Up to 10 dates of exclusion within your selected two-month window are permitted.** Once documentation has been reviewed, NJCQR will contact you with a 10-day time period within the requested two-month window of which during the rating visit will occur. Please note: The 10-day window assigned by NJCQR may not necessarily be on consecutive days.

Requested Two-Month Rating Window: _____

10 Days of Exclusion: _____

Additional Items Required from All Head Start Programs:

Please send the following items on the USB as applicable with the Readiness Checklist:

☐ Staff Hire Dates for all administrators, head/group/lead teacher and paraprofessionals/teacher assistants. If a staff member is part/time (14 hours or less), please note that information.

☐ Birthday Lists for all Infant/Toddler Classrooms

☐ Classroom Schedules for all classrooms

Documentation Review Waiver for Head Start Programs

Based on the monitoring reviews submitted to NJCQR, Head Start programs will need to submit additional documentation in order to reach the points required for the star rating they are seeking. A program may submit any documentation that is under other reviews that were not within two years, or other documentation from any star rating, in order to ensure they reach the required number of points for the star rating they are seeking.

All Head Start Programs must submit:

☐ Copy of most recent Federal Review(s) letters <u>from within past two years</u>

☐ Copy of ongoing monitoring system evidence

☐ Copy of most recently completed OHS monitoring report, plus any additional aligned monitoring reports and copies of correct to any noted code violations within last 12 months

Head Start Monitoring Reviews in which items are waived upon satisfactory reviews:

EnvHS	Environmental Health & Safety Review
LGMS	Leadership, Governance & Management Systems Review
FIS/ERSEA	Fiscal Integrity & ERSEA Review
CSSR	Comprehensive Services & School Readiness Review

Please Note: If you are a Head Start Program that is NAEYC Accredited: Please be sure to send all Head Start documents and NAEYC Accreditation certificates/reports. Documentation requirements for Head Start Programs that are also NAEYC Accredited will be considered in the Star Rating you are seeking.

Classroom Information List

Please fill out the following information for each classroom in your program. **Indicate Head/Group/Lead Teacher with a (T).**

Classroom Name/Number	Names of instructional staff members	Age range of children	Primary language of instruction	Inclusion/ Self-contained	Number of children enrolled in class	Days of operation (If not open M-F) Indicate here if Half-Day Session AM/PM

Classroom Information List

Please fill out the following information for each classroom in your program. **Indicate Head/Group/Lead Teacher with a (T).**

Classroom Name/Number	Names of instructional staff members	Age range of children	Primary language of instruction	Inclusion/ Self-contained	Number of children enrolled in class	Days of operation (If not open M-F) Indicate here if Half-Day Session AM/PM

Summary Sheet for 3, 4 & 5 Star Ratings

The summary sheet lists documentation by GNJK Criteria #. According to the star rating sought, please upload documents to USB drive, check off box, and write the file name inside each box. Items waived for Head Start Reviews are noted accordingly for each item. Head Start Monitoring Reviews are noted accordingly:

EnvHS	Environmental Health & Safety Review
LGMS	Leadership, Governance & Management Systems Review
FIS/ERSEA	Fiscal Integrity & ERSEA Review
CSSR	Comprehensive Services & School Readiness Review

GNJK Criteria #	Evidence/Documentation Required	⭐⭐⭐	⭐⭐⭐⭐	⭐⭐⭐⭐⭐
1.3.1; 1.4.4	**Outdoor Play Area Inspection Logs**	☐ Completed outdoor play area inspection logs for *each playground* from prior 3 months **Head Start EnvHS** ☐	☐ Completed outdoor play inspection logs for *each playground* from prior 6 months **Head Start EnvHS** ☐	
1.3.2	**Breastfeeding Policy & Documentation of Staff Orientation to the Breastfeeding Policy (EHS Programs Only)**	☐ Copy of the breastfeeding policy *(or as noted in Parent Handbook)* **File Name:** ☐ Copy of documentation of staff orientation to the breastfeeding policy **File Name:**		
1.3.3	**Sample menus**	☐ Sample menus for 3 months for each infant/toddler and preschool classroom as appropriate **Head Start EnvHS** ☐		

