

# Texas Rising Star Assessments and Visits

## Determining the Type of TRS Assessment

Before entering scores into CLI Engage, the assessor must choose the type of assessment that will be entered. It is imperative that the assessor choose the appropriate type of TRS assessment for the ELP. Each type of assessment requires specific data entry to ensure the consistency and reliability of the data. Follow the instructions in this guide for each type of assessment.

**Initial assessment**—This type of assessment is for ELPs that are pursuing TRS for the first time. This is a new, full, on-site assessment of all TRS measures for all TRS classes. The star level is calculated by CLI Engage. This assessment is used also for previous TRS ELPs that lost certification and are reapplying.

Note: Department of Defense (DoD) military facilities will not receive an initial assessment and assessors will instead use the instructions in the Event Log under Auto Assign to automatically assign a 4-Star certification and generate applicable reports.

**Annual monitoring visit**—This type of assessment is for the annual unannounced on-site visit that occurs on or before the anniversary certification date. Use the instructions in this guide for this type of visit. The star level is calculated by CLI Engage; the verified star is not edited and typically does not change. If the school has applicable CCR Screening Form consequences, the TRS assessor will use the instructions in the Event Log under Star Level Change to create an Event Log to document the lower star level.

**Category reassessment**—This type of assessment is for an ELP that has requested a reassessment of not more than two of the facility's lowest-scoring categories within 30 days after a full assessment. A category reassessment includes Category 1 if the school's director or staff has changed within the previous three months. This reassessment allows the assessor to keep the previous category-level star scores for the categories that are not being reassessed; the newly calculated star will combine the previous assessment and the current assessment, and the TRS assessor can edit the verified star if necessary (based on CCR screening impacts). Use the instructions in this guide for this type of assessment. If the school has applicable CCR Screening Form consequences, the TRS assessor can edit the verified star.

Note: For the TRS categories that are **not** being reassessed, mark N/A at the category level. The Recertification By date will **not** be reset.

**Reconsideration**—This type of assessment is conducted when a facility has requested a **reconsideration**. This can be an entire category, subcategories, or individual measures. This assessment allows the assessor to retain the category-level star scores from the previous assessment while excluding those measures that will not be scored. Use the instructions in this guide for this type of assessment or visit. The calculated star will combine the previous assessment and the current assessment, and the verified star is editable by the TRS assessor. If the school has applicable CCR Screening Form consequences, the TRS assessor can edit the verified star.

Note: Mark N/A on all categories and/or classrooms not observed. Additionally, enter the following comment at the category level: "Classroom not assessed during reconsideration visit." The Recertification By date will **not** be reset unless the whole assessment is being reconsidered.

**Recertification assessments**—This type of assessment is for current TRS facilities that are applying for recertification in the TRS certification system. The star level is calculated by CLI Engage, and, if CCR deficiencies exist, the TRS assessor can edit the verified star. The data entry process for this visit is the same as the data entry process for the Initial Certification assessment.

Note: The Recertification By date will be reset to three years from the approval date of this assessment.

**Star level evaluation**—This type of assessment is for a facility that has made significant improvements across TRS measures that could result in a higher star-level designation upon reassessment. This is a full on-site assessment of all TRS measures and for all TRS classes. This assessment can be done at any time within the three-year certification time frame. The star level is calculated by CLI Engage, and, if CCR deficiencies exist, the TRS assessor can edit the verified star. The data entry process for this visit is the same as the data entry process for the Initial Certification assessment and the Recertification assessment.

Note: The Recertification By date will be reset to three years from the approval date of this star-level evaluation.

**Facility changes** (expansions, moves, splits, or change in type or ownership)—This type of assessment is for visits conducted because of a change to the facility including an expansion, move, split, or a change in the type or ownership of the facility. See the TRS Guidelines for explanations on each type of these situations and what categories are assessed. The star level is calculated by CLI Engage, and, if CCR deficiencies exist, the TRS assessor can edit the verified star.

