

Step 1

Steps to Quality Verification for Home Based Providers



Health and Safety	Documentation:
Program gathers information on immunizations for individual children.	Documentation includes a record in IRIS, paper files or a parental waiver for 5 enrolled children drawn at random.
Home-based provider and staff (if applicable) have current pediatric First Aid and pediatric CPR.	Current pediatric First Aid and pediatric CPR card for the home-based provider. Staff is defined as a person working 15 hours a week or more.
Home-based provider annually reviews the guidelines for recognizing child abuse and neglect.	Steps to Quality attendance sheet with every home-based provider and every staff member's signature in the prior 12 months.

Staffing and Professional Development	
Home-based provider and staff (if applicable) are in the IdahoSTARS PDS Registry.	IdahoSTARS PDS Registry pathway level for the provider. Professional Development Plans for staff hired within the last three months are accepted.
Home-based provider and staff (if applicable) complete ET 1 or have a minimum of current CDA or 12 ECE credits.	IdahoSTARS Training Log shows the provider meets this indicator. Professional Development Plans are acceptable for staff.
Home-based provider and staff (if applicable) demonstrate ongoing professional development.	IdahoSTARS Training Log or college transcript shows the home-based provider and staff document at least four hours of training in the prior 12 months.
Assistants (if applicable) complete 4 hours of ET1 or have a minimum of a current CDA or 12 ECE credits.	IdahoSTARS Training Log or college transcript shows that assistants document at least four hours of training in the prior 12 months. Assistant is defined as a person working 12 hours a month or more, or on the premises daily.
Assistants (if applicable) demonstrate ongoing professional development.	IdahoSTARS Training Log or college transcript shows the assistants document at least four hours of training in the prior 12 months.

Child Growth, Development, and Learning (Can be completed in Step 1 or Step 2)	
Home-based provider completes ERS training.	IdahoSTARS Training Log.

Children with Diverse Abilities

No verification in Step 1.

Strengthening Families and Communities

Prevention policy in parent and staff handbooks includes a policy for preventing child abuse and neglect, including sexual abuse.

Prevention policy in parent and, if applicable, staff handbooks.

Leadership and Management

Program has a system for tracking provider and staff (if applicable) records and professional development.

One file for provider and staff. Confidential personnel files, such as resumes, transcripts of education, documentation of ongoing professional development, and results of performance evaluation, are kept in a secure location.

Program has an emergency plan.

Completed YIKES, Appendix B, Wall Chart or YIKES equivalent. Starting November 2017 plan is signed & updated in the 6 months prior to verification.

Program completes a Quality Improvement Plan (QIP).

Updated Quality Improvement Plan.