Virtual HIPPY USA ACCREDITATION WORKSHEET

Program Name	**HIPPY USA Site ID**
Program Year Start Date	**Program Year End Date** (fiscal year end if unknown)
Coordinator Name	**Site Self-assessment Completed Date**
Trainer	**Trainer Site Visit Dates**
Trainer Assessment Submitted (date)	**Trainer Assessment Received** (date)

Data Summary

Directions: Enter the numbers served at the time of self-assessment or site visit in each category below.

Number Enrolled
(Includes all active AND recently registered, with or without role play)

HIPPY Year	Number of Children
HIPPY for Little Learners	
Year 1, Age 3	
Year 2, Age 4	
Year 3, Age 5	
Total Children	

Number of Families	

Race	Number of Children	
	Hispanic	Non-Hispanic
American Indian or Alaskan Native		
Asian		
Black or African American		
Pacific Islander		
White		
Multiracial		
Unknown		
Total Children		

Number Served
(Includes all active AND dropped completed 3 or more packets)

HIPPY Year	Number of Children
HIPPY for Little Learners	
Year 1, Age 3	
Year 2, Age 4	
Year 3, Age 5	
Total Children	

Number of Families	

Race	Number of Children	
	Hispanic	Non-Hispanic
American Indian or Alaskan Native		
Asian		
Black or African American		
Pacific Islander		
White		
Multiracial		
Unknown		
Total Children		

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Part I: Program Information

Directions: The Coordinator completes this section in preparation of the site visit.	
Program Name	**HIPPY USA Site ID**
Address	**City/State/Zip**
Coordinator Name	**Coordinator Email**
Telephone Number	**Fax Number**
Name and Title of Supervisor	**Supervisor Email**
Assistant Coordinator Name	**Email**
Number of part-time home visitors	**Number of full-time home visitors**

Home Visitor Name	HIPPY parent or past HIPPY parent	Hours worked per week	Years with HIPPY	Number of HIPPY children served	Works with practice/own child
	☐Yes ☐No				☐Yes ☐No
	☐Yes ☐No				☐Yes ☐No
	☐Yes ☐No				☐Yes ☐No
	☐Yes ☐No				☐Yes ☐No
	☐Yes ☐No				☐Yes ☐No

Self-assessment Team

Dates team met to complete self-assessment: _____

Title or relationship to program	Signatures of Self-assessment Team *(Names)*
Coordinator	
Home Visitor	
Supervisor	
Parent	
Other	

Essential Feature: Curriculum				
Accreditation Standard	1. Site implements at least 2 years of the curriculum and uses the current sanctioned edition purchased from Connelly 3 Publishing.	2. Each child has his/her own copy of the curriculum.	Parents complete each week's activity packet with their child.	3. During staff meetings and home visits, each home visitor has activity packets and props. Home visitors have access to the Home Visitor Guide for each level of curriculum being used.
Self –Assessment	☐ Met standard ☐Partially met ☐Not met	☐Met standard ☐Partially met ☐Not met	☐Met standard ☐Partially met ☐Not met	☐Met standard ☐Partially met ☐Not met
Evidence Provided	☐ETO Enrollment Numbers by HIPPY Year Report, **OR** ☐Enrollment Roster ☐Receipt from Connelly 3 Publishing **Virtual Guidance:** Receipt from Connelly 3 can be viewed virtually, or documents can be sent via email attachment.	**TRAINER OBSERVATION:** ☐Pull Pages from 10 %, or a minimum of 10, randomly selected files ☐ (1) Home Visit Observation **Virtual Guidance:** **Pull Pages** can be viewed virtually or via pull page photos. **Home Visit** must be completed virtually.	☐ETO Track Activity Packet Delivery Report, **OR** **TRAINER OBSERVATION:** ☐Pull Pages from 10 %, or a minimum of 10, randomly selected files ☐Note(s) to indicate the reason for missing weeks/page **Virtual Guidance:** Parent logs or pull pages must be viewed virtually with identity blacked out to meet **HIPPA** and **FERPA** regulations.	**TRAINER OBSERVATION:** ☐Staff Meeting Observation ☐ (1) Home Visit Observation **Virtual Guidance:** **Staff Meeting** must be observed virtually with all staff in attendance. **Home Visit** must be observed virtually with special consideration to home access to technological.
Self-Assessment Comments and Creative Strategies				
Trainer's Verification	☐Sufficient Evidence (Present) ☐Insufficient Evidence (Not Present)	☐Sufficient Evidence (Present) ☐Insufficient Evidence (Not Present)	☐Sufficient Evidence (Present) ☐Insufficient Evidence (Not Present)	☐Sufficient Evidence (Present) ☐Insufficient Evidence (Not Present)
Trainer Recommendation, Comments and Creative Strategies:				