Note: The Recertification By date may be reset to three years from the approval date of this facility change assessment if a full assessment is conducted. If a partial assessment is conducted, based on the Facility Change Rubric within the Guidelines, then

the current certification cycle remains.

**SIA assessment**—This type of assessment is designed to assess a facility after being placed on an SIA. This assessment allows the category-level star scores that are not being assessed to be retained from the previous assessment. The calculated star will combine the previous assessment and the current assessment, and, if CCR deficiencies exist, the TRS assessor can edit the verified star.

Note: For the TRS categories that are **not** being monitored, mark N/A at the category level. The Recertification By date will **not** be reset, unless all categories were assessed during this assessment.

## Entering Assessment Scores

This section provides instructions on how to enter scores using the TRS online assessment tool for the following types of program assessments or visits:

- Initial certification
- Annual monitoring visit
- Recertification assessment
- Category reassessment
- Reconsideration
- Star level evaluation
- Facility-changes assessment (changes such as type of facility, ownership, expansions, splits, or moves)
- Service Improvement Agreement (SIA) assessment

Prerequisites for entering scores are as follows:

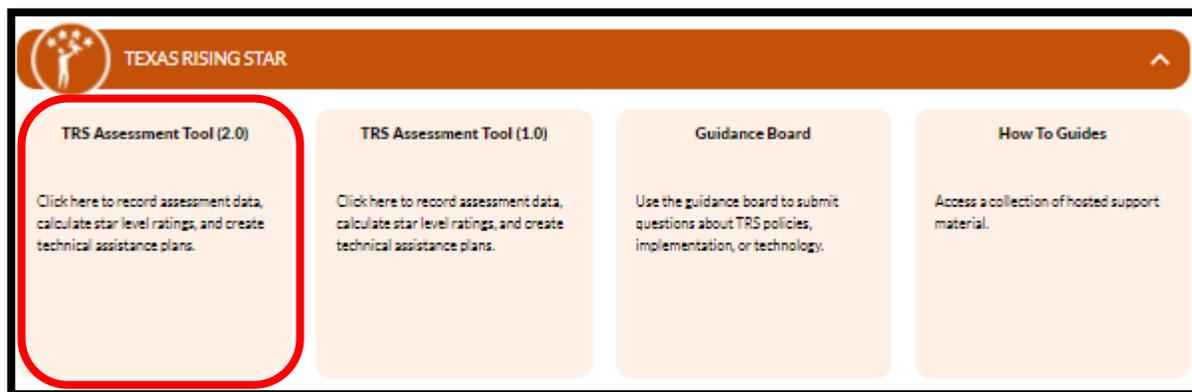
- A Google account for TRS Specialists Role (TRS assessor) must be in Active status.
- The schools must be in Active status.
- The TRS assessor must be granted access to the school, and his or her role must be assigned on the School Management Page.
- TRS Classes must have been created.
- Facility & Classroom Assessment Record Form(s) must be completed.

*Note: It is not necessary to invalidate records to make changes to a TRS ELP's star level that are due to CCR deficiencies.*

**STEP 1:** Log in to CLI Engage.

**STEP 2:** In the Dashboard, go to the section marked **Texas Rising Star**, then click on **TRS Assessment Tool 2.0**.

Note: Before placing any assessments into CLI Engage, the school must be Active, the TRS classes should be Active, and the correct facility type must be selected for all applicable assessment measures to appear.



**STEP 3:** Search for and select the school that was assessed and for which you are entering scores. The ELP can be found by searching the LWDB data field and/or the School (Facility/Operator) data field. Begin to type in the name of the school and then select the applicable school when it appears in the drop-down menu, or click on Search.



**STEP 4:** From the Facilities tab, review the school’s information to ensure that all fields are accurate. If changes are required, click on Edit School button. Review the TRS class information to ensure that all fields are accurate (class name, age group of children, and number of children). If changes are required, click on the bell icon button at the right to edit the TRS Class.

