



Grow NJ Kids Technical Assistance Protocol/Guidance

Purpose: Grow NJ Kids has a multi-layered technical assistance approach to efficiently support progressive movement through the framework of Grow NJ Kids (GNJK). This policy outlines clear parameters regarding the amount of time a Grow NJ Kids program will receive technical assistance and support throughout the center or family child care program participation in Grow NJ Kids.

Technical Assistance Timeframe: 18 Months

Phase 1: Months 1-5

Phase 2: Months 5-18

Phase 1: Targeted Technical Assistance – CCR&R			
Step	Timeframe	Activity	Guidance
Step 1:	Month 1	Acceptance Notification and GNJK Orientation	<p>Programs apply for GNJK through New Jersey’s Child Care Information System (www.NJCCIS.com).</p> <p>Program is notified of acceptance via welcome email from NJCCIS.</p> <p>Director/administrators must register for the online GNJK Orientation within 2 weeks of receiving welcome email.</p> <p>Log in information from Rutgers University is sent approximately one week prior to Orientation start date.</p> <p>Once orientation is complete, a Quality Improvement Specialist (QIS) will be assigned to program.</p>
Step 2:	Month 2-3	Contact from your Quality Improvement Specialist and Initial Site Visit & ERS Overview	<p>QIS will make initial contact with the director/administrator within 1 week after completion of the GNJK Orientation.</p> <p>QIS will complete an initial site visit within 4 weeks after initial contact is made. The visit(s) will focus on:</p> <ul style="list-style-type: none"> ○ Relationship-building ○ Follow-up from Orientation ○ Review of Participation Agreement ○ Review of training within NJCCIS <p>QIS conducts orientation of GNJK to staff with director/Administrator’s support</p> <p>QIS will provide overview of the Environment Rating Scales relevant to ages program serves.</p>
Step 3:	Months 4-5	QIS Completes Pre-Assessment and provides support in using ERS to inform CQI	<p>Pre-assessment of Personal Care Routines and review of Health & Safety needs identified for next steps</p> <p>Director/Administrator will identify focus areas of continuous quality improvement (CQI) based upon pre-assessment</p> <p>QIS will support director/administrator in developing a schedule for completing the ERS.</p> <p>Director/Administrator conducts ERS observations.</p> <p>QIS will provide coaching support in 2 classrooms or 3% of the classrooms, whichever is greater.</p>
Step 4:	Month 5	Transition of Center to the TA Center	<p>Curriculum alignment process complete, or curriculum has been submitted to committee prior to transition to TAS center (if applicable).</p> <p>Collaboration between QIS and TAS for a smooth transition of the program to Technical Assistance Center.</p>

Disengagement Guidance: At any point in service if a program has been deemed disengaged, the disengagement guidance and procedures will be followed

Phase 2: Intensive Technical Assistance – GNJK TA Center

Step	Timeframe	Activity	Guidance
Step 1:	Month 5-6	TAS Site Visits <ul style="list-style-type: none"> Process of information gathering and relationship building Selection of a research-based curriculum Identification of staff educational needs and scholarships available Review data from Environment Rating Scale (ERS) observations to inform TAS coaching of remaining classrooms TAS provides basic explanation of Self-Assessment answers any preliminary questions Director/Administrator begins completing Self-Assessment in NJCCIS online system Review of staff Professional Development (PD) 	<p>Programs will be contacted by the Technical Assistance Center/Technical Assistance Specialist within 1 week of the transition by phone call or email.</p> <p>Programs meet with their Technical Assistance Specialist (TAS) within 5 months of enrollment into Grow NJ Kids. During the first visit with the(TAS) the following is completed:</p> <ul style="list-style-type: none"> Use Environment Rating Scale data to inform CQI Review of incentives program may be eligible for Discussion of research-based Curriculum that best aligns with program’s goals/mission Discussion of Self-Assessment and overarching questions addressed The TAS and the program establish the best option for technical assistance support.
Step 2:	Month 6-9	Self-Assessment and QIP Development <ul style="list-style-type: none"> TAS provides clarification and guidance as needed as director/administrator completes self-assessment. Incentive enhancements requests submitted, (if eligible) Director/Administrator identifies focus areas within standards for continuous quality improvement (CQI) and work with TAS to create Quality Improvement Plan (QIP) 	<p>TAS supports provider through the self-assessment process and QIP development by encouraging reflective practice and connecting indicators in self-assessment to program’s own goals, vision and mission.</p> <p>TAS supports director/administrator in creating SMART goals for focus areas within QIP. Once QIP is developed, an enhancement request can be submitted.</p>
Step 3:	Month 9-18	Intensive, Individualized Technical Assistance <ul style="list-style-type: none"> Implementation of QIP Coaching, mentoring, in-class support 	<p>TAS begins working with director to implement all areas of QIP (both from ERS and self-assessment), including the use of curriculum that has been submitted using the alignment process and establishes the best option for technical assistance support.</p>
Step 4:	Month 15-18	Rating readiness preparation <ul style="list-style-type: none"> Assist center through ERS reassessment Review of documentation Implementation of QIP 	<p>Programs will receive technical assistance for approximately 18 months. If programs have not moved to Rating Readiness by 18 months of enrollment, they can ask for an extension. Extension will be granted for programs through documentation review and discussion with the Technical Assistance Specialist. The program will be granted an extension as long as progressive movement through the GNJK process is documented but the program needs additional time to be successful with the rating process.</p> <p>Extensions will be based on the program’s identified needs and determined with the TAC, with a time period of up to 6 months.</p>
Step 5:	Month 18+	Transition to rating process and CQI Plan <ul style="list-style-type: none"> TAS sign off on rating application CQI plan developed; discussion of maintenance plan 	<p>Once rated, GNJK centers will stay involved with the TAC by engaging with TAS in quarterly check-ins, have a plan for sustaining changes made in current rating, actively work to implement CQI plan and other activities that improve program and providers professional growth in preparation for re-rating (see post rating guidance)</p>

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