GNJK Criteria #	Evidence/Documentation Required	⭐⭐⭐	⭐⭐⭐⭐	⭐⭐⭐⭐⭐
1.3.4	**Flyers/Sign-In sheets from health and safety workshops**	☐ Copies of flyers/sign-in sheets from health and safety workshops from within past year (about 2-3 different workshops) **Head Start CSSR** ☐		
1.3.6	**Copy of developmental screening tool; protocol/policy**	☐ **Copy of developmental screening tool; protocol/policy** **Head Start EnvHS** ☐		
2.3.2; 2.4.2	**Copy of policies for completed structured classroom observation/assessment tool(s) (e.g. ECERS; SELA; PCMI; PRISM; QBCC; ITERS-R; CLASS; TPOT; TPITOS)**	☐ Copy of policy for one structured classroom observation/assessment tool used **Head Start CSSR** ☐	☐ Copies of each *additional* policy for structured classroom observation/assessment tool used **Head Start CSSR** ☐	
2.3.4	**Evidence of how results from performance-based assessment* are used to modify/accommodate children's specific needs and abilities** (e.g. lesson/activity plans or materials for different abilities/interests with description that supports how these small group experiences/activities were planned using data from PBA) *If not TS Gold, COR or Work Sampling, submit same amount of copies of what is currently used to document student growth/progress.)	☐ Evidence **and** descriptions of how results from performance-based assessment are being used to modify or accommodate children's specific needs and abilities Submit 1 weeks' worth of lesson plans **with descriptions** from 50% of all classrooms / NJCQR will review the plans & descriptions on-site **Head Start EnvHS** ☐		

GNJK Criteria #	Evidence/Documentation Required	⭐⭐⭐	⭐⭐⭐⭐	⭐⭐⭐⭐⭐
2.4.3	**Evidence of data summaries from performance-based assessment* with descriptions of how it is used to inform program practices/individual student growth** *If not TS Gold, COR or Work Sampling, submit same amount of copies of what is currently used to document/aggregate individual student growth/progress.		☐ Data summaries from performance-based assessment **and** a description of how it is being used in the program to inform program practices/individual student growth (i.e. trainings planned, experiences/activities, materials ordered to support content learning in areas of need, etc.) **Head Start CSSR** ☐	
2.4.4	**Documentation of screening and referral policy**		☐ Copy of screening and referral policy **Head Start EnvHS** ☐	
2.5.2	**Aggregated classroom data summaries of comparative progress over 5-10 months from 50% of classrooms**		☐ Aggregated classroom data summaries of comparative results showing progress over 5-10 months from performance-based assessment for 50% of classrooms Submit electronically, or this can be reviewed on-site through hard copies or electronic database. **Head Start CSSR** ☐	
3.3.1; 3.4.1; 3.5.1	**Documentation of Strengthening Families Protective Factor (SFPF) Framework used in program; collated survey results; annually updated Quality Improvement Plan and self-assessment; evidence of program fully integrating SFPF** Head Start Programs use PFCE Framework in your Program: Markers of Progress	☐ Collated summary sheet with number of families enrolled and number of surveys returned from families. Copy of any/each survey(s) completed in prior 12 months should be submitted Head Start Programs use PFCE Framework in your Program: Markers of Progress **Head Start CSSR** ☐	☐ Evidence that SF Quality Improvement Plan* is based on self-assessment and annually updated *Head Start Programs use PFCE Framework in your Program: Markers of Progress **Head Start CSSR** ☐	☐ Evidence that SFPF* principles and strategies are fully implemented into the program *Head Start Programs use PFCE Framework in your Program: Markers of Progress **Head Start CSSR** ☐