Note: Be sure to click on Submit when edits are made.

LWDB	School ↑	Director	Assessor	Mentor	Calculated Star	Star Designation Date	Recertification By	Verified Star	Action
SunNet ISD	SunNet School	David_Director Huang David_Director Huang	David_SS Huang	David_SS Huang	2 ★	09/01/2015	09/01/2018	2 ★	

**STEP 5:** Ensure that the Facility Type is accurate for the facility being assessed. If changes are required, click on the Edit School button and make the adjustments as needed. Save and return to the Dashboard for Facilities. Note: Facility types are as follows: LCAA—Licensed Childcare All Ages (birth–12 years), LCSA—Licensed Center School Age (school-age children only), LCCH—Licensed Childcare Homes, RCCH—Registered Childcare Homes

\* Owner First Name:

\* Owner Email:

\* Facility Type:

**STEP 6:** Once all information is verified, click on the **Action** button (play button) to begin the assessment.

LWDB:  School (Facility/Operator):

Director:

LWDB	School ↑	Action Required	Assessor	Calculated Star	Star Designation Date	Recertification By	Verified Star	Action
SunNet ISD	SunNet School	10/07/2016	David_SS Huang	2 ★	09/01/2016	09/01/2019	2 ★	

**STEP 7a:** Click on the *Create TECPDS Report* button to generate the Individual Professional Development Reports that are associated with this Program.

CommunityNames: TRS Testing Community School: TRS Automation School

Assessments | Event Log

Date Created	Approval Date	Assessment Type
06/22/2021	06/22/2021	Category Reassessment
06/22/2021	06/22/2021	Category Reassessment

**STEP 7b:** Click on the Event Log Tab and locate the TECPDS Report entry and download a copy of the Individual Professional Development Reports that are associated with this Program. The assessor will use this report to score Category 1-Director and Staff Qualifications and Training measures.

Back to Facility List   Start Assessment   Create TECPDS Report

Assessments   **Event Log**

Create Event

Date Created ↑	Date Modified	Created By	Event Type	Comment	Action Required	Notification	Documentation
03/18/2021	03/18/2021	Ashli Frazier	TECPDS Report			Yes	<a href="#">TECPDS Report File</a>

**STEP 8:** Click on the Start Assessment button.

Facilities > TRS Reports

CommunityNames: TRS Testing Community   School: TRS Automation School

Back to Facility List   **Start Assessment**   Create TECPDS Report

Assessments   Event Log

Date Created	Approval Date	Assessment Type
06/22/2021	06/22/2021	Category Reassessment
06/22/2021	06/22/2021	Category Reassessment

**STEP 9:** Enter dates.

**Visit Date:** Enter the date on which the assessment was completed.

Visit Date:

\* Type:

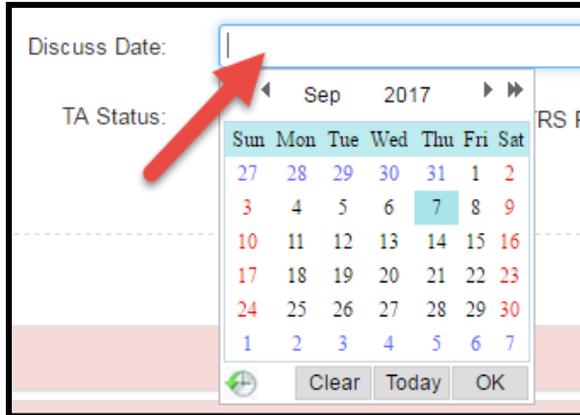
TRs 19UAT

Category 1

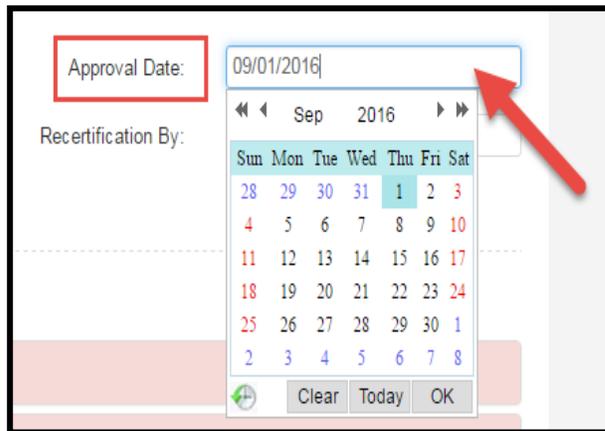
Calendar: Sep 2017

Buttons: Clear, Today, OK

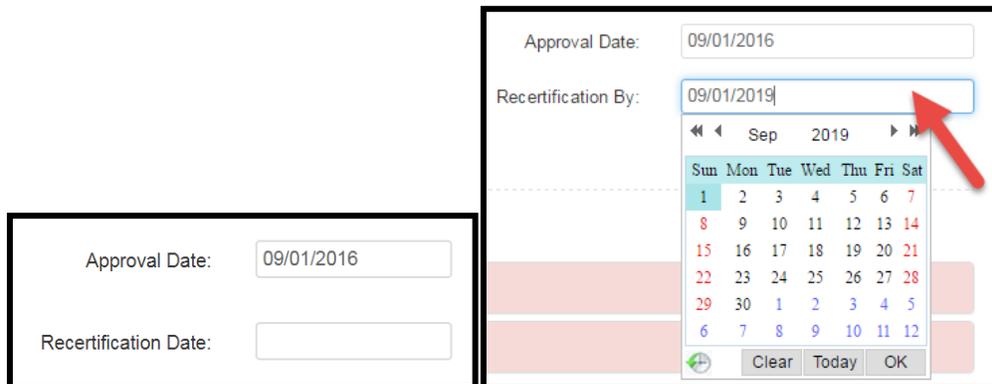
**Discuss Date:** This is the date on which the assessor plans to discuss the results with the ELP administrators.



**Approval Date:** This is the date on which the star level is effective. It will also be the **effective start date** on the Official TRS Assessment Results Report. Typically, this is the first of the month following the assessment. To choose the date, enter the date manually or use the date picker. Place the arrow inside the bar so that the date picker will appear. Select the month, date, and year by using the arrows at the top of the date picker.



**Recertification By:** This is the **effective end date** on the Official TRS Assessment Results Report. The TRS assessor must ensure that this date accurately reflects the current TRS recertification cycle. Remember that this is the time frame in which the TRS ELP must renew its TRS certification. Choose the date by using the date picker, or enter the date by hand. Place the arrow inside the bar so that the date picker appears. Select the month, date, and year by using the arrows at the top of the date picker.



**STEP 10:** Select the type of assessment. Click on the drop-down menu to display the types of assessments. (See below for definitions of types of assessments.)

The image shows a portion of a web form. At the top left, there is a text label 'Visit Date:' followed by an empty text input field. Below this, there is a red asterisk followed by the text '\* Type:'. To the right of this text is a dropdown menu. The dropdown menu is currently open, showing a list of options. The top two options are 'Please select...' (one is highlighted in blue). Below these are: 'Initial', 'Recertification', 'Facility Changes', 'Category Reassessment', 'Star Level Evaluation', 'Annual Monitoring', 'SIA Assessment', and 'Reconsideration'. To the left of the dropdown menu, there are three colored buttons: a green button with the text 'TRS 19UAT', a light red button with the text 'Category 1', and a light red button with the text 'Category 4'. Below the 'Category 4' button, the text 'Comment:' is partially visible next to an empty text input field.

## Entering Scores for a Full Assessment

### Initial, Star Level Evaluation, Recertification, and Facility Changes Assessments

Complete Steps 1–10 above for Entering Assessments.

For any full assessment, the Approval Date is the date on which the star level is effective and should be the first of the month following the visit. The Recertification By date is the effective end date and reflects the full three-year TRS recertification cycle.

