



Texas 
Rising Star

Engage User Guide

The Children's Learning Institute (CLI) Engage platform houses multiple applications, including the system for scoring Texas Rising Star visits and access to online training. The Engage User Guide provides guidance to Texas Rising Star staff for navigating the Engage platform. Google Chrome is the preferred browser when using Engage.

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All Program Directors

This section can be extracted and shared with ELPs to support their directors/administrators in completing a Texas Rising Star Interest Form.

Programs Interested in Texas Rising Star Certification

This section provides instructions to ELPs that are interested in obtaining Texas Rising Star Certification and how to get on-boarded to the CLI Engage platform.

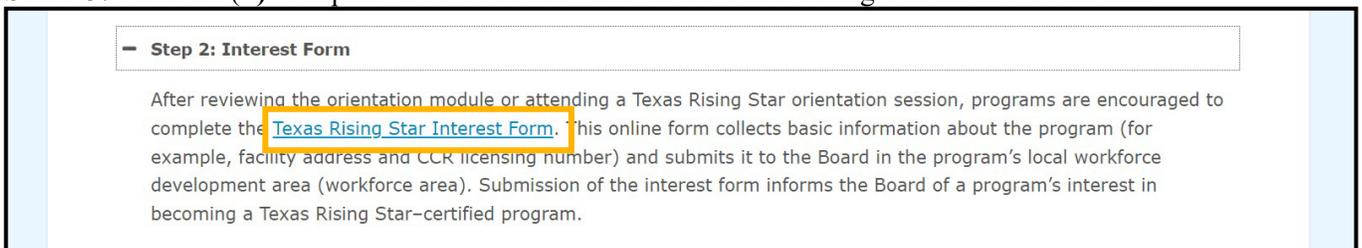
STEP 1: The interested ELP will visit the Texas Rising Star website at www.texasrisingstar.org, click on the Providers tab, and select “Getting Ready to Apply”.



STEP 2: Locate the “Step 2: Interest Form” section under the “Are you interested in applying to Texas Rising Star?” section.



STEP 3: Click the (+) to expand the section and click on the Texas Rising Star Interest Form link.



STEP 4a: The program director completes the Interest Form and clicks Send at the bottom. This form collects basic information about the ELP and is routed to a CSA at CLI to verify the information. A copy of this information also gets emailed to the LWDB based on the county selected on the form.

The image shows two side-by-side screenshots of a web application. The left screenshot displays the 'CLI Engage & TECPDS Status' page, which is currently 'Operating normally'. It features a 'Help Center / Children's Learning Institute Help Desk' header, a welcome message, and a 'Chat with virtual assistant' button. Below this is a 'Contact us about' dropdown menu with 'I need help with Texas Rising Star (TRS)' selected. A second dropdown menu shows 'TRS Interest Form' with the description 'Completion of the Texas Rising Star Interest Form is the first step in the...'. There are input fields for 'Email confirmation to*', 'Facility Information' (including 'What is the facility name?*', 'CCR License Number/Operator Number*', 'Days and Hours of Operations*', and 'Street Address*'), and location fields for 'City*', 'County*' (with a 'Select...' dropdown), and 'Zip Code*'. The right screenshot shows the 'Interest Form' submission page. It has sections for 'Owner Information' (with 'Owner's Name*' and a radio button for 'Does the Owner want an Engage account?*' with 'Yes' and 'No' options), 'Director Information' (with 'Director's Name*' and 'Director's Email Address*'), and 'Submitter Information' (with 'Full Name*', 'Please confirm your email address*', and 'Phone Number*'). A large text area is provided for 'Is there anything else we need to know to assist you?'. At the bottom, there is a 'Send' button and a 'Cancel' link, along with the 'CHILDRENS LEARNING INSTITUTE' logo.

STEP 4b: The LWDB will receive notification of the Interest form submitted by the ELP via the email associated with that LWDB. The LWDB's CDU will then begin to prepare to add the applicable Texas Rising Star Specialist staff that will work with the ELP and be notified of the school's activation in CLI Engage by the CSA at CLI.

****** EXTERNAL EMAIL ******

The school below has submitted an interest form and will be automatically added into CLI Engage for the Texas Rising Star Assessment Tool 2.0. Within 20 business hours (2.5 business days) of receiving this email you should be able to assign the roles of mentors/assessors to the school listed below.

If after 28 business hours (3.5 business days) you do not see this school within your Board's school list or have issues assigning staff, please submit a [Texas Rising Star Help Ticket](#) to include the program's name, CCR license number and date the interest form email was received.

Interest Form Details:

- *Name of Facility:* Test School 1
- *CCR License Number/Operator Number:* 1249319
- *Street Address:* 7000 Fannin
- *Zip Code:* 77030
- *City:* Houston
- *My Program is located in:* Harris County (Gulf Coast WDB - 28)
- *Facility Telephone Number:* 7135003788
- *Days and Hours of Operations:* Saturdays 9-11
- *Owner's Name:* Miguel Gallegos
- *Director's Name:* Miguel Gallegos
- *Requestor Name:* Jasmine Wiggins
- *Email Address:* trs19uat@gmail.com
- *Phone Number:* 7135003616

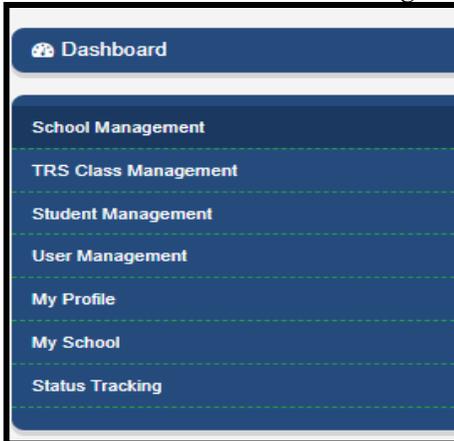
STEP 4c: Once the ELP has been activated in CLI Engage by the CSA, the CDU will grant access to Texas Rising Star Specialists who are assigned to the ELP to prepare them for Texas Rising Star Certification.

Uploading Documents into Engage

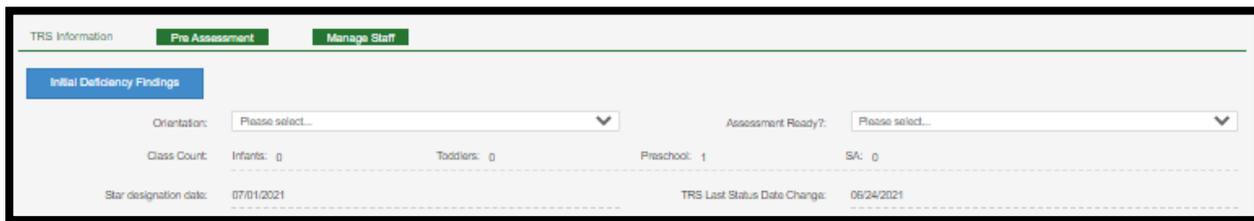
When the Texas Rising Star mentor has determined that the ELP is ready for Texas Rising Star certification, the program director will upload the following documents to CLI Engage via the *School Management* tab for the Texas Rising Star assessor to review.

1. Texas Rising Star Initial Screening Form
2. Texas Rising Star Request for certification form
3. Facility Self-Assessment Record Form

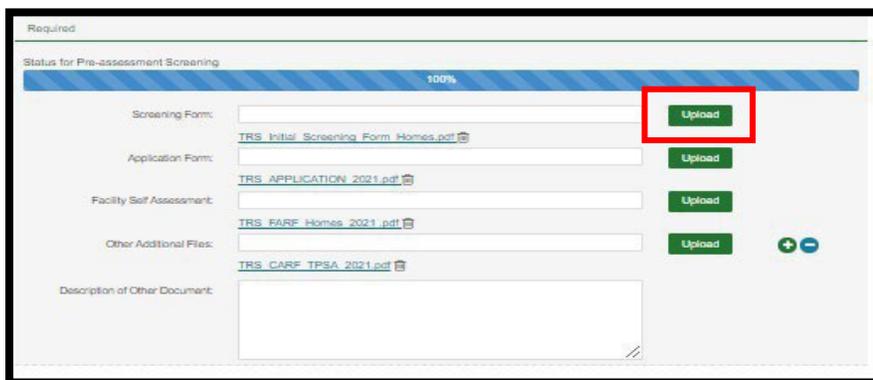
STEP 1: Locate the *School Management* tab



STEP 2: Click on the *Pre-Assessment* button.

A screenshot of the 'Pre-Assessment' section in CLI Engage. The page has a header with 'TRS Information', 'Pre-Assessment', and 'Manage Staff' tabs. Below the header, there is a section titled 'Initial Deficiency Findings'. It contains several dropdown menus and text fields: 'Orientation: Please select...', 'Assessment Ready?: Please select...', 'Class Count: Infants: 0, Toddlers: 0, Preschool: 1, SA: 0', 'Star designation date: 07/01/2021', and 'TRS Last Status Date Change: 09/24/2021'.

STEP 3: Locate the Required section and upload the required documents and press **Submit**. This alerts the Texas Rising Star assessor (assigned to this school) via email that new documents have been submitted for review.

A screenshot of the 'Required' section in CLI Engage. The page shows a progress bar for 'Status for Pre-assessment Screening' at 100%. Below the progress bar, there are four rows of document upload fields: 'Screening Form:', 'Application Form:', 'Facility Self Assessment:', and 'Other Additional Files:'. Each row has a text input field and an 'Upload' button. The 'Upload' button for the 'Screening Form' is highlighted with a red box. The 'Other Additional Files' section also includes a 'Description of Other Document' text area.

Documents such as facility staff lists, handbooks, teacher files (for those that do not have a Workforce Registry account), and other program documents can be uploaded to the *Other Additional Files* section along with a description of the documents in the section underneath the files section.

STEP 4a: Once all documents are uploaded, click the **Submit** button. The assessor assigned will be notified via email that new documents have been uploaded for review.

Deficiency Findings			
Standard Number	Description	Standard Risk Level	Created On ↓
No record found			

STEP 4b: Once the documents along with screening deficiencies have been reviewed, the assessor will contact the program director with next steps.

Continuous Quality Improvement Plan (CQIP)

Mentors should help the ELPs determine their strengths and weaknesses and should provide access to mentoring services to assist them in achieving certification, reaching higher levels of certification, and continuously improving. Mentoring services may vary based on the ELP's needs and readiness level; however, a minimal protocol of mentoring is required and is described in the Texas Rising Star Staff Handbook.

The Continuous Quality Improvement Plan (CQIP) tool is designed to support Texas Rising Star mentors in working with childcare programs to continuously improve the quality of their practice. Mentors can use this tool to assign goals to Texas Rising Star directors and staff, write action plans, and document progress. The tool then generates a report for the mentors, ELP staff, and directors to use to complete the CQIP and track progress over time.

Click on the link to access the CQIP guides on CLI Engage [CQIP User Guide](#).

Community District User and Community District Specialist

Onboarding New Staff

When new staff have been hired, take the following steps to get them onboarded with Texas Rising Star.

1. Notify TWC of the new staff and their role per their reporting policy.
2. Create the new staff's CLI Engage account and assign them to a demo school as part of Engage account creation. (See the EUG for detailed guidance on [How to Add TRS Specialist.](#))

The new staff must accept the invitation sent to their email for the CLI Engage account to be activated. (Please refer to the EUG for steps on [How to Accept invitation.](#))
3. Notify CLI of the new staff including the new staff's name, role, email address, and the Workforce Board via the Help Ticketing System. CLI will enroll the new staff in the Texas Rising Star Assessment Training and Certification Program (ATCP).
4. The new staff will complete the ATCP in CLI Engage. Please see the table below for details on which courses to complete based on staff's role.

Note: All staff will complete content modules and course quizzes to earn a certificate with clock hours for training.

Texas Rising Star Assessors/Dual Roles MUST complete certification coding modules in addition to the content modules.

Table 1. ATCP Course Requirements

Course	Modules	Role
Course 1- Overview	1.1	All Staff
Course 2- Certification Roles	2.1-2.5	All Staff
Course 3- Category 1 & Category 3	3.1-3.5	All Staff
Category 1 & Category 3 Certification Coding Modules <i>*stop and await results email before proceeding</i>	3.6-3.7	Assessor/Dual Role ONLY
Course 5- Category 2	5.1-5.34	All Staff
Category 2 Certification Coding Modules <i>*stop and await results email before proceeding</i>	5.35-5.39	Assessor/Dual Role ONLY
Course 6- Category 4	6.1-6.13	All Staff
Category 4 Certification Coding Modules <i>*stop and await results email before proceeding</i>	6.14-6.18	Assessor/Dual Role ONLY
Course 18- Category 3: Program Management	18.1-18.3	All Staff
Course 7- Comprehensive Exam	7.1-7.2	Assessor/Dual Role ONLY
Course 8- Texas Rising Star Assessor Certification Coding Modules	8.1-8.7	Assessor/Dual Role ONLY
Course 9- CQIP in Texas Rising Star		Mentors ONLY
Course 10- Technology Functionalities and CLI Engage	10.1-10.2	All Staff

For issues with the ATCP, please submit a Help Ticket.

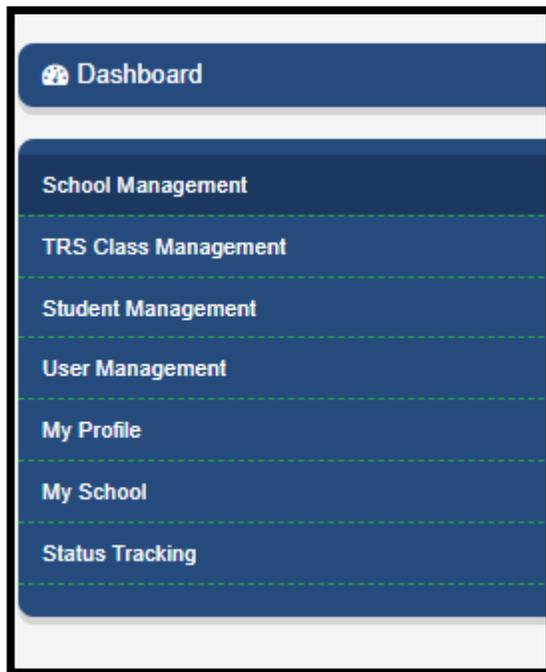
How to Add Texas Rising Star Specialist Roles

This section provides instructions to CDUs and CDSs on how to add users, specifically, Texas Rising Star assessors and mentors.

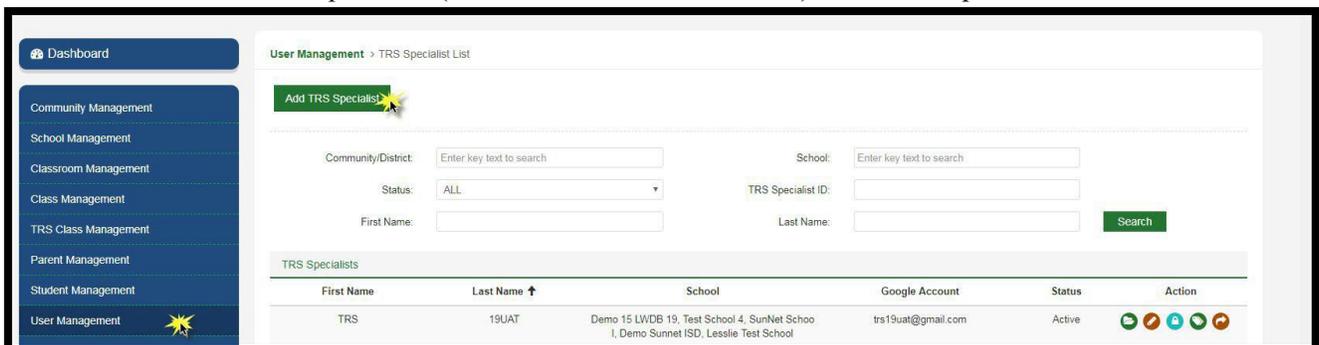
STEP 1: Log into CLI Engage. From your CLI Engage Dashboard, click on the Management button under the Administrative Tools section.



STEP 2: Click on the User Management tab.



STEP 3: Click on *Add TRS Specialist* (both for an assessor or mentor). Enter all required information.



STEP 4: Click on *Submit & Invite* to send the invitation to the Texas Rising Star Specialist's e-mail account.

Dashboard

User Management > TRS Specialist > New

Back to TRS Specialist List

Fill out all of the required fields noted with a red asterisk *. After filling out the form, click Submit and Invite at the bottom of the page.

Submit & Invite

Basic Information

Community/District: Enter key text to search

TRS Specialist Engage ID:

* School: Enter key text to search

School Year:

* First Name:

Middle Name:

* Last Name:

Previous Last Name:

Birth Date:

Gender: Male Female

Ethnicity: Please select...

Primary Language: Please select...

* Title/Role: Please select...

* Status: Active

Internal ID:

Contact Information

Work address the same as School Address?: Yes No

* Work Site Physical Address (No P.O. Boxes):

Address 1*

Address 2(optional)

City* State* County* Zip*

* Primary Phone Number: (###)###-####

* Primary Number Type: Please select...

Help Ticket

NOTE: If staff are no longer employed by the board, please be sure to inactivate their CLI Engage account and notify CLI by submitting a Help Ticket.

How to Grant Access and Assign Roles

This section provides instructions to the CDU or the CDS on how to grant the Texas Rising Star assessor and mentor access to the school with which they will work. The CDU or CDS user also assigns the Texas Rising Star assessor and mentor roles to the school. Additionally, the section provides instructions on how to assign more than one assessor or mentor to a school.

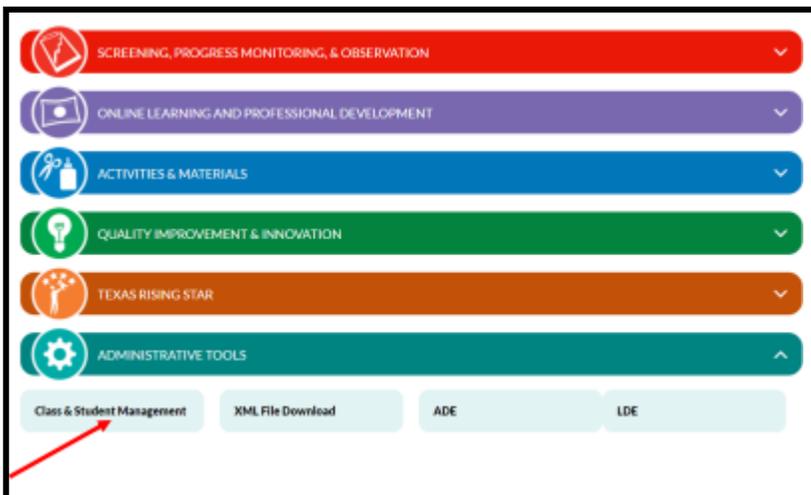
This procedure allows the Texas Rising Star assessor and mentor to view the school in their My Schools list. The CDU or CDS user must grant the assessor and mentor access to **each** school. The CDU or CDS user must assign the role of assessor and mentor to allow the assessor and mentor access to view the schools in their My Schools list, start a Texas Rising Star Assessment, or view Texas Rising Star Reports.

The prerequisites for granting access and assigning roles are as follows:

- A Google account for the Texas Rising Star Specialist role (assessor or mentor) must be active.
- The school being assigned must be Active.

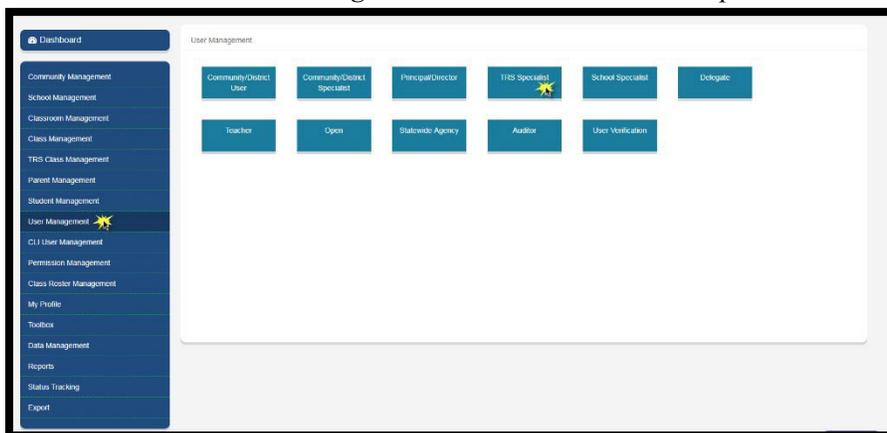
Granting Access

STEP 1: Log into CLI Engage.



STEP 2: Go to Administrative Tools and click on the Class & Student Management button.

STEP 3: Click on *User Management* and then click on *TRS Specialist*.



STEP 4: Find the Texas Rising Star Specialist (assessor and/or mentor) to whom you want to grant access to the school. This will allow the assessor to start a Texas Rising Star assessment and the mentor to view the finalized reports and create CQIPs. Enter the first and last name of the Texas Rising Star Specialist and click on *Search*.

User Management > TRS Specialist List

Add TRS Specialist

Enter the first and last name of the "TRS Specialist" and press Search.

Community/District: SunNet ISD School: Enter key text to search

Status: ALL TRS Specialist ID: First Name: Last Name: Search

First Name	Last Name ↑	School	Google Account	Status	Action
TRS	19UAT	SunNet School, Lesslie Test School, Test School 4, Demo 15 LWDB 19, Demo Sunnet ISD	trs19uat@gmail.com	Active	[Icons]
David_SS	Huang	SunNet School	davidhuang_work@gmail.com	Active	[Icons]
Jude_SS	Okeke	SunNet School, Test School 1, Demo 1 LWDB 01	cliengagetest001@gmail.com	Inactive	[Icons]
David_Tr	Sch_Specialist	SunNet School		Active	[Icons]

STEP 5: To grant access for the assessor or mentor to see the school, click on the *Assign Schools* button, which is the fourth button under the *Action* section. (See the expanded view below.)

First Name	Last Name ↑	School	Google Account	Status	Action
TRS	19UAT	SunNet School, Lesslie Test School, Test School 4, Demo 15 LWDB 19, Demo Sunnet ISD	trs19uat@gmail.com	Active	[Icons]

STEP 6: To grant access to schools, assign the school or schools to **each** assessor or mentor. The image below shows that no schools are assigned yet.

Unassigned Schools

Enter Community Name to search Search

Enter School Name to search

Select All	School Name ↑	Community Name
<input type="checkbox"/>	ALICE H S	ALICE ISD
<input type="checkbox"/>	Alice MS Head Start Ctr	ALICE ISD
<input type="checkbox"/>	Good Foundations Day Care	ALICE ISD
<input type="checkbox"/>	NOONAN EL	ALICE ISD
<input type="checkbox"/>	Prodigy Child Academy, Inc.	ALICE ISD

First Previous 1 Next Last

Assigned Schools

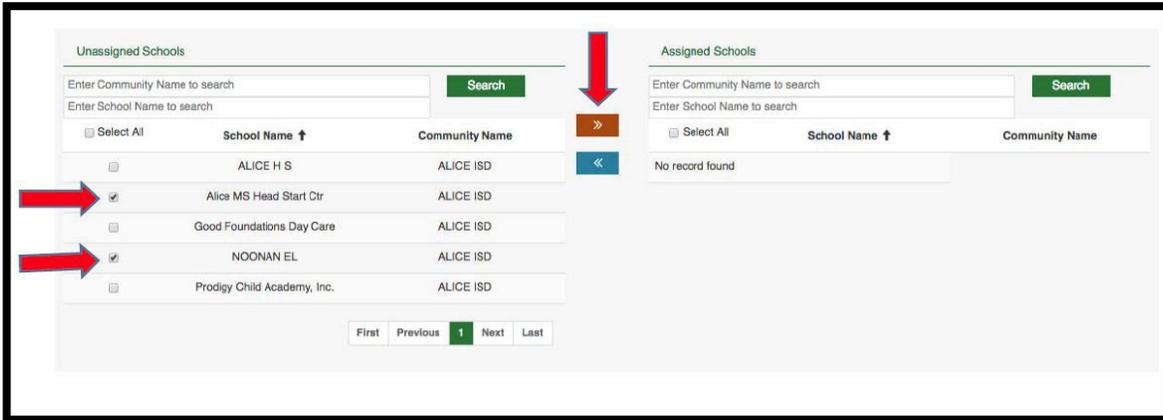
Enter Community Name to search Search

Enter School Name to search

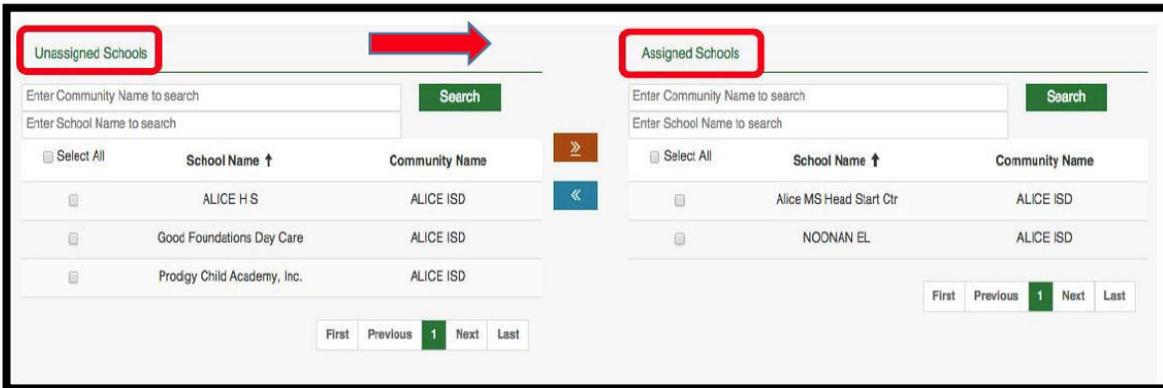
Select All School Name ↑ Community Name

No record found

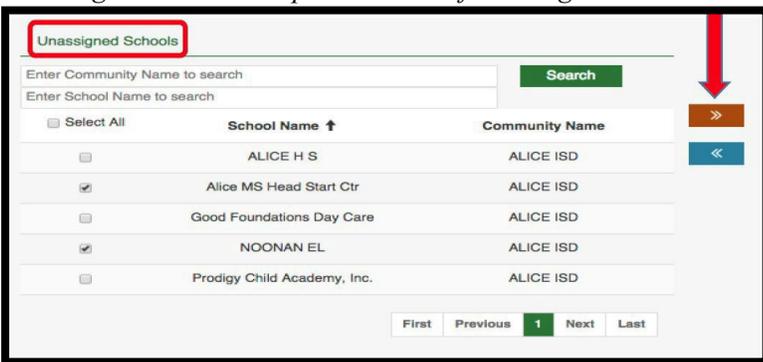
STEP 7: Select the schools to be assigned and click on the forward double arrows, shown beneath the vertical arrow below. This permits you to select the schools that the assessor or mentor can view.



