

FACILITY PROFESSIONAL DEVELOPMENT (FPD) FORM

Name of Facility: _____ Date: ____/____/____

Address: _____ City: _____ County: _____ Zip Code: _____

Phone: _____ Email: _____ Director/Owner Name: _____

Certificate of Compliance # (If Center): _____ Or Birth date and last five digits of SSN # (If Home-based): _____

Type of Facility (*Check only one*):

Center Group Home Family Home Other (please explain) _____

Do you participate in Keystone STARS? Yes No (Please continue to complete the survey.)

If you participate in Keystone STARS, please check your STAR status (*Check only one*)

Start with STARS STAR 1 STAR 2 STAR 3 STAR 4

Professional Development is an essential component of continuous quality improvement. This form is one part of developing your quality program and asks you to identify your professional development needs and those of your staff **for the next year**. This form will be used by your Regional Key to prepare local professional development calendars and to develop quality supports with your needs in mind. Please be as complete as possible. Submit one copy to your Key and maintain a copy for your records. This form is due annually on February 15. **For more information about Pennsylvania's quality improvement system, the Core Body of Knowledge (CBK) and the Professional Development Record (PDR), please contact your Regional Key or access www.pakeys.org.**

**CSC/NE Key
1520 Hanover Avenue
Allentown, PA 18109
Attention: Dayra Soto**

General Terms and Definitions

AA – Associate degree at a community college level, or institute of higher education. Usually a two-year degree.

BA/BS – Bachelor of Arts/Bachelor of Science degree. Usually a four-year degree earned at a college or university.

CDA – Child Development Associate. A national credential awarded to an individual who has demonstrated his/her competence to meet the needs of children.

CEU – Continuing Education Units. Standard unit of measure used to quantify continuing adult education.

Act 48 – Continuing education credits required to maintain an active PA Department of Education Instructional Certificate

Community-Based Professional Development – Approved training sponsored by a local community organization

Director Credential – Designed to provide a standard by which to measure program and fiscal management and leadership abilities of early childhood and school-age directors and administrators.

MA – Masters Degree earned through an accredited college or institute of higher education.

STARS TA – STARS Technical Assistance is a specialized, one-on-one, time-limited, on-site assistance and consultation to help practitioners achieve specific Keystone STARS Performance Standards.

Definitions of Core Body of Knowledge (CBK) Area:

K1 – Child Growth and Development

K2 – The Environment, Curriculum, and Content

K3 – Families in Society

K4 – Child Assessment

K5 – Communication

K6 – Professionalism and Leadership

K7 – Health, Safety, and Nutrition

K8 – Program Organization and Administration

Definitions of Core Body of Knowledge (CBK) Competency Level:

1 – Session primarily designed to provide participants with information, knowledge, and comprehension of the topic.

2 – Session designed so that participants spend most of the time applying knowledge of the topic.

3 – Session designed so that participants spend most of the time using information to practice skills of analysis, synthesis, and evaluation.

Definitions of Source of Information for Professional Development Needs:

LIS – Licensing Inspection Summary

PDR – Professional Development Record

ERS Need – Need identified in your Environmental Rating Scale score

STARS TA – Referred by STARS TA for Professional Development

STARS Requirement – Staff need professional development to meet STARS standards

1. To complete this chart, please indicate if you and/or your staff need professional development in the following areas pertaining to the Core Body of Knowledge by doing the following–

- Circle the “Topic Code”
- Check all of the competency levels needed
- Indicate the source(s) of information you used to identify the need
- Identify the age groups of children served for which the professional development should be designed
- Report the number of staff (by type of staff) who would need the professional development

Please only list the staff persons who need the professional development. Please do not include every staff person under every topic. Turn to the previous page (p. 2) if you need definitions for particular items mentioned on this form.