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Essential Feature: Role Play		
Accreditation Standard	1. The coordinator uses the Keys to Successful Role Play to train home visitors to present each week's activity packets to parents. *Role Play and/or Guided Discussion may be used to train home visitors in the delivery of the Age 5 curriculum.*	2. Home visitor successfully instructs assigned parents (not children) in the effective utilization of the curriculum by completely role playing each activity packet each week using the 5R format: rapport, review, role play, referrals, and reminders. *Home visitors may instruct parents enrolled in the Age 5 curriculum using Role Play and/or Guided Discussion*
Self–Assessment	☐Met standard ☐Partially met ☐Not met	☐Met standard ☐Partially met ☐Not met
Evidence **Provided**	**TRAINER OBSERVATION:** ☐Staff Meeting Observation **Virtual Guidance** Keys must be observed during virtual meeting	**TRAINER OBSERVATION:** ☐One (**1**) Home Visit Observation **Virtual Guidance** The 5R format must be observed during virtual home visit
Self-Assessment Comments and Creative Strategies		
Trainer's Verification	☐Sufficient Evidence (Present) ☐Insufficient Evidence (Not Present)	☐Sufficient Evidence (Present) ☐Insufficient Evidence (Not Present)
Trainer Recommendations, Comments and Creative Strategies:		

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Essential Feature: Home Visits		
Accreditation Standard	1. Home visitors meet with parents in their homes at least 90% of the time.	2. Home visits last 45 to 60 minutes.
Self-Assessment	☐Met standard ☐Partially met ☐Not met	☐Met standard ☐Partially met ☐Not met
Evidence Provided	☐ETO Home Visit Location Count Report, **OR** ☐Home Visit Logs, **OR** ☐ Documentation for alternate meeting location(s) for less than 10% of visits, **OR** ☐Approved Adaptation **Virtual Guidance** All ETO reports or Home Visit Logs must be viewed virtually with **identity** blacked out to meet **HIPPA** and **FERPA** regulations.	☐ETO Home Visit Duration Report (past 8 wks), **OR** ☐Home Visit logs (past 8 weeks), **OR** ☐ Note(S) to indicate reason for visits of less duration **TRAINER OBSERVATION:** ☐One (**1**) Home Visit Observation **Virtual Guidance** All ETO reports or Home Visit Logs must be viewed virtually with **identity** blacked out to meet **HIPPA** and **FERPA** regulations.
Self-Assessment Comments and Creative Strategies		
Trainer's Verification	☐Sufficient Evidence (Present) ☐Insufficient Evidence (Not Present)	☐Sufficient Evidence (Present) ☐Insufficient Evidence (Not Present)
Trainer Recommendations, Comments and Creative Strategies:		

