

Table 2: Self-Study Guide found in the QEIP Manual will navigate you through the self-study!

Table 2: Self-Study Guide

In addition to responding to the Quality Standards, the affiliate will respond to the following:

- Your PAT affiliate is in good standing with applicable licensing, regulation, and funder requirements. Yes No
- If no, please describe:
- How many parent educators did your affiliate have when you completed the file reviews? (this will be used to correlate to the number of family file review tools uploaded.)
- Please upload the completed PAT Family File Review Tools (either 3, 6 or 9 depending on the size of your affiliate).

The fourth column outlines what you will submit in your self-study to demonstrate meeting each Quality Standard. There are four categories of items:

- Answer Question(s)** – you will respond to the question(s) posed in an open text field.
- Upload** – you will upload the document(s) specified. Please upload documents in a Word or pdf format.
- Refer Back** – for these items, the reviewer will refer to an item(s) already uploaded in your self-study, your APR or the PATNC database (Apply) and you do not need to supply anything additional.
- Complete Table** – you will populate the table specified. All tables are included at the end of each section of the Quality Standards.

Quality Standard	What Meets the Standard	Timeframe for the Standard	Evidence to Submit in the Self-Study
1. The affiliate has and trains its staff on written policies and procedures that address the following: <ul style="list-style-type: none"> Intake and enrollment Services provided to families, including: <ul style="list-style-type: none"> Family-centered assessment Goal setting and review of progress Personal visits Group connections Child screening and referral Resource connections and follow-up Family engagement Transition planning and exit Confidentiality Data collection and documentation of services Orientation and training for new staff Supervision and professional development Parent educator safety **Required Quality Standard that must be met in order to earn the Blue Ribbon. This is the only required Quality Standard.	The affiliate has written policies and procedures for all nine (100% of the topics listed in the standard that have been in effect for at least three months prior to submission of the self-study. A majority of the items in the Policy and Procedure Checklist (Appendix J) are addressed for each topic. In addition, all staff receive initial training in the implementation of all of the policies and procedures and then an annual review, with particular attention to anything that has changed or been added. The annual review could be done during a staff meeting. The orientation policy and procedures do not need to be reviewed annually with staff.	Policy/ Procedure Manual: Must be implemented at least 3 months prior to date self-study submitted Annual Training: Calendar year	Upload: Your affiliate's policy/procedure manual. The cover page must be dated with the month and year of the most recent revision. Answer Question: What date(s) from the calendar year did your affiliate have annual training done on the policies and procedures manual? Refer Back: The reviewer will refer to your policies and procedures manual to confirm that there is a policy around new staff receiving initial training on the implementation of policies and procedures.

Quality Standard

#1

Standard #1 is a mandatory standard to earn the endorsement!

80

80% of the remaining 80 standards must be met, that is 64!

65

In total, a minimum of 65 standards must be met to earn the Blue Ribbon!

What Meets the Standard

❖ Identifies what the reviewer will be looking for when reviewing the standard. ❖ Be sure to address all topics that are described in this column!

Keep it up!

Timeframe for the Standard

❖ Standards will have one or more of the four timeframes reflected in the self-study. The five timeframes are:

Implemented at least 3 months prior to submission of self-study



Current Practice
 Reflective of how your program operates as of the time you are responding to the quality standard.

Calendar Year



Most Recent APR

Reviewed based on information contained in the front-end essential requirements review.

From File Reviews



Family File Review Tool
 Part of the PAT Portfolio of Fidelity and Quality Resources
 11 Related Standards!

Evidence to Submit in the Self-Study

❖ This column is what you will need to do in the self-study to show you meet each standard. There are four different evidence types:

Refer Back

Reviewer will refer to items already uploaded in your self-study or previously submitted to PATNC.

Upload

Affiliate uploads document(s) into the self-study as specified. PDF format is preferable!

Answer Question

Respond to all question(s) posed in an open text field. Make sure all aspects are addressed in your description

Complete Table

Completely populate the table specified.

❖ Do Not Forget ❖

Standards related to the files reviews are assessed on both the affiliate responses and the PATNC review of the files!

Questions about content? Contact your Implementation Support Person!