K1: Child Growth and Development

Topic Code	Competency Level (Check all that apply)	Source(s) of Information for Professional Development Need (Check all that apply)	Professional Development is needed to work with children: (Check all that apply)	Number of Staff that Need Professional Development			
				Director	Group Sup.	Asst. Group Sup.	Aides
SAMPLE							
02 Child development – social/emotional	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input checked="" type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input checked="" type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age		2	2	
01 Child development – general	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
02 Child development – social/emotional	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
03 Child development – cognitive, intellectual, brain development	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
04 Child development – physical/sensory/motor	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
05 Variations in development/special needs/early intervention	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				

K2: Environment, Curriculum & Content

Topic Code	Competency Level <i>(Check all that apply)</i>	Source(s) of Information for Professional Development Need <i>(Check all that apply)</i>	Professional Development is needed to work with children: <i>(Check all that apply)</i>	Number of Staff that Need Professional Development			
				Director	Group Sup.	Asst. Group Sup.	Aides
11 Responsive environment, curriculum	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
12 Environmental design/room arrangement	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
13 Curriculum, programming	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
14 Developmentally appropriate practices	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
15 Play – types, functions, environment	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
16 Emergent literacy/language	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
17 Emergent numeracy/math	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
18 Science/social studies	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
19 Music, dance, art, drama	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
20 Technology in child care	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
21 Behavior management, discipline, guidance, conflict resolution, supervision of children	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
22 Intervention strategies for variations in development/special needs/early intervention	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				

K3: Families in Society

Topic Code	Competency Level (Check all that apply)	Source(s) of Information for Professional Development Need (Check all that apply)	Professional Development is needed to work with children: (Check all that apply)	Number of Staff that Need Professional Development			
				Director	Group Sup.	Asst. Group Sup.	Aides
31 Children within the context of families, community, culture	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
32 Family structure, cultural diversity	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
33 Family values, attitudes, parenting styles	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
34 Family support, parent/community partnerships	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
35 Family stressors, crisis intervention, legal issues	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				

K4. Child Assessment

Topic Code	Competency Level (Check all that apply)	Source(s) of Information for Professional Development Need (Check all that apply)	Professional Development is needed to work with children: (Check all that apply)	Number of Staff that Need Professional Development			
				Director	Group Sup.	Asst. Group Sup.	Aides
41 Child assessment – methods, tools, documentation	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
42 ECE assessments – curriculum planning	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
43 Child assessment – analysis, individualized planning (IEP, IFSP)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
44 Assessment/quality enhancement	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				

K5. Communication

Topic Code	Competency Level (Check all that apply)	Source(s) of Information for Professional Development Need (Check all that apply)	Professional Development is needed to work with children: (Check all that apply)	Number of Staff that Need Professional Development			
				Director	Group Sup.	Asst. Group Sup.	Aides
51 Effective communication, barriers	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
52 Communication with children	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
53 Communication with adults (parents, families, staff) and confidentiality	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				

K6. Professionalism

Topic Code	Competency Level (Check all that apply)	Source(s) of Information for Professional Development Need (Check all that apply)	Professional Development is needed to work with children: (Check all that apply)	Number of Staff that Need Professional Development			
				Director	Group Sup.	Asst. Group Sup.	Aides
60 CBK/PDR training for caregivers	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
61 Professional philosophy, commitment	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
62 Professional development, career planning, training	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
63 Ethics	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
64 Advocacy	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				

K7. Health, Safety & Nutrition

Topic Code	Competency Level (Check all that apply)	Source(s) of Information for Professional Development Need (Check all that apply)	Professional Development is needed to work with children: (Check all that apply)	Number of Staff that Need Professional Development			
				Director	Group Sup.	Asst. Group Sup.	Aides
76 Current health practices, policies	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
77 Personal care routines (naptime, toileting, grooming)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
78 Child health record keeping	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
79 Nutrition	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
80 Pediatric first-aid	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
81 CPR/lifeguard	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
82 Fire safety	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
83 Water safety	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
84 Other health and safety topics (childhood illness, asthma, allergies, etc.)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
85 Child health record keeping (immunizations, screenings, special care plans)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
86 Mandated Reporter	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				

K8. Program Organization & Administration

(For Directors or Home-based Caregivers)

