



### **Members in Attendance**

Reagan Miller	- Texas Workforce Commission (TWC)
Michelle Adams	- Department of Family and Protective Services
Sharon Davis	- North East Texas Workforce Solutions
Sul Ross	- Gulf Coast Workforce Solutions
Doug Watson	- Healy-Murphy Child Development Center
Sandra Solis	- Lower Rio Workforce Solutions
Mary Clare Munger	- Amarillo College Child Development Lab
Howard Morrison	- Texas Education Agency
Dr. Elaine Zweig	- Collin County Community College
LaShonda Brown	- Texas Early Childhood Professional Development System
Pattie Herbert	- Infants 123
Patricia Smith	- Little Dudes Learning Center
Rebecca Latimer	- Just Kidding Around

### **Members Not in Attendance**

None

### **Additional Attendees**

Texas Workforce Commission:

Laurie Biscoe	- Deputy Director, Workforce Development Division
Patricia A. Gonzalez	- Director Workforce Policy
Phil Warner	- Child Care Policy and Program Supervisor
Regan Dobbs	- Child Care Policy and Program Analyst
Anjali Barnes	- Child Care Policy and Program Analyst
Kimberly Flores	- Child Care Policy and Program Analyst
Adela Esquivel	- Child Care Policy and Program Analyst
Sue Lee Flores	- Child Care Policy and Program Analyst
Kimberly Berry	- Governmental Relations
Katherine Farrell	- Office of Chiarmain Alcantar, Commissioner Representing the Public

### **Meeting Summary**

#### **Welcome, Roll-Call and Overview of the Agenda**

#### **Approval of December 19, 2013 Meeting Notes**

Sharon Davis commented on the meeting notes on page 2, under *Final Recommendation Qualifications for Mentors and Evaluators*: need to add associate degree or bachelor's degree with one year experience as a minimum requirement and to complete the last sentence of the paragraph with preference 2 years' experience at TRS facility. Reagan Miller motioned to post the meeting notes after the proposed changes have been made to the meeting notes.

#### **Review of Draft Assessment Recommendations:**

Process For Application: Consensus on the application process for TRS certification which requires the provider to attend an orientation or watch a video providing an overview of the TRS application process, TRS criteria, and TRS assessment process and complete a TRS Self-Assessment tool.



Process for Facility Assessment and Monitoring:

The workgroup discussed the number or percentage of classrooms to assess that would take into consideration age groups and the size of the facility. It was agreed that 100% of classrooms will be assessed at the initial assessment and at each recertification.

The workgroup may need to establish a percentage of classroom assessments during the annual unannounced monitoring visits for every facility. For example, during the annual visits, set a minimum that of 50% of the classrooms are reviewed for all age groups and 100% of the facilities' classrooms would be reviewed every 3 years.

The workgroup also agreed that TRS-certified providers must submit a classroom self-assessment every time there is a change in staff (in larger facilities, if both teachers in the classrooms are no longer with the facility, need to do more than annual visit).

Assessments and Monitoring Visits:

The group discussed an assessment every 3 years. The consensus on the assessment and monitoring is as follows:

- 100% of the classrooms on the initial visit and at every 3-year re-assessment/re-certification
- One annual unannounced monitoring visit
- at least 50% of the classrooms for annual monitoring site visit, which must include at least one classroom for each age group
- review and check incident reports during the on-site visits.
- Prior to onsite visit, review licensing monitoring report and the provider's annual self-assessment for the classroom

Review of Licensing Standards:

A separate sub-committee was formed to discuss the minimum licensing deficiencies allowed for TRS providers. The sub-committee will also address issues related to TRS facilities that move locations, expand facilities, as well as facilities that have a "split" – i.e. the facility moves and expands. The sub-committee will also examine if or when an initial permit may be allowed for TRS providers that move and/or expand.

The Licensing subcommittee consists of:

- Michele Adams
- Pat Smith
- Sul Ross
- Doug Watson

Child Assessments:

The workgroup discussed the use of child assessments as part of the TRS measures. during the December 19, 2013 meeting the group agreed that if child assessments are included as a measure, it would only be at the 4-star level and the assessments must only be used by the provider to chart the child's progress over time as in the domain of learning, provide feedback to the parents, support positive child guidance and classroom management, and evaluate and assist the effectiveness of professional development.



The workgroup discussed if it would be possible to have providers report to TWC the results of their assessments in order to demonstrate the effectiveness of the child care program. However, if this is required, then there would need to be standards or a common set of child assessment tools to be used.

The workgroup discussed that a process may need to be created for TWC to have an approved list of assessment tools that providers can use.

Next steps:

The group discussed the need to review the process for list of assessment tools and what other states are using as a tool for child assessments. Perhaps conduct a survey of TRS facilities to determine what child assessment tools are currently being used.

**Implementation Options of New TRS Standards:**

Training:

The group discussed hiring and training the mentors/assessors for different levels of training. The training provided needs to be consistent throughout the state. The trainings can be webinars with video clips.

Timeframe:

Can the reassessments be completed by September 2015? The group discussed conducting a survey to the Boards to determine the length of time it would take the staff to reassess all of their TRS facilities. The group would like the reassessment for the existing TRS facilities to conduct prior to January 1, 2016. They agreed on the timeframe for reassessment to begin in April prior to September 2015.

Allocate funding for hiring staff can happen before September 2014.

Rates:

The group commented about initiating rate increases in January 2016 for provider meeting new TRS certification standards.

Can the enhanced rates be re-allocated since it is not used in the gap from Sept 1, 2015 to January 1, 2016? Enhanced rates available in September 1, 2015?

**New TRS Implementation:**

NAEYC and Military:

The group discussed identifying the criteria for each star level and compares them to the new TRS rules for NAEYC and military to determine TRS start entry level.

Location Changes:

The group discussed how to assess the existing TRS facilities if they move or has an expansion.

If the TRS facility moved to a new location or has an expansion, conduct a full assessment.



If the TRS facility moved but has the same director and staff, conduct only the physical (indoor/outdoor) assessment. Licensing will look into the physical environment requirements.

The group discussed about a facility can be eligible for TRS status depending on the assessment within 90 days with 100% classroom recommended.

**Items for Consideration:**

What if there is a split versus complete move?

If it is a new director, look at the director's qualifications.

The group discussed about TRS facilities' status. For example, instead of waiting for 12 months, expedite the review process or have a new assessment upfront.

**TRS Workgroup Measures Scoring:**

Subcommittees are in disagreement on TRS Measures scoring. One Subcommittee has considered a 3 point range for scoring and another suggested a 5 point scoring scheme. t A call scheduled for February 4, 2014 from 3-5pm to discuss the issue further.

**Next Meeting**

- **February 13** - TRS Workgroup Session (in person at TWC or via conference call)  
Subcommittees 1 & 2 presentations on TRS measures.

The meeting was adjourned at approximately 12:00 pm.