**Self-Study Progress Tracker**

This tool is provided to help you track progress in putting together the QEIP self-study and completing it through the self-study link. You do not submit this tracker – it is for your reference only. We recommend that you write out and save your descriptive responses to questions in the self-study in a Word document prior to typing them into the online self-study so you have a back-up. For individual standards, check the manual for the “*What Meets the Standard*” to determine if your program meets the criteria to rate the standard “met” and then, self-rate accordingly.

| Standard | Format | Evidence to Submit in the Self-Study | In Progress | Completed | Answered in online  Self-Study? | Will not meet |
| --- | --- | --- | --- | --- | --- | --- |
|  | Upload | 3 completed Family File Review Tools for 1-3 parent educators  6 completed Family File Review Tools for 4-6 parent educators  9 completed Family File Review Tools for 7+ parent educators  \*See Appendix C for the standards related to the file reviews |  |  |  |  |
| Infrastructure & Leadership | | | | | | |
| 1 | Upload(s) | Policies and Procedures Manual  \*See Appendix I for a complete checklist of expected policies and procedures |  |  |  |  |
| Answer Question | Yes/No regarding annual training |  |  |  |
| Answer Question | ⮡ If yes, date of annual training |  |  |  |
| Refer Back | Standard #1: Policy regarding new staff training on policies and procedures |  |  |  |
| 2 | Answer Question | Yes/No regarding previously uploaded protocols |  |  |  |  |
| Answer Question | ⮡ If yes, provide location |  |  |  |
| Upload | ⮡ If no, Child Abuse and Neglect protocol |  |  |  |
| Upload | ⮡ If no, Mental Health protocol |  |  |  |
| Upload | ⮡ If no, Intimate Partner Violence protocol |  |  |  |
| Upload | ⮡ If no, Substance Use Disorder protocol |  |  |  |
| Answer Question | Yes/No regarding annual training |  |  |  |
| Answer Question | ⮡ If yes, date of annual training |  |  |  |
| Refer Back | Standard #1: Policy regarding new staff training on protocols |  |  |  |
| 3 | Answer Question | Description |  |  |  |  |
| 4 | Answer Question | Description |  |  |  |  |
| 5 | Answer Question | Yes/No regarding staff participation in community initiatives |  |  |  |  |
| Complete Table | ⮡ If yes, Table A |  |  |  |
| 6 | Complete Table | Table B |  |  |  |  |
| 7 | Refer Back | Most recently submitted Affiliate Plan | N/A | N/A |  |  |
| 8 | Answer Question | Yes/No regarding model components provided all 12 months of the year |  |  |  |  |
| 9 | Complete Table | Table C (personal visits and group connections) |  |  |  |  |
| 10 | Answer Question | Yes/No regarding caseloads |  |  |  |  |
| Evaluation & Continuous Quality Improvement | | | | | | |
| 11 | Answer Question | Indicate use/versions of 16 records |  |  |  |  |
| Upload | 14+ records *\*as applicable* |  |  |  |
| 12 | Refer Back | Standard #1: Data collection timelines for documenting each of the 16 records |  |  |  |  |
| 13 | Complete Table | Table D |  |  |  |  |
| Complete Table | Table E |  |  |  |
| 14 | Answer Question | Yes/No Data sharing |  |  |  |  |
| Complete Table | ⮡ If yes, Table F |  |  |  |
| 15 | Upload | Summary of participant satisfaction data |  |  |  |  |
| Answer Question | Description |  |  |  |
| 16 | Upload | PDSA or comparable document |  |  |  |  |
| Staff Selection & New Parent Educator Development | | | | | | |
| 17 | Refer Back | Most recently submitted APR | N/A | N/A |  |  |
| 18 | Answer Question | Description |  |  |  |  |
| 19 | Complete Table | Table G |  |  |  |  |
| 20 | Answer Question | Yes/No regarding job description |  |  |  |  |
| Upload | ⮡ If no, parent educator job description |  |  |  |
| Answer Question | * ⮡ If yes, identify location |  |  |  |
| Answer Question | Yes/No |  |  |  |
| Answer Question | Yes/No |  |  |  |
| Answer Question | Yes/No |  |  |  |
| Answer Question | Yes/No |  |  |  |
| 21 | Answer Question | Yes/No regarding new hires *\*also pertains to standard 22* |  |  |  |  |
| Complete Table | ⮡ If yes, Table H |  |  |  |
| ⮡ And date(s) of each parent educator’s shadowing prior to training |  |  |  |
| Refer Back | Standard #1: Policy regarding new parent educator training preparation |  |  |  |
| 22 | Refer Back | ⮡ If yes, Table H |  |  |  |  |
| ⮡ And date(s) of each parent educator’s shadowing and of being  observed after training  *\*as applicable to training date(s)* |  |  |  |
| Refer Back | Standard #1: Policy regarding new parent educator training throughout 1st year |  |  |  |