Topic Code	Competency Level <i>(Check all that apply)</i>	Source(s) of Information for Professional Development Need <i>(Check all that apply)</i>	Professional Development is needed to work with children: (Check all that apply)	Number of Staff that Need Professional Development			
				Director	Group Sup.	Asst. Group Sup.	Aides
90 N/A	N/A						
91 Program administration/management/styles & practices	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
92 Personnel policies/procedures	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
93 Staff supervision/evaluation/record keeping	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
94 Regulatory requirements/facilities management	<input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
95 Budgeting/financial planning/accounting	<input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
96 Evaluating program/strategic planning/continuous quality improvement	<input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
97 Marketing	<input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
98 Accreditation	<input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
99 Fundraising/grant writing/resource development	<input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
100 Legal Issues	<input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
101 Technology	<input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				
102 Small Business Development Practices	<input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> 0 – 35 months (Infant/Toddler) <input type="checkbox"/> 36 – 60 months (Preschool) <input type="checkbox"/> School Age				

Needs Assessment

2. For this chart, please report how many of your staff you think will use the following professional development opportunities in the next fiscal year (July 1, 2009 – June 30, 2010).

Credential(s), Credit(s), or Degree(s)	Source(s) of Information for Professional Development Need (Check all that apply)	Type of setting (Check all that apply)	Number of Staff that Need Professional Development			
			Director	Group Sup.	Asst. Group Sup.	Aides
Child Development Associate (CDA)	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> Community-based <input type="checkbox"/> College credit				
School Age Professional Credential (SAPC)	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> Community-based <input type="checkbox"/> College credit				
Associate's Degree (AA)	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	N/A				
Bachelor's Degree (BA/BS)	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	N/A				
Master's Degree (MA)	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	N/A				
Continuing Education Units (CEU) Credits	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> Community-based <input type="checkbox"/> College credit				
Act 48 Credits	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> Community-based <input type="checkbox"/> College credit				
Director's Credential	<input type="checkbox"/> LIS <input type="checkbox"/> ERS Need <input type="checkbox"/> STARS TA <input type="checkbox"/> STARS Requirement <input type="checkbox"/> PDR <input type="checkbox"/> Other _____	<input type="checkbox"/> Community-based <input type="checkbox"/> College credit				

3. Do any of your staff plan to enroll in the TEACH (Teacher Education and Compensation Helps) program?

- YES
- NO (skip to #5)
- Would like more information on TEACH

4. If "yes," please report how many staff and at what level of education they plan to enroll in TEACH.

Degree(s)	Number of Staff that Need Professional Development			
	Director	Group Supervisor	Asst. Group Sup.	Aides
Child Development Associate (CDA)				
Associate's Degree (AA)				
Bachelor's Degree (BA/BS)				
Master's Degree (MA)				

5. Please describe any other professional development needs that you would like your Regional Key to consider.

Please complete the following questions if you are a STARS participating facility.

6. Do you plan to request STARS Technical Assistance this year (July 1, 2009 – June 30, 2010)? (STARS Technical Assistance is available to providers participating in Keystone STARS)

- YES (*Skip to #8*)
- NO
- Would like more information on STARS Technical Assistance

7. If you do not plan to request STARS TA, please tell us why you will not use this service?

- Do not know what STARS TA is
- Do not need STARS TA as part of my quality improvement plan
- Do not meet the eligibility requirements (Not enrolled in STARS)
- Do not feel comfortable with visitors in my facility
- Other (specify) _____

(SKIP TO #9)

8. If "Yes," in what areas do you feel you need assistance? *(Check all areas that apply.)*

Learning Program (specify) _____

Partnerships with Family and Community (specify) _____

Leadership and Management (specify) _____

9. How likely are you to request STARS TA services for the following areas? *(Circle the response that best fits your likelihood of using STARS TA service.)*

STARS Technical Assistance to improve . . .	Very Unlikely	Unlikely	Unsure	Likely	Very Likely
A. The quality of care for SCHOOL AGE	1	2	3	4	5
B. The quality of care and obtaining services for CHILDREN WITH BEHAVIORAL CHALLENGES (Mental Health Consultant)	1	2	3	4	5
C. The quality of care to meet the HEALTH AND SAFETY needs of children in your care, for example Playground Inspections	1	2	3	4	5

Thank You for completing this form.

Please return this to:
 Community Services for Children, Inc.
 Attention: Dayra Soto
 1520 Hanover Avenue
 Allentown, PA 18109

All Facility Professional Development Forms postmarked by February 15, 2009
 will be entered into a drawing for a \$200 resource kit.