GNJK Criteria #	Evidence/Documentation Required	⭐⭐⭐	⭐⭐⭐⭐	⭐⭐⭐⭐⭐
3.3.2; 3.4.2	**Parent/Family Group Meeting agendas and/or minutes**	☐ Agenda **and/or** Sign-In Sheets from 2 meetings within 1 year (current school year; unless date of ratings notification is early school year; agenda from last school year is acceptable) **Head Start CSSR** ☐	☐ Agenda **and/or** Sign-In Sheets **and/or** Minutes from 3 meetings within 1 year (current school year; unless date of ratings notification is early school year; agenda from last school year is acceptable) **Head Start CSSR** ☐	
3.3.3	**Family Education workshop agendas; and sign-in sheets/ minutes** (Topics should include: early / adult literacy, positive parent interactions, cultural awareness, developmental issues, or any other that identify needs/interests of families)	☐ Family Education workshop agendas **and** Sign-In Sheets or minutes from 2 workshops within 1 year (current school year; unless date of ratings notification is early school year; agenda from last school year is acceptable) **Head Start CSSR** ☐		
3.3.5; 3.4.5	**List of community organizations with parent representatives**	☐ List of community organizations where parent representatives are involved/participate **File Name:**	☐ List of community organizations parents are involved and identify which organizations have at least 1 parent representative. Also submit meeting minutes or agendas from at least 2 meetings **File Name:**	
3.3.6	**Documentation of Absenteeism Policy**	☐ Copy of policy as noted in Parent Handbook **Head Start FIS/ERSEA** ☐		
3.4.3	**Examples of communication strategies; e.g. newsletters, letters, workshops, flyers**		☐ Samples of communication strategies; e.g. newsletters, letters, workshops, flyers from past 6 months (3-4 examples) (Examples can be electronic, paper and/or in multiple languages) **Head Start LGMS** ☐	

GNJK Criteria #	Evidence/Documentation Required	☆☆☆	☆☆☆☆	☆☆☆☆☆
3.5.2	**List of ethnic demographics of student population; Annual current calendar of culturally relevant dates and activities reflecting student demographics**			☐ Calendar of current school year **with activities noted** and list of school demographics with represented ethnicities **File Name:**
4.3.4	**Description of the annual performance evaluation process and copy of evaluation, self-assessment/family surveys**	☐ Description of annual performance evaluation process; copies of evaluation, self-assessment form and family surveys if used **Head Start CSSR** ☐		
4.4.5	**Copy of completed curriculum implementation/Fidelity instrument** If a program is seeking a 5-star rating, this item MUST be submitted/reviewed to meet curriculum requirements for ALL classrooms and age groups as part of the 5-star rating full implementation requirements		☐ Copy of completed curriculum implementation/fidelity checklist/instrument used from 50% of *Preschool **and** Infant/Toddler* classrooms (if applicable) **Head Start CSSR** ☐	
4.4.6	**Copy of staff meeting schedule and/or agendas**		☐ Schedule/Staff Meeting Agendas **File Name:**	
4.4.7	**Evidence of aggregated classroom/program/child level data reports and program improvement plan**		☐ Evidence demonstrating aggregated data used 2x in a 10 month program from 50% of classrooms **with** Program Improvement Plan **Head Start CSSR** ☐	
4.5.1	**Agency Training Plans**			☐ Evidence of agency training plans Can include plans for workshops, conferences & trainings **Head Start LGMS** ☐
4.5.2	**Score sheets from completed assessments: Pyramid Model TPOT and/or TPITOS**			☐ Copy of completed assessment score sheets from each classroom (TPOT **and** TPITOS as appropriate for each classroom's age group) **File Name:**

