

**FY 06 AIM HIGH GUIDELINES**  
**July 1, 2005 to June 30, 2006**

**EARLY CHILDHOOD TRAINING  
AND TECHNICAL ASSISTANCE  
PROGRAMS**

**Children, Youth & Families Department**



**N E W M E X I C O**

**FAMILY SERVICES**  
**Office of Child Development**

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# HISTORY OF AIM HIGH

The AIM HIGH Initiative started on July 1, 1999. The pilot project was developed by the Children, Youth and Families Department, Office of Child Development to improve the quality of child care services to families in New Mexico.

It began with the identification of five levels of quality:

- Level One.....Administrative Policies and Procedures
- Level Two.....Environment and Curriculum
- Level Three.....Staff Development
- Level Four.....Child/Staff Ratios
- Level Five.....National Accreditation

Family child-care homes, centers, and school-age programs that are licensed or registered are eligible to participate in the project. Programs with at least 25% of their total enrollment receiving the child care subsidy are given priority to participate in the project.

The initiative was and continues to be implemented by the Early Childhood Training and Technical Assistance Programs in New Mexico. Each of the Training and Technical Assistance Programs have Program Development Specialists who work individually with program staff.

Changes in the New Mexico Child Care Licensing Regulations beginning in February of 2005, required some modification of the AIM HIGH Project. Some of these changes include:

- Changing the name from AIM HIGH Pilot Project to AIM HIGH Program.
- AIM HIGH Level One to become basic licensing regulations (1-STAR) thus eliminating Level One from the AIM HIGH program.
- Embedding AIM HIGH Essential Elements into the Five Star Quality Recognition Child Care Licensing System.
- Adding and/or modifying some of the Essential Elements in AIM HIGH Levels two, three, and four.

## **PURPOSE OF THE FY 06 GUIDELINES**

It is the intent of the Children, Youth and Families Department, AIM HIGH Program to help licensed child care programs and registered family child care providers improve the quality of services offered primarily to children and families receiving the child care subsidy administered by the Children, Youth and Families Department, Child Care Services Bureau. The program is funded through the federal Child Care Development Fund earmarked for quality improvement.

The purpose of the AIM HIGH Guidelines is to provide the Early Childhood Training and Technical Assistance programs and the AIM HIGH Program Development Specialists, with a procedural guide for delivering AIM HIGH services to child care providers. It is expected that these guidelines be implemented to the best of the Program Development Specialist's ability. If for some reason unique circumstances arise, the Director of the Training and Technical Assistance Program and Program Development Specialist must consult with the Office of Child Development.

## **INTENT AND VISION OF AIM HIGH**

- The AIM HIGH program is implemented across the state through contracts with the eight (8) Early Childhood Training and Technical Assistance Programs (TTAPs). See Appendix A for a list of the TTAPs.
- Each TTAP will convene a Community Advisory Board to assist in the selection of programs for participation and provide input for other programmatic aspects of the initiative.
- Each TTAP employs Program Development Specialists (PDS) for the AIM HIGH Program. Once a child-care program is approved to participate in the AIM HIGH Program, a PDS will be assigned to work with the program. Together the PDS and the program administrators and staff will develop a plan for improvement by setting program goals based on the AIM HIGH Essential Elements and other nationally recognized guidelines for best practice in the field of early care and education. See Appendix B for a copy of the AIM HIGH Essential Elements.
- The AIM HIGH Program has four levels of quality as described in the AIM HIGH Essential Elements. Participating AIM HIGH programs determine what level they wish to attain. As programs progress through each level, it is expected that there will also be higher quality of services provided to children and families in the program.
- The New Mexico Child Care Licensing Regulations uses a “*STAR*” rating system that indicates the level of quality of an early childhood program. The criteria used to indicate the quality level are the AIM HIGH Essential Elements. A greater number of stars indicates a higher level of quality.
  - A *1-STAR* license indicates that the program meets basic licensing regulations.
  - Starting on July 1, 2006, programs are required to obtain a *2-STAR* license by their annual renewal date in order to continue to serve children through the subsidy program. Programs wishing to obtain a *2-STAR* license must meet basic licensing regulations and all criteria in AIM HIGH Level 2.
  - Programs wishing to attain a *3-STAR* license must meet basic licensing regulations, and all criteria in AIM HIGH Level 2 and all the criteria in AIM HIGH Level 3.
  - Programs wishing to attain a *4-STAR* license must meet basic licensing regulations, and all criteria in AIM HIGH Level 2, and all criteria in AIM HIGH Level 3 and all the criteria in AIM HIGH Level