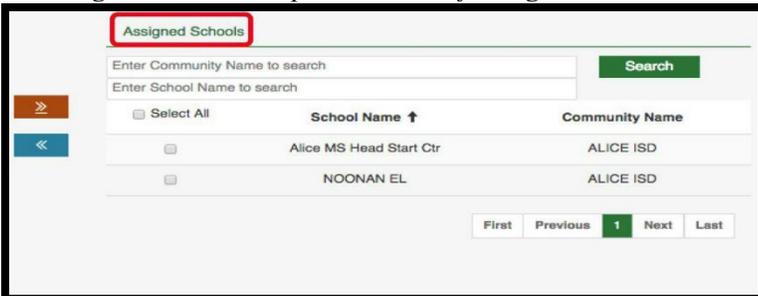
STEP 8: The selected schools now move from Unassigned Schools to Assigned Schools.



The image below is an expanded view of Unassigned Schools.



The image below is an expanded view of Assigned Schools.



Note: You must repeat Steps 4–8 for **each** Texas Rising Star assessor and mentor.

Assigning the Role of Texas Rising Star Assessor for Each School

Now that the CDU/CDS has granted access to each assessor for all schools within the LWDB; the CDU and/or CDS can now assign the role of the assessor to each school. Only the CDU or CDS user role can assign Texas Rising Star assessors to a school.

Note: You must repeat the following steps for **each** Texas Rising Star assessor so that each assessor can input a Texas Rising Star assessment.

STEP 1: Click on *School Management* and search for the schools to be assigned to **each** Texas Rising Star assessor. Then click on the *Edit* button (the button with the pencil icon near the far right of the list).

Community	School Name	School Number	School Type	Status	Action
SunNet ISD	Demo Summit ISD	DS1248	Demo	Active	[Pencil]
SunNet ISD	Leslie Test School	SunNet0150922	Family Child Care	Active	[Pencil]
SunNet ISD	SunNet School	SunNet0001	Child Care Center	Active	[Pencil]
SunNet ISD, CLI TEST COMMUNITY	Test School 4	CLI004	Family Child Care	Active	[Pencil]

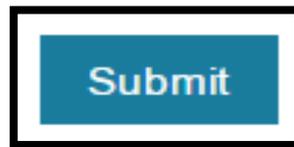
STEP 2: Go to the *TRS Information* section and click on the *TRS Assessor* drop-down menu, selecting the assessor's name for school(s) and then click on *Submit* at the bottom of the page.

Class Count: Infants: 2 Toddlers: 2

Star designation date: 12/16/2015

TRS Assessor: trs2nd uat

- Please select...
- TRS 19UAT
- trs2nd uat

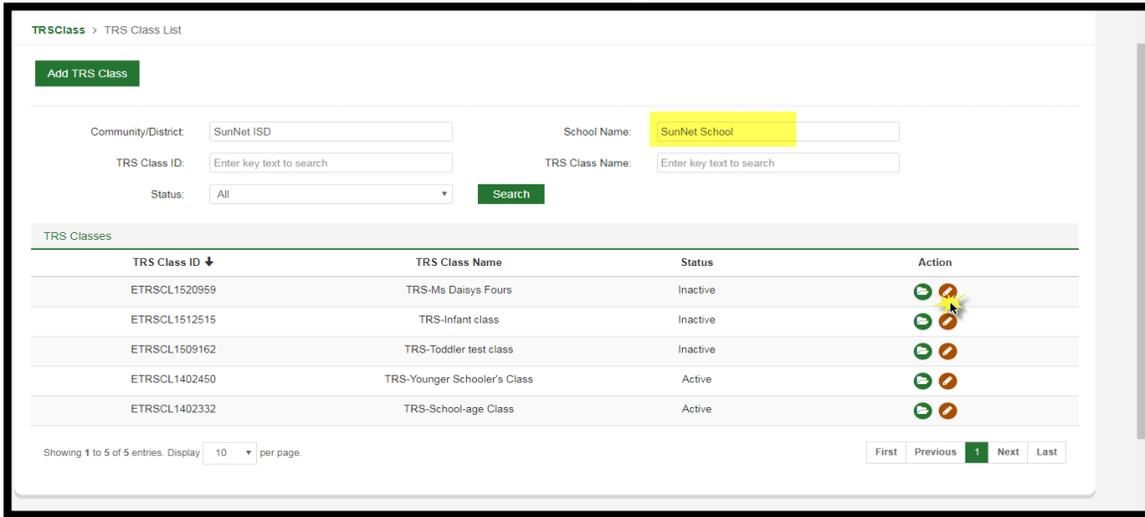


Assigning the Role of Texas Rising Star Mentor for Each Class

Texas Rising Star mentors can assign their role for each class in the schools in which they will serve as the mentor.

STEP 1: Select the *TRS Class Management* tab and enter the name of the school.

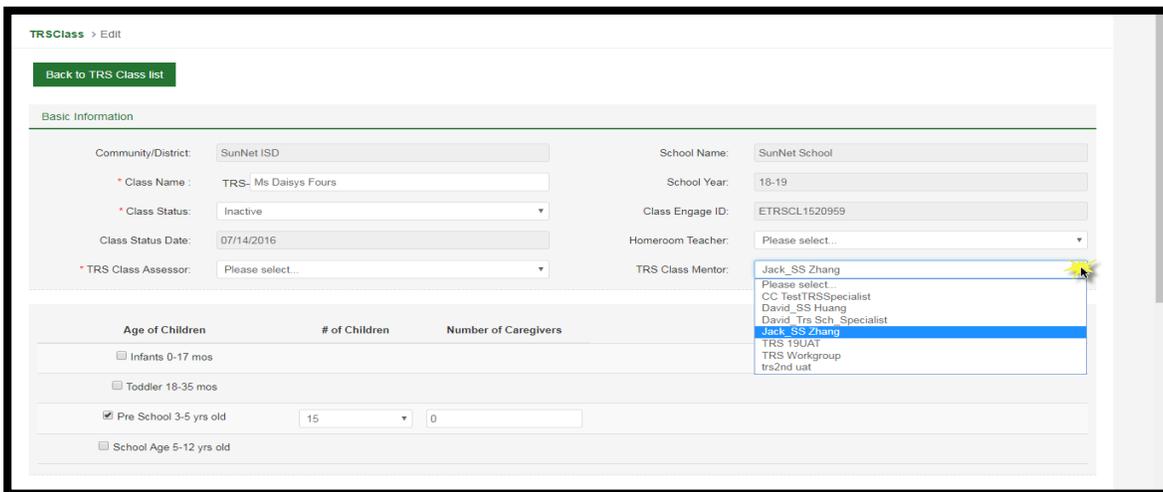
STEP 2: Click on the Edit button (the button with the pencil icon at the far right of the list).



The screenshot shows the 'TRS Class List' page. At the top, there is a search form with fields for 'Community/District' (SunNet ISD), 'School Name' (SunNet School), 'TRS Class ID', and 'TRS Class Name'. A 'Search' button is present. Below the search form is a table of TRS classes. The table has columns for TRS Class ID, TRS Class Name, Status, and Action. The table contains five rows of data. The 'Action' column for each row contains a green plus icon and a red pencil icon. A yellow starburst is placed over the pencil icon in the first row. At the bottom of the table, there is a pagination control showing 'Showing 1 to 5 of 5 entries. Display 10 per page.' and navigation buttons for 'First', 'Previous', '1', 'Next', and 'Last'.

TRS Class ID	TRS Class Name	Status	Action
ETRSCL1520959	TRS-Ms Daisys Fours	Inactive	
ETRSCL1512515	TRS-Infant class	Inactive	
ETRSCL1509162	TRS-Toddler test class	Inactive	
ETRSCL1402450	TRS-Younger Schooler's Class	Active	
ETRSCL1402332	TRS-School-age Class	Active	

STEP 3: Go down to the *TRS Class Mentor* drop-down menu, select the applicable mentor's name for each class, and click on *Submit* at the bottom of the page.



The screenshot shows the 'TRS Class Edit' page. At the top, there is a 'Back to TRS Class List' button. Below that is the 'Basic Information' section. It contains several fields: 'Community/District' (SunNet ISD), 'School Name' (SunNet School), 'Class Name' (TRS- Ms Daisys Fours), 'School Year' (18-19), 'Class Status' (Inactive), 'Class Engage ID' (ETRSCL1520959), 'Class Status Date' (07/14/2016), 'Homeroom Teacher' (Please select...), and 'TRS Class Assessor' (Please select...). Below these fields is a section for 'Age of Children' with checkboxes for 'Infants 0-17 mos', 'Toddler 18-35 mos', 'Pre School 3-5 yrs old' (checked), and 'School Age 5-12 yrs old'. There are also input fields for '# of Children' (15) and 'Number of Caregivers' (0). At the bottom, there is a 'TRS Class Mentor' dropdown menu. The dropdown menu is open, showing a list of names: 'Please select...', 'CC Test TRS Specialist', 'David_SS Huang', 'David_Tr_Sch_Specialist', 'Jack_SS Zhang' (highlighted), 'TRS 19UAT', 'TRS Workgroup', and 'trs2nd uat'. A yellow starburst is placed over the 'Jack_SS Zhang' option.

Note: Steps 1–3 must be completed for **every** class in the school.

After the Texas Rising Star mentors have been added and assigned to their ELPs, the mentors will begin to work with the ELP to provide support and prepare them for Texas Rising Star Certification. This process may include:

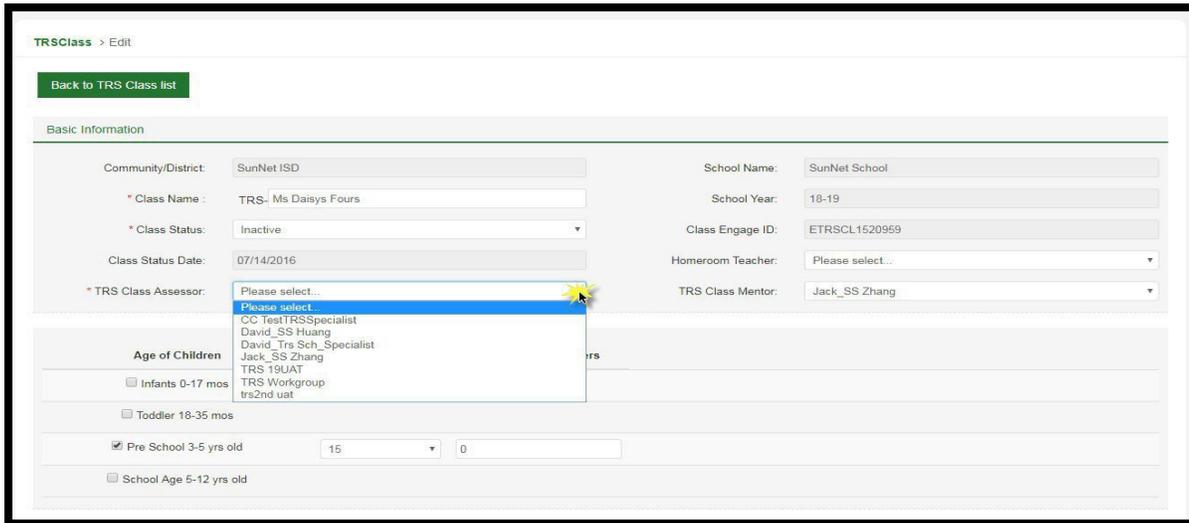
- Completion of the Texas Rising Star Orientation (online via CLI Engage or by designated Board staff)
- Conducting of a Needs Assessment
- Adding of teacher accounts via CLI Engage
- Developing of Continuous Quality Improvement Plan
- Support with guidance and next steps determined by the LWDB

Assigning More Than One Assessor to a School

When more than one assessor is needed to complete an assessment, a different Texas Rising Star assessor can be assigned to each class within a school. To do this, at least one Texas Rising Star assessor must be assigned on *My School* for the specified facility and for **each** class. When there is more than one Texas Rising Star assessor, each assessor must be assigned to each individual class that will be assessed.

Repeat the same steps stated within [Assigning the Role of Mentor](#) to each class; however, select the *TRS Class Assessor* drop-down menu.

Note: The individual cannot be assigned as **both** the assessor **and** mentor for the same class. He or she must be in the role of **either** Texas Rising Star assessor **or** Texas Rising Star mentor for each class.



The screenshot displays the 'TRSClass > Edit' interface. At the top left, there is a 'Back to TRS Class list' button. Below it is the 'Basic Information' section. The form contains several fields: 'Community/District' (SunNet ISD), 'School Name' (SunNet School), 'Class Name' (TRS- Ms Daisys Fours), 'School Year' (18-19), 'Class Status' (Inactive), 'Class Engage ID' (ETRSC1520959), 'Class Status Date' (07/14/2016), 'Homeroom Teacher' (Please select...), and 'TRS Class Assessor' (Please select...). A dropdown menu is open for the 'TRS Class Assessor' field, showing a list of names: CC TestTRSSpecialist, David_SS Huang, David_Trs_Sch_Specialist, Jack_SS Zhang, TRS 19UAT, TRS Workgroup, and trs2nd uat. Below the 'Basic Information' section is the 'Age of Children' section, which includes checkboxes for 'Infants 0-17 mos', 'Toddler 18-35 mos', 'Pre School 3-5 yrs old' (checked), and 'School Age 5-12 yrs old'. The 'Pre School 3-5 yrs old' section has two input fields with values 15 and 0.

All Community Users

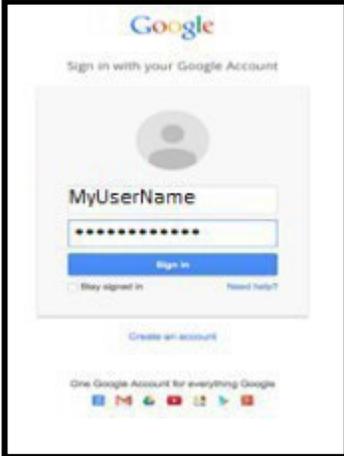
Accepting an Invitation from Children’s Learning Institute CLI Engage

This section provides instructions to Texas Rising Star staff members on how to accept an invitation from CLI Engage platform and register their account. All Texas Rising Star staff members are considered the community in this guide.

The prerequisites are as follows:

- The individual must have an active e-mail address.
- The individual should check spam or junk mail for an invitation from CLI Engage. (Note: The invitation expires 14 days after it is sent.)

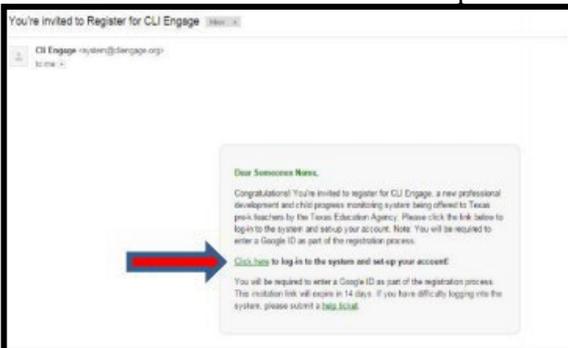
STEP 1: Log in to your e-mail account (Google e-mail).



STEP 2: Click on the e-mail sent by CLI Engage.



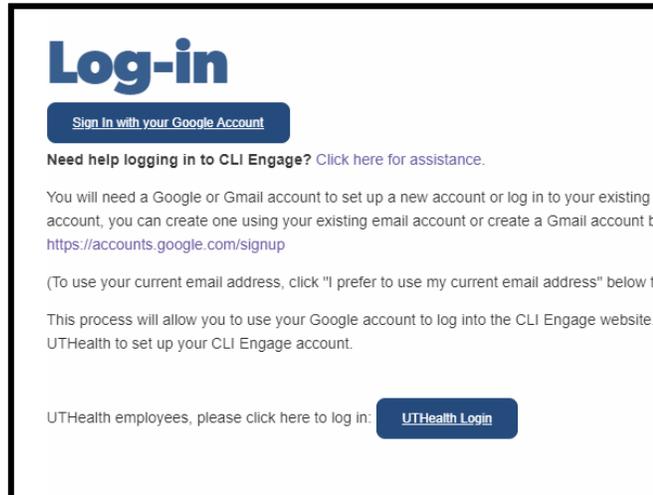
STEP 3: Click on “Click here” to accept the invitation from CLI Engage and complete the registration process.



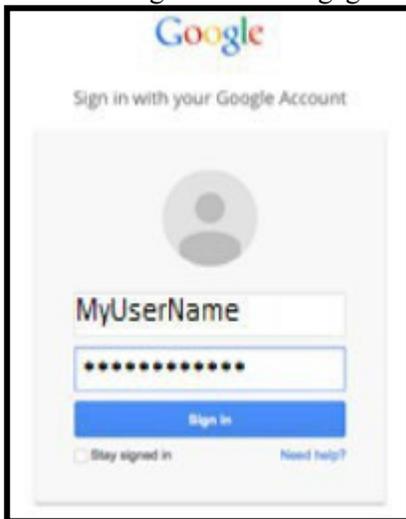
STEP 4: Log in to CLI Engage.org.



STEP 5: Click on the Sign In with your Google Account button.



STEP 6: Log in to CLI Engage with your username and password.



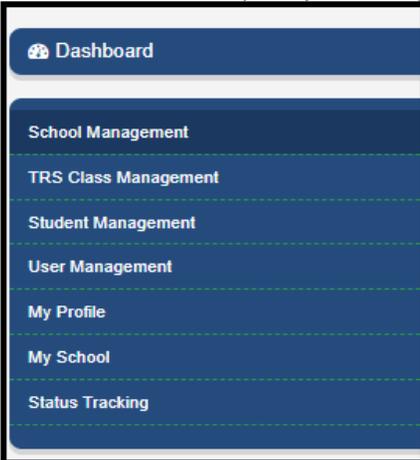
Two screens appear, asking for Request for Permission (For example, "UTHealth would like to:")

- 1) First screen: Click on Accept
- 2) Second screen: Click on Accept

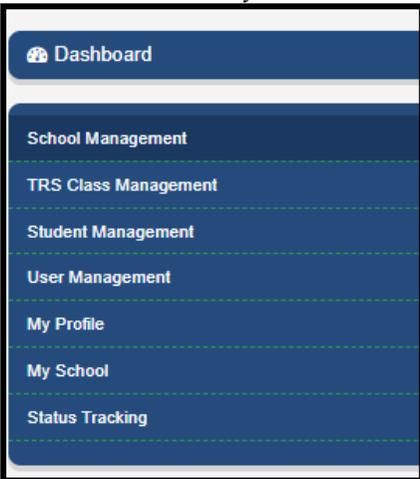
STEP 7: The web page that appears is the main Dashboard page for CLI Engage. Go to the bottom of this page and click on the Class & Student Management button under the Administrative Tools section.



STEP 8: Click on *My Profile* and update your contact information. Fields with an asterisk (*) are required fields.



STEP 9: Click on *My School* to view the schools assigned within each LWDB.



STEP 10: Click on Dashboard to return to the Welcome page.



Logging in to CLI Engage

This section provides information on accessing the login portals for CLI Engage. There are two ways to access CLI Engage.

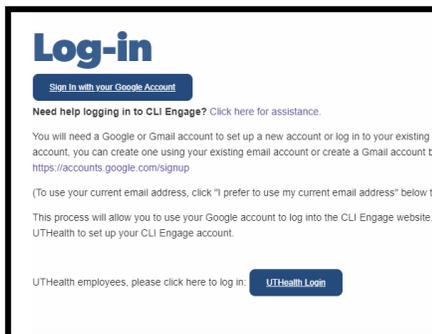
Via the CLI home page:

STEP 1: Go to <http://cliengage.org>.

STEP 2: Locate and click on the LOGIN button in the top-right corner of CLI's main page.



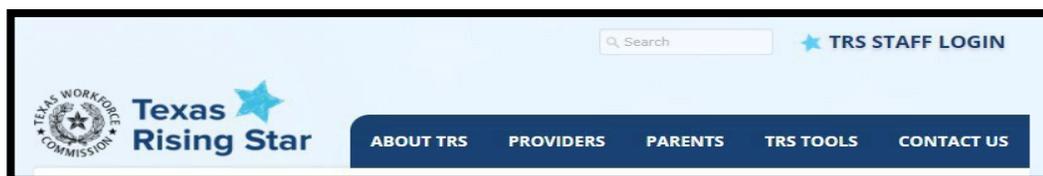
STEP 3: Click on the Sign in with your Google Account button.



STEP 4: Enter the e-mail address and password for the CLI Engage account. If more than one account has been used on the computer, Texas Rising Star staff might have to locate the account needed.

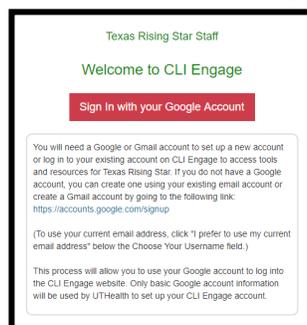
Via Texas Rising Star website:

STEP 1: Go to <https://texasrisingstar.org>



STEP 2: Click on the TRS STAFF LOGIN button in the top-right corner of the Texas Rising Star main page.

STEP 3: Click on the *Sign in with your Google Account* button.



STEP 4: Enter the e-mail address and password for the CLI Engage account. If more than one account has been used on the computer, staff might have to locate the account needed.

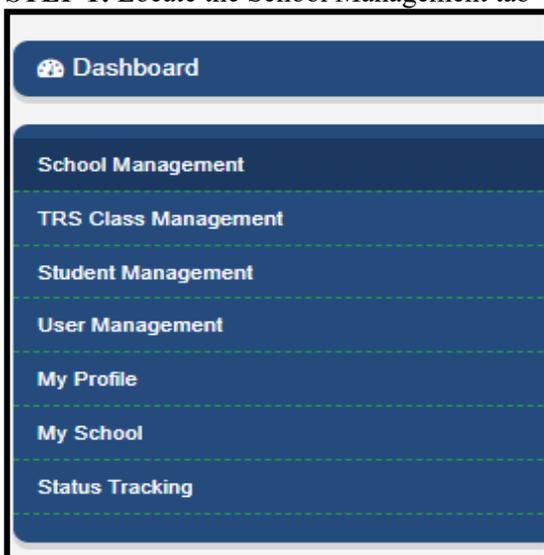
Reviewing Submitted Documents

When the mentor has determined that the ELP is ready to request certification, the program director will upload the following documents to CLI Engage via the *School Management* tab for the assessor to review.

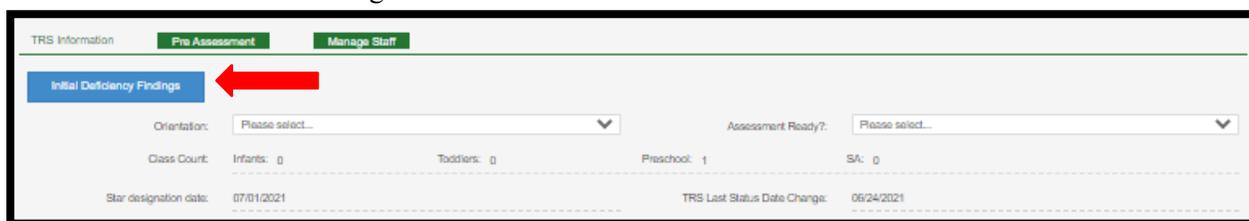
1. Texas Rising Star Initial Screening Form
2. Texas Rising Star Request for certification form
3. Facility Self-Assessment Record Form
4. Other Additional Documents (as applicable)

This section provides instructions to the assessor on reviewing documents submitted by ELPs who are ready for assessment.

STEP 1: Locate the School Management tab



STEP 2a: Click on the Initial Deficiency Findings button to activate the importing of the deficiencies reported in the records from Child Care Regulation.



STEP 2b: Any deficiencies listed on the Child Care Regulation report will populate and appear in the deficiency findings section on the Pre-Assessment tab. **This information contributes to determining eligibility for participation in the Texas Rising Star certification program.*



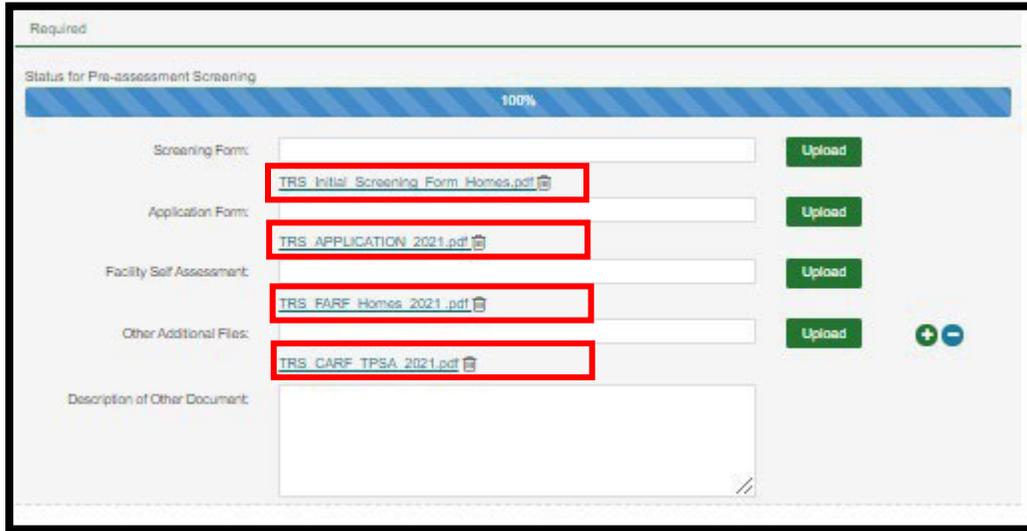
Section key:

Standard Number Description - lists the associated number of the deficiency and a short description.