GNJK Criteria #	Evidence/Documentation Required	⭐⭐⭐	⭐⭐⭐⭐	⭐⭐⭐⭐⭐
5.3.1; 5.4.1; 5.5.1	**Self-Assessed PAS score sheet**	☐ Score sheet: Required minimum score of 3 **Head Start LGMS** ☐	☐ Score sheet: Required minimum score of 4 **Head Start LGMS** ☐	☐ Score sheet: Required minimum score of 5 **Head Start LGMS** ☐
5.3.2	**Written definition of roles and responsibilities of the governing body (if non-profit/public)**	☐ Copy of the written definition of roles and responsibilities of the governing body **Head Start LGMS** ☐		
5.3.3	**Written policy/manual that includes financial operating procedures**	☐ Copy of written description of financial operations/procedures **Head Start FIS/ERSEA** ☐		
5.3.4	**Marketing Plan addressing increasing enrollment**	☐ Copy of Marketing Plan **Head Start FIS/ERSEA** ☐		
5.3.5	**Current operating budget including statement of income and expenditures**	☐ Copy of current year's operating budget including statement of income and expenditures **Head Start FIS/ERSEA** ☐		
5.3.6	**Evidence of parent/staff feedback used to evaluate program**	☐ Evidence of parent/staff feedback used to evaluate program (i.e. surveys or other written communications) **Head Start LGMS** ☐		
5.3.7	**Evidence of internal communication strategies** **Ex: regularly scheduled staff meetings, written procedures of policies, handbook, staff bulletin board, in-house newsletters, memos, verbal communication, e-mail**	☐ Samples from at least 3 types of strategies currently utilized within past 3 years of notification of ratings **Head Start LGMS** ☐		
5.3.8; 5.5.2	**Benefit policy describing the benefit(s) employees receive (Employee Handbook)**	☐ Evidence of at least one benefit offered **Head Start LGMS** ☐		☐ Evidence of at least two benefits offered **Head Start LGMS** ☐

GNJK Criteria #	Evidence/Documentation Required	⭐⭐⭐	⭐⭐⭐⭐	⭐⭐⭐⭐⭐
5.4.2	**Advisory council meeting minutes/sign-in sheets**		☐ Meeting Minutes **or** Sign-In Sheets from meeting from current school year (if early in school year, acceptable to submit from last school year) **Head Start LGMS** ☐	
5.4.3	**Business/Strategic Plan**		☐ Written description of Business/Strategic Plan **Head Start LGMS** ☐	
5.4.4	**Written description of system for tracking teacher turnover with evidence**		☐ Written description of system with evidence (i.e. an Excel graph indicating percentage of teacher turnover each year and their reason for separation) – at least 3 years of turnover tracked **Head Start LGMS** ☐	
5.4.5	**Annual report with financial system information**		☐ Copy of annual report **Head Start LGMS** ☐	
5.4.6	**Quarterly accounting review report**		☐ Copy of quarterly accounting review report **Head Start LGMS** ☐	
5.4.7	**Signed contract with CPA and most recent audit**		☐ Signed contract with a CPA and most recent audit **Head Start FIS/ERSEA** ☐	

GNJK Criteria #	Evidence/Documentation Required	⭐⭐⭐	⭐⭐⭐⭐	⭐⭐⭐⭐⭐
5.5.3	**Documentation of ongoing reflective practice opportunities/ Head Start Programs: Practice-Based Coaching Document**			☐ Evidence of ongoing reflective practice opportunities or evidence of coaching/ mentoring using the reflective cycle from minimum of 4 staff files or 25% of staff files (whichever is greater) **Head Start CSSR** ☐
5.5.4	**Documentation of professional development plans; incentive programs**			☐ Minutes from Professional Learning Community within 6 months and evidence of incentive program If staff is formally recognized at a staff meeting, meeting minutes could be used as documentation **File Name:**

On-Site Documentation

On-Site Documentation: During the on-site documentation review, NJCQR staff will be pulling samples of listed on-site documentation *at random*. Therefore, please provide clear detail of where NJCQR staff will be able to find the mass amount of documentation that is listed (e.g. where all children's folders are located together, where all staff folders are located together).