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Essential Feature: Group Meetings			
Accreditation Standard	1. At least six group meetings (including socializations, field trips and graduations) are organized and held during the program year.	2. Group meetings offer educational enrichment, information, and activities that meet the needs of the parents.	3. Enrichment activities are provided for children during group meetings.
Self-Assessment	☐Met standard ☐Partially met ☐Not met	☐Met standard ☐Partially met ☐Not met	☐Met standard ☐Partially met ☐Not met
Self-Assessment Comments and Creative Strategies			
Evidence Provided	☐Current year's schedule, **and/or** ☐Previous year's meeting schedule ☐Sign in sheets **Virtual Guidance** Schedules can be viewed virtually, **or** documents can be sent via email attachment.	☐Parent Survey Summary ☐Meeting Agendas ☐Group meeting planning form ☐Parent Group Meeting Evaluations for two meetings **Virtual Guidance** **Parent Survey, Agendas, Planning Form and Evaluations** can be viewed virtually, **or** documents can be sent via email attachment **Sign in Sheets** must be viewed virtually with **identity** blacked out to meet **HIPPA** and **FERPA** regulations.	☐Group Meeting Video and/or pictures **OR** **TRAINER OBSERVATION:** ☐Group Meeting Observation **Virtual Guidance** Videos or pictures can be viewed virtually (must have Media Release Form in file on each child).
Self-Assessment Comments and Creative Strategies			
Trainer's Verification	☐Sufficient Evidence (Present) ☐Insufficient Evidence (Not Present)	☐Sufficient Evidence (Present) ☐Insufficient Evidence (Not Present)	☐Sufficient Evidence (Present) ☐Insufficient Evidence (Not Present)
Trainer Recommendations, Comments and Creative Strategies:			

Essential Feature: Coordinators			
Accreditation Standard	1. Coordinator has attended preservice. Coordinator has at least a bachelor's degree. If the degree is not in education or a related field, the coordinator has obtained the required annual early childhood development training.	2. Coordinator evaluates each home visitor's performance at least 3 times a year, based on home visits, group and staff meeting observations.	3. Coordinator establishes a weekly schedule to train staff in the curriculum and child development concepts and terminology using the Coordinator's Guide. All staff attend weekly training.
Self-Assessment	Met standard ☐Partially met ☐Not met	Met standard ☐Partially met ☐Not met	Met standard ☐Partially met ☐Not met
Evidence Provided	☐Documentation of preservice attendance ☐Documentation of a degree (résumé or copy of diploma), **OR** ☐Documentation of 24 hours of training in early childhood development if degree is not related to education, **OR** ☐Documentation of 24 hours of training in early childhood development annually if (pre-2011) coordinator without a degree. **Virtual Guidance** Coordinator documents can be viewed virtually, or documents can be sent via email attachment.	☐Last 2 comprehensive performance evaluations (or supervisory meetings) based on coordinator observations, for each home visitor. ☐Supporting Documentation: home visits, group and staff meeting observation forms **Virtual Guidance** Evaluations can be viewed virtually, or documents can be sent via email attachment.	☐ETO Staff Meetings Report for 8 previous weeks, **OR** ☐Meeting Agendas and Sign-In Sheets for 8 previous weeks, **OR** ☐Documentation to explain any absences and make up training **TRAINER OBSERVATION:** ☐Staff Meeting Observation **Virtual Guidance** Documents can be viewed virtually, or documents can be sent via email attachment. **Staff Meeting** Staff Meeting must be observed virtually.
Self-Assessment Comments and Creative Strategies			
Trainer's Verification	☐Sufficient Evidence (Present) ☐Insufficient Evidence (Not Present)	☐Sufficient Evidence (Present) ☐Insufficient Evidence (Not Present)	☐Sufficient Evidence (Present) ☐Insufficient Evidence (Not Present)
Trainer Recommendations, Comments and Creative Strategies:			

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Essential Feature: Home Visitors			
Accreditation Standard	1. Home visitors are HIPPY parents, former HIPPY parents or have the characteristics of the community.	2. Home visitors can read, write, and speak well in the language of the curriculum they will use with assigned parents.	3. Home visitor has a professional development plan based on performance evaluations and career goals.
Self-Assessment	☐Met standard ☐Partially met ☐Not met	☐Met standard ☐Partially met ☐Not met	☐Met standard ☐Partially met ☐Not met
Evidence Provided	☐ ETO Home Visitors Background Forms, **OR** ☐ Home Visitor Skills Certification for each home visiting staff member signed by HIPPY coordinator **OR** ☐ Hired prior to 2011 **Virtual Guidance** Documents can be viewed virtually, or documents can be sent via email attachment	☐ Home Visitor Skills Certification for each home visiting staff member signed by HIPPY coordinator. **Virtual Guidance** Documents can be viewed virtually, or documents can be sent via email attachment.	☐ Current professional development plan for each home visitor based on performance evaluations and career goals. **Virtual Guidance** Documents can be viewed virtually, or documents can be sent via email attachment.
Trainer's Assessment	☐Sufficient Evidence (Present) ☐Insufficient Evidence (Not Present)	☐Sufficient Evidence (Present) ☐Insufficient Evidence (Not Present)	☐Sufficient Evidence (Present) ☐Insufficient Evidence (Not Present)
Trainer Recommendations, Comments and Creative Strategies:			