4 criteria for *4-STAR*.

- Programs wishing to obtain a *5-STAR* license must have national accreditation through CYFD approved accrediting bodies.
  - The Five Star licensing system becomes effective on July 1, 2005. See Appendix C for a copy of the licensing regulations.
- 
- The PDS will focus on working with those AIM HIGH Programs wishing to attain a *3-STAR*, *4-STAR* or *5-STAR* license. Programs must have a *2-STAR* license in order to participate in the AIM HIGH Program. Programs who have not attained a *2-STAR* license may receive training and technical assistance from the TTAP in order to attain a *2-STAR* license.
  - AIM HIGH Levels 2, 3, 4, and 5 are voluntary. There are graduated and higher reimbursement rates beginning with the completion of Level 2. See Appendix D for a copy of the Child Care Services Bureau Assistance Regulations.
  - Each Training and Technical Assistance Program will assist the Children, Youth and Families Department in publicizing the Five Star Quality Rating System through a media campaign and personal contacts. This will assist in CYFD's consumer education and parent outreach activities. See Appendix E for the Parent Guide developed by the Child Care Services Bureau.

## **MEDIA CAMPAIGN**

The media campaign provides awareness to parents and community agencies that work with children and families about the AIM HIGH program, the Five Star Licensing System, and how these programs can improve the quality of child care.

Each TTAP will assist CYFD in the media campaign by:

- Including the entire service delivery area;
- Educating licensed child care/early childhood facilities, registered homes, before and after care programs;
- Continuing the campaign activities on an on-going basis; and
- Establishing procedures to provide acknowledgement to the community of program accomplishments through AIM HIGH. Utilize press releases to acknowledge level-change accomplishments. Use methods that include but are not limited to:
  - Public meetings/Community Agency meetings
  - TV, radio and newspaper advertisements and PSAs
  - Web sites
  - Personal letters, newsletters
  - On-site visits to child care programs
  - Use of all opportunities such as visits to toy lending libraries, workshops, telephone inquiries, health fairs, community celebrations, and written materials to inform parents and other community members of the program initiative;
- Utilizing public awareness strategies such as AIM HIGH banners, t-shirts, aprons, etc.

# **THE COMMUNITY ADVISORY COMMITTEE**

The Community Advisory Committee must be voluntary and made up of at least one representative from center-based care (both non-profit and for-profit), family child care and school age child care. The committee can also include experienced early childhood and school-age professionals. Committee members should sign a confidentiality statement. It is recommended that this committee be a standing sub-committee of the TTAP Advisory Committee.

The purpose of the committee is to:

- Serve on the search and interviewing sub-committee for the selection of PDS/s. See Appendix M for PDS qualifications;
- Participate in the prioritizing of the programs selected for participation by:
  - Reviewing the initial application and other pertinent information provided by the Program Development Specialist; and
  - Utilizing the AIM HIGH Program Application Score Sheet.
- Provide guidance on expenditures for funds in the 25% set-aside. The 25% set-aside is in the AIM HIGH budget to be used for necessary programs expenses for the attainment of program improvement goals.
- Provide guidance on the timeliness of movement through the levels.
- Provide guidance on the comprehensive AIM HIGH Program evaluation.
- Conduct and submit with quarterly reports the exit interviews with each program that completes the entire AIM HIGH process and with each program that terminates its participation in AIM HIGH.
- Sign-in sheets and minutes should be kept on file on-site and included in quarterly reports.