Standard Risk Level - categorizes the level of the deficiency based on the pre-determined criteria (Critical, High, Medium, etc.).

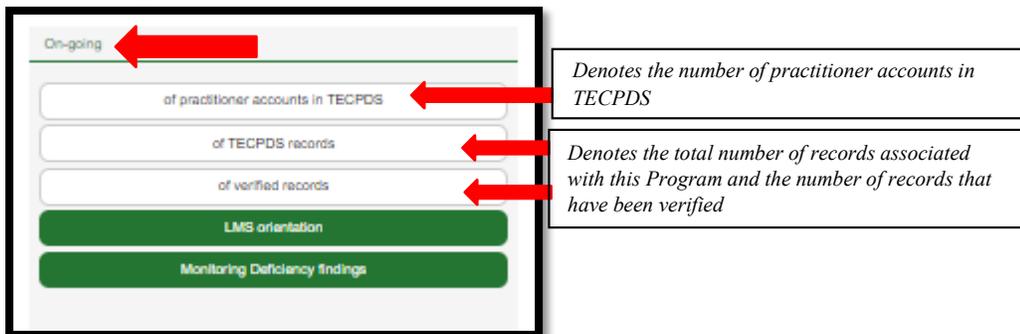
Created on - the date the deficiency was cited.

STEP 3: Locate the Required section and click on the file names to review the documents submitted by the program director.



- Documents such as facility staff lists, handbooks, teacher files (for those that do not have a TWR account), and other program documents may be found under the *Other Additional Files* section along with a description of the documents in the *Description of other document* tsection.

STEP 4: Locate the *Ongoing* section to reference the TECPDS information associated with the Director and staff (if Texas Workforce Registry accounts have been created). The assessor will be able to download a copy of the Individual’s Professional Development Profile Report in the Assessment section of the online tool (detailed guidance is provided in the Assessment section of this guide).



See TECPDS How-to Guides for guidance on how Directors and Staff create Texas Workforce Registry accounts if opt-in was not completed at initial CLI Engage account creation. <https://tecpds.org/wp/help/how-to-guides/>

Once the Texas Rising Star assessor has reviewed all the required documentation and made a determination of the ELP's eligibility to participate (including completion of the Texas Rising Star orientation), the ELP's status will be noted in the designated sections under the *Pre-Assessment* tab.

STEP 5a: Click the drop-down arrow on Orientation and select Yes or No denoting whether or not the orientation has been completed via CLI Engage or the LWDB.

STEP 5b: Click the drop-down arrow on Assessment Ready to denote whether the ELP is Ready for assessment, Not Ready or Not Ready and assigned to a Mentor.



The screenshot shows the 'Pre-Assessment' tab selected in the TRS system. Below the tabs, there is a blue button labeled 'Initial Deficiency Findings'. Below that, there are two dropdown menus. The first is labeled 'Orientation:' and the second is labeled 'Assessment Ready?'. Both dropdown menus have a red arrow pointing to their respective drop-down arrows.

Section Key:

Assessment ready is assigned to programs who have met all eligibility requirements and are ready for the assessor to schedule an onsite Assessment.

Not Ready is assigned to programs who the Texas Rising Star Specialist has determined that they do not meet the eligibility requirements for assessment at this time.

Not Ready assigned to Mentor is assigned to programs that are Not Ready for assessment and have been assigned to a mentor.

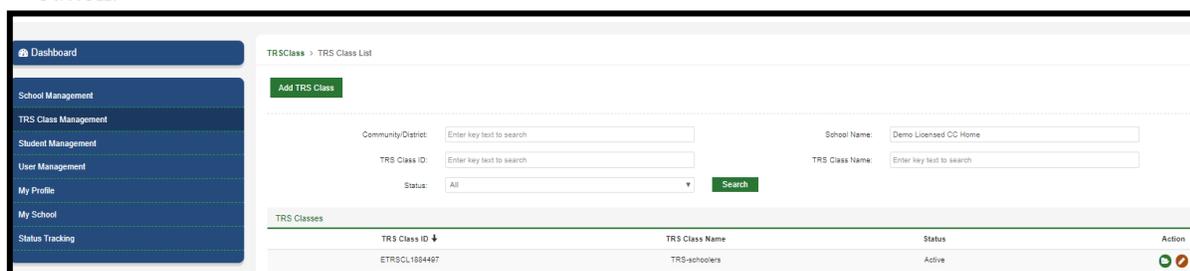
Adding Texas Rising Star Classes

This section provides instructions to Texas Rising Star staff on creating Texas Rising Star classrooms.

Texas Rising Star staff will denote each class that can be assessed and/or observed within each facility. There are two ways to access these classes and make additions. Step 1 describes both ways to access the applicable screen needed.

STEP 1:

- A. On the CLI Engage Dashboard, go to the bottom of the page, then click on *Class & Student Management* under the Administrative Tools section. On the *TRS Class Management* tab, click on the *Add TRS Class* button.



The screenshot shows the 'TRS Class List' page. On the left is a navigation menu with 'Dashboard' at the top, followed by 'School Management', 'TRS Class Management', 'Student Management', 'User Management', 'My Profile', 'My School', and 'Status Tracking'. The main content area has a breadcrumb 'TRSClass > TRS Class List' and a green 'Add TRS Class' button. Below the button are search filters: 'Community/District' (text input), 'School Name' (text input with 'Demo Licensed CC Home' selected), 'TRS Class ID' (text input), 'TRS Class Name' (text input), and a 'Status' dropdown menu set to 'All'. A green 'Search' button is to the right of the status dropdown. Below the filters is a table titled 'TRS Classes' with columns for 'TRS Class ID', 'TRS Class Name', 'Status', and 'Action'. One row is visible with 'ETRSQL1554497' as the ID, 'TRS-schoolers' as the name, and 'Active' as the status.

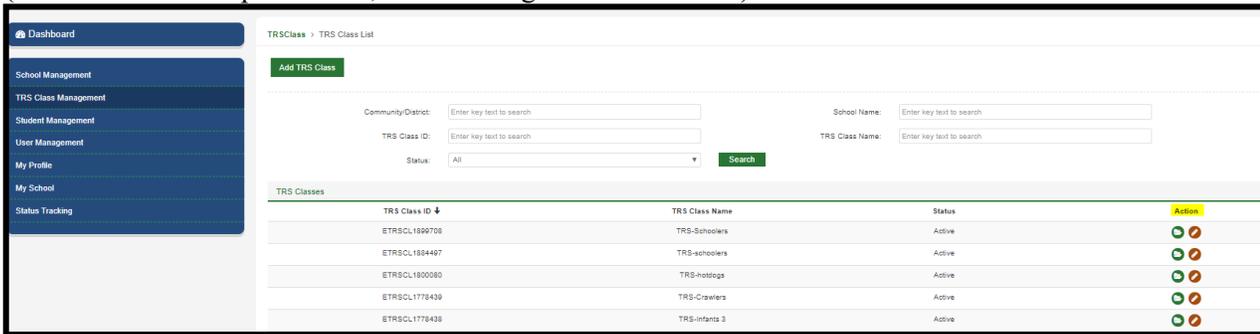
- B. On the CLI Engage Dashboard, go to the *TRS Assessment Tool* button, and within the Facilities Listing page, click on the button with the bell icon to Edit Classes, then click on the *Add TRS Class* button.

STEP 2: Fill in all Required Information, which is indicated with an asterisk.

- The *Community/District* is the LWDB with which the facility is associated. Enter the name of LWDB. and/or the number associated with the LWDB. Example: Panhandle—Enter “Panhandle” or “WDB01.”
- *School Name* will be the name of the Facility for this classroom location. As you begin to enter the name, the software will search automatically for the name. Choose the applicable facility or school.
- *TRS Class Name* and the age group of the class (example: Toddler B Class).
 - If the Classroom age group changes, Texas Rising Star staff updates this within the *TRS Class Management* tab. See the [Updating Classroom Information](#) section.
- *Class Status* defaults to Active. If this classroom closes, Texas Rising Star staff can update its status by changing the status to Inactive. See the [Updating Classroom Information](#) section for this.
- *TRS Class Assessor* is chosen via the drop box. If Texas Rising Star staff assigned is not listed, see the [Add TRS Specialist Role](#) section about adding Texas Rising Star staff.
- Although the system does not require the *Adding TRS Classes* section, it is advisable to complete this section to ensure that the applicable measures for assessing are populated in the online scoring tool.
- Select the age group of children for the *TRS Class* as follows: (Multiple ages may be selected if the classroom is for a mixed-age group.)
 - Choose Infants, Toddler, Preschool, or School Age.
 - Include the total number of children in each class.
 - Include the number of teachers.
- Class Notes consist of information that Texas Rising Star staff deems relevant to the classroom to help ensure the accuracy of scoring tools and measures.
- Curriculum designations can be made by clicking on the related drop-down boxes and selecting the core curriculum and the supplemental curriculum (if applicable) that is used by the ELP for each of the classes associated with that program.
- Click on Submit when completed. A pop-up box lets you know that the updates have been saved

Updating Classroom Information

STEP 1: Within the *TRS Class Management* tab, find the *TRS Class* to be updated, and click on the Edit button (the button with the pencil icon, on the far right of the class list).



The screenshot displays the 'TRS Class Management' interface. On the left is a navigation menu with options: Dashboard, School Management, TRS Class Management (selected), Student Management, User Management, My Profile, My School, and Status Tracking. The main content area is titled 'TRSClass > TRS Class List' and includes an 'Add TRS Class' button. Below this are search filters for Community/District, TRS Class ID, School Name, and TRS Class Name, along with a Status dropdown menu and a Search button. A table titled 'TRS Classes' lists several classes with columns for TRS Class ID, TRS Class Name, Status, and Action. The Action column contains edit (pencil) and delete (trash) icons for each class.

TRS Class ID	TRS Class Name	Status	Action
ETRSCL1809708	TRS-Schoolers	Active	 
ETRSCL1804497	TRS-schoolers	Active	 
ETRSCL1800080	TRS-totologs	Active	 
ETRSCL1778439	TRS-Crawlers	Active	 
ETRSCL1778438	TRS-infants 3	Active	 

STEP 2: Make the edits needed and click on Submit at the bottom to save. Examples of edits are the Class Name, Class Status, Age of Children, Number of Children, and Number of Teachers.

Note: This process can be used with schools by using the *School Management* tab, finding the school with information to be updated, and clicking on the button with the pencil icon button to edit.

Ensure that either the mentor or the assessor has selected, at minimum, the applicable “Core Curriculum used” for each classroom.

STEP 3: Click on Submit when completed. A pop-up box lets you know that the updates have been saved.

Texas Rising Star Assessments and Visits

Determining the Type of Assessment

Before entering scores into CLI Engage, the assessor must choose the type of assessment that will be entered. It is imperative that the assessor choose the appropriate type of Texas Rising Star assessment for the ELP. Each type of assessment requires specific data entry to ensure the consistency and reliability of the data. Follow the instructions in this guide for each type of assessment.

Initial assessment—This type of assessment is for ELPs that are pursuing Texas Rising Star for the first time. This is a new, full, on-site assessment of all Texas Rising Star measures for all Texas Rising Star classes. The star level is calculated by CLI Engage. This assessment is used also for previous Texas Rising Star ELPs that lost certification and are being reassessed.

Note: Department of Defense (DoD) military facilities will not receive an initial assessment and assessors will instead use the instructions in the [Event Log under Auto Assign](#) to automatically assign a 4-Star certification and generate applicable reports.

Annual monitoring visit—This type of assessment is for the annual unannounced on-site visit that occurs on or before the anniversary certification date. Use the instructions in this guide for this type of visit. The star level is calculated by CLI Engage; the verified star is not edited and typically does not change. If the school has applicable CCR Screening Form consequences, the assessor will use the instructions in the [Event Log under Star Level Change](#) to create an Event Log to document the lower star level.

Category reassessment—This type of assessment is for an ELP that has requested a reassessment of not more than two of the facility's lowest-scoring categories within 30 days after a full assessment. A category reassessment includes Category 1 if the school's director or staff has changed within the previous three months. This reassessment allows the assessor to keep the previous category-level star scores for the categories that are not being reassessed; the newly calculated star will combine the previous assessment and the current assessment, and the Texas Rising Star assessor can edit the verified star if necessary (based on CCR screening impacts). Use the instructions in this guide for this type of assessment. If the school has applicable CCR Screening Form consequences, the assessor can edit the verified star.

Note: For the Texas Rising Star categories that are **not** being reassessed, mark N/A at the category level. The Recertification By date will **not** be reset.

Reconsideration—This type of assessment is conducted when a facility has requested a **reconsideration**. This can be an entire category, subcategories, or individual measures. This assessment allows the assessor to retain the category-level star scores from the previous assessment while excluding those measures that will not be scored. Use the instructions in this guide for this type of assessment or visit. The calculated star will combine the previous assessment and the current assessment, and the verified star is editable by the Texas Rising Star assessor. If the school has applicable CCR Screening Form consequences, the assessor can edit the verified star.

Note: Mark N/A on all categories and/or classrooms not observed. Additionally, enter the following comment at the category level: "Classroom not assessed during reconsideration visit." The Recertification By date will **not** be reset unless the whole assessment is being reconsidered.

Recertification assessments—This type of assessment is for current Texas Rising Star facilities that are requesting recertification in the Texas Rising Star certification system. The star level is calculated by CLI Engage, and, if CCR deficiencies exist, the assessor can edit the verified star. The data entry process for this visit is the same as the data entry process for the Initial Certification assessment.

Note: The Recertification By date will be reset to three years from the approval date of this assessment.

Star level evaluation—This type of assessment is for a facility that has made significant improvements across Texas Rising Star measures that could result in a higher star-level designation upon reassessment. This is a full on-site assessment of all Texas Rising Star measures and for all Texas Rising Star classes. This assessment can be

done at any time within the three-year certification time frame. The star level is calculated by CLI Engage, and, if CCR deficiencies exist, the Texas Rising Star assessor can edit the verified star. The data entry process for this visit is the same as the data entry process for the Initial Certification assessment and the Recertification assessment.

Note: The Recertification By date will be reset to three years from the approval date of this star-level evaluation.

Facility changes (expansions, moves, splits, or change in type or ownership)—This type of assessment is for visits conducted because of a change to the facility including an expansion, move, split, or a change in the type or ownership of the facility. See the Texas Rising Star Guidelines for explanations on each type of these situations and what categories are assessed. The star level is calculated by CLI Engage, and, if CCR deficiencies exist, the Texas Rising Star assessor can edit the verified star.

Note: The Recertification By date may be reset to three years from the approval date of this facility change assessment if a full assessment is conducted. If a partial assessment is conducted, based on the Facility Change Rubric within the Guidelines, the current certification cycle remains.

SIA assessment—This type of assessment is designed to assess a facility after being placed on an SIA. This assessment allows the category-level star scores that are not being assessed to be retained from the previous assessment. The calculated star will combine the previous assessment and the current assessment, and, if CCR deficiencies exist, the Texas Rising Star assessor can edit the verified star.

Note: For the Texas Rising Star categories that are **not** being monitored, mark N/A at the category level. The Recertification By date will **not** be reset unless all categories were assessed during this assessment.

CLASS® Option for Category 2 Observations

Eligible ELPs that receive Classroom Assessment Scoring System® (CLASS®) observations have the option to have their CLASS® scores replace a Category 2: Teacher-Child Interactions observation during an assessment or annual monitoring visit.

The following eligibility requirement must be met to determine if CLASS® scores may be used to replace Texas Rising Star scores for Category 2: Teacher-Child Interactions:

- **All** classrooms within the center has had a CLASS® observation conducted by an eligible evaluator within the most recent 12 months of their Texas Rising Star assessment or annual monitoring.

See the Texas Rising Star Staff Handbook for additional eligibility requirements on utilizing CLASS® Option

Entering Assessment Scores

This section provides instructions on how to enter scores using the Texas Rising Star online assessment tool for the following types of program assessments or visits:

- Initial certification
- Annual monitoring visit
- Recertification assessment
- Category reassessment
- Reconsideration
- Star level evaluation
- Facility-changes assessment (changes such as type of facility, ownership, expansions, splits, or moves)
- Service Improvement Agreement (SIA) assessment

Prerequisites for entering scores are as follows:

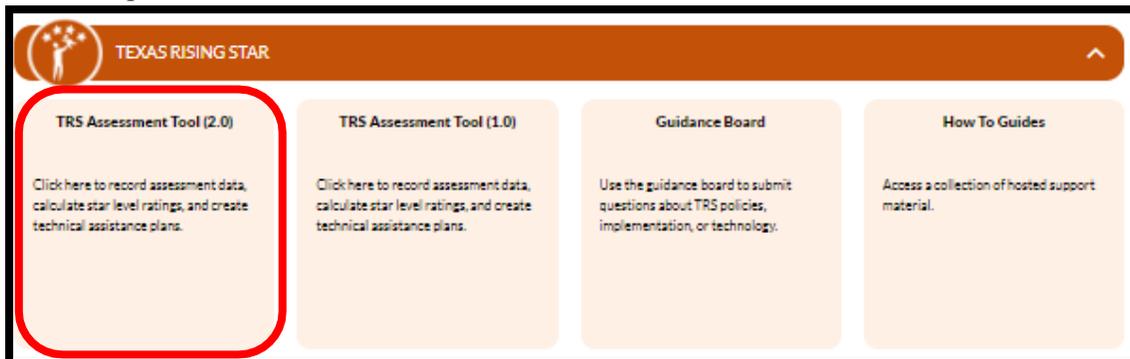
- A Google account for Texas Rising Star Specialists Role (assessor) must be in Active status
- The schools must be in Active status
- The Texas Rising Star assessor must be granted access to the school, and his or her role must be assigned on the School Management Page
- Texas Rising Star classes must have been created
- Correct facility type must be selected for all applicable assessment measures to appear
- Facility & Classroom Assessment Record Form(s) must be completed

Note: It is not necessary to invalidate records to make changes to a Texas Rising Star ELP's star level that are due to CCR deficiencies. See Changes in Star Level under the [Event Log section](#) for guidance on these types of changes.

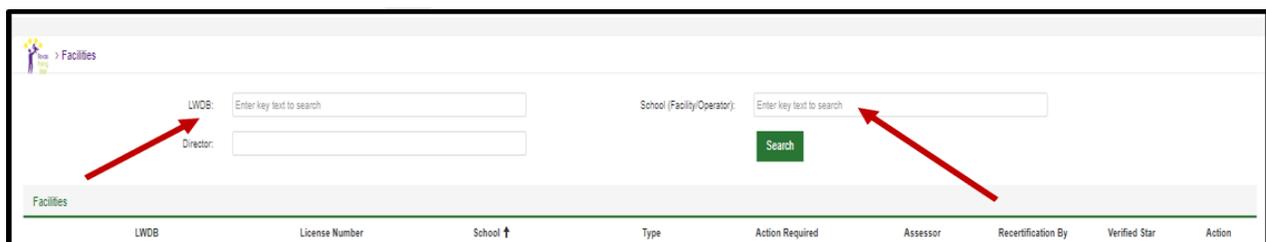
STEP 1: Log in to CLI Engage.

STEP 2: In the Dashboard, go to the section marked **Texas Rising Star**, then click on **TRS Assessment Tool 2.0**.

Note: Before placing any assessments into CLI Engage, the school must have all the noted prerequisites above completed.



STEP 3: Search for and select the school that was assessed and for which you are entering scores. The ELP can be found by searching the *LWDB* data field and/or the *School (Facility/Operator)* data field. Begin to type in the name of the school and then select the applicable school when it appears in the drop-down menu or click on Search.



STEP 4: From the Facilities tab, review the school’s information to ensure that all fields are accurate. If changes are required, click on *Edit School* button. Review the Texas Rising Star class information to ensure that all fields are accurate (class name, age group of children, and number of children). If changes are required, click on the bell icon button at the right to edit the Texas Rising Star class.

Note: Be sure to click on Submit when edits are made.

LWDB	School ↑	Director	Assessor	Mentor	Calculated Star	Star Designation Date	Recertification By	Verified Star	Action
SunNet ISD	SunNet School	David_Director Huang David_Director Huang	David_SS Huang	David_SS Huang	2 ★	09/01/2015	09/01/2018	2 ★	

STEP 5: Ensure that the Facility Type is accurate for the facility being assessed. If changes are required, click on the *Edit School* button and make the adjustments as needed. Save and return to the dashboard for Facilities. Note: Facility types are as follows: LCAA—Licensed Childcare All Ages (birth–12 years), LCSA—Licensed Center School Age (school-age children only), LCCH—Licensed Childcare Homes, RCCH—Registered Childcare Homes.

* Owner First Name:

* Owner Email:

* Facility Type: ▼

STEP 6: Once all information is verified, click on the **Action** button (play button) to begin the assessment.

LWDB:

Director:

School (Facility/Operator):

LWDB	School ↑	Action Required	Assessor	Calculated Star	Star Designation Date	Recertification By	Verified Star	Action
SunNet ISD	SunNet School	10/07/2016	David_SS Huang	2 ★	09/01/2016	09/01/2019	2 ★	

STEP 7a: Click on the *Create TECPDS Report* button to generate the Individual Professional Development Reports that are associated with this Program.

CommunityNames: TRS Testing Community School: TRS Automation School

Assessments | Event Log

Date Created	Approval Date	Assessment Type
06/22/2021	06/22/2021	Category Reassessment

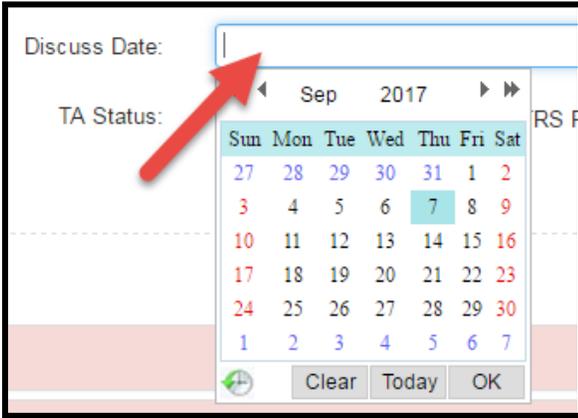
STEP 7b: Click on the *Event Log* tab and locate the TECPDS Report entry and download a copy of the Individual Professional Development Reports that are associated with this Program. The assessor will use this report to score Category 1-Director and Staff Qualifications and Training measures.

STEP 8: Click on the *Start Assessment* button.

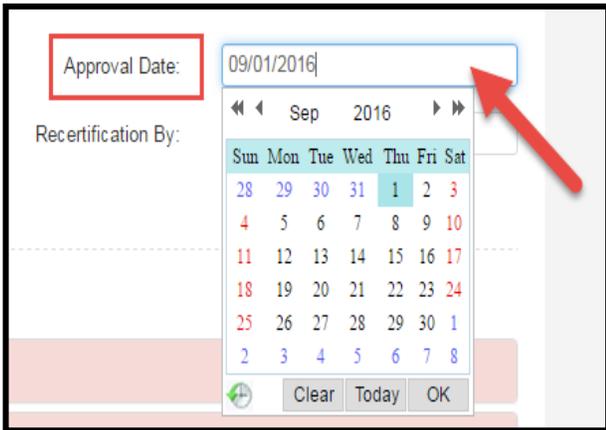
STEP 9: Enter dates.

Visit Date: Enter the date on which the assessment was completed.

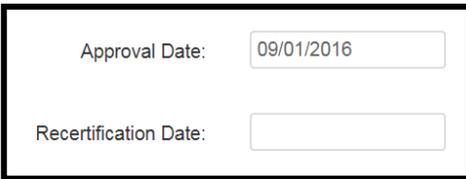
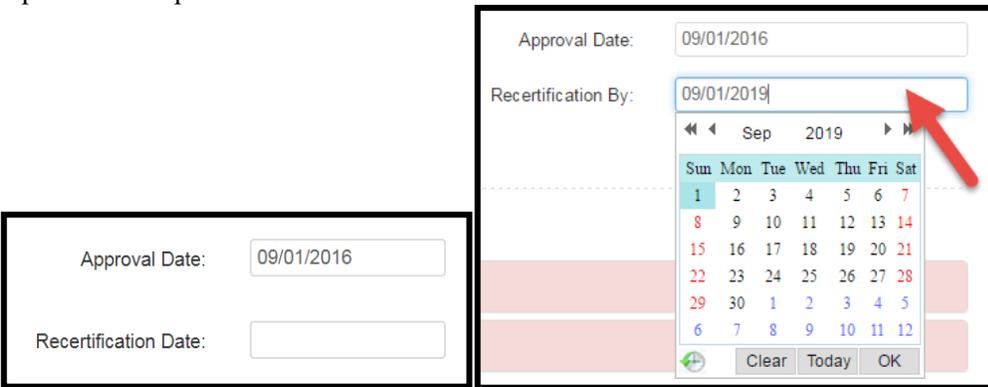
Discuss Date: This is the date on which the assessor plans to discuss the results with the ELP administrators.



Approval Date: This is the date on which the star level is effective. It will also be the **effective start date** on the Official Texas Rising Star Assessment Results Report. **Typically, this is the first of the month following the assessment.** To choose the date, enter the date manually or use the date picker. Place the arrow inside the bar so that the date picker will appear. Select the month, date, and year by using the arrows at the top of the date picker.