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Essential Feature: Administration *(Page 1 of 3)*				
Accreditation Standard	1. Funding supports all essential features and administrative functions of a cost effective, efficient, and sustainable program.	2. Families are supported through referrals for educational, social, and community services.	3. Each coordinator is responsible for a maximum of 180 children.	4. Coordinator is full-time. ***Note:*** *If coordinator is not 100% dedicated to HIPPY, tasks are assigned to other staff.*
Self-Assessment	☐Met standard ☐Partially met ☐Not met	☐Met standard ☐Partially met ☐Not met	☐Met standard ☐Partially met ☐Not met	☐Met standard ☐Partially met ☐Not met
Evidence Provided	☐Current Budget that includes income and expenses ☐ Proposed budget or forecast that includes income and expenses **Virtual Guidance** Budget can be viewed virtually, or documents can be sent via email attachment.	☐ETO Referral Report, **OR** **TRAINER OBSERVATION:** ☐Review of Family Folders **Virtual Guidance** ETO Referral Report **or** similar Data Collection System can be viewed virtually. **Family Folders** can be viewed virtually with **identity** blacked out to meet **HIPPA** and **FERPA** regulations.	☐ETO HV Caseload Count Report reflects < 180, **OR** ☐Enrollment Roster reflects < 180, **OR** ☐ Asst. Coordinator, if more than 180 children **Virtual Guidance** ETO HV Caseload Count can be viewed virtually. **Enrollment Roster** can be viewed virtually with **identity** blacked out to meet **HIPPA** and **FERPA** regulations	☐Documentation that coordinator is full-time, fully dedicated to HIPPY **OR** ☐Coordinator Key Tasks and Responsibilities Form (reflects appropriate % of tasks performed by others if not full time) **Virtual Guidance** Key Tasks can be viewed virtually, or document can be sent via email attachment
Self-Assessment Comments and Creative Strategies				
Trainer's Verification	☐Sufficient Evidence (Present) ☐Insufficient Evidence (Not Present)	☐Sufficient Evidence (Present) ☐Insufficient Evidence (Not Present)	☐Sufficient Evidence (Present) ☐Insufficient Evidence (Not Present)	☐Sufficient Evidence (Present) ☐Insufficient Evidence (Not Present)
Trainer Recommendations, Comments and Creative Strategies:				

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	5. Home visitors are assigned appropriate caseload of children.	6. Agency ensures all staff receives comprehensive pre-service orientation and 15 hours of annual job-related training.	7. Coordinator's supervisor is knowledgeable and supportive of HIPPY program.	8. Data collection system tracks child, parent, and program progress, generating required HIPPY USA outcome reports.
Accreditation Standard				
Self-Assessment	☐Met standard ☐Partially met ☐Not met	☐Met standard ☐Partially met ☐Not met	☐Met standard ☐Partially met ☐Not met	☐Met standard ☐Partially met ☐Not met
Evidence Provided	☐ETO Home Visitor Caseload Count Report, **OR** ☐Home Visitor Assignment Rosters **Virtual Guidance** ETO HV Caseload Count can be viewed virtually **Home Visitor Assignment Rosters** can be viewed virtually with **identity** blacked out to meet **HIPPA** and **FERPA** regulations.	☐Certificates or other documentation ☐Agendas and Attendance Sheets for pre-service training for any new home visitors **Virtual Guidance** Can be viewed virtually.	☐Documentation of participation in an official HIPPY USA orientation. ☐Event sign-in sheets (1 staff meeting, 1 group meeting, and 1 other event) ☐Supervisory meetings with coordinator (3 per year) **TRAINER OBSERVATION:** ☐Attendance at exit conference **Virtual Guidance** Exit Conference must be conducted virtually.	☐HIPPY USA ETO reports are complete and up to date (within 4 weeks) **OR** ☐Site has an ETO Waiver (using another computerized data collection system) and reports are complete and up to date (within 4 weeks) **Virtual Guidance** HIPPY USA ETO Reports can be viewed virtually **or** can be verified by HUSA.
Self-Assessment Comments and Creative Strategies				
Trainer's Verification	☐Sufficient Evidence (Present) ☐Insufficient Evidence (Not Present)	☐Sufficient Evidence (Present) ☐Insufficient Evidence (Not Present)	☐Sufficient Evidence (Present) ☐Insufficient Evidence (Not Present)	☐Sufficient Evidence (Present) ☐Insufficient Evidence (Not Present)
Trainer Recommendations, Comments and Creative Strategies: **Recommendations:**				