If advisory board members cannot attend meetings, insure that other methods are in place that allows participation in the decision-making process.

# **PROGRAM ELIGIBILITY AND USE OF THE APPLICATION**

Licensed homes, centers or school-age programs that have a *2-STAR* license and serve at least 25% state subsidized children may be eligible.

During the transition of implementing the *STAR* process, if a *1-STAR* program wishes to participate in AIM HIGH **AND** if the local TTAP does not have a waiting list, the TTAP can verify *2-STAR* criteria.

Programs must be in compliance with basic licensing regulations and must not have a history of numerous, repeated, or serious non-compliance citations.

Registered homes whose intent is to become licensed may also be considered. Please contact the Office of Child Development when a registered provider applies to participate in AIM HIGH.

Programs receiving other state and federal funds must be in compliance with those program's regulations.

Head Start programs are not eligible to be active AIM HIGH participants but are encouraged to use training and technical assistance provided by the Training and Technical Assistance Programs.

Interested programs should contact the Training and Technical Assistance Program in their region to obtain and complete the Eligibility Form. Once the TTAP has received the Eligibility Form, the applicant will be contacted within two weeks to set up an initial on-site visit. See Appendix F for a copy of the Eligibility Form.

At the time of the on-site visit, the Program Development Specialist will present and describe in detail the following:

- The intent of AIM HIGH to serve programs with the highest percentage of income eligible children, or at least 25% income eligible children or, if there is no waiting list, programs serving less than 25% will be prioritized (in descending order) based on the percentage of income eligible children
- A description of the AIM HIGH criteria and the accompanying tiered reimbursement. Reimbursements are formulated by CYFD, Child Care

Services Bureau; (Appendix G)

- The commitment of time that is required; and
- The benefits of participation that include training and access to the 25% set-aside. Refer to page 11 for more information on the 25 % Set-A-Side Guidelines).

During this initial visit, the Program Development Specialist informally assesses the program by visiting and meeting the staff in each classroom or the setting used for family child care. At the conclusion of this visit, the Program Development Specialist will leave the AIM HIGH Application for the program to complete and return to the TTAP. All programs will use the standardized AIM HIGH Application (Appendix H). All the Program Development Specialists will use the standardized AIM HIGH Score Sheet (Appendix I) and the AIM HIGH Program Summary Sheet (Appendix J).

Once the AIM HIGH Application, the Score Sheet and the Summary Sheet are received, it is presented to the Community Advisory Committee for the selection process.

## **PROCESS FOR DETERMINING AIM HIGH CASELOAD**

The Office of Child Development expects each TTAP to establish a manageable caseload for each PDS. The process for determining AIM HIGH caseloads is as follows:

- The TTAP Director will use the Program Summary Sheet (Appendix J) along with projections for the next three months, to establish a manageable caseload for each Program Development Specialist for the upcoming quarter.
- On a quarterly basis each TTAP will submit to the Office of Child Development the projected caseload for each PDS for the upcoming quarter. Include a brief narrative that describes the reasons for the projected caseload that each PDS will have. Please attach a copy of the Program Summary Sheet for each program.
- The Office of Child Development will review, approve and/or make recommendations to each program within ten working days from receipt of program documents.