Recertification By: This is the **effective end date** on the Official Texas Rising Star Assessment Results Report. The Texas Rising Star assessor must ensure that this date accurately reflects the current Texas Rising Star recertification cycle. Remember that this is the time frame in which the Texas Rising Star ELP must renew its Texas Rising Star certification. Choose the date by using the date picker or enter the date by hand. Place the arrow inside the bar so that the date picker appears. Select the month, date, and year by using the arrows at the top of the date picker.



STEP 10: Select the type of assessment. Click on the drop-down menu to display the types of assessments. (See below for definitions of types of assessments.)

The screenshot shows a form with the following elements:

- Visit Date:** An empty text input field.
- * Type:** A dropdown menu with a blue border and a downward arrow. The menu is open, showing a list of assessment types. The top two items are "Please select..." (one highlighted in blue). The remaining items are: "Initial", "Recertification", "Facility Changes", "Category Reassessment", "Star Level Evaluation", "Annual Monitoring", "SIA Assessment", and "Reconsideration".
- Buttons:** Three buttons are visible below the dropdown:
 - TRS 19UAT:** A green button with white text.
 - Category 1:** A light red button with dark red text.
 - Category 4:** A light red button with dark red text.
- Comment:** A text input field is partially visible at the bottom right, with the label "Comment:" next to it.

Entering Scores for a Full Assessment

Initial, Star Level Evaluation, Recertification, and Facility Changes Assessments

Complete Steps 1–10 above for Entering Assessments.

For any full assessment, the Approval Date is the date on which the star level is effective and should be the first of the month following the visit. The Recertification By date is the effective end date and reflects the full three-year Texas Rising Star recertification cycle.

STEP 11: Enter all scores for all measures that were assessed by choosing the radial button for the applicable score. Note that N/A for a measure score is to be given only if that classroom and/or facility meets the requirements for scoring the measure N/A.

- Enter Category 1 and Category 3 using the Facility Assessment Record Form (FARF)
- Enter Category 2 and Category 4 using the Classroom Assessment Record Form (CARF)

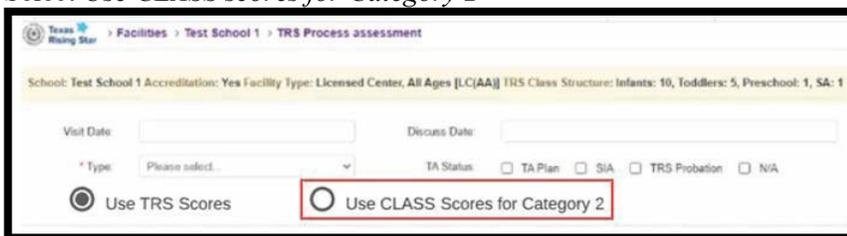
Note: After each section has been completed, the category bar turns from red to green. When scoring P- GSSR-01 and P-GSSR-02, the assessor inputs data related to the selected age group, group size, and number of teachers. CLI Engage autoscores the measure once data entry is complete.

To open a category or classroom, click on its tab. After all measures are scored, the category “collapses” and turns green. To edit a score before it is finalized, open the applicable tab and make the edit. Enter comments about scoring within the comment boxes for each applicable category. Ensure that comments are objective and explain why a category and/or measure was scored low or high. Include other observations that require technical assistance.

CLASS® Option for Category 2 Observations

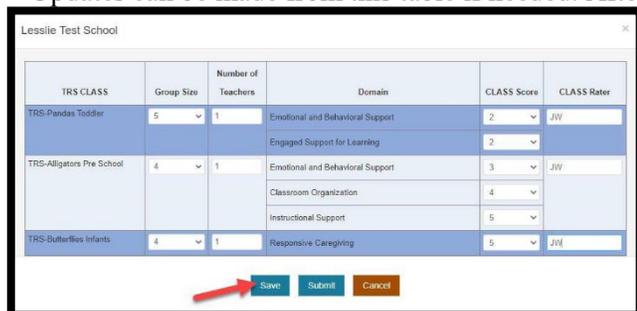
Please see Staff Handbook to ensure all eligibility requirements are met before utilizing this scoring option.

Select *Use CLASS scores for Category 2*



The screenshot shows the 'TRIS Process assessment' interface. At the top, it displays 'School: Test School 1 Accreditation: Yes Facility Type: Licensed Center, All Ages [LC(AA)] TRIS Class Structure: Infants: 10, Toddlers: 5, Preschool: 1, SA: 1'. Below this, there are fields for 'Visit Date' and 'Discuss Date'. A dropdown menu for '* Type' is set to 'Please select...'. To the right, there are checkboxes for 'TA Status', 'TA Plan', 'SIA', 'TRIS Probation', and 'N/A'. At the bottom, there are two radio buttons: 'Use TRS Scores' (which is selected) and 'Use CLASS Scores for Category 2' (which is highlighted with a red box).

This triggers the pop-up box to enter CLASS® scores for each eligible classroom. If not all active classrooms have CLASS® scores from the most recent 12-months to be inputted, this option cannot be used for this assessment. **Group size and number of teachers** is auto generated from the *TRIS Class* data input on the *TRIS Class Management* page. Updates can be made from this table if needed. After all CLASS® scores are entered click SAVE to close the pop-up box.



TRIS CLASS	Group Size	Number of Teachers	Domain	CLASS Score	CLASS Rater
TRIS-Pandas Toddler	5	1	Emotional and Behavioral Support	2	JW
			Engaged Support for Learning	2	
TRIS-Alligators Pre School	4	1	Emotional and Behavioral Support	3	JW
			Classroom Organization	4	
			Instructional Support	5	
TRIS-Butterflies Infants	4	1	Responsive Caregiving	5	JW

At the bottom of the table, there are three buttons: 'Save' (highlighted with a red arrow), 'Submit', and 'Cancel'.

STEP 12: After all scores (Categories 1-4) have been entered and reviewed:

- When CLASS® scores are used, the assessor should enter comments at the Category 2 level that CLASS® scores were used to generate scores for this category.
- click on Save to ensure that all entered data for all categories has been retained to finalize assessment
- click the **Use CLASS Scores** radial button and then click **Submit**
- click on **Preview** to view the facility scores and assessment results, and to check all information before finalizing.

The screenshot shows the 'TRS Test' form. At the top, there are tabs for 'Sunny's Class - Pre School', 'Mary Fall's Toddlers - Infants / Toddler', and 'M. Mouse - Pre School'. Below these are fields for 'Category 1' (comment: 'category 1 testing the comments section') and 'Category 3' (comment: 'NAEYC accredited school'). A 'Length of Observation' field is set to 'hour(s)'. The 'Category 2' comment field contains 'Use Class Scores for Category 2' and is highlighted with a red arrow. Below it is the 'Category 4' comment field. A blue button 'Expand All / Collapse All' is in the top right corner.

STEP 13: Select TA Status, if applicable. TA Plan is denoted when the facility has requested assistance, or the facility has received a lowered category star level but not a lowered overall star level. SIA is denoted when the facility has received a lowered overall star level during an annual monitoring visit. TRS Probation is denoted when the facility has received a screening impact of probation (or is currently on TRS probation) at the time of the visit. N/A is denoted when none of these is applicable.

The screenshot shows the 'TA Status' section. At the top, it displays 'School: TRS Automation School Accreditation: Yes Facility Type: Registered Child Care Home [RC(CH)]' and 'TRS Class Structure: Infants: 0, Toddlers: 0, Preschool: 1, SA: 0'. Below this are fields for 'Visit Date', 'Discuss Date', and 'Approval Date'. A dropdown menu for 'Type' is set to 'Please select'. The 'TA Status' section includes checkboxes for 'TA Plan', 'SIA', 'TRS Probation', and 'N/A'. A 'Recertification Date' field is also present.

STEP 14: Confirm report and click on Finalize.

The screenshot shows the 'TRS Specialist Specialist' form. It has tabs for 'Pandas Toddler - Toddler', 'Alligators Pre School - Pre School', and 'Butterflies Infants - Infants'. Below these are fields for 'Category 1' and 'Category 3'. The 'Length of Observation' field is set to 'hour(s)'. The 'Category 2' and 'Category 4' comment fields are empty. At the bottom, there are buttons for 'Save', 'Preview', 'Finalize', and 'Cancel'. A 'Back' button is in the bottom right corner.

STEP 15: Verify the star level and click on the *Submit* button. Ensure that the approval and recertification dates are accurate. Reports are generated after the information is submitted.

Verified Star ✕

* Calculated Star: 4 ★

* Verified Star: 4 ★ ▼

* Approval Date: 10/01/2018

* Recertification Date: 09/03/2021

Full Assessments for Nationally Accredited Schools (Modified)

Note: before entering scores for Nationally Accredited Program, check the school management page to ensure that the [Program Accreditation designation](#) has been assigned.

Complete Steps 1–10 above for Entering Assessments.

All steps for entering scores for a full assessment are followed as stated in the previous section—Entering Scores for a Full Assessment—for schools that do not have national accreditation. However, nationally accredited schools, which receive modified full assessments, are assessed with a modification to Step 11 only. Steps 12-15 are followed as indicated.

STEP 11 (modified): Enter all scores for all measures being assessed by choosing the radial button for the applicable score. Enter N/A for a measure score only if that classroom and/or facility meets the requirements for being scored N/A on that measure.

- Enter Category 2 and Category 4 using the CARF or CLASS® scores for Category 2 if applicable

Note: After each section has been completed, the category bar turns from red to green. When scoring P- GSSR-01 and P-GSSR-02, the assessor enters information about the selected age group, group size, and number of teachers. CLI Engage scores the measure once this information is complete.

Categories 1 and 3 will appear green signifying that the categories were assigned a scoring based on the ELP having the national accreditation designation. Enter “program is nationally accredited” in the category comment field.

To open a category or classroom, click on its tab. Once all measures are scored, the category “collapses” and turns green. To edit a score before it is finalized, open the applicable tab and make the edit. Place comments about scoring within the comment boxes for each applicable category. Ensure that comments are objective and explain why a category and/or measure was scored low or high. Include information about issues that require technical assistance.

Note: If the facility has lost national accreditation during its three-year Texas Rising Star certification, the assessor follows the steps as described for the applicable assessment of a facility that is not nationally accredited.

Entering Scores for Category Reassessment or SIA Assessment

Complete Steps 1–10 above for Entering Assessments.

For category reassessment and SIA assessment, the **Approval Date** is the date on which the star level is effective and should be the first of the following month. The **Recertification By** date is the current effective end date that reflects the facility’s current Texas Rising Star recertification cycle.

Example: If the current Texas Rising Star cycle is September 1, 2017, through August 31, 2020, and a category reassessment is done and effective January 1, 2018, the Recertification By date remains August 31, 2020.

STEP 11: Enter all scores for all measures assessed within the categories receiving the assessment by choosing the radial button for the applicable score. Note that N/A for a measure score is given only if that classroom and/or facility meets the requirements for scoring the measure N/A.

- Enter Category 1 and Category 3 using the FARF
- Enter Category 2, and Category 4 using the CARF

Note: After each section has been completed, the category bar turns from red to green. When scoring P- GSSR-01 and P-GSSR-02, the assessor enters information about the selected age group, group size, and number of teachers. CLI Engage scores the measure once this information is complete.

The assessor enters N/A for the categories **not** being assessed. For those categories, enter a comment indicating that the category was not observed because of the category reassessment or SIA assessment.

To open a category or classroom, click on its tab. Once all measures are scored, the category will “collapse” and turn green. Edits to scores can be made before finalizing by opening the applicable tab and making the edit. Enter comments about scoring in the comment boxes for each applicable category. Ensure that comments are objective and explain why a category and/or measure was scored low or high. Include other observations that require technical assistance.

STEP 12: After all scores have been entered:

- Click on Save; and
- Click on Preview to view the facility scores and assessment results, and to check all information entered.

STEP 13: Select TA Status, if applicable. TA Plan is denoted when the facility has requested assistance, or the facility has received a lowered category star level but not a lowered overall star level. SIA is denoted when the facility has received a lowered overall star level. TRS Probation is denoted when the facility has received 10–14 CCR deficiencies (or is currently on TRS probation) at the time of the visit. N/A is denoted when none of these is applicable.

Note: See Texas Rising Star Guidelines, Section 4, for more information.

The screenshot displays a form for entering assessment data. At the top, there are input fields for 'Visit Date' (03/25/2015), 'Discuss Date' (03/30/2015), 'Approval Date' (09/01/2015), and 'Recertification By' (09/01/2018). Below these is a dropdown menu for '* Type' set to 'Recertification'. A red box highlights the 'TA Status' section, which includes radio buttons for 'TA', 'TA Plan', 'SIA', 'TRS Probation', and 'N/A'. Below the form, there are two green bars labeled 'Category 1' and 'Category 5'.

STEP 14: Confirm the report and click on Finalize. Check that the Approval and Recertification By dates are accurate.

STEP 15: Once Finalize is selected, a Retain Star pop-up box will appear. For the categories that were not reassessed, choose Retain Previous Rating (click on the box in each category column along the Retain Previous Rating row), then click on the Combine Calculation button.

	Category 1	Category 2	Category 3	Category 4
Previous Star Rating	Auto Assign	Auto Assign	Auto Assign	Auto Assign
Current Star Rating	4	4	4	3
Retain Previous Rating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STEP 16: Verify the star level and click on Submit. Check that the Approval Date and the Recertification Date are accurate. Reports are generated after information is submitted.

STEP 17: Place an [Event in the Event Log](#) per the instructions for a Category Reassessment or SIA Assessment.

Entering Scores for a Reconsideration

Complete Steps 1–10 above for Entering Assessments.

For a Reconsideration of a measure or category, the **Approval Date** is the date that the star level is effective and should be the first of the following month. The **Recertification By** date is the **current** effective end date; it reflects the facility's current Texas Rising Star recertification cycle.

Example: If the current Texas Rising Star cycle is September 2018 through August 2021 and a Reconsideration is done and effective October 1, 2018, the Recertification By date remains August 2021.

For a Reconsideration of the whole assessment, the **Approval Date** is the date that the star level is effective and should be the first of the following month. The **Recertification By** date is the effective end date that reflects the full Texas Rising Star recertification cycle.

For a reconsideration of a measure

STEP 11: Choose the assessment that is being reconsidered and click on the Invalidate button.



STEP 12: Within the assessment, choose the measures that are being reconsidered and update with new scoring. For each applicable change, enter comments about scoring in the comment boxes. Ensure that comments are objective and explain why a category and/or measure was scored low or high. Include other observations that require technical assistance.

STEP 13: After all scores have been entered:

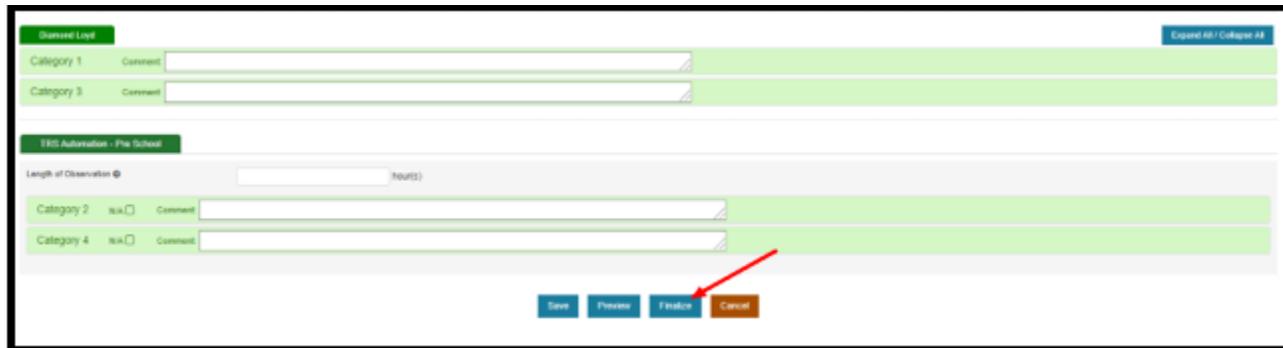
- click on Save; and
- click on Preview to view the facility scores and assessment results, and to check all information.

STEP 14: Select TA Status, if applicable. TA Plan is denoted when the facility has requested assistance or when the facility has received a lowered category star level but not a lowered overall star level. SIA is denoted when the facility has received a lowered overall star level. TRS Probation is denoted when the facility has received 10–14 CCR deficiencies (or is currently on TRS probation) at the time of the visit. N/A is denoted when none of these is applicable.

Visit Date:	03/25/2015	Discuss Date:	03/30/2015	Approval Date:	09/01/2015
* Type:	Recertification	TA Status:	<input type="checkbox"/> TA Plan <input type="checkbox"/> SIA <input type="checkbox"/> TRS Probation <input type="checkbox"/> N/A	Recertification By:	09/01/2018

Category 1

STEP 15: Confirm the report and click on Finalize. Check that the Approval and Recertification By dates are accurate.

A screenshot of a software interface for finalizing an assessment report. The interface is divided into several sections. At the top, there is a 'Star Level' dropdown menu and a 'Classroom / College #' field. Below this, there are two rows for 'Category 1' and 'Category 3', each with a 'Comment' field. A section titled 'SIS Automation - The School' contains a 'Length of Observation @' field with a '(HOURS)' label. Below this are two rows for 'Category 2' and 'Category 4', each with a 'N/A' checkbox and a 'Comment' field. At the bottom, there are four buttons: 'Save', 'Process', 'Finalize', and 'Cancel'. A red arrow points to the 'Finalize' button.

STEP 16: Verify the star level and click on Submit. Check that the approval and recertification dates are accurate. Reports are generated after the information is submitted.

STEP 17: Place a [Reconsideration Event in the Event Log](#) per the instructions for a Reconsideration.

Reconsideration of a Category

The assessor follows the instructions for a [category reassessment or SIA Assessment](#), **choosing Reconsideration as the assessment type**. Additionally, the assessor places an event in the Event Log per the instructions for a Reconsideration.

Reconsideration of a Whole Assessment

The assessor follows the instructions for a [Full Assessment](#), **choosing Reconsideration as the assessment type**. Additionally, the assessor places an event in the Event Log per the instructions for a Reconsideration.

Annual Monitoring Visits

This section provides instructions to Texas Rising Star assessors on the protocol for annual monitoring visits for Texas Rising Star -certified schools, including nationally accredited programs. The section also contains additional information for the Texas Rising Star Online Assessment Tool on CLI Engage.

Initial procedures are as follows:

- Download the most recent Texas Rising Star Provider Assessment Result Report from CLI Engage.
- Make copies of the CARF for the classes you will observe and review.
- Make a copy of the FARF.

Table 2. Preparing for the Visit

Task	Action
Do you have a copy of the Facility’s latest Texas Rising Star Assessment Results Report from CLI Engage?	Yes No—Download a copy from CLI Engage.
Do you have the Texas Rising Star Director/Staff Education Worksheet completed?	Yes No—Complete the Staff Education & Experience worksheet using the information obtained at the most recent assessment. This form will be compared to the current program roster to see which staff members have been retained and allow for input and scoring of new staff members’ information.
Do you know the Texas Rising Star Facility’s Verified Star Level?	Yes No—Find the Texas Rising Star Assessment Results Report to identify the verified star level. It might be helpful to record the category star level. These star levels can be used when comparing the report to the results from the annual monitoring. Keep this copy to review against the score after the annual monitoring. The review is helpful to the Texas Rising Star mentor in developing a TA Plan or an SIA.
Do you know the number of classes by age group that will be observed?	Yes No—Observe 50 percent of the classrooms, including one from each age group, represented in the Facility.
What forms are needed for the classroom assessment?	Make copies of the CARF for Infant, Toddler, Preschool, and/or School Age classroom assessments. Take extra copies if needed.
What forms are needed for the facility assessment?	Make a copy of the FARF for each facility assessment. Verify current scoring of staff, program management and family education/involvement measures.
Complete a Texas Rising Star Screening Form.	Review the facility’s licensing history on the monitoring deficiencies tab and complete the applicable screening form.

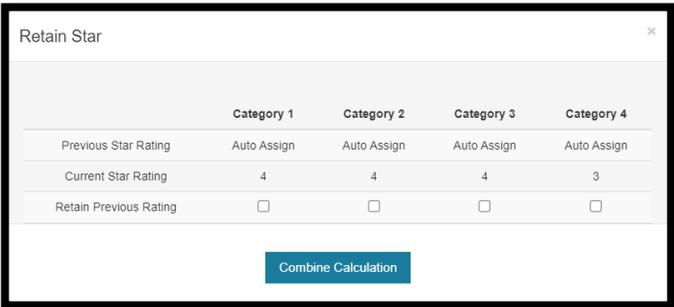
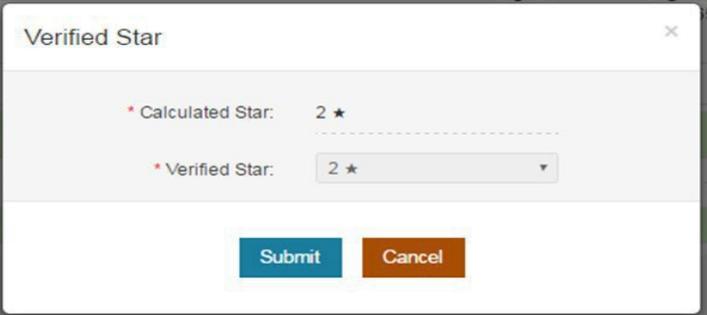
Table 3. Conducting the Unannounced Annual Monitoring Visit

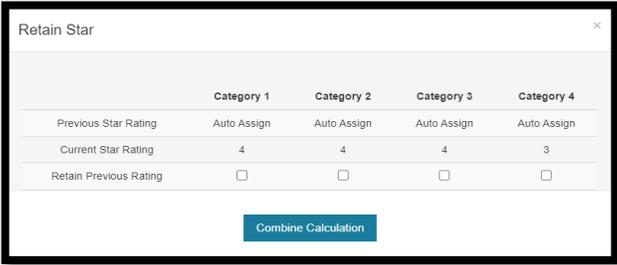
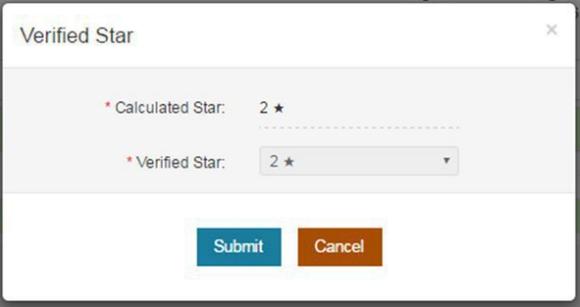
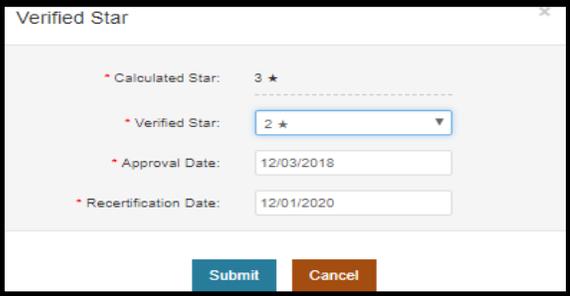
You must observe **50 percent of classrooms**, including **one from each age group**. Priority is given to **new classes and/or teachers** added since the previous assessment.

Task	Action
Facility—Ask the facility if changes have been made to policies and procedures regarding Category 3: Program Administration.	<p>Yes—Review documentation and score applicable measures accordingly.</p> <p>No—Category 3 for the Facility section can be marked N/A; the Retain Star Level will be used for Category 3.</p>
Are there new classes or teachers?	<p>Yes—Priority should be given to these groups.</p> <p>No— Proceed with monitoring 50 percent of the classrooms, including one from each age group, for Categories 2 and 4.</p> <p>Example: A site has one infant room, one toddler room, and one preschool room. Therefore, all three rooms would be observed. All teachers’ training would be reviewed.</p>
Facility—Ask the director whether changes in staff and/or director have occurred since the most recent assessment.	<p>Yes, there have been changes in staff:</p> <p>The assessor will document staff changes and review the director and all staff training files (to include any new staff files for training plans, orientations, and such) and applicable facility measures in Categories 1 and 3. The purpose of this process is to help the ELP remain in compliance with all categories, especially training, during the three-year Texas Rising Star certification cycle.</p> <p>No, there have been no changes in staff:</p> <p>The assessor will review the director and all staff training files (to include any new staff files for training plans, orientations, and such) and applicable facility measures in Categories 1 and 3. The purpose of this process is to help the ELP remain in compliance with all categories, especially training, during the three-year Texas Rising Star certification cycle.</p>
How long does the assessor spend in each class?	The one-hour core observation time is required for monitoring visits.

After the visit is complete, the assessor should score the facility immediately. The assessor should enter all scores into CLI Engage within 5 days of the visit.