**STEP 11:** Enter all scores for all measures that were assessed by choosing the radio button for the applicable score. Note that N/A for a measure score is to be given only if that classroom and/or facility meets the requirements for scoring the measure N/A.

- Enter Category 1 and Category 3 using the Facility Assessment Record Form (FARF)
- Enter Category 2 and Category 4 using the Classroom Assessment Record Form (CARF)

Note: After each section has been completed, the category bar turns from red to green. When scoring P-GSSR-01 and P-GSSR-02, the assessor inputs data related to the selected age group, group size, and number of teachers. CLI Engage autoscores the measure once data entry is complete.

To open a category or classroom, click on its tab. After all measures are scored, the category “collapses” and turns green. To edit a score before it is finalized, open the applicable tab and make the edit. Enter comments about scoring within the comment boxes for each applicable category. Ensure that comments are objective and explain why a category and/or measure was scored low or high. Include other observations that require technical assistance.

**STEP 12:** After all scores have been entered:

- click on Save; and
- click on Preview to view the facility scores and assessment results, and to check all information entered.

**STEP 13:** Select TA Status, if applicable. TA Plan is denoted when the facility has requested assistance, or the facility has received a lowered category star level but not a lowered overall star level. SIA is denoted when the facility has received a lowered overall star level during an annual monitoring visit. TRS Probation is denoted when the facility has received a screening impact of probation (or is currently on TRS probation) at the time of the visit. N/A is denoted when none of these is applicable.

School: TRS Automation School Accreditation: Yes Facility Type: Registered Child Care Home [RC(CH)]

TRS Class Structure: Infants: 0, Toddlers: 0, Preschool: 1, SA: 0

Visit Date:  Discuss Date:  Approval Date:

\* Type:  TA  TA Plan  SIA  TRS Probation  N/A

Recertification Date:

**STEP 14:** Confirm report and click on Finalize.

School: SunNet School

Visit Date:  Discuss Date:  Approval Date: 04/06/2015

Type: Please select... TA Status:  TA Plan  SIA  TRS Probation  NA Recertification By: 04/06/2018

Category 1

Category 5

Amanda Test Jordan's Class Roger's Class

Category 2

Category 3

Category 4

Save Preview Finalize Cancel

**STEP 14:** Verify the star level and click on the Submit button. Ensure that the approval and recertification dates are accurate. Reports are generated after the information is submitted.

Verified Star

Calculated Star: 4 ★

Verified Star: 4 ★

Approval Date: 10/01/2018

Recertification Date: 09/03/2021

Submit Cancel

## Full Assessments for Nationally Accredited Schools (Modified)

*Note: before entering scores for Nationally Accredited Program, check the school management page to ensure that the [Program Accreditation designation](#) has been assigned.*

Complete Steps 1–10 above for Entering Assessments.

All steps for entering scores for a full assessment are followed as stated in the previous section—Entering Scores for a Full Assessment—for schools that do not have national accreditation. However, nationally accredited schools, which receive modified full assessments, are assessed with a modification to Step 11.

**STEP 11 (modified):** Enter all scores for all measures being assessed by choosing the radio button for the applicable score. Enter N/A for a measure score only if that classroom and/or facility meets the requirements for being scored N/A on that measure.

- Enter Category 2 and Category 4 using the CARF

Note: After each section has been completed, the category bar turns from red to green. When scoring P-GSSR-01 and P-GSSR-02, the assessor enters information about the selected age group, group size, and number of teachers. CLI Engage scores the measure once this information is complete.

Categories 1 and 3 will appear green signifying that the categories were assigned a scoring based on the program having the national accreditation designation. Enter “program is nationally accredited” in the category comment field.

To open a category or classroom, click on its tab. Once all measures are scored, the category “collapses” and turns green. To edit a score before it is finalized, open the applicable tab and make the edit. Place comments about scoring within the comment boxes for each applicable category. Ensure that comments are objective and explain why a category and/or measure was scored low or high. Include information about issues that require technical assistance.

