



## Quality Improvement Specialist Portfolio Completeness Checklist

When doing a final “completeness check” on a portfolio prior to submission, look for the following:

1. Is the cover sheet included?
  - a. This document includes important program information needed by the reviewers, such as number of classrooms, ages of children, number of staff, etc.
2. Is there evidence provided for every standard?
3. Is the evidence labeled with standard and star level?
4. If the program includes multiple classrooms, is there evidence submitted for each classroom? Is it clearly labeled (for example, “LD3, 3 star, Toddler Room”)?
5. Is relevant information contained in the evidence highlighted or tabbed?
  - a. This is extremely helpful to reviewers when looking through policy handbooks
6. Are the photos labeled with standard, star level, and captions?
7. Are the photos of good quality to ensure that the evidence can be clearly seen?
  - a. For example, if a photo is offered to show labeled shelves, are the labels readable?
8. Is the policy manual/handbook included?
  - a. If not, can you tell if the evidence submitted looks it came from their policy manual/handbook?
9. Is an ASQ with the name of the child removed included
10. Is a current (less than 1 year old) Family Survey Score Sheet included?

Remind the early educator that your completeness check does not imply that they will achieve their desired star rating. For more support please contact [grishelp@wou.edu](mailto:grishelp@wou.edu) or call 877-768-8290.