Table 4. Entering Scores into the Texas Rising Star Online Assessment Tool on CLI Engage

Task	Action
<p>Start a New Assessment (Click on the play button.)</p>	<p>The assessment type is Annual Monitoring. Enter the following information: Enter the Visit Date (last day of the visit). Enter the Discuss Date (date the assessment was discussed with the director). Enter the approval date (original certification date). Enter the Recertification Date (original Texas Rising Star -cycle end date). Enter Scores for all measures for classrooms observed. Enter Scores for all measures for the facility observed.</p>
<p>Classes Not Assessed</p>	<p>For the classes that are not observed, mark N/A. This will exclude them from the scoring criteria.</p>
<p>Finalize</p>	<p>Click on Finalize at the bottom. Note: For annual monitoring, the Preview feature is disabled. You can view the category star level on the Retain Star page.</p>
<p>Retain Star Pop-Up Box</p>	<p>Denote which categories, if any, will retain their star level. Note: When you select Retain Star, you are choosing to retain the category star level from the previous assessment. This retained category star level will be considered in the overall star level for this assessment.</p>
<p>Example of Retain Star Page with No Changes</p> <p>Example: Center A had an initial assessment and the category scores were as follows: 2, 2, 2, 2, 2. During the annual monitoring visit Categories 1 and 3 were N/A, and Categories 2 and 4 were each scored 3. Therefore, only Categories 1 and 3 would retain their star level.</p> <p>Previous 2, 2, 2, 2 Current 0, 3, 0, 3 Combined Calculation 2, 3, 2, 3 Verified Star remains 2 Star</p>	<p>To retain the category star from the previous assessment, place a check mark in the category to retain the previous category star level.</p>  <p>Click on Combine Calculation. The combined calculation will be the previous star level for Categories 1 and 3 and the current star rating for Categories 2 and 4. This yields a 2-star Calculated Star. As this is an annual monitoring visit, the Verified Star will not change.</p> <p>Click on Submit and the reports will be finalized.</p> 

Task	Action
<p>Example of Retain Star Page with Changes</p> <p>Example: Center A had an initial assessment and the category scores were as follows: 2, 2, 2, 2. During the annual monitoring visit there were staff changes and updated policies.</p> <p>This results in combined new data and previous data that will yield the current star level. Do not check Retain Previous Rating.</p>	<p>Click on Combine Calculation to generate the Calculated Star and the Verified Star.</p>  <p>The Calculated Star is based on the current assessment. The Verified Star is from the previous assessment and does not change during the annual monitoring visit.</p>
<p>Verify the Star Rating</p> <p>The star level will be calculated and will not include the measures in which there was an N/A.</p> <p>Does the facility have CCR deficiencies noted on the screening form that may cause certification to be lowered?</p>	<p>No—The Verified Star will remain the same as the Calculated Star.</p>  <p>Yes—Denote the Verified Star per the Screening Form consequence.</p>  <p>Place an event into the Event Log as denoted within the Change in Star Level section. Click on Submit.</p>
<p>What is done after the scores have been verified?</p>	<p>The assessor downloads and views reports (Results Report, Facility Report, and Class Report) for the facility and the classrooms; and provides reports and discusses them with the mentor and the ELP.</p>
<p>Did the facility fail to maintain its verified star level at the annual monitoring visit? (The calculated star is lower than the verified star.)</p>	<p>No—The mentor may choose to have technical assistance based on results. Yes—The facility is placed on an SIA. Follow the instructions in the User Guide, SIA section.</p>

Accessing Texas Rising Star Assessment Reports

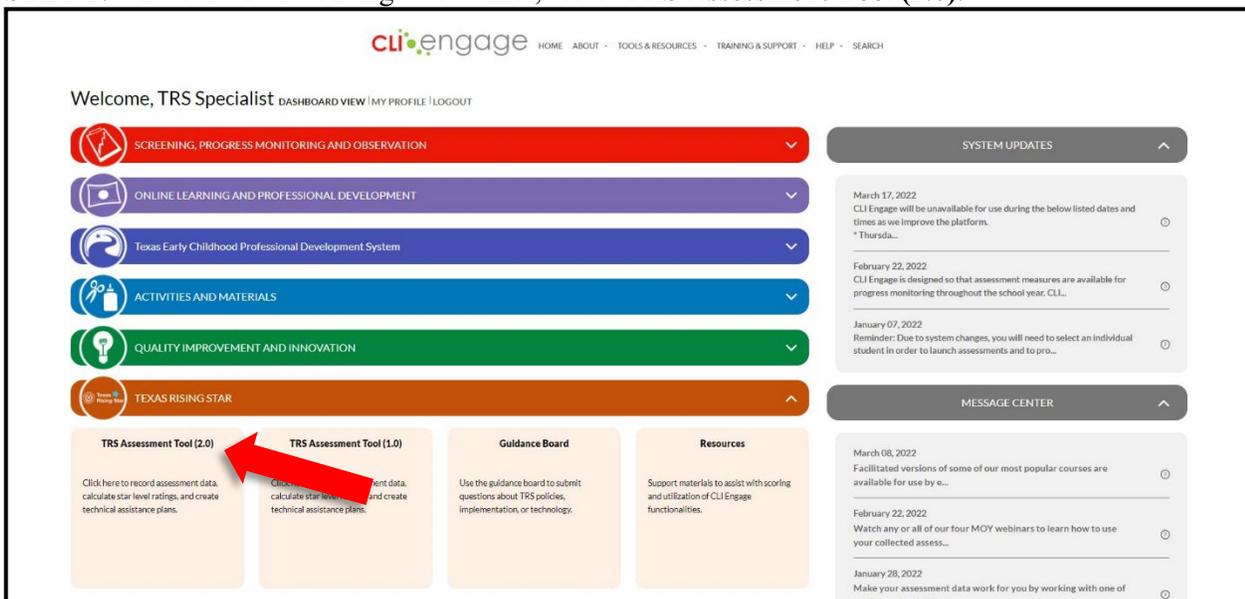
The following steps explain how to access reports for completed Texas Rising Star assessments. There are four types of reports Texas Rising Star staff can generate for a finalized assessment.

1. Results Report
2. Results Report with comments
3. Facility Results Report
4. Class Results Report

STEP 1: Log into CLI Engage.



STEP 2: Under the Texas Rising Star banner, select TRS Assessment Tool (2.0).



STEP 3: Enter the name of the ELP and click Search.

STEP 4: The ELP will populate. Click the “Play” button in the Action column to display all completed assessments for the ELP.

Facilities	LWDB	License Number	School ↑	Type	Action Required	Assessor	Recertification By	Verified Star	Action
	SunNet ISD	SunNet20150922	Leslie Test School	Licensed Center, All Ages [LC(AA)]	09/27/2021	TRS Specialist Specialist	03/30/2022	3 ★	

Showing 1 to 1 of 1 entries. Display 10 per page. [Previous](#) [Next](#) [Last](#)

STEP 5: Identify the assessment for which you would like to generate reports.

Date Created	Approval Date	Assessment Type	Calculated Star	Verified Star	Result Report	Facility Report	Class Report	Action
03/17/2022	03/17/2022	Initial	2 ★	2 ★	03/17/2022 10:56:02 AM 03/17/2022 10:56:02 AM★	03/17/2022 10:56:02 AM	TRS-Pandas Toddler TRS-Alligators Pre School TRS-Butterflies Infants	
03/14/2022	03/31/2022	Initial	3 ★	3 ★	03/14/2022 04:20:40 PM 03/14/2022 04:20:40 PM★	03/14/2022 04:20:40 PM	TRS-Pandas Toddler TRS-Alligators Pre School TRS-Butterflies Infants	
03/14/2022	03/22/2022	Initial	3 ★	3 ★	03/14/2022 03:35:37 PM 03/14/2022 03:35:37 PM★	03/14/2022 03:35:37 PM	TRS-Pandas Toddler TRS-Alligators Pre School TRS-Butterflies Infants	
08/26/2021	08/31/2021	Annual Monitoring	3 ★	2 ★	08/26/2021 06:41:39 PM 08/26/2021 06:41:39 PM★	08/26/2021 06:41:39 PM	TRS-Pandas Toddler	
07/08/2021	07/12/2021	Initial	2 ★	2 ★	07/08/2021 02:23:56 PM 07/08/2021 02:23:56 PM★	07/08/2021 02:23:56 PM	TRS-Pandas Toddler	

STEP 6: Identify the type of report you would like to generate and click on the corresponding link.

Date Created	Approval Date	Assessment Type	Calculated Star	Verified Star	Result Report	Facility Report	Class Report	Action
03/17/2022	03/17/2022	Initial	2 ★	2 ★	03/17/2022 10:56:02 AM 03/17/2022 10:56:02 AM★	03/17/2022 10:56:02 AM	TRS-Pandas Toddler TRS-Alligators Pre School TRS-Butterflies Infants	

STEP 6a: Click on the first link under Results Report to generate the report with the ELP’s star ratings and each category’s measures and scores.

Date Created	Approval Date	Assessment Type	Calculated Star	Result Report	Facility Report	Class Report	Action
03/17/2022	03/17/2022	Initial	2 ★	03/17/2022 10:56:02 AM 03/17/2022 10:56:02 AM★	03/17/2022 10:56:02 AM	TRS-Pandas Toddler TRS-Alligators Pre School TRS-Butterflies Infants	

This report includes the following information:

1. ELP demographic information
2. Assessment type and date of report
3. Certification dates
4. Overall star rating including the calculated and verified ratings
5. Category level ratings including structural and average scores and category ratings
 - a. 1.00-1.79 = 2 star
 - b. 1.80-2.39 (60-79% of total points) = 3 star
 - c. 2.40 or greater (80-100% of total points) = 4 star
6. Provider signature
7. Measures assessed and measure scores

Initial Assessment Report
(Official)

Leslie Test School
7000 Fannin St
Houston, TX 77030

Facility Information: Leslie Test School

<p>1 LWDB: SunNet ISD DFPS License Number/Operator #: SunNet20150922 Owner: Leslie HHH22 Director: Leslie</p>	<p>Age Range(s) Served: From: Infants 0-17 mos Through: Pre School 3-5 yrs old Regulating Entity: State of Texas (CCL) Type of Facility: Licensed Center, All Ages [LC(AA)] Type of National Accreditation: N/A</p>
--	--

2 Initial ASSESSMENT RESULTS
Date of Report: 03/17/2022

Assessed by: TRS Specialist Specials **3** Agreement Effective Date: 03/17/2022
 Assessment Visit Completed: 03/15/2022 Agreement Termination Date: 03/31/2022

4 Overall Star Rating

	Calculated	Verified
	3	3

Category	Structural	Avg. Score	Star
1 - Director and Staff Qualifications and Training	MET	2.33	3
2 - Teacher-Child Interactions	N/A	2.21	3
3 - Program Administration	MET	1.73	2
4 - Indoor/Outdoor Environment	N/A	1.33	2
Calculated Star Rating:			3

Date discussed with Provider: 03/17/2022

6 Provider Name and Signature:

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TRS PROVIDER CERTIFICATION SCORES

7

Leslie Test School
SunNet ISD
SunNet20150922

PROCESS MEASURES

Director And Staff Qualifications And Training	
Director Qualifications	
P-DEQT-01	FORMAL EDUCATION 2
P-DEQT-04	DIRECTOR EXPERIENCE 3
Teacher Qualifications	
P-CQT-01	TEACHER QUALIFICATIONS 2
Process Measure Rating for Category 1: 3 ★	

Teacher-Child Interactions		TRS-Alligators Pre School	TRS-Butterflies Infants	TRS-Pandas Toddler
Staff Ratios and Group Size				
P-GSSR-01	Group Size	3	3	3
P-GSSR-02	Staff to Child Ratio	3	0	3
Warm and Responsive Style				
P-WRS-01	Creates a warm, safe, and nurturing environment.	3	3	1
P-WRS-02	Uses frequent positive nonverbal behaviors to increase feelings of acceptance	2	3	1
P-WRS-03	Has a patient, relaxed style that helps maintain calmness in the classroom	2	3	2
P-WRS-04	Notifies and attends to children's needs and signals	2	3	2
P-WRS-05	Responds promptly and sensitively to children's cognitive and affective signals (acknowledges and expands on children's attempts at communication, play, and expression of needs.)	2	3	2
P-WRS-06	Demonstrates an ability to adjust one's own behavior to meet the needs, interests, and abilities of individuals/groups of children	2	2	1
Language Facilitation and Support				
P-LFS-01	Listens to children attentively and responds appropriately to their language, vocalizations, and nonverbal attempts at communication	2	2	1
P-LFS-02	Uses positive verbal responses and encouragement to provide reinforcement or acknowledge positive behavior/accomplishments	2	2	1
P-LFS-03	Uses language to add meaning or expand on children's interests or agenda	2	2	1
P-LFS-04	Communicates with children throughout the day (in whole group activities, small groups, mealtimes, outdoor play.)	3	3	2
P-LFS-05	Uses descriptive language (specific labels and descriptors)	2	2	2
P-LFS-06	Provides children with frequent opportunities to talk with caregivers (small group, whole group, outdoor play, and mealtimes)	2	2	2
P-LFS-07	Allows children time to respond to questions before providing the answer or asking another question.	2	3	2

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CLASS® Option

If you have entered CLASS® scores for Category 2, the report will indicate so and include the CLASS® information and scores in the section for Category 2.

This report includes the following additional information for the CLASS® option:

1. Indication that CLASS® scores were used for Category 2
2. CLASS® assessment information and scores in the Category 2 section



Initial Assessment Report
(Official)

Leslie Test School
7000 Fannin St
Houston, TX 77030

Facility Information: **Leslie Test School**

LWDB: SunNet ISD DFPS License Number/Operator #: SunNet20150922 Owner: Leslie HHH22 Director: Leslie	Age Range(s) Served: From: Infants 0-17 mos Through: Pre School 3-5 yrs old Regulating Entity: State of Texas (CCL) Type of Facility: Licensed Center, All Ages [LC(AA)] Type of National Accreditation: N/A CLASS scores used for Category 2 1
--	--

Initial ASSESSMENT RESULTS

Date of Report: 03/17/2022

Assessed by: TRS Specialist Specialis Agreement Effective Date: 03/17/2022
 Assessment Visit Completed: 03/15/2022 Agreement Termination Date: 03/31/2022

Overall Star Rating

Calculated	Verified
2	2

Category	Structural	Avg. Score	Star
1 - Director and Staff Qualifications and Training	MET	1.67	2
2 - Teacher-Child Interactions	N/A	2.33	3
3 - Program Administration	MET	1.55	2
4 - Indoor/Outdoor Environment	N/A	1.11	2
Calculated Star Rating:			2

Date discussed with Provider: 03/17/2022
 Provider Name and Signature:

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TRS PROVIDER CERTIFICATION SCORES

Leslie Test School
 SunNet ISD
 SunNet20150922

PROCESS MEASURES

Director And Staff Qualifications And Training	
Director Qualifications	
P-DEQT-01	FORMAL EDUCATION 2
P-DEQT-04	DIRECTOR EXPERIENCE 2
Teacher Qualifications	
P-CQT-01	TEACHER QUALIFICATIONS 1
Process Measure Rating for Category 1 : 2 ★	

2 Teacher-Child Interactions

TRS Class	Group Size	Number of Teachers	CLASS Domain	CLASS Score	CLASS Rater
TRS-Pandas Toddler	5	1	Emotional and Behavioral Support	6	TS
			Engaged Support for Learning	5	
TRS-Alligators Pre School	4	1	Emotional and Behavioral Support	4	TS
			Classroom Organization	6	
			Instructional Support	5	
TRS-Butterflies Infants	4	1	Responsive Caregiving	7	TS

Process Measure Rating for Category 2 : 3 ★

Program Administration

Family Education

P-FE-01	The program conducts an orientation with the family at enrollment. A signed and dated copy of the content of the orientation is kept in the child's file.	2
P-FE-02	The program provides families with opportunities to better understand the child's growth and development.	1

Family Involvement

P-FI-01	Parents have structured opportunities to provide input that may influence the program.	2
P-FI-02	Parent/teacher conferences are held. Conferences can be held in person or by phone.	1
P-FI-03	Families are invited to participate in program-related activities.	3

Program Management

P-PM-01	Program Management Program offers staff formal compensatory supports to encourage staff retention	1
P-PM-02	Program demonstrates health and nutrition policies for children and parents that are structured to ensure the program supports whole child development	1
P-PM-03	Program uses a developmentally appropriate curriculum that aligns with early learning guidelines/standards	0
P-PM-04	Program provides support to teachers for curriculum planning	2
P-PM-05	Program supports the use of assessments (formal and/or informal) that measure children's developmental progress.	2

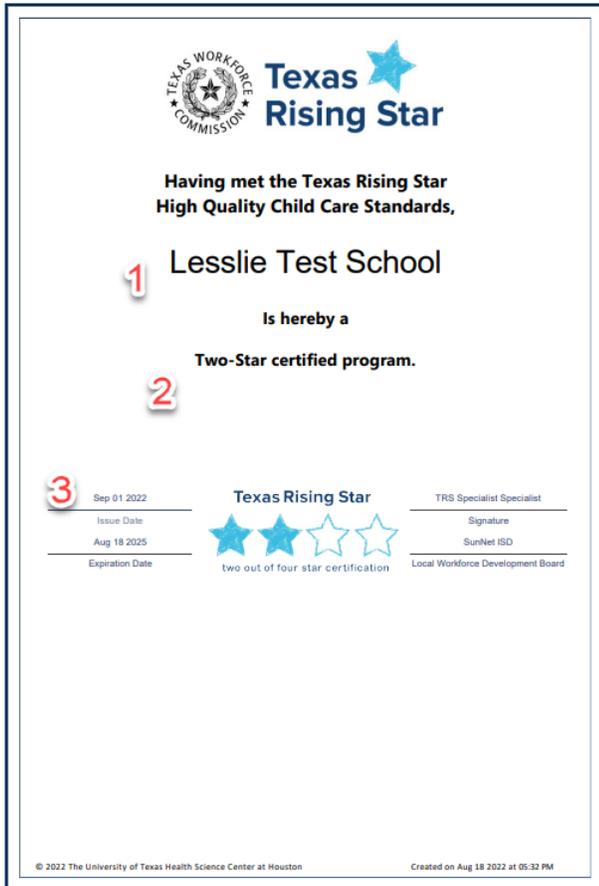
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Texas Rising Star Certificate

This report also includes the ELP's Texas Rising Star Certification certificate.

The certificate includes the following information:

1. ELP's name
2. Star rating
3. Certification dates



STEP 6c: Click on the link under Facility Report to generate the report with the measures, scores, and comments for the Facility Assessment.

Date Created	Approval Date	Assessment Type	Calculated Star	Verified Star	Report Date	Facility Report	Class Report	Action
03/17/2022	03/17/2022	Initial	2 *	2 *	03/17/2022 10:56:02 AM 03/17/2022 10:56:02 AM*	03/17/2022 10:56:02 AM	TRS-Pandas Toddler TRS-Alligators Pre School TRS-Butterflies Infants	

This report includes the following information:

1. All Facility measures
2. Measure scores
3. Comments entered by the assessor

Measure #	Measure Score	Comments
Category 1: Director And Staff Qualifications And Training		
Director's TECPDS report was reviewed. Staff do not have TECPDS reports.		
Director Qualifications		
S-DQT-04	Score: Met	Counted college credits as training hours as credits were earned within the training year.
Teacher Qualifications		
S-COTQ-01	Score: Met	
S-COTQ-03	Score: Met	Maria Bilson employed less than 90 days
Director Qualifications		
P-DEQT-01	Score: 2	Director's transcript shows 6+ college credits in business management.
P-DEQT-04	Score: 2	
Teacher Qualifications		
P-CQT-01	Score: 1	2 of 5 full time staff meet one of the qualifications (40%)
Category 3: Program Administration		
Family Education		
S-FE-01	Score: Met	Evidence found in family handbook and additional documents provided by director. Director informed that all documents are provided to families.
Family Involvement		
S-FI-04	Score: Met	Resources are onsite and provided electronically.
S-FI-03	Score: Met	
S-FI-02	Score: Met	Challenging Behaviors policy is a separate document provided to families during enrollment.
Family Education		
P-FE-02	Score: 1	
P-FE-01	Score: 2	10/13 items met
Family Involvement		
P-FI-01	Score: 2	Suggestion box at front desk.
P-FI-03	Score: 3	Fall Open House Christmas Party Summer Kick off
P-FI-02	Score: 1	
Program Management		
S-PM-01	Score: Met	Space for therapy is located in multi-use room.

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STEP 6d: Click on the links under Class Report to generate the reports for each classroom assessed.

Date Created	Approval Date	Assessment Type	Calculated Star	Verified Star	Result Report	Class Report	Action
03/17/2022	03/17/2022	Initial	2 *	2 *	03/17/2022 10:56:02 AM 03/17/2022 10:56:02 AM*	03/17/2022 10:56:02 AM TRS-Pandas Toddler TRS-Alligators Pre School TRS-Butterflies Infants	

This report includes the following information:

1. Class name
2. Measures assessed
3. Measure scores
4. Comments entered by the assessor

Note: Assessments where CLASS® scores were used for Category 2 do not have the option for individual measure comments. The assessor should note at the category level that CLASS® scores were used for category 2.

Assessment with CLASS® scores

TRIS-Pandas Toddler
(Official)

Date: 03/17/2022
Leslie Test School
SunNet ISD
License Number: SunNet20150922

NAME OF CLASSROOM 1 TRS-Pandas Toddler
of Children 5
STAFF RATIO (Category 2: P-GSSR-01, P-GSSR-02): 3, 3

Name(s) of Teacher(s) in Classroom 4
None 3 Lead Teacher

Measure #	Measure Score	Comments
Category 2: Teacher-Child Interactions		
Staff Ratio and Group Size		
P-GSSR-01	Score: 3	
P-GSSR-02	Score: 3	Age Group: 2 Group Size: 5 Number of Teachers: 2
Warm and Responsive Style		
P-WRS-01	Score: 1	Teacher 1 shushed a boy who made a comment during book read
P-WRS-02	Score: 1	
P-WRS-03	Score: 2	
P-WRS-04	Score: 2	Teacher 2 noticed a child's silence during song along
P-WRS-05	Score: 2	
P-WRS-06	Score: 1	
Language Facilitation and Support		
P-LFS-01	Score: 1	
P-LFS-02	Score: 1	That's nice Wow! Yay!
P-LFS-03	Score: 1	
P-LFS-04	Score: 2	
P-LFS-05	Score: 2	
P-LFS-06	Score: 2	
P-LFS-07	Score: 2	
P-LFS-08	Score: 2	
P-LFS-09	Score: 2	
P-LFS-10	Score: 2	
Play-Based Interactions and Guidance		

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TRIS-Pandas Toddler
(Official)

Date: 03/16/2022
Leslie Test School
SunNet ISD
License Number: SunNet20150922

NAME OF CLASSROOM TRS-Pandas Toddler
of Children 5
STAFF RATIO (Category 2: P-GSSR-01, P-GSSR-02): N/A, N/A

Name(s) of Teacher(s) in Classroom Lead Teacher
None

Category 2: Teacher-Child Interactions
Comment: CLASS scores used for Category 2

TRIS Class	Group Size	Number of Teachers	CLASS Domain	CLASS Score	CLASS Rater
TRIS-Pandas Toddler	5	1	Emotional and Behavioral Support	6	TS
			Engaged Support for Learning	5	

Measure #	Measure Score	Comments
Category 4: Indoor/Outdoor Environment		
Comment: Observed playground after 1 hour observation		
Indoor Learning Environment		
P-ILE-01	Score: 2	Library, blocks, DP, manipulatives
P-ILE-02	Score: 1	
P-ILE-03	Score: 1	3 of the 4 centers did not have labels for materials
P-ILE-04	Score: 1	
P-ILE-05	Score: 1	
Outdoor Learning Environment		
P-OLE-01	Score: 1	
P-OLE-02	Score: 1	
P-OLE-03	Score: 2	

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Event Log

This section provides instructions to Texas Rising Star assessors and mentors on how to use the Event Log for any of the situations below.

The prerequisites are as follows:

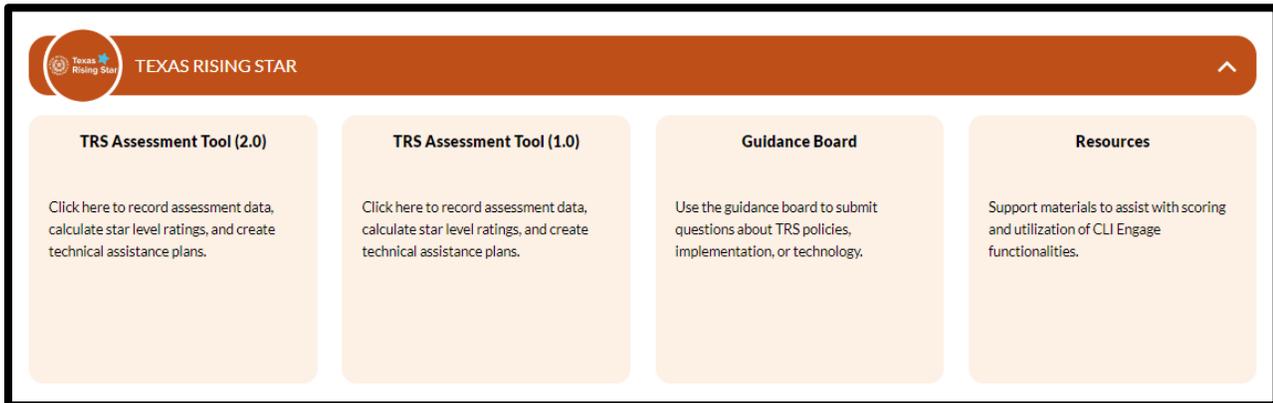
- Schools must be Active.
- The Texas Rising Star assessor must be granted access to the school and the role must be assigned on the *School Management* page.
- The Texas Rising Star mentor must be granted access to the school and the role must be assigned on the *Class Management* page for each class.

Uses of the Event Log are as follows:

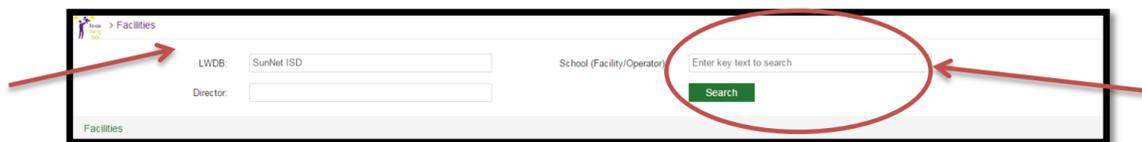
- Auto-assignment for Military Programs(DOD)
- Recording lowering or increasing of a verified star level due to screening impacts
- Invalidating an assessment
- Communicating between Texas Rising Star assessors and mentors
- Documenting SIAs, reconsiderations, status updates, lost certification, Texas Rising Star probation, no longer participating and the like.
- Requesting validation of records for TECPDS
- Generation of TECPDS Reports
- Initial Licensing Deficiency
- Monitoring Deficiency
- Pre-assessment notes
- Logging mentor visits

STEP 1: Log in to CLI Engage.