GNJK Documentation and Standard Number	On-Site Location of Documentation
☐ Signed receipts for the Parent Handbook (1.3.4) **Head Start CSSR** ☐ ☐ Copies of completed developmental screening tools (should be completed according to program screening policy; ESI-R; ASQ; Brigance) (1.3.6) **Head Start EnvHS** ☐ ☐ Policy of age-appropriate oral health care for all children including documentation of parent consent (1.4.2) **Head Start EnvHS** ☐ ☐ Evidence that vision, hearing and dental screenings are offered and results are shared with families (1.5.1) **Head Start EnvHS** ☐	**Children's Intake Folders** NJ Center for Quality Ratings will randomly select minimum of 10% of the children's intake folders or a minimum of 10 folders for review (whichever is greater) **Location:**
☐ Evidence of performance-based assessment* used: sample portfolios, observation forms, completed rubrics (2.3.3) *If not TS Gold, COR or Work Sampling, submit same amount of copies of what is currently used to document student growth/progress. **Head Start CSSR** ☐ ☐ Documentation of results from performance-based assessment* shared with families (2x in a 10 month program) (2.3.5) *If not TS Gold, COR or Work Sampling, submit same amount of copies of what is currently used to document student growth/progress. **Head Start CSSR** ☐ ☐ Copies of completed referrals (2.4.4) **Head Start EnvHS** ☐ ☐ Child's Transition Folders **and** Transition Policy (2.4.5) **Head Start CSSR** ☐ ☐ Documentation of offered home visits with evidence they are offered up to 2x a year (newsletter, letter home, etc.) (3.3.4; 3.4.4) **Head Start CSSR** ☐	**Children's Classroom Folders** NJ Center for Quality Ratings will randomly select minimum of 10% of the children's classroom (transition) folders or a minimum of 10 folders for review (whichever is greater) **Location:**

GNJK Documentation and Standard Number	On-Site Location of Documentation
☐ Signed receipt teachers and teacher assistants have received a copy of the NJ Birth-Three Standards and/or NJ Preschool Teaching and Learning Standards (2.3.1)	**Staff Folders** NJ Center for Quality Ratings will randomly select minimum of 25% of the instructional staff files or a minimum of 4 files for review (whichever is greater) For **4.4.8,** non-instructional folders will be reviewed. **Location:**
☐ Individual Professional Development Plans (4.3.4; 5.3.9) **Head Start CSSR** ☐	
☐ Signed receipts from non-instructional staff receiving documentation of school practices (4.4.8)	

Professional Development and Trainings

Please check off the standards you would like NJCQR to review.

