

Site: _____ MPI Number: _____ STAR Level: _____

Date: _____

Leadership and Management and Program Staff - Review of Confidential Documents

As a reminder, programs should refrain from uploading documents that contain personally identifiable information (PII) or confidential information about children, families, or staff members. Programs should first redact, black out, or otherwise hide the confidential information on such documents prior to uploading the documents electronically. In cases in which a Quality Coach or Designator views such documentation during an onsite visit, this document can be completed and then uploaded and attached to the respective quality indicators.

Standard		Yes	No	Comments	
LM 2.1 - Annual Operating Budget (Statement of Income and Expenditures)					
LM 2.3 - Illness and Injury Tracking for Staff and Children					
LM 3.4.7 - Salary scale based on level of education and training and years of ECE experience					
	Employee Name	Observation Date #1 LM 3.4.3	Observation Date #1 LM 3.4.3	Self Evaluation Date LM 3.4.3 (FCCH/GCCH)	Annual Performance Evaluation Date LM 3.4.4
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

I/We have viewed and verified the above noted staff observations and annual evaluations for the above noted staff.

Director/Owner Operator Signature: _____

Quality Coach's Signature: _____ Date: _____