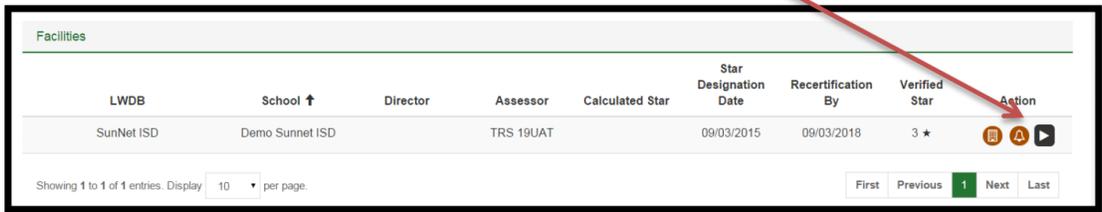
STEP 2: From the dashboard view, click on **TRS Assessment Tool (2.0)**.



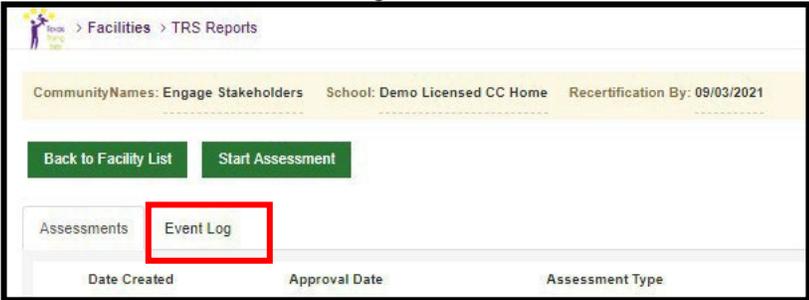
STEP 3: Search for and click on the school or facility.



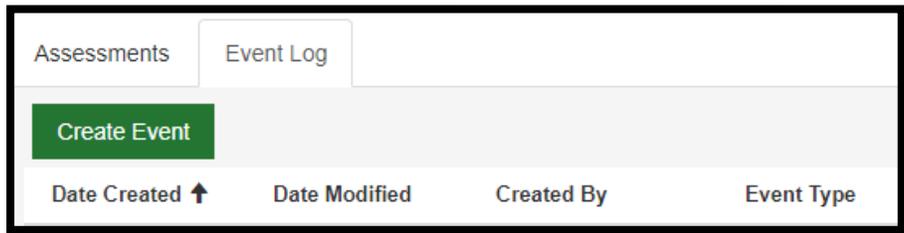
STEP 4: Locate the school and click on the Action button (play button).



STEP 5: Click on the Event Log tab.

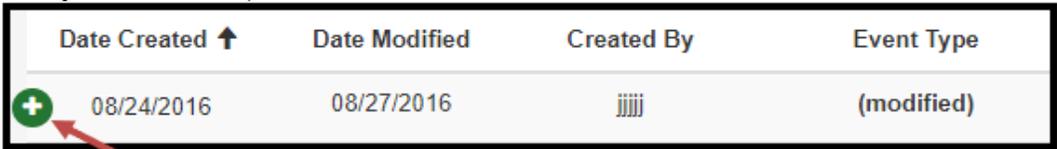


STEP 6: Click on Create Event. Complete items 1–9 below, as applicable to the event being created.



Event Log Creation

- Date Created**—date picker—Click on Date Created and select the date; this is the date of entry for the event.
- Date Modified** - auto populated if a previously created event entry is edited by user.
- Created By**—auto populated based on log-in credentials.
- Event Type**—(drop-down menu)—Choose the one that best fits the event that has occurred. See each of the sections below for Event Log type descriptions and instructions.
- Comment**—text box—Enter comments to explain the event and actions taken (up to 500 characters).
- Action Required**—date picker—If applicable, enter the date action or follow-up action that is required.
- Notification**—Yes or No (check box)—Check the box for yes or no to indicate whether a notification of this event should be sent to designated LWDB staff. The notification email contains information pertinent to the ELP and specific details about upcoming actions.
- Documentation**—file upload—Upload supporting documents to the Event Log.
- Action Button Set**—Three buttons might be displayed when you are placing or viewing an Event Log. The Disk button saves the Event Log; the No button cancels the Event Log; and the Edit button (the button with the pencil icon) allows you to modify an event already placed. However, this modification will create a new event that is added to the history view, is based on the time stamp, and is labeled “**modified.**” When an event is modified, the most recent entry is displayed, and the previous entries are collapsed under the current entry. To view all entries, click the + button to the left of the date created. Modified entry (click + button to expand and view previous entries)



General Update

Events denoted as a General Update are those that do not change a star level or the status of a facility and could occur at any time within the facility's certification. This can include, but is not limited to, facility refusal of annual monitoring visit, change in mentor or assessor staff, facility changes, communication with facility that needs documentation, and change in director or contact. TWC issued guidance regarding extensions or waivers should be placed as a General Update.

Items 1–7 from the Event Log Creation section are required for input, and item 8 can be entered as applicable to the event.

Status Update

Events denoted as a Status Update are those that change a facility's status. This can include, but is not limited to, national accreditation received or lost, SIA issuance, SIA completion, military facility recertification, and requests for Category Reassessment and/or Star Level Evaluation.

Items 1–7 from the Event Log Creation section are required for input, and item 8 can be entered as applicable to the event.

Auto Assign

Events denoted as an Auto Assign are only for facilities that are military (Department of Defense) facilities.

Items 1–7 and from the Event Log Creation section are required for input, and item 8 can be entered as applicable to the event.

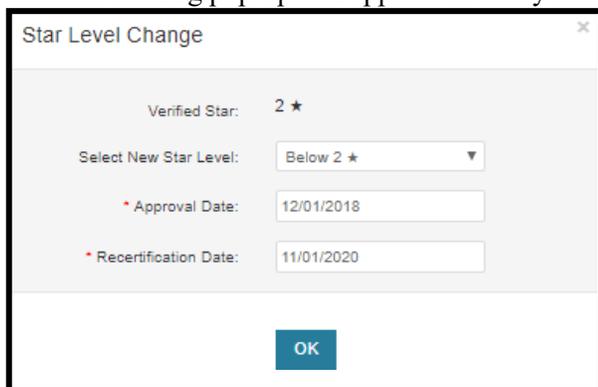
Change in Star Level

Events denoted as a Star Level Change are those that change the star level of a facility. These events include, but are not limited to, the loss of a star due to a screening form impact, gain of a star due to the end of the reduction time frame, and a change in a star level due to an SIA and/or redetermination of a Category Reassessment star level.

Items 1–7 from the Event Log Creation section are required for input, and item 8 can be entered as applicable to the event. Documentation added should include, but is not limited to, a screening form, a screenshot of licensing history, and a Texas Rising Star Notice of Impact form, as applicable.

Once the Star Level Change option has been chosen as the event type, a pop-up box appears to denote the Star Level Change. Select the new star level and enter the approval date and the recertification date.

Note: A warning pop-up box appears to verify that the change is accurate.



The image shows a pop-up window titled "Star Level Change" with a close button (X) in the top right corner. The window contains the following fields:

- Verified Star: 2 ★
- Select New Star Level: Below 2 ★ (dropdown menu)
- * Approval Date: 12/01/2018
- * Recertification Date: 11/01/2020

At the bottom center of the window is a blue "OK" button.

Reconsideration

An Event denoted as a **Reconsideration** occurs when:

- a facility requests a reconsideration; and/or
- a reconsideration visit has concluded.

Added documentation may include, but is not limited to, the written request for the reconsideration and documents supporting the initial scoring.

TRS Probation

Events denoted as a **TRS Probation** occur when the facility has been placed on probation due to CCR compliance. This event is denoted at the beginning and at the end of a Texas Rising Star probation period.

Items 1–7 from the Event Log Creation section are required for input. Action Required is needed to set the reminder for the Texas Rising Star probation timeframe of six months.

Technical Assistance Update

Events denoted as a TA Update occur when a facility receives substantial technical assistance from the mentor. This may include, but is not limited to, mentoring for initial certification, technical assistance for annual monitoring visits that did not result in SIA, mentoring finished, and facility requesting assessment. Any substantial technical assistance/mentoring visits, whether they are linked to the ELP's CQIP goals or not, will be logged into Engage via the event log and is to be accompanied by a completed Mentoring Visit Report.

Items 1–7 from the Event Log Creation section are required for input, and item 8 can be entered as applicable to the event.

No Longer Participating

Events denoted as **No Longer Participating** occur when an ELP is no longer participating in Texas Rising Star. This may include, but not limited to, events such as closing of the facility or voluntarily withdrawing. Specific details related to this event must be noted in the comment section.

Quarterly Screening Review

These events, if they do not result in an impact, are to be noted as a General Update. For reviews that have an impact (either star level reduction or probation) use the applicable Event Log type instructions for data entry.

Examples of documentation that may be included are the completed screening form also stored on the school management page and a screenshot of the ELP's CCR licensing history.

Note: If the Texas Rising Star staff's Board requires quarterly screenings to be inputted into TWIST, they are not necessary in CLI Engage when they result in no change of Texas Rising Star status (probation or star level reduction).

Pre-Assessment

Events noted as **Pre-assessment** occur when there are updates related to the ELP's status related to the pre-assessment process. This is an auto-generated event that CLI Engage produces.

TECPDS Report

Events denoted as TECPDS report are automatically generated when the assessor clicks the Create TECPDS report button. This report will be used to score measures related to Category 1 for the director and applicable staff.

Initial Licensing Deficiency

Events denoted as Initial Licensing Deficiency are automatically generated based on the reporting of deficiencies found on the licensing report from CCR. Once the initial deficiencies button is clicked on the school management page, a copy of the report is also auto generated and saved in the event log for reference.

If no deficiencies are found during the review, an Event Log will NOT be generated and the staff will need to create one, indicating no deficiencies found.

Monitoring Licensing Deficiency

Events denoted as Monitoring Licensing Deficiency are automatically generated based on the reporting of deficiencies found on the licensing report from CCR. Once the monitoring deficiencies button is clicked on the school management page, a copy of the report is also auto generated and saved in the event log for reference.

If no deficiencies are found during the review, an Event Log will NOT be generated and the staff will need to create one, indicating no deficiencies found.

Conducting a CCR Screening

Initial Screening Form

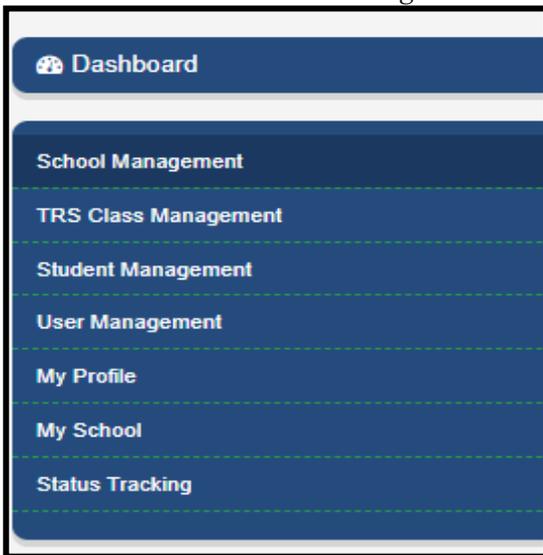
To be eligible for certification, the ELP must comply with all requirements on the Initial Screening form, which is comprised of three sections (*see Texas Rising Star Staff Handbook for additional details*). When completing the initial screening form the Texas Rising Star Specialist will follow the steps below:

STEP 1: Log in to CLI Engage. The web page that appears is the main dashboard page for CLI Engage.

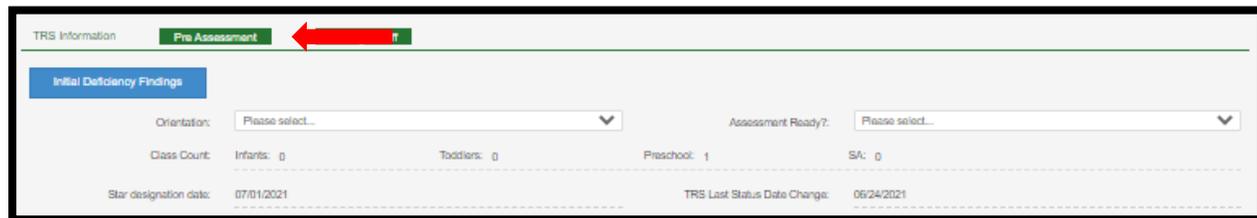
STEP 2: Go to the bottom of this page and click on the *Class & Student Management* button under the Administrative Tools section.



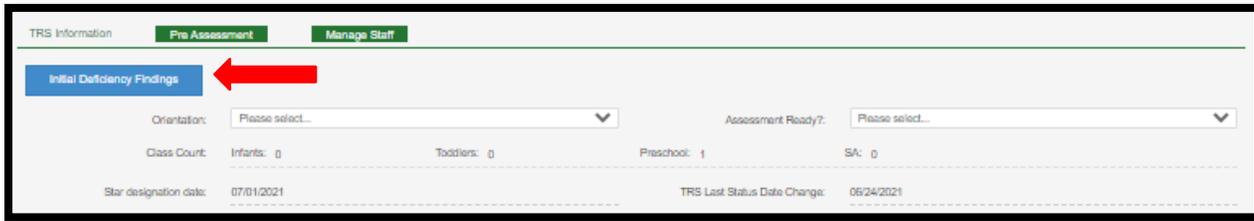
STEP 3: Locate the *School Management* tab



STEP 4: Click on the *Pre-Assessment* button.



STEP 5a: Click on the *Initial Deficiency Findings* button to activate the importing of the deficiencies reported in the Child Care Regulation database.



STEP 5b: Once the initial deficiency findings button is activated, a list of the reported deficiencies will populate at the bottom of the screen under the Deficiency findings section. This information also includes the standard number/description of the deficiency, the date of the occurrence and the associated risk level.

**A copy of this information is also automatically generated in the event log as an entry for initial licensing deficiency (see screenshot below).*

NOTE: if the ELP does not have any deficiency findings for this review period, nothing will be generated and the Specialist will need to manually [create an Event Log](#) documenting this situation.

Index	Standard Number Description	Standard Risk Level	Deficiency Date ↓	Special Type
1	746.1201(1) - Responsibilities of Employees and Caregivers -Demonstrate Competency, Good Judgment, Self-control	High	06/22/2021	
2	746.2805(4) - Prohibited Punishments - Hitting with Hand or Instrument	High	06/22/2021	
3	746.1201(1) - Responsibilities of Employees and Caregivers -Demonstrate Competency, Good Judgment, Self-control	High	06/22/2021	
4	746.2407 - Infant Care Area Furnishings and Equipment -Use of Safety Straps	Medium High	06/22/2021	
5	746.305(a)(2) - Report Child Injury Requiring Medical Treatment	Medium High	06/22/2021	

Section key:

Standard Number Description - lists the associated number of the deficiency and a short description.

Standard Risk Level - categorizes the level of the deficiency based on the pre-determined criteria (Critical, High, Medium, etc.).

Created on - the date the deficiency was cited.

Event Log entry:

06/22/2021	06/22/2021	Jasmine Wiggins	Initial Licensing Deficiency	Click to review Deficiency Findings	06/22/2021	Yes	
------------	------------	-----------------	------------------------------	---	------------	-----	--

Index	Standard Number Description	Standard Risk Level	Deficiency Date ↓
1	746.1201(1) - Responsibilities of Employees and Caregivers - Demonstrate Competency, Good Judgment, Self-control	High	06/22/2021
2	746.2805(4) - Prohibited Punishments - Hitting with Hand or Instrument	High	06/22/2021
3	746.1201(1) - Responsibilities of Employees and Caregivers - Demonstrate Competency, Good Judgment, Self-control	High	06/22/2021
4	746.2407 - Infant Care Area Furnishings and Equipment -Use of Safety Straps	Medium High	06/22/2021
5	746.305(a)(2) - Report Child Injury Requiring Medical Treatment	Medium High	06/22/2021

STEP 5c: Once the required documents along with screening deficiencies have been reviewed, the assessor will contact the program director with next steps and complete step 6 as applicable. **This information contributes to determining eligibility for participation in the Texas Rising Star certification program.*

STEP 6a: If an impact was incurred, please follow the steps outlined in the EUG for the applicable action.

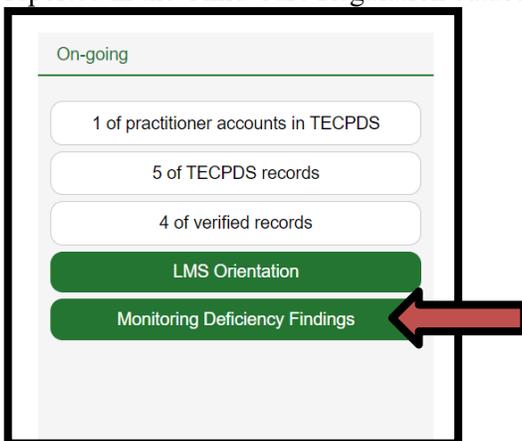
STEP 6b: If no impact incurred, screening is complete, and no additional documentation is needed. Create an event log entry with event type initial licensing deficiency and note: No deficiencies cited.

Certified Program Screening Form

For currently certified Texas Rising Star ELPs, staff must use the Current Screening form, which is comprised of five sections, before any assessment and each quarter (*see Staff Handbook for additional details*).

When completing the screening form, Texas Rising Star Specialist will follow steps 1-4 outlined in the previous section.

STEP 5a: Click on the ***Monitoring Deficiency Findings*** button to activate the importing of the deficiencies reported in the Child Care Regulation database.



STEP 5b: Once the monitoring deficiency findings button is activated, a list of the reported deficiencies will populate at the bottom of the screen under the Deficiency findings section. Note: The deficiencies listed reflect those cited within the most recent twelve-month period. Therefore, this list *could* contain newly cited deficiencies or previously cited deficiencies may no longer appear if they fall outside of the 12-month period of review. Note: **The screening deficiency data is updated daily from the CCR database.*

NOTE: if the ELP does not have any deficiency findings for this review period, nothing will be generated and the Specialist will need to manually [create an Event Log](#) documenting this situation.

Index	Standard Number Description	Standard Risk Level	Deficiency Date ↓	Special Type
1	746.2407 - Infant Care Area Furnishings and Equipment - Use of Safety Straps	Medium High	06/22/2021	
2	746.2405(1) - Infant Care Area Furnishings and Equipment - Adult-sized Chair	Medium High	06/22/2021	
3	746.1201(1) - Responsibilities of Employees and Caregivers - Demonstrate Competency, Good Judgment, Self-control	High	06/22/2021	
4	746.1201(2) - Responsibilities of Employees and Caregivers - Relate to Children	High	06/22/2021	
5	746.1203(4) - Responsibilities of Caregivers- Supervision of Children	High	06/22/2021	

A copy of this information is also automatically generated in the event log as an entry for initial licensing deficiency (see screenshot below).

06/22/2021	06/22/2021	Jasmine Wiggins	Monitoring Licensing Deficiency	Click to review Deficiency Findings ▼	06/22/2021	Yes	
------------	------------	-----------------	---------------------------------	---	------------	-----	---

STEP 5c: Once the required documents along with screening deficiencies have been reviewed, the assessor will contact the program director with next steps and complete step 6 as applicable. **This information contributes to determining eligibility for participation in the Texas Rising Star certification program. Please see Staff Handbook for details.*

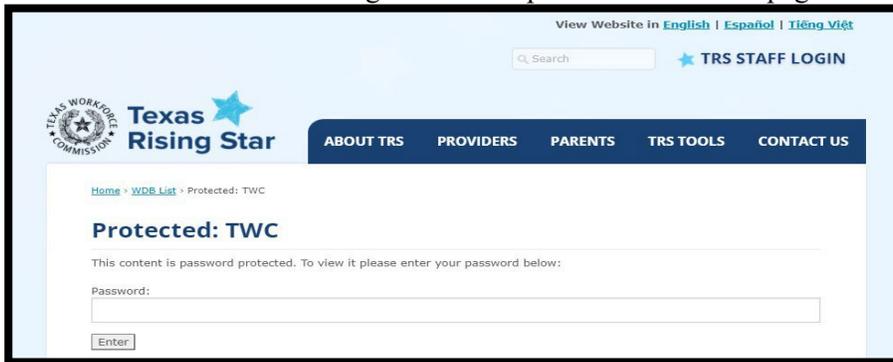
STEP 6a: If an impact was incurred, please follow the steps outlined in the EUG for the applicable action.

STEP 6b: If no impact incurred, screening is complete, and no additional documentation is needed. Create an event log entry with event type monitoring licensing deficiency and note: No deficiencies cited.

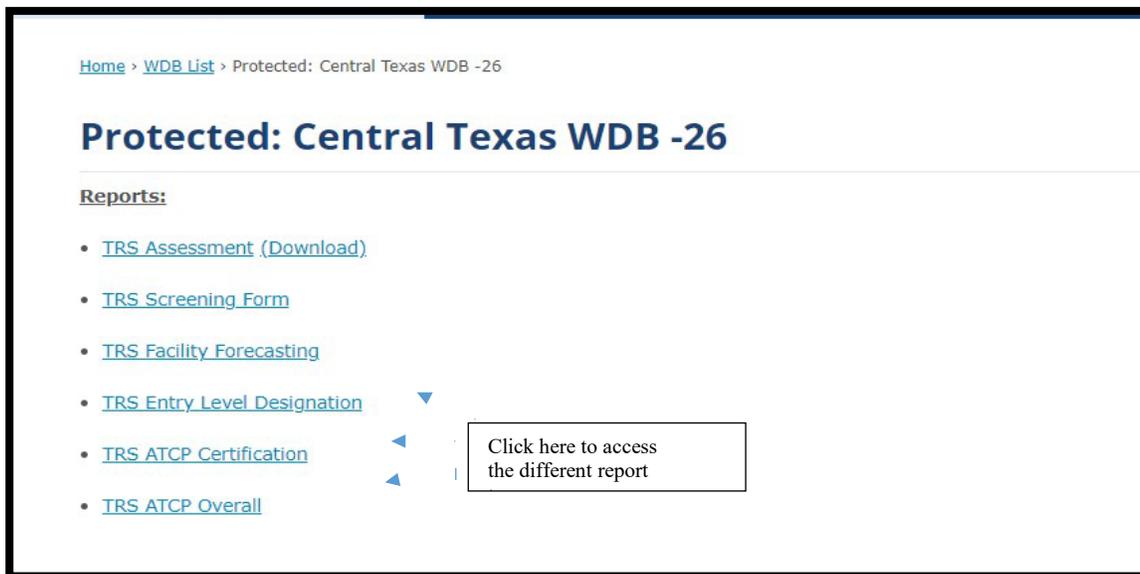
Texas Rising Star Power-Bi Report User Guide

CLI has provided each of the 28 Boards with their own access to reports using Engage data and CCR data for the ELPS within their local workforce area. This section covers each of those reports - how to access them and their intended use. Each Board's CDU/CDS was provided the access link and password for their Board area. This access can be shared by the CDU/CDS at the Board's discretion. Should the CDU or CDS change for the Board, please remit a Help Ticket to request this change and possible new password generation. This dashboard works best with Internet Explorer/Edge browser.

Each LWDB's CDU/CDS will go to their respective Board's webpage and enter their password to access the site.



Once logged in, the Board will have access to the following reports:



- TRS Assessment Report (with download option)
- TRS Screening Form
- TRS Facility Forecasting
- TRS Entry Level Designation (with download option)
- TRS ATCP Certification
- TRS ATCP Overall

Additional reports coming soon!

Report 1 TRS Assessment Report

This report provides a global look of the completed facility assessments and the ELPs 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.

Boards can filter and sort a variety of columns to support their analysis of completion of assessments and monitoring visits, trends in categorical scores, and accuracy of data entry.

