

**ATTACHMENT 2**  
**TRS Workgroup Recommendations**  
**Facility Assessments**

Process for Application: The application process for TRS certification will require 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 Program Self-Assessment tool.

Process for Assessment of Facilities for Certification and Monitoring of TRS Facilities:

*TRS Certification:*

- 100% of classrooms will be assessed at the initial assessment and at each recertification; and
- all facilities will be assessed every 3-years for re-certification

*TRS Monitoring:*

- TRS staff will:
  - conduct one annual unannounced monitoring onsite visit;
  - complete the TRS screening form based on the most recent DFPS monitoring visit.
- TRS-certified providers must
  - submit the DFPS monitoring report to the TRS assessor (however, the TRS assessor shall not take action until the final report is posted by DFPS);
  - complete a TRS screening form following each licensing visit and report the results to the TRS staff;
  - report a change of director immediately to TRS staff;
  - report other staff turnover during the annual unannounced monitoring visit.

*On-Site Monitoring Visit*

During the unannounced on-site visit:

- TRS staff will
  - observe 50% of the classrooms,
    - with at least one classroom for each age group; and
    - priority for observations will be classrooms with turnover of a lead teacher
  - review and check incident reports during the onsite visits

The TRS staff will work with the director to determine if a full assessment to increase the star level is appropriate at this time.

*Consequences for TRS Deficiencies Found During Annual Monitoring*

Director and Staff Qualifications:

If the loss of a director or staff turnover would cause the TRS provider to fall below the provider's current star level for Director and Staff Qualifications and Training, then the provider will retain its current star level for no more than six months following the reported staff change. The staff qualifications will be re-assessed at or before the end of the 6-month period to determine the appropriate star level (or the loss of TRS certification).

If, during the on-site visit TRS staff discovers that a change in director was not reported immediately as required and the current director does not meet the providers' current star level, then the star level will be determined at the on-site visit using the current director's qualifications.

Other TRS Standards:

If TRS discovers deficiencies in other TRS standards, the provider will be placed on a Service Improvement Agreement for no more than 6 months in which the provider will participate in required mentoring and technical assistance activities. The provider will then have an assessment related to the deficiency or deficiencies at the end of the SIA period.

### **Assessment and Monitoring for Nationally Accredited Facilities**

Under current TRS guidelines child care providers who are regulated by the military or who have attained one of the following national accreditations are certified as a TRS Provider without going through the TRS Provider assessment process and are initially enrolled as a Four-Star or fully certified provider:

- National Association for the Education of Young Children (NAEYC)
- National Early Childhood Program Accreditation (NECPA)
- National Accreditation Commission for Early Child Care and Education Program (NAC)
- Association of Christian School International (ACSI)
- National Association of Family Child Care (NAFCC)
- Commission on Accreditation-National Afterschool Association (COA-NAA)

The workgroup determined that TWC would request the accredited body to provide a crosswalk of the TRS standards to each of the accreditations above and determine at what TRS level the accreditation standards meet.

Nationally accredited facilities would be initially certified at the level determined by the crosswalk.

Nationally accredited providers wishing to participate in the TRS certification system will be required to complete the TRS application process required of all TRS applicants, which consists of:

- attending an orientation or watch a video providing an overview of the
  - TRS application process,
  - TRS criteria, and
  - TRS assessment process; and

- completing a TRS Program Self-Assessment tool.

The provider will also be subject to minimum licensing standards for TRS and required to comply with the annual TRS monitoring procedures for minimum licensing standards required of all TRS-certified facilities. Note: military-operated facilities are not subject to or monitored by DFPS; therefore, these providers are not subject to TRS monitoring of licensing standards.

Additionally, the provider's national accreditation status must be verified annually.

Regarding TRS reassessments for a nationally accredited provider, if the accrediting organization has certified or re-certified the facility through an on-site visit within the providers scheduled 3-year TRS assessment, then the provider will not be required to have a full TRS assessment.