*Note: If the facility has lost national accreditation during its three-year TRS certification, the assessor follows the steps as described for the applicable assessment of a facility that is not nationally accredited.*

## Entering Scores for Category Reassessment or SIA Assessment

Complete Steps 1–10 above for Entering Assessments.

For category reassessment and SIA assessment, the **Approval Date** is the date on which the star level is effective and should be the first of the following month. The **Recertification By** date is the current effective end date that reflects the facility's current TRS recertification cycle.

Example: If the current TRS cycle is September 1, 2017, through August 31, 2020, and a category reassessment is done and effective January 1, 2018, the Recertification By date remains August 31, 2020.

**STEP 11:** Enter all scores for all measures assessed within the categories receiving the assessment by choosing the radio button for the applicable score. Note that N/A for a measure score is given only if that classroom and/or facility meets the requirements for scoring the measure N/A.

- Enter Category 1 and Category 3 using the FARF
- Enter Category 2, Category 3, and Category 4 using the CARF

Note: After each section has been completed, the category bar turns from red to green. When scoring P-GSSR-01 and P-GSSR-02, the assessor enters information about the selected age group, group size, and number of teachers. CLI Engage scores the measure once this information is complete.

The assessor enters N/A for the categories **not** being assessed. For those categories, enter a comment indicating that the category was not observed because of the category reassessment or SIA assessment.

To open a category or classroom, click on its tab. Once all measures are scored, the category will “collapse” and turn green. Edits to scores can be made before finalizing by opening the applicable tab and making the edit. Enter comments about scoring in the comment boxes for each applicable category. Ensure that comments are objective and explain why a category and/or measure was scored low or high. Include other observations that require technical assistance.

**STEP 12:** After all scores have been entered:

- Click on Save; and
- Click on Preview to view the facility scores and assessment results, and to check all information entered.

**STEP 13:** Select TA Status, if applicable. TA Plan is denoted when the facility has requested assistance, or the facility has received a lowered category star level but not a lowered overall star level. SIA is denoted when the facility has received a lowered overall star level. TRS Probation is denoted when the facility has received 10–14 CCR deficiencies (or is currently on TRS probation) at the time of the visit. N/A is denoted when none of these is applicable.

Note: See TRS Guidelines, Section 4, for more information.

Visit Date: 03/25/2015    Discuss Date: 03/30/2015    Approval Date: 09/01/2015

\* Type: Recertification

TA Status:  TA Plan     SIA  
 TRS Probation     N/A

Recertification By: 09/01/2018

Category 1

Category 5

**STEP 14:** Confirm the report and click on Finalize. Check that the Approval and Recertification By dates are accurate.

The screenshot shows a web interface for 'SunNet School' with a 'TRS Process assessment' form. At the bottom, there are four buttons: 'Save', 'Preview', 'Finalize', and 'Cancel'. A red arrow points to the 'Finalize' button.

**STEP 15:** Once Finalize is selected, a Retain Star pop-up box will appear. For the categories that were not reassessed, choose Retain Previous Rating (click on the box in each category column along the Retain Previous Rating row), then click on the Combine Calculation button.

The 'Retain Star' pop-up box contains a table with the following data:

	Category 1	Category 2	Category 3	Category 4
Previous Star Rating	Auto Assign	Auto Assign	Auto Assign	Auto Assign
Current Star Rating	4	4	4	3
Retain Previous Rating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Below the table is a blue button labeled 'Combine Calculation'.

**STEP 16:** Verify the star level and click on Submit. Check that the Approval Date and the Recertification Date are accurate. Reports are generated after information is submitted.

The 'Verified Star' pop-up box displays the following information:

- Calculated Star: 4 ★
- Verified Star: 4 ★ (dropdown menu)
- Approval Date: 10/01/2018
- Recertification Date: 09/03/2021

At the bottom are 'Submit' and 'Cancel' buttons.