Filters available are:

- Facility Type
- Assessment Type
- Calculated Star
- Verified Star
- Event Log

Texas Rising Star assessment completed between 09/01/2021 and 08/21/2022																Updated On		
WDOB	School Name	Facility Type	DPS License # / Operator #	Assessor Name	Assessment Type	Event Log Description	Recertification By Date	Calculated Star	Verified Star	Calculated Star From School Page	Verified Star From School Page	Cat. 1 Met / Not Met	Cat. 1 Average Score Points	Cat. 2 Average Score Points	Cat. 3 Met / Not Met	Cat. 3 Average Score Points	Cat. 4 Average Score Points	08/21/2022
Capital Area WDOB - 14	1st Step Early Learning Center	Licensed Center, All Ages [LCIAA]			Recertification		2025-08-31	4*	4*	4*	4*	Met	2.67	2.39	Met	2.55	2.83	
West Central Texas WDOB - 09	A Habitat for Learning	Licensed Center, All Ages [LCIAA]			Recertification		2024-10-01	2*	2*	2*	2*	Met	2.33	1.33	Met	1.18	1.00	
Central Texas WDOB - 26	A New Day Learning Academy	Licensed Center, All Ages [LCIAA]			Recertification		2022-01-04	Below 2*	Below 2*	Below 2*	Below 2*	Not Met	2.33	1.97	Met	2.73	1.56	
Gulf Coast WDOB - 28	A Special Place	Licensed Center, All Ages [LCIAA]			Recertification		2024-11-01	4*	4*	4*	4*	Met	3.00	2.89	Met	2.91	2.78	
East Texas WDOB - 08	ABC Preschool	Licensed Center, All Ages [LCIAA]			No Longer Participating				2*	2*								
Gulf Coast WDOB - 28	ABC 123 A Cat A Me	Licensed Center, All Ages [LCIAA]			Recertification		2025-06-01	4*	4*	4*	4*	Met	2.67	2.89	Met	2.82	2.94	
East Texas WDOB - 08	ABC Son Shine School	Licensed Center, All Ages [LCIAA]			Recertification		2024-10-31	3*	3*	3*	3*	Met	1.33	2.43	Met	2.18	2.69	
Heart of Texas WDOB - 13	Academy For Blessed Children LLC Daycare/Preschool	Licensed Center, All Ages [LCIAA]			Recertification		2025-04-30	3*	3*	3*	3*	Met	1.00	1.80	Met	2.45	2.38	
Gulf Coast WDOB - 28	Adorable Babies #1	Licensed Child Care Home [LCHH]			Star Level Change	2022-07-01		2*	4*	4*								
Gulf Coast WDOB - 28	Adorable Babies #1	Licensed Child Care Home [LCHH]			Recertification		2024-12-01		4*	4*	4*	Met			Met			
Gulf Coast WDOB - 28	Adorable Babies #1	Licensed Child Care Home [LCHH]			Recertification		2024-12-01	4*	4*	4*	4*	Met	3.00	2.42	Met	2.91	1.89	
North Central Texas WDOB - 04	Adventures Learning Center	Licensed Center, All Ages [LCIAA]			Recertification		2025-08-31	2*	2*	2*	2*	Met	1.00	2.20	Met	1.09	2.50	
Gulf Coast WDOB - 28	Agape Christian Preschool & Child Care	Licensed Center, All Ages [LCIAA]			Recertification		2025-05-01	4*	4*	4*	4*	Met	2.67	2.59	Met	2.73	2.83	
Upper Rio Grande WDOB - 10	Aggies Angels Childcare & Development Center	Licensed Center, All Ages [LCIAA]			Recertification		2024-10-01	4*	4*	4*	4*	Met	2.00	2.97	Met	2.73	3.00	
Heart of Texas WDOB - 13	Ai's Learning Center	Licensed Child Care Home [LCHH]			Initial		2025-05-31	2*	2*	2*	2*	Met	2.50	1.85	Met	0.55	1.56	
Upper Rio Grande WDOB - 10	Aladdin Day Care II	Licensed Center, School Age Only [LCSA]			Initial		2025-01-01	3*	3*	3*	3*	Met	1.00	2.30	Met	2.44	1.78	
Upper Rio Grande WDOB - 10	Aladdin Day Care IV	Licensed Center, All Ages [LCIAA]			Recertification		2024-10-01	3*	3*	3*	3*	Met	1.67	2.49	Met	2.55	2.33	
Upper Rio Grande WDOB - 10	Aladdin Day Care V	Licensed Center, All Ages [LCIAA]			Recertification		2025-05-01	3*	3*	3*	3*	Met	2.00	2.40	Met	2.55	2.25	
Upper Rio Grande WDOB - 10	Aladdins Daycare	Licensed Center, All Ages [LCIAA]			Recertification		2025-06-01	3*	3*	3*	3*	Met	2.33	1.67	Met	2.27	2.63	
Capital Area WDOB - 14	ALA-Garza Child Development Center	Licensed Center, All Ages [LCIAA]			Recertification		2025-05-31	4*	4*	4*	4*	Met	3.00	2.50	Met	2.45	2.94	
Greater Dallas WDOB - 06	AuC Early Care And Education Centers	Licensed Center, All Ages [LCIAA]			Recertification		2025-02-25	4*	4*	4*	4*	Met	2.67	3.00	Met	2.91	2.78	
Gulf Coast WDOB -	All Star Learning Center -	Licensed Center, All			Recertification		2025-07-01		3*	3*								

When downloading the report to an Excel spreadsheet, Boards can additionally sort and filter as needed.

Report 2 TRS Screening Form

The TRS Screening Form report is designed to give users access to deficiency data for schools, which comes directly from Child Care Regulation (CCR).

All the information shown on this report is for the current 12 months. Deficiencies older than 12 months from the “Updated On” date in the report are not displayed or counted.

There are 2 versions of this report and both versions showcase the same information except for the bar graphs, where the data is displayed using different parameters.

Page 1: CCR Deficiency Data

Displays operation information and deficiency data for all schools in the LWDB incurred in the last 12 months. Each school can have multiple records on this page, depending on how many CCR deficiencies they were cited for in the 12 month period. If a school was cited for a firearm deficiency, that record will be displayed on this page (with a “Yes” in the Firearm Citation field).

There will be 1 record per deficiency (all deficiency risk levels will be displayed), but only High and Medium High deficiencies are highlighted on this page. The bar graph at the top of the page shows the number of schools in the LWDB who have 15 or more High/ Medium High deficiencies. This data is displayed by operation type.

Overall LWDB View on Page 1 – before a school is selected

This is the first page the user will see (with data for all counties and schools displayed)

Top Right Panel

- SCHOOLS:** Total # of Schools in LWDB
- TOTAL DEFICIENCIES:** Total # of deficiencies (all risk levels) for all schools in the LWDB
- HIGH:** Total # of 'High' Deficiencies for all schools in the LWDB
- MEDIUM-HIGH:** Total # of 'Medium High' Deficiencies for all schools in the LWDB
- TOTAL HIGH/MED-HIGH:** HIGH + MEDIUM-HIGH Totals for all schools in the LWDB

Bar Graph: shows that this LWDB has 8 schools with >= 15 CCR Deficiencies (5 Licensed Centers and 3 Registered Child Care Homes)

The screenshot displays the following components:

- Bar Graph:** Titled "SCHOOLS WITH TOTAL CCR HIGH/MEDIUM-HIGH DEFICIENCIES >= 15 BY LWDB". It shows 5 bars for "Licensed Center" and 3 bars for "Registered Child-Care Home".
- Summary Table:**

LWDB		UPDATED ON
Tarrant County WDB - 5	1027	07/26/2021
SCHOOLS	TOTAL DEFICIENCIES	
430	2520	
430	832	1262
HIGH	MEDIUM-HIGH	TOTAL HIGH/MED-HIGH
- Table:** A table with columns: LWDB, DEPT, LICENSE NUMBER, OPERATION NAME, OPERATION TYPE, DIRECTOR, ISSUANCE TYPE, LICENSING HISTORY - 3 YEAR, CORRECTIVE ACTION, ADVERSE ACTION, FIREARM CITATION, DEFICIENCY DATE, DEFICIENCY DESCRIPTION, CCR RISK LEVEL, and VERIFIED STAR. It lists various deficiencies for Tarrant County WDB - 5.
- Filter Panel:** Includes "Use Filters to Search for a School by County" (set to TARRANT), "VERIFIED STAR" (set to 2*), "OPERATION TYPE" (set to Licensed Center), and "ISSUANCE TYPE" (set to Full Permit).
- Details Panel:** Shows "Operation Details & Deficiency Data for all schools".
- Page Navigation:** Shows "1 of 3" pages with arrows to navigate.

Pages: Click to Navigate Between Pages

If a LWDB does not have any schools that have ≥ 15 CCR High/ Medium High deficiencies, the panel at the top will not have a bar graph.

This LWDB does not have any schools with ≥ 15 deficiencies so there will not be a bar graph in this section.

SCHOOLS WITH TOTAL CCR HIGH/MEDIUM-HIGH DEFICIENCIES ≥ 15 BY LWDB

LWDB
 Brazos Valley WDB - 16

UPDATED ON
 07/20/2021

SCHOOLS
 167

TOTAL DEFICIENCIES
 318

50
 HIGH

103
 MEDIUM-HIGH

153
 TOTAL HIGH/MED-HIGH

SCHOOLS
 All

COUNTY
 Select all
 BRAZOS
 BURLESON
 GRIMES
 LEON
 MADISON
 ROBERTSON
 WASHINGTON

VERIFIED STAR
 Select all
 2*
 3*
 4*
 No Star Rating

OPERATION TYPE
 Select all
 Licensed Center
 Licensed Child-Care Home
 Registered Child-Care Home

ISSUANCE TYPE
 Select all
 Certified
 Full Permit
 Initial
 Registered

LWDB	DFPS LICENSE NUMBER	OPERATION NAME	OPERATION TYPE	DIRECTOR NAME	ISSUANCE TYPE	LICENSING HISTORY > 1 YEAR	CORRECTIVE ACTION	ADVERSE ACTION	FIREARM CITATION	DEFICIENCY DATE	DEFICIENCY DESCRIPTION	CCR RISK LEVEL	VERIFIED STAR
Brazos Valley WDB - 16	1643902	A Bright Beginning	Licensed Center	Keley Barrientos	Full Permit	Yes	No	No	No	1/14/2021 10:00:00 AM	745.651(2)(A) - Background Check Validation ? Every 3 months each operation, other than a licensed, registered, or listed home, must validate current list	Medium	2*
Brazos Valley WDB - 16	1546662	A Step Above	Licensed Child-Care Home	Janet Ogle	Full Permit	Yes	No	No	No				No Star Rating
Brazos Valley WDB - 16	192770	A&M United Methodist Weekday School	Licensed Center	Tina Matthews	Full Permit	Yes	No	No	No	7/7/2021 7:50:00 AM	746.2427 - AP Infants Sleep on Backs or Must Have Completed and Signed Sleep Exception Form for the Infant	High	3*
Brazos Valley WDB - 16	192770	A&M United Methodist Weekday School	Licensed Center	Tina Matthews	Full Permit	Yes	No	No	No	7/7/2021 7:50:00 AM	746.3407 - Maintenance of Building, Grounds and Equipment	Medium High	3*
Brazos Valley WDB - 16	192770	A&M United Methodist Weekday School	Licensed Center	Tina Matthews	Full Permit	Yes	No	No	No	7/7/2021 7:50:00 AM	746.3407(8) - Garbage Inaccessible to Children; Maintained in Sanitary Manner	Medium High	3*
Brazos Valley WDB - 16	192770	A&M United Methodist Weekday School	Licensed Center	Tina Matthews	Full Permit	Yes	No	No	No	7/7/2021 7:50:00 AM	746.3701 - Safety - Areas Free From Hazards	Medium High	3*
Brazos Valley WDB - 16	192770	A&M United Methodist Weekday School	Licensed Center	Tina Matthews	Full Permit	Yes	No	No	No	7/7/2021 7:50:00 AM	746.4135(c) - Children's Products-Posting of CPSC website	Medium	3*
Brazos Valley WDB - 16	192770	A&M United Methodist Weekday School	Licensed Center	Tina Matthews	Full Permit	Yes	No	No	No	7/7/2021 7:50:00 AM	746.5311(a) - Smoke-Detection System	High	3*

< 1 of 3 >

Searching for a School

Users are encouraged to use the filters on the right-hand side of the report (from the overall LWDB view) to search for a particular school. They should first select the county and then pick the school they are looking for from the drop-down list. Once a selection is made, the data will be filtered for that particular school.

Bar Graph: If there is an orange bar graph in this panel for the selected school, it indicates that this school has ≥ 15 CCR High/Medium High Deficiencies.

If there is no orange bar graph in this panel for the selected school, it indicates that this school has less than 15 CCR High/Medium High Deficiencies

Top Right Panel
SCHOOLS: # of schools returned from using Schools filter (should be 1)
TOTAL DEFICIENCIES: Total # of deficiencies (all risk levels) for selected school
HIGH: Total # of 'High' Deficiencies for selected school
MEDIUM-HIGH: Total # of 'Medium High' Deficiencies for selected school
TOTAL HIGH/MED-HIGH: HIGH + MEDIUM-HIGH Totals

The screenshot displays the LWDB interface for Tarrant County WDB - 5, updated on 07/20/2021. The main panel shows 'SCHOOLS WITH TOTAL CCR HIGH/MEDIUM-HIGH DEFICIENCIES ≥ 15 BY LWDB' with a bar graph showing 1 school. Below the graph is a table of deficiencies for 'Destiny Academy' (License # 1118486, Director: Tangela Joseph). The table includes columns for license number, operation name, type, director, issuance type, licensing history, corrective and advise actions, pre-arrangement, deficiency date, description, CCR risk level, and verified status. The right-hand panel contains filters for county (Tarrant selected), verified star (3+ selected), operation type (Licensed Center selected), and issuance type (Full Permit selected). Summary statistics show 1 school and 37 total deficiencies, with 7 high, 14 medium-high, and 21 total high/medium-high deficiencies.

WDB	OPPS LICENSE NUMBER	OPERATION NAME	OPERATION TYPE	DIRECTOR NAME	ISSUANCE TYPE	LICENSING HISTORY - 1 YEAR	CORRECTIVE ACTION	ADVISE ACTION	PRE-ARR. CITATION	DEFICIENCY DATE	DEFICIENCY DESCRIPTION	CCR RISK LEVEL	VERIFIED STAR
Tarrant County WDB - 5	1118486	Destiny Academy	Licensed Center	Tangela Joseph	Full Permit	Yes	Yes	No	No	6/17/2021 1:45:00 PM	745.6641 - Requirements during evaluation or probation	High	3*
Tarrant County WDB - 5	1118486	Destiny Academy	Licensed Center	Tangela Joseph	Full Permit	Yes	Yes	No	No	6/17/2021 1:45:00 PM	746.1309(e) - Documented Annual Training- Required Content	Medium	3*
Tarrant County WDB - 5	1118486	Destiny Academy	Licensed Center	Tangela Joseph	Full Permit	Yes	Yes	No	No	6/17/2021 1:45:00 PM	746.1311(e) - Director Annual Training - Additional required topics	Medium	3*
Tarrant County WDB - 5	1118486	Destiny Academy	Licensed Center	Tangela Joseph	Full Permit	Yes	Yes	No	No	6/17/2021 1:45:00 PM	746.501(a)(24) - Written Operational Policies - Emergency Preparedness Plans	High	3*
Tarrant County WDB - 5	1118486	Destiny Academy	Licensed Center	Tangela Joseph	Full Permit	Yes	Yes	No	No	6/17/2021 1:45:00 PM	746.6031(e) - Required Admission Information-Completed Food Allergy Plan	Medium High	3*
Tarrant County WDB - 5	1118486	Destiny Academy	Licensed Center	Tangela Joseph	Full Permit	Yes	Yes	No	No	6/17/2021 1:45:00 PM	746.605(e) - Required Admission Information - Emergency Contact	Medium High	3*
Tarrant County WDB - 5	1118486	Destiny Academy	Licensed Center	Tangela Joseph	Full Permit	Yes	Yes	No	No	6/17/2021 1:45:00 PM	746.901(3) - Required Personnel Records - TB Test	Low	3*
Tarrant County WDB - 5	1118486	Destiny Academy	Licensed Center	Tangela Joseph	Full Permit	Yes	Yes	No	No	6/17/2021 1:45:00 PM	HR42.059 - Employment Affidavit	High	3*
Tarrant County WDB - 5	1118486	Destiny Academy	Licensed Center	Tangela Joseph	Full Permit	Yes	Yes	No	No	5/13/2021 9:19:00 AM	745.6641 - Requirements during evaluation or probation	High	3*
Tarrant County WDB - 5	1118486	Destiny Academy	Licensed Center	Tangela Joseph	Full Permit	Yes	Yes	No	No	5/13/2021 9:19:00 AM	746.1105(2) - Minimum Qualifications Child Care Center Employees and Caregivers - TB Exam	Low	3*
Tarrant	1118486	Destiny	Licensed	Tangela	Full Permit	Yes	Yes	No	No	5/13/2021	746.2203(a) - Written Activity Plans	Medium	3*

This school has a total of 37 deficiencies in the last 12 months. Of these, 21 are weighted as High/ Medium-High deficiencies. Since this school has ≥ 15 High/Medium High deficiencies, there will be an orange bar in the top panel.

Schools with the Same Name:

A LWDB may have multiple schools with the exact same name which is why it is important for the user to look at the SCHOOLS count after using the Schools filter. If the SCHOOLS count is greater than 1, the user should filter the data some more (by county) or use the CCR License Number to differentiate between the schools and calculate the correct number of deficiencies. The TOTAL DEFICIENCIES listed here (3) is for both schools. However, if you filter the data further (by county), this number will be accurate (2 for school with CCR License Number 182223 and 1 for school with CCR License Number 135234).

SCHOOLS WITH TOTAL CCR HIGH/MEDIUM-HIGH DEFICIENCIES >= 15 BY LWDB

Indicates there are 2 schools with the same name

LWDB	DFPS LICENSE NUMBER	OPERATION NAME	OPERATION TYPE	DIRECTOR NAME	ISSUANCE TYPE	LICENSING HISTORY > 1 YEAR	CORRECTIVE ACTION	ADVERSE ACTION	FIREARM CITATION	DEFICIENCY DATE	DEFICIENCY DESCRIPTION	CCR RISK LEVEL	Verified STAR
Brazos Valley WDB - 16	135234	First Baptist Church School	Licensed Center	Nancy Jahns	Full Permit	Yes	No	No	No	7/24/2020 10:21:00 AM	746.4751(a) - Maintenance Procedures for Active Play - Inspect Daily	Medium High	No Star Rating
Brazos Valley WDB - 16	182223	First Baptist Church School	Licensed Center	Mary Sleeth	Full Permit	Yes	No	No	No	10/6/2020 12:45:00 PM	745.651(1) - Background Check Validation - You must inactivate a subject who is no longer associated with your operation within 7 days of leaving	Medium	No Star Rating
Brazos Valley WDB - 16	182223	First Baptist Church School	Licensed Center	Mary Sleeth	Full Permit	Yes	No	No	No	10/6/2020 12:45:00 PM	746.1313 - Time Period of Training	Low	No Star Rating

Notice these records have 2 different License Numbers

Filter records further by selecting the County

LWDB
Brazos Valley WDB - 16

UPDATED ON
07/20/2021

SCHOOLS
2

TOTAL DEFICIENCIES
3

0 HIGH 1 MEDIUM-HIGH 1 TOTAL HIGH/MED-HIGH

SCHOOLS

- First Baptist Church School
- Faith & Family Early Learning Center
- First Adventures LLC
- First Baptist Church School
- First Baptist Mothers Day Out
- First Presbyterian Childrens Center

COUNTY

- Select all
- BURLESON
- WASHINGTON

VERIFIED STAR

- Select all
- No Star Rating

OPERATION TYPE

- Select all
- Licensed Center

ISSUANCE TYPE

- Select all
- Full Permit

1 of 3

Clearing Filters:

Once a selection has been made and the user wants to search for a new school, the filters may need to be cleared if the school they are searching for is not on the drop-down list. If on a different page, go back to Page 1 and look at each of the filters previously used, and click on the "Select all" option for each one starting with the most limiting filter. For example, in the screenshot above, if the user wants to search for a school that is not in Burleson or Washington, if they click on the SCHOOLS filter, the school will not show up. In order to clear the filters, they would have to first "Select all" for COUNTY and then click on "Select all" for SCHOOLS.

Once they “Select all”, all the check boxes will appear black. Click on “Select all” a second time to uncheck all the selections. This will refresh the list of counties and schools in that LWDB.

SCHOOLS WITH TOTAL CCR HIGH/MEDIUM-HIGH DEFICIENCIES >= 15 BY LWDB

LWDB Brazos Valley WDB - 16 **UPDATED ON** 07/21/2021

SCHOOLS 167 **TOTAL DEFICIENCIES** 319

51 HIGH 103 MEDIUM-HIGH 154 TOTAL HIGH/MED-HIGH

SCHOOLS

- Select all
- A Bright Beginning
- A Step Above
- A&M United Methodist Weekday School

COUNTY

- Select all
- BRAZOS
- BURLESON
- GRIMES
- LEON
- MADISON
- ROBERTSON
- WASHINGTON

VERIFIED STAR

- Select all
- 2*
- 3*
- 4*
- No Star Rating

OPERATION TYPE

- Select all
- Licensed Center
- Licensed Child-Care Home
- Registered Child-Care Home

ISSUANCE TYPE

- Select all
- Certified
- Full Permit
- Initial
- Registered

LWDB	DFPS LICENSE NUMBER	OPERATION NAME	OPERATION TYPE	DIRECTOR NAME	ISSUANCE TYPE	LICENSING HISTORY > 1 YEAR	CORRECTIVE ACTION	ADVERSE ACTION	FIREARM CITATION	DEFICIENCY DATE	DEFICIENCY DESCRIPTION	CCR RISK LEVEL	VERIFIED STAR
Brazos Valley WDB - 16	1643902	A Bright Beginning	Licensed Center	Keley Barrientos	Full Permit	Yes	No	No	No	1/14/2021 10:00:00 AM	745.651(2)(A) - Ba Validation ? Every operation, other th registered, or liste current list		
Brazos Valley WDB - 16	1546662	A Step Above	Licensed Child-Care Home	Janet Ogle	Full Permit	Yes	No	No	No				Rating
Brazos Valley WDB - 16	192770	A&M United Methodist Weekday School	Licensed Center	Tina Matthews	Full Permit	Yes	No	No	No	7/7/2021 7:50:00 AM	746.2427 - AP Infants Sleep on Backs or Must Have Completed and Signed Sleep Exception Form for the Infant	High	3*
Brazos Valley WDB - 16	192770	A&M United Methodist Weekday School	Licensed Center	Tina Matthews	Full Permit	Yes	No	No	No	7/7/2021 7:50:00 AM	746.3407 - Maintenance of Building, Grounds and Equipment	Medium High	3*
Brazos Valley WDB - 16	192770	A&M United Methodist Weekday School	Licensed Center	Tina Matthews	Full Permit	Yes	No	No	No	7/7/2021 7:50:00 AM	746.3407(8) - Garbage Inaccessible to Children; Maintained in Sanitary Manner	Medium High	3*
Brazos Valley WDB - 16	192770	A&M United Methodist Weekday School	Licensed Center	Tina Matthews	Full Permit	Yes	No	No	No	7/7/2021 7:50:00 AM	746.3701 - Safety - Areas Free From Hazards	Medium High	3*
Brazos Valley WDB - 16	192770	A&M United Methodist Weekday School	Licensed Center	Tina Matthews	Full Permit	Yes	No	No	No	7/7/2021 7:50:00 AM	746.4135(c) - Children's Products-Posting of CPSC website	Medium	3*
Brazos Valley WDB - 16	192770	A&M United Methodist Weekday School	Licensed Center	Tina Matthews	Full Permit	Yes	No	No	No	7/7/2021 7:50:00 AM	746.5311(a) - Smoke-Detection System	High	3*

< 1 of 3 >

Another option would be to click on the refresh icon on the browser to reset all the filters.



Refresh button on browser

Please note: If a filter is applied on any one page, the other pages will automatically be filtered by the same criteria. For example, if ABC School is selected on page 1, pages 2 and 3 will show data for ABC School as well. In order to clear the filters on pages 2 and 3 (if the user wants to make a different selection), they can use the clearing filters options above.

Page 2: TRS Selected Deficiency Data

Displays TRS Selected deficiencies for all schools in the LWDB incurred in the last 12 months. Texas Rising Star Selected deficiencies are the deficiencies listed on the Initial Screening Forms for all three operation types.

Each school can have multiple records on this page, depending on how many Texas Rising Star Selected deficiencies they were cited for in the 12-month period. These deficiencies are a subset of the Total Deficiencies listed on Page 1 of the report.

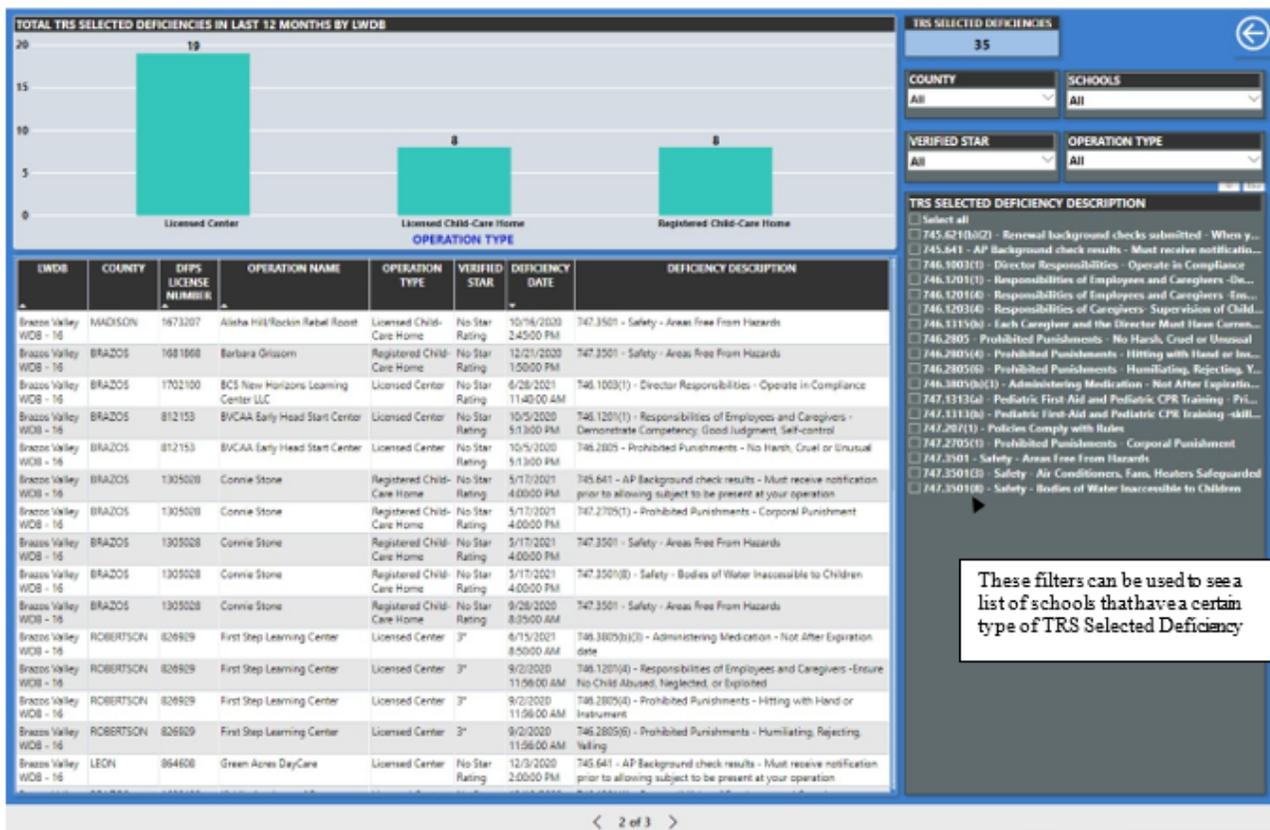
Firearm deficiencies are not included on this page (they are shown on Page 1 only). If a school does not have any Texas Rising Star Selected deficiencies, they will not show up in the filters on Page 2. Always go back to Page 1 to start a new search.

