

## Program Assessment Requirements Handbook, Form OEL-SR 740

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Identified Tool for Assessments: Teachstone CLASS®

Purpose: To provide clear and intentional assessment guidelines and provide quality assurance for CLASS® observations.

### Provider Registration Process

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#### Requirements:

- At least 60 calendar days prior to a contract execution (new provider with no previous composite for the prior contract year) or annual program assessment due date (provider with a previous or current SR contract) , a provider must notify the Early Learning Coalition (coalition) of their desire to provide School Readiness services in the upcoming year.
- Upon the coalition’s request, the provider shall register their current classrooms, including all lead directors, and instructional personnel, i.e. teachers with the exception of substitutes and those who fill in for teacher breaks, assigned to each classroom in the OEL-defined system.
- Directors indicate if they are instructional or administrative. Only instructional directors are included in child assessment reliability rates and are assigned to classrooms.
- The following information is required:
  - Provider Name
  - Provider Address
  - OEL Provider ID Number
  - Primary Contact Information
  - Provider’s Early Learning Coalition
  - Teacher/Director Name(s)
  - Teacher/Director Email
  - Teacher/Director Date of Birth
  - Teacher/Director Date of Hire
  - Teacher/Director Date Started in Classroom
  - Teacher/Director Degrees/Credentials
  - Classroom Names
  - Classroom Care Levels
  - Classroom Teacher Assignments

### Observer Requirements

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#### Reliability and Certification:

To validate observer quality and reliability, all observers shall have a current certification achieved by completing and passing all trainings and assessments required by Teachstone to conduct a CLASS® observation with validity and fidelity. Only coalition staff, OEL vendors or coalition designees may conduct CLASS observations.

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### Staffing Considerations:

- Observers shall have the ability to speak, understand, and write in the language of the classrooms they are observing.
- Observers shall not conduct an observation of classrooms in which the observer:
  - Is an immediate family member of the teacher being observed.
  - Is an immediate family member of an individual who supervises or provides training or technical assistance to the teacher being observed.
  - Has direct financial interest in the site where the classroom observation is taking place.
  - Has children currently enrolled or enrolled in other classrooms at the site.

## Expectations for Observations

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### Observation Norms:

- A CLASS® observation is an observation of a classroom using the appropriate Infant, Toddler or PreK CLASS® tool.
- A cycle involves observing and recording behavioral notes followed by scoring each dimension.
- An observer with reliability certification on the tool appropriate for the room conducts four cycles of observation.
- Teachstone CLASS guidelines require observers to watch, without interruption, activities in the classroom and/or outside:
  - For 15 minutes per cycle for Infant CLASS observations;
  - For 15-20 minutes per cycle for Toddler CLASS observations.
  - For 20 minutes per cycle for PreK observations.
- A window for observation should be agreed upon by the observer, the provider, and the teacher, and should consider classroom schedules.
- For infant rooms, at least one infant must be awake for the duration of the observation cycle.
- Observing during meal times is permitted.
- Multi-age classrooms shall be assessed based on the age of the majority of children in the room.
- All observations must be conducted in accordance with the requirements of Teachstone, LLC guidance.

### The observer shall:

- Select a two-week window when regular activities are occurring for observation, allowing the provider to choose up to three days that are not available for observation.
- Observe all parts of the daily routine except unstructured outside time for PreK rooms and naptime for Toddler and PreK rooms. If PreK outside time is a structured part of the lesson for that day (e.g. dramatic play outside setting up a carwash), outside time may be observed.
- Choose one of the tools representing one of the age groups represented if there is an even number of children at each age.

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- Complete during observation the CLASS observation score sheet.
- Complete the observation using the CLASS manual and this observation protocol.
- Bring additional materials necessary such as clipboard, pen/pencil, timer/watch, identification badge, CLASS certification card, driver's license.

### Recording Observations in the OEL-defined System:

- All scores and notes must be entered into the OEL-defined system **within 3 business days (excluding federally recognized holidays)** of conducting the final classroom observation required for generating a composite score.
- The ELC must approve the rating and generate a composite in the OEL-defined system within 3 business days of entering the final observation required to generate a composite score.
- The observation data entered in the OEL-defined system should match the classroom listed in the OEL-defined system **exactly**.
- The number of children should be averaged across 4 cycles, and the number of teachers should be rounded up and listed.
- **Notes are required for all CLASS dimensions.** The notes should fully support the score given, with use of examples and quotations from the observation (in the original language used in the classroom when possible). Sentence fragments and easily understood abbreviations are permitted.

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## Data Correction

### Processes:

- Observers may not edit electronically reported observation data once it has been entered in the OEL-defined system, unless a request for editing is received and approved by the Office.
- The Office may request additional documentation to support the validity of the changes.

### Rationale:

- Requests for data correction will only be approved for the following reasons:
  - Class observation results have been reported incorrectly.
  - Class observation results were not reported.

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## Second Assessments

### Processes:

- When requesting a second assessment from the coalition, a provider shall indicate its preference for the assessment to be conducted by an approved OEL vendor, coalition or coalition designee, if available.
- Providers must coordinate second assessment requests through their affiliated coalition and provide payment prior to the assessment being conducted.

- Providers may indicate whether they prefer to have the same observer conduct the second assessment.

## Special Considerations

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### Financing:

- The Office, coalition, or third-party contracted vendor shall not charge any provider for any part of the annual required observation.

### Extenuating Circumstances:

- If a teacher has an extenuating circumstance which causes her absence from a classroom on the day it is scheduled to be observed, the observer may choose to do the following:
  - Reschedule the observation within 15 calendar days of original observation date.
  - Choose another classroom of the same age group to observe (if available).
- If the classroom has had two occurrences of the assigned teacher being absent on the day of observation, the observer shall choose a different classroom in that age level. If there is no other classroom in that age level, the provider shall not have a contract executed until the classroom is observed.
- If the assigned teacher is no longer assigned to the selected classroom, the observer shall:
  - Confirm with the director that the teacher present is not the assigned teacher within the OEL-defined system.
  - Advise the director that the teacher present in the room the day of the observation will be observed and record that information in the OEL-defined system.
  - Ensure the teacher has been assigned to the selected classroom for at least 15 calendar days.
  - Reschedule the observation within 30 calendar days once the teacher has been in the room for at least 15 calendar days.
- A provider should notify the observer as soon as they are aware of any circumstance which would cause a teacher to be absent from a classroom they are scheduled to be in for observation.