**STEP 17:** Place an Event in the Event Log per the instructions for a Category Reassessment or SIA Assessment.

## Entering Scores for a Reconsideration

Complete Steps 1–10 above for Entering Assessments.

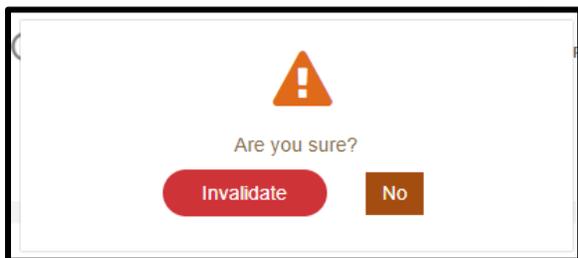
For a Reconsideration of a measure or category, the **Approval Date** is the date that the star level is effective and should be the first of the following month. The **Recertification By** date is the **current** effective end date; it reflects the facility's current TRS recertification cycle.

Example: If the current TRS cycle is September 2018 through August 2021 and a Reconsideration is done and effective October 1, 2018, the Recertification By date remains August 2021.

For a Reconsideration of the whole assessment, the **Approval Date** is the date that the star level is effective and should be the first of the following month. The **Recertification By** date is the effective end date that reflects the full TRS recertification cycle.

### For a reconsideration of a measure

**STEP 11:** Choose the assessment that is being reconsidered and click on the Invalidate button.



**STEP 12:** Within the assessment, choose the measures that are being reconsidered and update with new scoring. For each applicable change, enter comments about scoring in the comment boxes. Ensure that comments are objective and explain why a category and/or measure was scored low or high. Include other observations that require technical assistance.

**STEP 13:** After all scores have been entered:

- click on Save; and
- click on Preview to view the facility scores and assessment results, and to check all information.

**STEP 14:** Select TA Status, if applicable. TA Plan is denoted when the facility has requested assistance or when the facility has received a lowered category star level but not a lowered overall star level. SIA is denoted when the facility has received a lowered overall star level. TRS Probation is denoted when the facility has received 10–14 CCR deficiencies (or is currently on TRS probation) at the time of the visit. N/A is denoted when none of these is applicable.

Visit Date:	03/25/2015	Discuss Date:	03/30/2015	Approval Date:	09/01/2015
* Type:	Recertification	TA Status:	<input type="checkbox"/> TA <input type="checkbox"/> TA Plan <input type="checkbox"/> SIA <input type="checkbox"/> TRS Probation <input type="checkbox"/> N/A	Recertification By:	09/01/2018

Category 1

**STEP 15:** Confirm the report and click on Finalize. Check that the Approval and Recertification By dates are accurate.

The screenshot shows a software interface for finalizing an assessment report. At the top left, the name "Diamond Loyd" is displayed. In the top right corner, there is a button labeled "Expand All / Collapse All". The main content area is divided into sections. The first section, titled "Category 1", contains a "Comment" field. Below it is another section titled "Category 3", also with a "Comment" field. The next section is titled "TRS Automation - Pre School" and includes a "Length of Observation" field with a unit of "hour(s)". Below this are two more sections: "Category 2" and "Category 4", each with an "N/A" checkbox and a "Comment" field. At the bottom of the main content area, there are four buttons: "Save", "Preview", "Finalize", and "Cancel". A red arrow points to the "Finalize" button. Below the main content area, there is a separate box containing two buttons: "Submit" and "Cancel".

**STEP 17:** Place a Reconsideration Event in the Event Log per the instructions for a Reconsideration.

#### **Reconsideration of a Category**

The assessor follows the instructions for a category reassessment or SIA Assessment, **choosing Reconsideration as the assessment type**. Additionally, the assessor places an event in the Event Log per the instructions for a Reconsideration.

#### **Reconsideration of a Whole Assessment**

The assessor follows the instructions for a Full Assessment, **choosing Reconsideration as the assessment type**. Additionally, the assessor places an event in the Event Log per the instructions for a Reconsideration.