| Supervision & Professional Development | | | | | | |
| 23 | Refer Back | Most recently submitted APR | N/A | N/A |  |  |
| 24 | Answer Question | Description |  |  |  |  |
| Answer Question | Yes/No regarding supervisors’ caseload(s) |  |  |  |
| Answer Question | ⮡ If yes, description of supervisor’s reflective supervision |  |  |  |
| Answer Question | List |  |  |  |
| Upload | Reflective supervision record(s) |  |  |  |
| 25 | Answer Question | Description |  |  |  |  |
| Answer Question | Number of staff meeting in designated month |  |  |  |
| Upload | Staff meeting record(s) |  |  |  |
| 26 | Answer Question | Yes/No supervisor is a licensed mental health professional |  |  |  |  |
| Answer Question | ⮡ If yes, identify credentials |  |  |  |
| Answer Question | ⮡ If no, organization employs a licensed mental health consultant |  |  |  |
| Answer Question | ⮡ If yes, identify credentials |  |  |  |
| Upload | ⮡ If no, agreement with licensed mental health professional |  |  |  |
| 27 | Answer Question | Yes/No regarding diversity, equity and inclusion training |  |  |  |  |
| Answer Question | ⮡ If yes, date(s) of topic related professional development |  |  |  |
| Answer Question | Yes/No regarding caregiver and child health and wellness |  |  |  |
| Answer Question | ⮡ If yes, date(s) of topic related professional development |  |  |  |
| Refer Back | Standard #2: Child Abuse and Neglect, IPV and Substance Abuse Protocol training dates |  |  |  |
| 28 | Answer Question | Yes/No regarding group connection observations |  |  |  |  |
| Answer Question | ⮡ If yes, yes/no regarding PAT Group Connection Observation tool |  |  |  |
| Complete Table | ⮡ If yes, Table I |  |  |  |
| Answer Question | ⮡ If no, yes/no regarding different tool |  |  |  |
| Answer Question | ⮡ If yes, yes/no (x2) regarding content of tool |  |  |  |
| Upload | ⮡ And upload tool |  |  |  |
| Complete Table | ⮡ And Table I |  |  |  |
| Complete Table | ⮡ If no, Table I |  |  |  |
| 29 | Upload | Performance review record |  |  |  |  |
| Answer Question | Yes/No regarding performance reviews |  |  |  |
| Upload | ⮡ If yes, upload(s) |  |  |  |
| Complete Table | ⮡ And Table J |  |  |  |
| 30 | Answer Question | Description |  |  |  |  |
| Service Initiation and Participation | | | | | | |
| 31 | Upload | Informational material(s) (multiple languages, if applicable) |  |  |  |  |
| Answer Question | Description |  |  |  |
| 32 | Refer Back | Standard #1: Policy regarding waitlist and non-eligible families offered resources |  |  |  |  |
| 33 | Refer Back | Standard #1: Policy regarding 1st visit within 3 weeks of initial request |  |  |  |  |
| 34 | Answer Question | Description |  |  |  |  |
| Answer Question | Description |  |  |  |
| 35 | Answer Question | Based on content of affiliate uploaded *Family File Review Tools* |  |  |  |  |
| 36 | Answer Question | Based on content of affiliate uploaded *Family File Review Tools* |  |  |  |  |
| 37 | Answer Question | Description |  |  |  |  |
| 38 | Answer Question | Description |  |  |  |  |
| Answer Question | Example |  |  |  |
| Assessment and Goal Setting | | | | | | |
| 39 | Answer Question | Description |  |  |  |  |
| Answer Question | Description |  |  |  |
| 40 | Answer Question | Description |  |  |  |  |
| 41 | Answer Question | Based on content of affiliate uploaded *Family File Review Tools* |  |  |  |  |
| 42 | Answer Question | Description |  |  |  |  |
| 43 | Answer Question | Based on content of affiliate uploaded *Family File Review Tools* |  |  |  |  |
| Personal Visits | | | | | | |
| 44 | Refer Back | Most recently submitted APR | N/A | N/A |  |  |
| 45 | Answer Question | Description |  |  |  |  |
| 46 | Answer Question | Based on content of affiliate uploaded *Family File Review Tools* |  |  |  |  |
| 47 | Answer Question | Description |  |  |  |  |
| Answer Question | Description |  |  |  |
| Answer Question | Description |  |  |  |
| 48 | Answer Question | Based on content of affiliate uploaded *Family File Review Tools* |  |  |  |  |
| 49 | Answer Question | Description |  |  |  |  |
| 50 | Answer Question | Description |  |  |  |  |
| Answer Question | Based on content of affiliate uploaded *Family File Review Tools* |  |  |  |
| 51 | Answer Question | Description |  |  |  |  |
| Answer Question | Description |  |  |  |
| Answer Question | Description |  |  |  |
| Answer Question | Description |  |  |  |
| Answer Question | Description |  |  |  |
