

System-Wide Program Portfolio Evidence

System-wide Program Portfolio Evidence Review Process

Overview. The purpose of the System-wide Program Portfolio (PP) Evidence Review is to reduce preparation time for NAEYC site visits among programs that are part of a large system with shared policies and procedures. NAEYC identifies PP items for which system-level evidence is acceptable. Determinations of compliance with NAEYC site visit assessment items are honored for one year, with annual reviews thereafter. Individual programs in participating large systems are responsible for maintaining program-specific PP evidence to be made available to NAEYC assessors for on-site review.

Site Managers' Understanding of Best Practices. The first task of all programs participating in the NAEYC program accreditation process is to build shared understandings about what NAEYC's quality standards mean, and how they are reflected in a program's policies and practices. The creation of a program portfolio by a program director or site manager is a process intended to promote this shared understanding with respect to administrative policies and practices. Because the System-wide Program Portfolio Evidence Review eliminates much of this process for individual program administrators, **NAEYC asks that participating systems describe how they assure that site managers develop an understanding of the relationship between the system's administrative policies/practices and NAEYC quality standards. See the final page of this form to provide this information.**

Steps in the Review Process. The System-wide Program Portfolio Evidence Review is a 3-step process taking at most 90 days to complete.

- **Step 1: Initial Review** (up to 30 days): After receipt of this application with payment, and approval of the application, large system users submit to NAEYC evidence for which system-wide PP items for which system-wide evidence is accepted.

A **System-wide Program Portfolio Evidence Initial Report** is sent to the system contacts, showing initial ratings (Yes, No, N/A) for each item. If an item has been rated No, the report states why the evidence was inadequate. The report also includes NAEYC staff's review of the system's plan for informing site managers about how system practices relate to NAEYC best practices: whether the plan is acceptable as submitted, or whether additions or revisions to the plan are requested.

Step 2: System Response (up to 30 days): Once the report is received, the system has 30 days to respond. For any items that were rated No. Response options are:

- Submit revised evidence for an item.
- Indicate you accept the No rating as a system-wide rating.
- Indicate you wish the item to be left unrated on the system-wide level, to be evaluated during the site visit with program-specific evidence.

If no additional evidence is received within 30 days, initial ratings become final.

If additions or revisions were requested for the system's site manager/ program administrator plan, these must be submitted at this time as well.

- **Step 3: Final Review** (up to 30 days): NAEYC Assessors rate revised evidence using the same process as that of the initial rating. New ratings are combined with prior ratings to produce a **System-wide Program Portfolio Evidence Final Report**. The report also includes a final determination for the system's site manager/ program administrator plan.

The participating system is responsible for communicating to its programs which evidence has been rated on a system-level basis and which must be addressed on a program-specific basis.

NAEYC Assessors are provided with a list of evidence to rate in each program's PP when they are assigned to conduct a site visit at a program that is part of a system with pre-rated system-wide evidence.

During a site visit, programs within the system provide the assessor with a Program Portfolio containing program-specific evidence to be rated on-site.