



Grow NJ Kids Family Child Care Technical Assistance Protocol

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 Family Childcare Provider will receive technical assistance and support throughout their participation in Grow NJ Kids.

Technical Assistance Timeframe: 24 Months

Phase 1: FCC QIS – Months 1-7

Phase 2: TAC TAS – Months 7-24

Phase 1: Targeted Technical Assistance – FCC Quality Improvement Specialist			
Step	Timeframe	Activity	Guidance
Step 1:	Month 1	Acceptance Notification and GNJK Orientation	FCC Providers apply for GNJK through New Jersey’s Child Care Information System (www.NJCCIS.com). Provider is notified of acceptance via welcome email from NJCCIS. Providers must register for the online GNJK Orientation within 2 weeks of receiving welcome email. Log in information from Rutgers University is sent approximately one week prior to Orientation start date. Once orientation is complete, a Quality Improvement Specialist (QIS) will be assigned to program.
Step 2:	Months 2-3	Contact from your FCC Quality Improvement Specialist and Initial Site visit(s)	QIS will make initial contact with the FCC provider within 1 week after completion of the GNJK Orientation. QIS will complete an initial site visit within 4 weeks after initial contact is made. The visit will focus on: <ul style="list-style-type: none"> ○ Relationship-building ○ Follow-up from Orientation ○ Review of Participation Agreement ○ Pre-assessment of Personal Care Routines review of Health & Safety needs identified for next steps
Step 3:	Month 4	FCCERS Overview and Observation	The QIS will provide an overview of the Environment Rating Scale and complete an observation of the FCC program using the FCCERS.
Step 4:	Months 5-6	Feedback and Quality Improvement Plan	QIS will provide feedback from FCCERS observation. Provider will identify focus areas for continuous quality improvement (CQI) and work with QIS to create FCCERS Quality Improvement Plan (QIP).
Step 5:	Month 7	Transition to TA Center	FCCERS Incentive Provided by the TAS. Collaboration between QIS and TAS for a smooth transition of the FCC Provider to Technical Assistance Center.

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:	Months 7-8	TAS Site Visits <ul style="list-style-type: none"> Process of information gathering and relationship building Review of FCCERS QIP Identification of provider’s educational needs and scholarships available. TAS provides basic explanation of Self-Assessment and answers any preliminary questions Provider begins completing Self-Assessment in NJCCIS online system Review of provider’s Professional Development 	<p>Providers will be contacted by the Technical Assistance Center/Technical Assistance Specialist within 1 week of the transition by phone call or email.</p> <p>Providers meet with their Technical Assistance Specialist (TAS) within 7 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"> FCCERS QIP Reviewed Review of incentives program may be eligible for Discussion of Self-Assessment and overarching questions addressed The TAS and the provider establish the best option for technical assistance support.
Step 2:	Month 9-11	Self-Assessment and QIP Development <ul style="list-style-type: none"> TAS provides clarification and guidance as needed as provider completes self-assessment. Incentive enhancement requests submitted, (if eligible) Provider 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 provider’s own goals, vision and mission.</p> <p>TAS supports provider in creating SMART goals for focus areas within QIP. Once QIP is developed, an enhancement request can be submitted.</p>
Step 3:	Month 12-20	Intensive, Individualized Technical Assistance <ul style="list-style-type: none"> Implementation of QIP Coaching, mentoring, on-site support 	<p>TAS begins working with provider to implement all areas of QIP (both from FCCERS and self-assessment), including the use of standards-based lesson plans and/or the chosen curriculum (if applicable).</p>
Step 4:	Month 21-24	Rating readiness preparation <ul style="list-style-type: none"> Conduct a follow-up FCCERS assessment Review of documentation Implementation of QIP 	<p>Providers will receive technical assistance for approximately 24 months. If Provider has not moved to Rating Readiness by 24 months of enrollment, he/she can follow the rating extensions procedures and apply for an extension. Extension will be granted for providers through documentation review and discussion with the Technical Assistance Specialist. The provider will be granted an extension as long as progressive movement through the GNJK process is documented but the provider 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 24+	Transition to rating process and CQI Plan <ul style="list-style-type: none"> TAS sign off on rating application CQI plan developed upon rating; discussion of maintenance plan of current rating. 	<p>Once rated, GNJK FCC Providers 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>

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