| 52 | Answer Question | Based on content of affiliate uploaded *Family File Review Tools* |  |  |  |  |
| 53 | Answer Question | Description |  |  |  |  |
| 54 | Answer Question | Description |  |  |  |  |
| 55 | Answer Question | Based on content of affiliate uploaded *Family File Review Tools* |  |  |  |  |
| Group Connections | | | | | | |
| 56 | Answer Question | Description |  |  |  |  |
| Answer Question | Description |  |  |  |
| 57 | Complete Table | Table K |  |  |  |  |
| 58 | Answer Question | Yes/No regarding facilities and locations |  |  |  |  |
| Answer Question | Yes/No regarding access to appropriate materials |  |  |  |
| 59 | Answer Question | Identify source of record |  |  |  |  |
| Upload | 9 group connection planning guides and records |  |  |  |
| 60 | Answer Question | Description |  |  |  |  |
| Answer Question | Description |  |  |  |
| Answer Question | Description |  |  |  |
| 61 | Answer Question | Description |  |  |  |  |
| Answer Question | Description |  |  |  |
| 62 | Answer Question | Description |  |  |  |  |
| 63 | Answer Question | Yes/No regard community resource representative |  |  |  |  |
| Screening | | | | | | |
| 64 | Refer Back | Standard #1: Policy regarding annual instrument based hearing screening |  |  |  |  |
| 65 | Refer Back | Standard #1: Policy regarding annual instrument based vision screening |  |  |  |  |
| 66 | Answer Question | Yes/No previously uploaded Mental Health protocol |  |  |  |  |
| Refer Back | ⮡ If yes, identify location |  |  |  |
| Answer Question | ⮡ If no, NEXT to answer yes/no regarding depression screening |  |  |  |
| Answer Question | ⮡ If yes, answer/provide 5 descriptions related to depression screening |  |  |  |
| 67 | Answer Question | Yes/No previously uploaded IPV protocol |  |  |  |  |
| Refer Back | ⮡ If yes, identify location |  |  |  |
| Answer Question | ⮡ If no, NEXT to answer yes/no regarding IPV screening |  |  |  |
| Answer Question | ⮡ If yes, answer/provide 5 descriptions related to IPV screening |  |  |  |
| 68 | Answer Question | Description |  |  |  |  |
| 69 | Answer Question | Description |  |  |  |  |
| Answer Question | Description |  |  |  |
| 70 | Answer Question | Based on content of affiliate uploaded *Family File Review Tools* |  |  |  |  |
| 71 | Answer Question | Description |  |  |  |  |
| Answer Question | Description |  |  |  |
| 72 | Answer Question | Description |  |  |  |  |
| Refer Back | Standard #1: Policy regarding resource connection for further assessment |  |  |  |
| 73 | Refer Back | Standard #11: *Child Health Record* and *Parent/Guardian Information Record* |  |  |  |  |
| Answer Question | Yes/No regarding optional contraception question on record |  |  |  |
| Answer Question | ⮡ If no, description addressing topic of family planning |  |  |  |
| Resource Network | | | | | | |
| 74 | Answer Question | Example |  |  |  |  |
| Description |  |  |  |
| 75 | Answer Question | Yes/No regarding written agreement with community organizations |  |  |  |  |
| Upload | ⮡ If yes, upload 2 written agreement with community organizations |  |  |  |
| 76 | Answer Question | Yes/No regarding use of resource network directory |  |  |  |  |
| Answer Question | ⮡ If yes, yes/no regarding whether it is online |  |  |  |
| Answer Question | ⮡ If yes, provide link |  |  |  |
| Upload | ⮡ If no, upload resource network directory  \*may be table of contents or index page of directory |  |  |  |
| 77 | Answer Question | Description |  |  |  |  |
| 78 | Answer Question | Description |  |  |  |  |
| 79 | Answer Question | Description |  |  |  |  |
| 80 | Answer Question | Description |  |  |  |  |
| Description |  |  |  |
| 81 | Answer Question | Based on content of affiliate uploaded *Family File Review Tools* |  |  |  |  |
| Additional Tabs | | | | | | |
| Optional Comments | | Opportunity to clarify/explain any standards  *\*Identify each comment by the corresponding standard number* |  |  |  | N/A |
| Uploads Check *\*optional* | | Opportunity to help ensure uploaded documents are present  *\*Will not be automatically populated, this is a self-check list* |  |  |  | N/A |
| Total Score | | Opportunity to see what your self-rated score is at any point  *\*Shows overall score and scores specific to each section* |  |  | N/A | N/A |
| Optional Question | | Opportunity to describe a success story  *\*May be used for publicity purposes if you receive the Blue Ribbon* |  |  |  | N/A |
| Submit | | Opportunity to review self-study as a whole, save a PDF version and submit final self-study to National Center |  |  |  | N/A |