Overall LWDB View on Page 2 - includes all counties and schools

Bar Graph: shows that in this LWDB, there are 19 TRS Selected Deficiencies in Licensed Centers, 8 in Licensed Child-Care Homes and 8 in Registered Child-Care Homes (35 Total)

*Note: One school can account for multiple deficiencies. For example, of the 8 deficiencies in Registered Child-Care homes, 1 school accounts for 5 of them

TRS SELECTED DEFICIENCIES: There are 35 of these deficiencies in



These filters can be used to see a list of schools that have a certain type of TRS Selected Deficiency

School View on Page 2: Once a school is selected on Page 1, Page 2 will display the results for that same school as well.

User selects school from drop down list on Page 1.

SCHOOLS WITH TOTAL CCR HIGH/MEDIUM-HIGH DEFICIENCIES >= 15 BY LWDB

LWDB: Alamo WDB - 20 | UPDATED ON: 07/20/2021

SCHOOLS: 1 | TOTAL DEFICIENCIES: 6

1 HIGH | 4 MEDIUM-HIGH | 5 TOTAL HIGH/MED-HIGH

LWDB	DFPS LICENSE NUMBER	OPERATION NAME	OPERATION TYPE	DIRECTOR NAME	ISSUANCE TYPE	LICENSING HISTORY > 1 YEAR	CORRECTIVE ACTION	ADVERSE ACTION	FIREARM CITATION	DEFICIENCY DATE	DEFICIENCY DESCRIPTION	CCR RISK LEVEL	VERIFIED STAR
Alamo WDB - 20	896370	Apple Tree Day School	Licensed Center	Jennifer Voigt	Full Permit	Yes	No	No	No	2/2/2021 1:35:00 PM	745.641 - AP Background check results - Must receive notification prior to allowing subject to be present at your operation	High	No Star Rating
Alamo WDB - 20	896370	Apple Tree Day School	Licensed Center	Jennifer Voigt	Full Permit	Yes	No	No	No	2/2/2021 1:35:00 PM	746.3805(b)(1) - Administering Medication - Original Container with Child's Name, Date	Medium High	No Star Rating
Alamo WDB - 20	896370	Apple Tree Day School	Licensed Center	Jennifer Voigt	Full Permit	Yes	No	No	No	2/2/2021 1:35:00 PM	746.3819 - Food Allergy Emergency Plan Signed by Parents and Health Care Professional	Medium High	No Star Rating
Alamo WDB - 20	896370	Apple Tree Day School	Licensed Center	Jennifer Voigt	Full Permit	Yes	No	No	No	1/20/2021 12:00:00 PM	746.1613(a) - Reduction of child/caregiver naptime ratio by 50% allowed, if 13 or more children in care, children are 18 mo. or older and other standards met	Medium	No Star Rating
Alamo WDB - 20	896370	Apple Tree Day School	Licensed Center	Jennifer Voigt	Full Permit	Yes	No	No	No	1/20/2021 12:00:00 PM	746.3805(b)(1) - Administering Medication - Original Container with Child's Name, Date	Medium High	No Star Rating
Alamo WDB - 20	896370	Apple Tree Day School	Licensed Center	Jennifer Voigt	Full Permit	Yes	No	No	No	1/20/2021 12:00:00 PM	746.3819 - Food Allergy Emergency Plan Signed by Parents and Health Care Professional	Medium High	No Star Rating

1 of 3 >

This school has a total of 6 deficiencies. Of these, 5 are High/ Medium High Deficiencies.

Page 2 displays results for the school selected on Page 1 if it has any Texas Rising Star Selected deficiencies. Of the 5 High/ Medium High deficiencies shown on Page 1, 3 of them are Texas Rising Star Selected deficiencies. The bar graph shows that this licensed center has 3 Texas Rising Star Selected deficiencies.

TOTAL TRS SELECTED DEFICIENCIES IN LAST 12 MONTHS BY LWDB

3

Licensed Center

LWDB	COUNTY	DFPS LICENSE NUMBER	OPERATION NAME	OPERATION TYPE	VERIFIED STAR	DEFICIENCY DATE	DEFICIENCY DESCRIPTION
Alamo WDB - 20	KENDALL	896370	Apple Tree Day School	Licensed Center	No Star Rating	2/2/2021 1:35:00 PM	745.641 - AP Background check results - Must receive notification prior to allowing subject to be present at your operation
Alamo WDB - 20	KENDALL	896370	Apple Tree Day School	Licensed Center	No Star Rating	2/2/2021 1:35:00 PM	746.3805(b)(1) - Administering Medication - Original Container with Child's Name, Date
Alamo WDB - 20	KENDALL	896370	Apple Tree Day School	Licensed Center	No Star Rating	1/20/2021 12:00:00 PM	746.3805(b)(1) - Administering Medication - Original Container with Child's Name, Date

2 of 3 >

If a school has not had any Texas Rising Star Selected deficiencies in the past 12 months, there will not be a bar graph or any entries for this school on Page 2. The TRS SELECTED DEFICIENCIES count at the top of the page will be 0.

TOTAL TRS SELECTED DEFICIENCIES IN LAST 12 MONTHS BY LWDB

OPERATION TYPE

LWDB	COUNTY	DIPS LICENSE NUMBER	OPERATION NAME	OPERATION TYPE	VERIFIED STAR	DEFICIENCY DATE	DEFICIENCY DESCRIPTION

TRS SELECTED DEFICIENCIES
0

COUNTY
All

SCHOOLS
1,2...me Kidx

VERIFIED STAR
All

OPERATION TYPE
All

TRS SELECTED DEFICIENCY DESCRIPTION
 Select all

< 2 of 3 >

TRS SELECTED DEFICIENCIES = 0
 This school has not been cited for any Texas Rising Star Selected Deficiencies in the past 12 months so Page 2 will not be populated. Other non- Texas Rising Star Selected deficiencies (if any) will be displayed on Page 1.

Page 3: Map Locator

Map locator with information on where a school is located physically on the map. Boards can zoom in or out to visually see where each school is located in their geographic area.

VERIFIED STAR ● 2* ● 3* ● 4* ● Below 2* ● No Star Rating

SCHOOL COUNT BY *

- 2* 23
- 3* 34
- 4* 77
- Below 2* 1
- No Star Rating 922

SCHOOLS 1057

COUNTY All

SCHOOLS All

VERIFIED STAR All

OPERATION NAME	VERIFIED STAR
"K" Street Learning Center LLC	No Star Rating
1.2.me Kidz	No Star Rating
123-ABC Learning Center	No Star Rating
A Bright Beginning Learning Center	No Star Rating
A Child's Place Learning Center Inc	4*
A Creative Learning Ctr	No Star Rating
A Garden For Children Child Dev. Center	No Star Rating
A Magic Day	No Star Rating
A Place For Kids Luth CH Of RE	2*
A+ ACCREDITED LEARNING CENTER	4*
A-2-Z Learning Center	No Star Rating
A-2-Z Learning Center #3	No Star Rating
AB Childcare	No Star Rating
ABC Daycare	No Star Rating
Abiding Love Learning Center	No Star Rating
Abiding Presence Lutheran Day School	No Star Rating
Abundant Grace Early Childhood Center	No Star Rating
Achievers Academy	No Star Rating

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Report 3 Facility Forecasting Report

This report is specific to your Board's early learning programs' certification cycle, based on the recertification date inputted into CLI Engage. This data can be used by your Board to forecast upcoming annual monitoring visits and recertification assessments. Due to the nature of how this data is collected, it is imperative that assessors input accurate recertification dates within Engage. This report can be used to "forecast" how many assessments/visits boards will need to prepare for as it relates to caseload and scheduling visits.

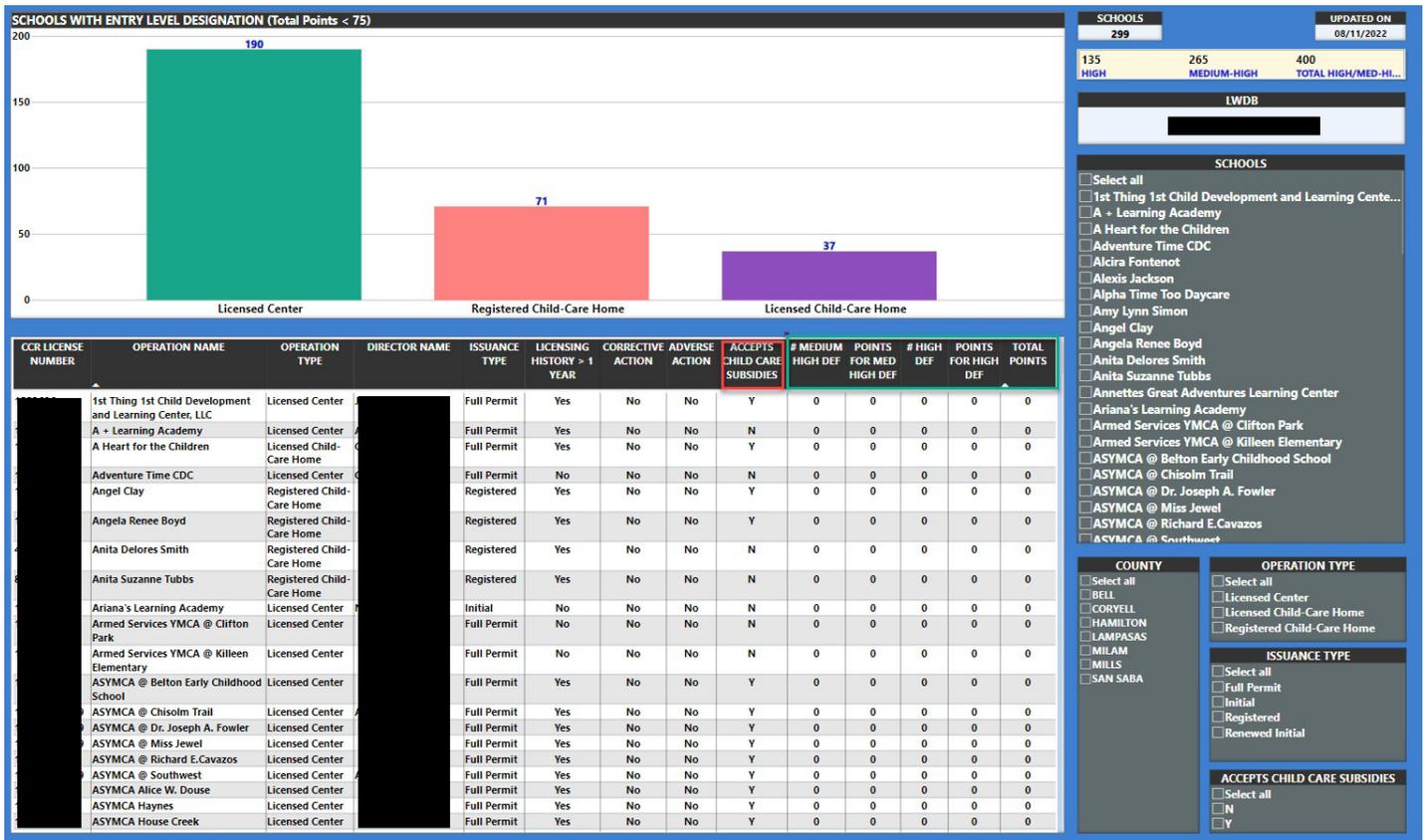
Report 4 Entry Level Designation

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

Helpful Information for Interpreting Data:

- Data fields include program CCR license number, operation name, operation type, director name, issuance type, licensing history, corrective action, adverse action, accepts child care subsidies, number of medium-high deficiencies, high deficiencies, and points assigned to applicable deficiency types.
- 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

*Excel download feature to come



A school that has Total Points > 75 will have the Total Points field highlighted in Red

LWDB	DIPS LICENSE NUMBER	OPERATION NAME	OPERATION TYPE	DIRECTOR NAME	ISSUANCE TYPE	LICENSING HISTORY > 1 YEAR	CORRECTIVE ACTION	ADVERSE ACTION	# Of Med High Def	Points for Med-High Def	# Of High Def	Points for High Def	Total Points
		'K' Street Learning Center LLC	Licensed Center		Full Permit	Yes	No	No	0	0	2	10	10
		1.2...me Kidz	Licensed Center		Full Permit	Yes	No	No	0	0	0	0	0
		123-Abc Learning Center	Licensed Child-Care Home		Initial	No	No	No	1	3	0	0	3
		A Bright Beginning Learning Center	Licensed Center		Full Permit	Yes	No	No	0	0	0	0	0
		A Creative Learning Ctr	Licensed Center		Full Permit	Yes	No	No	3	9	1	5	14
		Little Hands Playschool	Licensed Center		Full Permit	Yes	No	No	16	48	7	35	83

Report 5 and 6 TRS ATCP Data

These reports outline board staff's course progress in the Assessment Training and Certification Program and certification data for those pursuing Texas Rising Star certification.

Once the reports are available to the Boards, CLI will provide more information on these.

Texas Rising Star Guidance Board

This Guidance Board is designed to be a platform that allows Texas Rising Star assessors, mentors, and Board staff the opportunity to submit questions about the policies, implementation, or technology related to the Texas Rising Star Program.

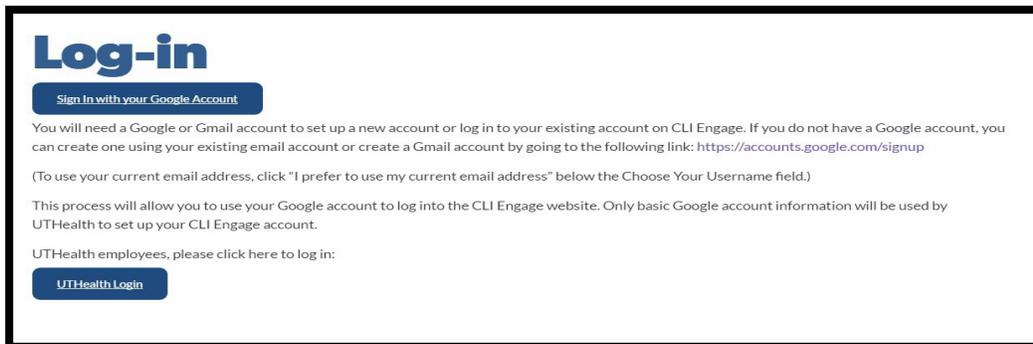
These questions will be submitted through the methods below and a representative from the Texas Workforce Commission will respond to those questions that are related to policies and implementation, while representatives from the Children’s Learning Institute will respond to those related to technology and scoring measures.

** Each staff member will have to be enrolled in Engage to view and submit questions. If staff does not have access to the Guidance Board, please submit a Help Ticket to request access.*

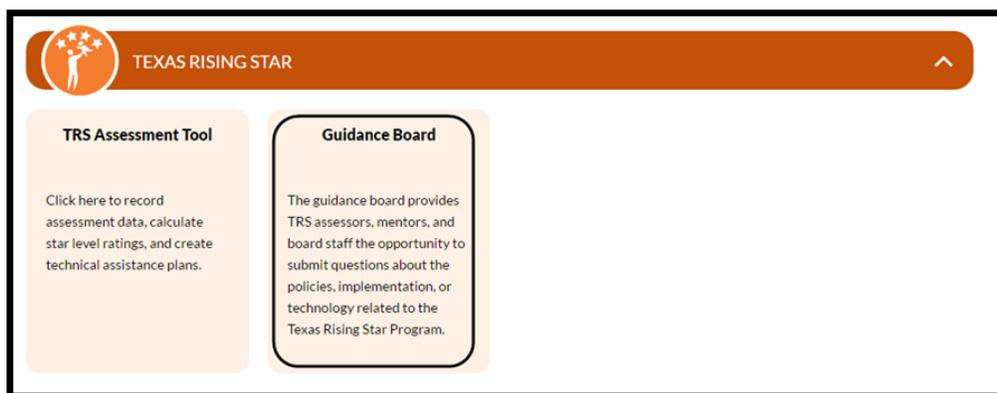
Viewing and Submitting Questions for Texas Rising Star Guidance Board

Check the Texas Rising Star guidance board for previously submitted questions. If your question appears with in the guidance board, make note of the response. To check the guidance board, follow the steps below.

1. Login to Engage



2. Scroll down to the Texas Rising Star Section, then click on Guidance Board.



3. The **Guidance Board** will open, click on the topic area the relates to your question or view previous questions and answers submitted.

The screenshot shows the CLI Engage interface for the Texas Rising Star (TRS) Guidance Board. At the top, there is a navigation bar with the CLI Engage logo and links for 'Online Course Home', 'My Learning', and 'CLI Engage'. Below this, the breadcrumb trail reads 'Online Courses Home / My courses / PGM-TRS_MOC-TR5B'. A search box labeled 'SEARCH FORUMS' is on the left, with a 'Go' button and a link to 'Advanced search'. The main heading is 'Texas Rising Star (TRS) Guidance Board'. The text below explains that the board is a platform for TRS Assessors, Mentors, and Board staff to submit questions about policies, implementation, or technology. It also advises users to check the board before submitting a question or Help Ticket. The page is organized into three main sections: 'TRS Processes and Protocols' (with sub-links for Eligibility, Interest Form and Application, Entry Level, National Accreditation and DoD programs, Workforce Registry, and TRS Staff Roles and Responsibilities), 'Screening Forms and Impacts' (with a sub-link for Protocols, Star Level Loss, Loss of Certification, and Probation), and 'TRS Program Assessments' (with sub-links for Initial and Recertification, Facility Changes, Annual Monitoring Visits and SIA, and Category Reassessment, Star-Level Evaluation, and Reconsideration).

If your question regarding measure or scoring clarification does not appear on the guidance board, submit your question to TexasRisingStarATCP@uth.tmc.edu

If your question is regarding screening form or policy clarification, submit your question to TexasRisingStar@twc.texas.gov

If you are having technology issues, please submit a Help Ticket.

Frequently Asked Questions

Annual Monitoring Visits

Is the annual monitoring visit entered into CLI Engage?

Yes. The assessor must enter all annual monitoring scores into the *TRS Assessment Tool* on CLI Engage and then finalize the score. The verified star level remains the same. Exceptions are if the Texas Rising Star facility has CCR deficiencies that may cause the facility's certification level to be reduced. Use the Event Log to make note of the change in star level.

Which categories does the Texas Rising Star staff observe and/or review during the annual monitoring visit for an accredited program?

Texas Rising Star staff observes 50 percent of the classrooms, including at least one classroom for each age group. Assessors use the full assessment tool to review all applicable age group measures in Categories 2 and 4 **only**. Categories 1 and 3 are marked N/A.

Which categories and measures does the Texas Rising Star staff observe and/or review during the annual monitoring visit for a non-accredited program?

Texas Rising Star staff observes 50 percent of the classrooms, including at least one classroom for each age group, giving priority to new classrooms and/or teachers. Assessors use the full assessment tool to review all applicable age group measures in Categories 2 and 4.

The assessor will document staff changes and review the director and all staff training files (to include any new staff files for training plans, orientations, and such) and applicable facility measures in Categories 1 and 3. The purpose of this process is to help the ELP remain in compliance with all categories, especially training, during the three-year Texas Rising Star certification cycle.

Which classes does the Texas Rising Star staff observe?

An assessor should observe 50 percent of the total number of classrooms (one classroom for each age group) with priority given to new classrooms and/or teachers. For example, if a site has seven classrooms, the assessor should monitor at least four of them. An example list follows:

Total classrooms:

- Red Room (0–12 months)
- Orange Room (12–24months)
- Yellow Room (2-year-olds) **new classroom**
- Green Room (3-year-olds)
- Blue Room (4-year-olds) **new teacher**
- Purple Room (4–5-year-olds)
- Pink Room (school-age)

The assessor could monitor:

- Red Room (0–12 months)
- Yellow Room (2-year-olds)
- Blue Room (4-year-olds)
- Pink Room (school-age)

The example above encompasses 50 percent of classrooms, with one classroom for each age group. Priority was given to the Yellow Room (over the Orange Room), as it is a new classroom, and Blue Room (over the Purple Room) because of the new teacher.

How are new classes treated? Are all measures observed?

Yes. All applicable age group measures must be reviewed, including classroom lesson plans. Additionally, training hours and qualifications are reviewed for new teachers.

If a facility has improved from its previous scores can the facility’s star level be raised at the annual monitoring visit?

No. Star levels cannot be raised (or lowered) from an annual monitoring visit. If the facility agrees, a Star Level Evaluation can be conducted in lieu of the annual monitoring. A Star Level Evaluation is a full program assessment of all categories. If during an annual monitoring visit, the star level calculated is lower, a Service Improvement Agreement (SIA) is put in place.

Can an assessor do an annual monitoring then conduct a Star Level Evaluation?

Yes. A Star Level Evaluation can be completed in its entirety on a separate date any time before the ELP’s certification end date. A Star Level Evaluation is a full program assessment of all categories and all classrooms.

Can an assessor do a Star Level Evaluation in lieu of an annual monitoring?

Yes. However, if the facility does not request the Star Level Evaluation before the annual monitoring visit is conducted, the assessor and director can discuss any improvements seen during the annual monitoring and then determine whether a Star Level Evaluation should occur. If it is determined that a Star Level Evaluation is warranted, the assessor would return at another time to conduct a full assessment of the ELP and all classrooms.

Recertification Visits

Can the recertification visit replace the annual monitoring visit, since the facility will be reassessed before its Texas Rising Star end date?

Yes. The recertification visit will take the place of an annual monitoring visit for that year.

What if, due to scheduling, the recertification visit occurred a month or two before the initial Texas Rising Star end date and results in a lower Texas Rising Star star-level than the facility initially had. May the facility keep the higher star level?

Here is an example to answer the question: A facility’s Texas Rising Star end date is August 31, 2020. The recertification assessment occurs June 16, 2020, and the facility receives a lower star level, effective July 1, 2020. The facility receives the new star level at the new effective date (the date recertification was conducted), and the end date is the final day of the three-year certification.

If at a recertification visit there is a “not met measure” (that is, a measure that is not corrected before the end of the day/assessment) and the facility loses certification, what is entered into CLI Engage?

The full scoring of the assessment is entered into CLI Engage and the verified star level is noted as Below 2 Star. A comment should be placed for the category where a not met measure was scored. Additionally, a Status Update event is placed in the Event Log denoting the loss in Texas Rising Star certification. When Texas Rising Star certification is revoked, the facility must wait six months to request certification. The facility then will request certification as an initial applicant and must meet the screening form criteria for an initial applicant.

How does the assessor complete a recertification assessment for a nationally accredited facility?

The assessor will observe and assess Categories 2 and 4 for all classrooms. This assessment requires a modified recertification visit and is entered into CLI Engage as directed in the [Full Assessments for Nationally Accredited facilities \(Modified\)](#) section.

Nationally Accredited Facilities

What steps are taken for a newly nationally accredited facility that is already Texas Rising Star certified?

For a facility that has newly received national accreditation (was not nationally accredited) their information should be updated within the *School Management* page. A [Status Update](#) is added to the Event Log and at the facility’s next visit, they are observed/assessed as a nationally accredited program.

Does a nationally accredited program receive an initial assessment?

Yes, the assessor will observe and assess Categories 2 and 4 for all classrooms. This is entered in CLI Engage as directed in the [Full Assessments for Nationally Accredited facilities \(Modified\)](#) section.

What if there has been a change in staff or director?

Category 1 is not observed or assessed while the facility is nationally accredited. Updates to the director are made in the *School Management* tab for this facility. Additionally, a [General Status event](#) may be placed in the Event Log, if desired.

How does the assessor complete a recertification assessment for a nationally accredited facility?

The assessor will observe and assess Categories 2 and 4 for all classrooms. This assessment requires a modified recertification visit and is entered into CLI Engage as directed in the [Full Assessments for Nationally Accredited facilities \(Modified\)](#) section.

What does an annual monitoring visit look like for a nationally accredited facility?

The assessor observes and scores all applicable facility measures for Category 4, as well as all applicable classroom measures for 50 percent of the classrooms, including one classroom from each age group, for Categories 2 and 4. These scores are entered as directed in the [Annual Monitoring Visits](#) section.

Can a nationally accredited facility lose its star level as the result of an annual monitoring visit?

No. However, if because of the visit, the facility's calculated star level is lower than its current verified (assessed) star level, the facility is placed on an SIA for Category 2, 4, or both. The facility follows the same processes for the SIA as a non-nationally accredited facility and receives an SIA assessment, which may result in a lower star level.

What happens when a facility loses national accreditation?

The assessor places a [Status Update](#) event in the Event Log describing this situation. Within three months of the loss of national accreditation, the facility receives a full assessment. This assessment is denoted as a Recertification assessment when the assessor enters scores into CLI Engage. The best practice is to mentor this facility during those three months to help the facility prepare for a full assessment visit.

What accrediting bodies are accepted by Texas Rising Star?

The list of national accreditations that are recognized by Texas Rising Star is in the [Texas Rising Star Guidelines](#).

What happens when a nationally accredited facility has a change of facility?

The outcome in this situation is contingent on what CCR and the facility's national accreditation body decides. A [General Status](#) event is entered in the Event Log to document the situation. If the assessor cannot determine the steps that occur after CCR and the national accreditation body have finished processing the change, the assessor sends an e-mail requesting guidance to the Texas Rising Star e-mailbox at TexasRisingStar@twc.texas.gov.