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Accreditation Standard	9. Record keeping system is organized for efficiency and ensures the confidentiality of personal information.	10. Program has an active Advisory Council that includes decision makers and leaders in the community.	11. Eighty percent (80%) of enrolled children complete at least 26 weeks annually.	12. Program reports Parent and Child outcome to demonstrate effectiveness. **	13. Program has an employee manual that includes at least: a. hiring and training b. expectations/ job descriptions c. employee grievance procedures
Self-Assessment	☐Met standard ☐Partially met ☐Not met	☐Met standard ☐ Partially met ☐Not met	☐Met standard ☐Partially met ☐Not met	☐Met standard ☐Partially met ☐Not met	☐Met standard ☐Partially met ☐Not met
Evidence Provided	**TRAINER OBSERVATION:** ☐Files are organized and kept in a manner that ensures personal information about families is kept confidential **Virtual Guidance** Locked file cabinets **or** other locked storage system can be viewed virtually, **or** time-stamped **photo** sent via email.	☐ETO Advisory Council Report, **or** ☐Advisory Council Roster ☐Minutes from at least two meetings held during the current program year **Virtual Guidance** ETO Advisory Council Report can be viewed virtually **or** can be viewed virtually with **identity** redacted to meet **HIPPA** and **FERPA** regulations.	☐ETO Home Visitor Caseload Count, **or** ☐Enrollment Roster Analysis **Virtual Guidance** ETO HV Caseload Count can be viewed virtually **or** Enrollment Roster Analysis can be viewed virtually with **identity** blacked out to meet **HIPPA** and **FERPA** regulations.	☐Written evaluation plan (State plan allowed) ☐Measures for parents ☐Measures for children **Virtual Guidance** Evaluation Plan can be viewed virtually, or documents can be sent via email attachment.	☐Employee manual with required sections noted or highlighted. **Virtual Guidance** Employee Handbook can be viewed virtually, or document can be sent via email attachment.
Trainer's Verification	☐Sufficient Evidence (Present) ☐Insufficient Evidence (Not Present)	☐Sufficient Evidence (Present) ☐Insufficient Evidence (Not Present)	☐Sufficient Evidence (Present) ☐Insufficient Evidence (Not Present)	☐Sufficient Evidence (Present) ☐Insufficient Evidence (Not Present)	☐Sufficient Evidence (Present) ☐Insufficient Evidence (Not Present)
Trainer Recommendations, Comments and Creative Strategies: **Recommendations:**					

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Virtual Staff Meeting: Sites will need access to a virtual platform, such as Zoom, Skype, etc. for all staff members to connect.

Home Visit Observation: Both the Home Visitor and Parent must have access to a virtual platform. It is imperative that the selected parent understands how to navigate and troubleshoot in a virtual platform prior to the virtual visit.

FERPA: FERPA is a U.S federal law that protects the privacy of student educational records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends school beyond the high school level. Additional information available from the U.S. Department of Education, https://studentprivacy.ed.gov/node/548/

HIPAA: The Health Insurance Portability and Accountability Act of 1996, commonly known as HIPAA, is a series of regulatory standards that outline the lawful use and disclosure of protected health information (PHI). HIPAA compliance is regulated by the Department of Health and Human Services (HHS) and enforced by the Office for Civil Rights (OCR). Additional information available from HHS, https://www.hhs.gov/hipaa/index.html