

## DOCUMENT REVIEW SELF-EVALUATION INSTRUCTIONS

The first step in the Document Review process is to complete the Document Review Self-Evaluation Form. The purpose of this to share with your Rater where you believe you will be scoring in each element on the Matrix. A copy of this form can be found on pages 9-11.

To complete the form:

1. Fill in the center/provider name
2. List the program start date – For QRIS purposes, the program start date is the first date of the school year that the children attend. If you need assistance in determining your program start date, please ask your Rater for assistance.
3. Determine the point value your program meets for Element 1 and place an X in the box. If your program is using the DRDP, list the 60-day start date and the anticipated 6-month completion date. (Head Start programs & CAPSLO programs/providers may provide 60-day start date and anticipated winter completion date.)
4. Determine the point value your program meets for Element 2 and place an X in the box. If your program is using the ASQ 3 and/or ASQ SE, list the 45-day start date.
5. Determine the point value your program meets for Element 3 and place an X in the box.  
Providers - Please list the number 1 in the blank if you meet the 3 point value or higher.  
Centers - Please list the number of lead teachers in your program who meet the 3 point value or higher. You will NOT need to determine the point value your program meets for Element 3.
6. You will **NOT** need to determine the point value your program meets for Element 4. Please mark only whether you are choosing familiarity or having an external assessment. If you are having an external assessment, rank in order from 1-7, (1 being your first choice, 7 your last choice) the dates listed to have a CLASS assessment. More information on the two-week window is provided on page 36. Your Rater will notify you which of the two-week windows you selected is the time frame your CLASS assessment will occur.
7. **Centers only**- Ratios will be sent in at a later date.
8. You will **NOT** need to determine the point value your program meets for Element 6. Please mark only whether you are choosing familiarity, self-assessment, or external assessment. If you are having an external assessment, rank in order from 1-7, (1 being your first choice, 7 your last choice) the dates listed to have an ERS assessment. More information on the two-week window is provided on page 41. Your Rater will notify you which of the two-week windows you selected is the time frame your ERS assessment will occur.
9. **Centers Only** – Determine the point value your program meets for Element 7 and place an X in the box. Please list the number 1 in the blank if the Director meets the 3 point value or higher.
10. **The final step is to submit this form to your Rater. It is due by the end of the first month of your program.**
11. **Once this form has been submitted, your Rater will work with you to determine the Document Review date**

**More detailed information for each of the elements can be found on pages 18 through 48. Please remember you can always contact your Rater if you need help in completing this form. A copy of the Program/Provider self-evaluation form can also be found at [www.kernearlystars.org/forms](http://www.kernearlystars.org/forms).**