# **THE PROCESS FOR WORKING WITH AIM HIGH PROGRAMS**

After the applicant has been approved, the PDS will set up the second visit to the program site. This visit should be conducted “after hours” or at a time most convenient for all parties to include all staff and other stakeholders such as parents and/or board members. The PDS will give a comprehensive overview of AIM HIGH. The AIM HIGH Agreement form should be reviewed and signed by both the TTAP and the program director/family child care provider this time. The annual AIM HIGH Agreement includes:

- A statement of understanding that centers/homes are aware that standards must be continually met to receive the higher level of reimbursement.
- A statement in which AIM HIGH has the right to reclaim any equipment or materials purchased if the childcare program closes.
- A statement of commitment from the program director to support programmatic change in order to sustain high quality services to young children and families.
- An expectation to contribute to the cost of improvements and sustaining quality. Matching and/or in-kind contributions are examples of acceptable contributions. The program’s willingness to contribute to the cost of improvements and sustaining quality will directly impact the monetary support from AIM HIGH.
- This agreement should be reviewed and signed every year by July 1<sup>st</sup>.

At the conclusion of the second visit, the PDS will provide copies of the appropriate Environmental Rating Scale(s) and the accompanying video(s) for the program staff/family child care provider for review. A tentative date for the PDS to administer the baseline rating scale(s) will be set.

Upon completion of the baseline scale(s), the PDS and the program staff/family child care provider will develop goals for program improvement by completing the AIM HIGH Action Plan (Appendix L). The AIM HIGH Action Plan is based on the findings of past surveys by Child Care Licensing, baseline environmental rating scales, the AIM HIGH Essential Elements, and program needs. Based on the program goals, a work agreement will be developed using the Essential Elements as a framework. The work agreement will be developed within thirty (30) days of the administration of the baseline

scale(s). The Action Plan shall include at a minimum:

- Program goals listed in order of the priority;
- An outline of the work to be done by the program and the support to be provided by the PDS;
- Time lines for completion of tasks and goals;
- Resources to be provided by the TTAP and/or the program; and
- Signatures of the Program Development Specialist, the program director and center manager, if applicable, or family child care provider and appropriate stakeholders such as board president, school principal or center owner, if different than director.

The Program Development Specialist and the program shall review the goals at least every three (3) months to determine if any changes are necessary and if the program is accomplishing its goals.

## **FACTORS DETERMINING PROGRAM STATUS**

Licensed programs must maintain compliance with basic licensing regulations and must not have a history of numerous, repeated, or serious non-compliance. In addition, licensed programs must maintain a *2 STAR* license.

Using the goals and time lines established in the Action Plan, the PDS and the program would agree upon the projected length of time needed to complete each goal. The PDS together with the program will review the Action Plan and goals set at least every three (3) months. As objectives are accomplished, new goals and objectives will be established.

If it is determined that the program is steadily progressing but needs more time, the PDS may modify the original time lines. If it is determined that a program is not meeting its obligation, the PDS will establish a more acceptable timeline for improvement with specific dates and identified roles and responsibilities. If the timeline is not adhered to and progress continues not to be made, the programs will be dropped and can re-apply in the future. The Office of Child Development must be contacted prior to any program being dropped from the AIM HIGH program.

If a program voluntarily decides that they can no longer commit to the AIM HIGH program, they will be dropped and can re-apply any time in the future. When they re-apply, they will be placed on the waiting list, if one exists. We understand that there will always be extenuating circumstances. The Office of Child Development, in conjunction with the PDS, will review these circumstances and make a determination of program status.

If an active program intends to change location, they must notify the PDS if they are at an AIM HIGH 3 or 4 level status. The PDS will schedule an on-site visit to the new location within 30 days of the move to verify adherence to AIM HIGH 3 or 4 level criteria by the program.

Programs receiving other state and/or federal funds must be in compliance with those program's regulations. Substantiated findings that result in a program being terminated from state and/or federal programs will also result in termination from the AIM HIGH program.

A program may be on an "On Hold" status for a short period of time if there is a life emergency or other serious situations prevent the program from continuing. Prior to placing a program "on hold", the PDS should contact the Office of Child Development to discuss the situation. Programs that are "On Hold" status will be reviewed every three months by the Office of Child

Development and the assigned PDS to determine continuation/discontinuation of "On-Hold" status.