Staff Member T = Head/Group/Lead Teachers from every classroom TA = 1 FT Teacher Assistant/paraprofessional /aides per classroom D/S = Director/Supervisors TS= Teaching Staff (T's + TA's from each classroom) PT = Part-time staff h = hours	☐ 4.3.1	☐ 4.3.2 4.3.7	☐ 4.3.3	☐ 4.3.5	☐ 4.3.6	☐ 4.4.1	☐ 4.4.3	☐ 4.4.4
	Formal Training In Curriculum This *additional* curriculum training should be <u>beyond</u> what is required for star rating that the program applied for and will be counted *in addition to* the formal training for curriculum required for the star rating sought. T, TA, D/S T= 5h TA= 3h D/S= 5h PT = 1h *Random Sample	**Performance-Based Assessment** **T** (Teaching Strategies Gold, High Scope COR, Work-Sampling) T = 5h *Random Sample *If a program is seeking a Star Rating of 5, <u>all head/group/lead teachers</u> must have <u>10 hours of</u> this training.	**Evaluation/ observation instruments** **D/S** **D/S ONLY= 3h** (Formal and/or informal training tools may include: checklists, ECERS, ACHIEVENJ, Danielson, etc.) *Random Sample	**Special Dietary Needs** (allergies, feeding issues) **T + TA** T= 2h TA=1h PT = .5h *Random Sample HS CSSR ☐	**Developmental Screening Tool** **T** (ASQ; ESI-R; Brigance) **T ONLY=3 h** *Random Sample	**PD on children w/ special needs** (should include inclusion) **T + TA** T=5h TA=3h PT = 1h *Random Sample HS CSSR ☐	**PD on Pyramid, S/E, I/T EC Mental Health** (e.g. challenging behaviors; temperament) **T + TA** T=5h TA=3h PT = 1h *Random Sample HS CSSR ☐	**PD on: Special Needs, teacher-child interactions, ELL, cultural competence& transition and SFPF** **T + TA** T=60h over 3y TA=30h over 3y PT = 3h over 3y *Random Sample
	<u>1.4.3</u> – 50% TS in each classroom have current CPR + First Aid training ☐ <u>1.5.2</u> – 100% TS in each classroom have current CPR & First Aid Training ☐ HS EnvHS ☐	CDA+ 4.3.8-20% TS ☐ 4.4.2-35% TS ☐ 4.5.3-50% TS ☐ HS CSSR ☐ 4.3.9-D/S	**Staff Training & Credentials:** If staff training/credentials are not found on the NJ Workforce Registry Training Report or in electronically submitted certificates/sign-in sheets, during the on-site review, NJCQR will ask to review: • Training certificates • Sign-In Sheets • Professional development plans for any staff in program outlining upcoming trainings to occur over the school year (only acceptable if staff has been in program <u>under one year from date of ratings)</u> **Additional Information about Review of Staff Training & Credentials:** • **All trainings must be from <u>within 3 years to date of ratings </u>to meet requirements.** • Evidence of meeting training standard requirements for each group of listed staff members (i.e. T's, TA's, PT) are *randomly selected* by NJCQR staff (25% or minimum of 4 folders; whichever is greater) • CPR & First Aid Standards (1.4.3; 1.5.2) and CDA (4.3.8; 4.3.9; 4.4.2; 4.5.3) are percentages selected from entire teaching staff.					

Requirements for Grow NJ Kids Star Ratings

Star Rating	ERS (ECERS-3/ITERS-R)	CLASS: Emotional Support and Classroom Organization	CLASS: Instructional Support/ Engaged Support for Learning	Implementation of Curriculum (GNJK Standard: 2.4.1)	Range of Points for required documentation
☆☆☆	ECERS-3 – average of 3.75 ITERS-R – average of 3.75 No subscale below a 3 (ECERS-3) No subscale below a 3.5 (ITERS-R)	N/A	N/A	Staff have attended minimum of 5 hours of training on selected research-based curriculum.	30-59
☆☆☆☆	ECERS-3 – average of 4.5 ITERS-R – average of 5 No subscale below a 4 (ECERS-3) No subscale below a 4 (ITERS-R)	Preschool Classroom – N/A Toddler Classrooms – Score of 5	Preschool Classroom – N/A Toddler Classrooms – Score of 3	Staff have attended minimum of 10 hours of training on selected research-based curriculum.	60-85
☆☆☆☆☆	ECERS-3 – average of 5 ITERS-R – average of 6 No subscale below a 4.25 (ECERS-3) No subscale below a 5 (ITERS-R)	Preschool Classroom – N/A Toddler Classrooms – Score of 5.5	Preschool Classroom – N/A Toddler Classrooms – Score of 3.3	Selected research-based curriculum is fully implemented.	86-100

Last Updated 5-11-17

Star Rating Readiness Certification for Head Start Programs

I have identified the star rating my program is seeking and worked with my Quality Improvement Specialist/ Technical Assistant Specialist to successfully prepare my center/school prior to and during the rating visit as required for the star rating I am seeking. I have noted all documentation on the Star Rating Readiness Checklist that has been submitted electronically and the on-site documentation to be reviewed and considered towards the final rating decision.

_____   _____
Signature of Primary Contact   **Date**

_____   _____
Signature of Quality Improvement Specialist/Technical Assistant Specialist   **Date**