Time limitations have been set for program participation in AIM HIGH. Programs have 2 years to complete Level 3 and 1 year to complete Level 4 (at total of 3 years to complete both levels).

Effective January 1, 2006, current (active) programs participating in AIM HIGH for more than four (4) years will be given a limited timeline to complete their goal level. The timeline will be determined by the Office of Child Development.

## **THE 25% SET-ASIDE**

The overall intent of the 25% set-aside funds is to benefit programs in sustaining long-term quality of care.

The Program Development Specialist is the key staff member in determining the use of the 25% set-aside budget. Set-aside monies should not be used by the TTAP without the knowledge and agreement of the PDS.

Programs are expected to equally contribute to the cost of improvement and sustaining quality. Matching and/or in-kind contributions are examples of acceptable contributions.

The Program Development Specialist and the program should make joint decisions when purchasing program supplies and materials to ensure they are appropriate and meet the program's goals. The intent of these funds is to purchase materials and equipment that are safe, durable and of lasting quality. Purchases from discount stores are not usually of the expected quality. Purchases on a single item over \$1000.00 must have prior approval from the Office of Child Development.

The Program Development Specialist will inform the Community Advisory Committee of participating program expenditures and how they are tied to meeting current goals and the Essential Elements.

Acceptable expenditures include the following:

- Banners or other items to promote AIM HIGH for public awareness and quality recognition;
- AIM HIGH materials or resources for *Program Development Specialist* use in training AIM HIGH participants.
- Stipends for conducting post-rating scales; and
- Program expenditures specifically tied to promoting attainment of stated goals;
- Expenses involved with the 45-Hour Entry Level Course, CDA assessment, Level 4 programs applying for first-time accreditation, and other training costs such as purchasing books or materials, covering costs for substitutes to allow staff to attend training or, if feasible, paying stipends to staff as an incentive to attend training.

- Fees to complete the accreditation process not to exceed \$3300.00 per program.
- Tuition and books for early childhood education course(s) from an accredited institution of higher education if it is required to meet the programs goals related to the Essential Elements and only after exploring all other possibilities for financial assistance (i.e., T.E.A.C.H. Scholarships, receiving a letter of decline for financial assistance). PLEASE NOTE THAT AIM HIGH FUNDS MAY BE USED FOR A MAXIMUM OF 3 EARLY CHILDHOOD EDUCATION CORE COURSES AND MAY NOT BE USED FOR BASIC/GENERAL EDUCATION COURSES.

By March or April of each contract year, if a 25% set-aside balance remains the TTAP may choose to survey toy lending library materials and replace any necessary items or develop a procedure to equally distribute funds and ensure that requests meet individual program goals;

Unacceptable expenditures (although under unique circumstances, approval may be obtained through the Office Of Child Development) include the following:

- Structural changes/capital improvements to an environment
- Furniture or playground equipment valued at more than \$1000 per item
- Computer hardware and data systems
- Operational costs such as phones, rent, salaries
- Fees or costs for accreditation renewal
- Consumables such as paper, glue, paint, etc.
- Out of state travel

Each PDS must keep a record of all requests in each program's file. An itemized inventory of all expenditures will be a part of each program's file and documented under "funding" on the NewMexicoKids.org database.

## **RESPONSIBILITIES OF THE PROGRAM DEVELOPMENT SPECIALIST (PDS)**

The Program Development Specialist roles and responsibilities shall include:

- Meeting the staff qualifications for a PDS (Appendix M),
- Having a thorough knowledge of the approved environment rating scales, and state licensing and registration regulations,
- Meeting the 60/40 percent formula for time spent on-site and on other activities. The Program Development Specialist is expected to be a mentor to the participating AIM HIGH programs and therefore must spend as much time on-site as possible and that the majority of their work time maintains the 60/40 formula. For a full-time Program Development Specialist, 60 percent of a regular 40-hour workweek equals 24 hours spent on-site. Under certain circumstances, the Program Development Specialist may adjust the percentage of work time to 55/45. This could include:
  - a) Ordering and processing materials ordered for AIM HIGH programs;
  - b) Establishing contacts with community resources;
  - c) Enrolling additional AIM HIGH programs and/or;
  - d) Attending workgroup meetings or professional development training.

The remaining 40 percent of a regular 40-hour workweek (16 hours) would be used for:

- a) Entering information for database entries;
  - b) Maintaining files and other documentation;
  - c) Staff meetings and;
  - d) Telephone consultation and contact.
- Submitting a report of AIM HIGH Program status on a quarterly basis by e-mail to the Office of Child Development using the supplied EXCEL form

(See Appendix M for a sample EXCEL sheet);

- Maintaining the AIM HIGH Master Filing System (Appendix N) and the Individual Program File Checklist (Appendix O);
- Using the standardized Program Contact Form to record all communications/site visit (Appendix P);
- Entering all AIM HIGH data into the database at least every two (2) weeks;
- Submitting in each quarterly report, the following information:
  - a) Number of programs in self-study for accreditation
  - b) Number of programs that have applied for accreditation and are waiting for validation visits. Track how long it is before the visit happens.
  - c) Number of programs that have had validation visits and are waiting to receive notification. Track how long it takes to be notified;
- Compiling a journal entry (journal entry is the PDS's reflection of her/his work with programs) monthly;
- Acting in a professional manner including timeliness of appointments, compiling rating scale narratives and other requests for information;
- Before a level change is given to a program, a designated staff member (another PDS not assigned to the program or the TTAP Director) will visit the program to verify the change using the 3- or 4-STAR *Verification Tool* found in the On-Line Library.
- Working with the CYFD Child Care Services Bureau which includes completing and forwarding the Level Change Form (Appendix R) to the respective Child Care Licensing Supervisor for the purpose of increasing the reimbursement rate, placing a follow-up telephone call to verify receipt of the Level Change Form and forwarding a copy to the Office of Child Development;
- Submit quarterly updates on program levels with a brief narrative description of status to the respective Child Care Licensing Supervisor.
- Networking with CYFD Family Nutrition Bureau, when appropriate;

- Attending PDS trainings as required by CYFD;
- Meeting with the Office of Child Development and/or Child Care Services Bureau Child Care Licensing; and
- Adhering to the CYFD AIM HIGH Guidelines.

# **PROTOCOL FOR INTERACTION BETWEEN THE PDS AND THE CYFD LICENSING SECTION OF THE CHILD CARE SERVICES BUREAU**

## *Process During a Program's Active Participation in AIM HIGH:*

1. The appropriate Program Development Specialist (PDS) will submit quarterly updates on program levels with a brief narrative description of status to the regional licensing office of all child care programs participating in AIM HIGH within the region.
2. As programs meet the requirements for AIM HIGH Levels 2 (if applicable), 3 or 4, the Program Development Specialist will notify the regional licensing office of the level as the requirements are met.
3. The regional licensing office will document the program's level status as appropriate, making the required changes in the FACTS (CYFD information system) database. Then the program's level status will be forwarded by the regional licensing office to the appropriate regional child care assistance office.
4. The regional child care assistance office will document the program's level status as appropriate, making the required changes in the FACTS database affecting the child care placements.
5. Increases in AIM HIGH levels affecting a program's subsidy payment will be effective the first day of the month following the change in FACTS.

## *Process After a Program's Attainment of Level 3 or 4:*

1. If, during a licensing surveyor's visit, the program does not appear to be currently meeting the requirements for level 3 or 4, the surveyor will make a referral to the appropriate Training and Technical Assistance Program.
2. The AIM HIGH Program Development Specialist from the regional Training and Technical Assistance Program will visit the program to determine whether or not the program has maintained the designated level requirement. The visit may be made with or without a member of the licensing staff.

3. If the program has not maintained the level requirements and if the issue(s) cannot be rectified within 30 days, an additional 30 days may be granted based on the recommendation of the Program Development Specialist. If the issue(s) cannot be rectified within the recommended time period, the Program Development Specialist will issue the Level Change Form that reverts the program to the accurate level of performance. Any program can appeal the decision.
4. The regional licensing office will document the program's level designation, as appropriate, making required changes in the FACTS database. The licensing staff will then forward the changes to the appropriate child care assistance office.
5. The regional child care assistance office will document the program's level status, as appropriate, making the required changes in the FACTS database affecting the child care placements.
6. Any changes in a program's level status that decreases the reimbursement will be effective the first day of the month following the change in the FACTS database. Please note that if the program has been given the opportunity to correct the issues and have not done so, the program will be charged the fee for changing the license.
7. If the program wishes to appeal the decision to change the AIM HIGH level designation that results in a decrease in the reimbursement rate, a written request for a hearing must be submitted to the Director of CYFD's Office of Child Development within ten (10) working days of the notice issued by the Program Development Specialist.
8. A hearing will be held within thirty (30) working days of the receipt of the written request. Decisions rendered by the Office of Child Development will be final. If the Office of Child Development determines that the child care program has not met the requirements of the designated level, and the program wishes to reapply for participation in AIM HIGH, this should be done in writing to the regional Training and Technical Assistance Program.
9. Official Joint Annual Visits:
  - Programs must apply to renew their star status through their annual Child Care licensing application with CYFD.
  - Staff from the Child Care Licensing unit will contact the PDS to arrange for the joint visit;

- Programs will be asked to provide copies of any required written documents for the AIM HIGH Level they currently have – either level 3 or level 4. Appendix T is a checklist of the required documents.
- The PDS will verify AIM HIGH Levels 3 and 4 using the *3-STAR* or *4-STAR Verification Tool* (Appendix V or W) through general observation of the environment, reviewing written lesson plans, observing teacher’s responsiveness to children, reviewing assessment process and more.
- At the conclusion of a joint visit, the PDS, Program Director and Licensing Surveyor will meet briefly to summarize preliminary findings.
- If a program is currently maintaining their assigned level, the PDS will complete and submit the *Notice of Verification Form* (Appendix W) to the Child Care Services Bureau and the Office of Child Development. A copy will be placed in the program's file.
- If a program is not currently maintaining their assigned level, the same criteria would apply as listed in item number 3. In addition, the PDS will complete the *Notice of Verification Form* (Appendix W) and fax it with a copy of the Level Change Form attached to the Office of Child Development.

## **SUPPORT OF GRADUATE PROGRAMS**

Maintain open communication and search for opportunities to support programs that have reached their desired level and graduated from AIM HIGH with services such as free training, emergency technical assistance and program observation.

Time spent with graduated programs is counted within the 60 percent of on-site time and should be documented under "contacts" in the graduated program's file on the database.

The Office Of Child Development will support the development of mentoring groups to support participating and graduate AIM HIGH programs with on-going guidance from the PDS when required. Members of the mentoring group will be directors of graduate AIM HIGH programs.

If an AIM HIGH graduate program who is accredited and loses their accreditation status, the TTAP will assign a PDS to determine the programs adherence to AIM HIGH Level 3 or Level 4 criteria. Once this determination is made, the PDS will notify the Child Care Services Bureau and submit the necessary documents.

## **EVALUATION OF AIM HIGH**

Each TTAP must participate in an external evaluation and conduct internal self-evaluation of the AIM HIGH program. The results of the evaluation are due to the Office of Child Development by the end of the second quarter. The evaluation should be based on the AIM HIGH program's previous year.

# Forms

Most forms can be downloaded from [NewMexicoKids.org](http://NewMexicoKids.org) AIM HIGH Library or obtained by contacting the Office of Child Development.

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