

# Author and Montana Additional Notes for the BAS

## General Notes:

Items to be omitted from Montana scoring:

- 1. Qualifications and Professional Development

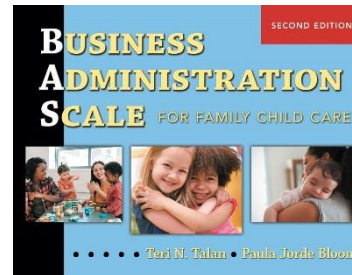
Review of Montana Notes

September 2019:

- Effective September 2019, Item 8 will be scored for STARS to Quality

May 2022:

- Author's notes added



## BAS Documentation Verification Guidelines

- "Current" is considered within the past 12 months.
- Documentation must be verified for any indicator with a "D." This level of verification includes verifying that the documentation exists.
- If the indicator language or the accompanying Notes require specific components to be present, documentation must be looked at more closely to verify these specific components are present.
- If during an interview you indicate that documentation should be looked at more closely (i.e., you circled the "D" as a reminder to review this document with extra care because the answer given during the interview was ambiguous, the provider was unresponsive to the question asked, or the response conflicts with another answer given, etc.) greater scrutiny of the documentation is necessary to address the concern.
- In order to receive credit for an indicator that states, "reviewed annually," documentation must be verified from each of the last three years (Item 6 Risk Management, 7.1).

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*Montana Additional Notes supersede the Author's Additional Notes  
Author's Additional Notes version: 2<sup>nd</sup> Edition, 1<sup>st</sup> – Current Printing (Updated March 20, 2022)*

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# Author and Montana Additional Notes for the BAS

1. Qualifications and Professional Development		<b>Montana Note:</b> Item omitted from scoring.
		<b>Author Notes:</b> 1.2-7.2, 1.3-7.3, 1.4-7.4
2. Income and Benefits	<b>3.2-7.2</b>	<b>Clarification:</b> The provider can contract with an approved secondary caregiver to keep the facility open during the providers paid time off. In order to get credit this must be mentioned in the Parent Contract with the expenses (cost of providers vacation time, how added to weekly tuition). Must also be added to the Budget.
	<b>3.2-7.2</b>	<b>Author Note:</b> Days of paid time off must be included in the terms of the provider's contract with the family. If the provider receives days of paid time off, but they are not included in the contract, credit cannot be given at 3.2, 5.2, and 7.2.
3. Work Environment	<b>3.1</b>	<b>Clarification:</b> As an assessor, look at the space to see if the space meets the families living needs; is there adequate storage, has the provider planned the space to meet the needs for both care and family life?
	<b>5.1</b>	<b>Clarification:</b> Caregiver does not need a separate office space. However, the Caregiver must have a plan and demonstrate how they separate office work time for business from childcare duties. i.e. kitchen table may be suitable during non-childcare hours. If the childcare business is located outside of the home, the requirements still must be met in the childcare business.
4. Fiscal Management	<b>3.1-7.1</b>	<b>Clarification:</b> Operating budget must be separate from a household budget and is a financial plan for the current year; the plan must include anticipated revenue and anticipated expenditures. The operating budget does not have to include income and expense statements.
	<b>5.2-7.2</b>	<b>Author Note:</b> Quarterly cash-flow projections are developed from the operating budget and provide a summary of anticipated revenues and expenditures at three-month intervals.
5. Recordkeeping	<b>5.4-7.4</b>	<b>Author Note:</b> These indicators may be rated N/A for two reasons; 1) the person is not living in the home where the child care business occurs, or 2) the business has a legal status other than sole proprietorship or single person LLC.
6. Risk Management	<b>1.1-7.1</b>	<b>Clarification:</b> Credit can be received if the Risk Management Plan is part of another document (e.g., operational handbook) but it must be clearly labeled "Risk Management" in order to receive credit.
	<b>7.1</b>	<b>Author Note:</b> In order to be considered annually, the review must have occurred in each of the past three years.
	<b>1.3-3.3</b>	<b>Montana Note:</b> To receive credit programs must have completed 8 fire drills within the past year.

	<b>3.3</b>	<b>Clarification:</b> Two documented severe storm/disaster drills are required within the calendar year.
	<b>5.3-7.3</b>	<b>Author Note:</b> “Displayed” means the fire and disaster drill records are posted on the wall or maintained in a clearly labeled notebook accessible to families on a daily basis.
	<b>7.3</b>	<b>Author Note:</b> This indicator should read, “Displayed or posted drill records include the length of the drills and notes about improvements needed.”
	<b>7.3</b>	<b>Author Note:</b> To receive credit for this indicator, the displayed or posted fire and disaster drill records form must provide a designated space for noting improvements needed and there must be at least two improvements noted during the past 12 months.
	<b>7.4</b>	<b>Author Note:</b> Backup contacts refer to the name and phone number of two additional people to contact in the event of an emergency and parents cannot be reached.
7. Provider-Family Communication	<b>5.1-7.1</b>	<b>Author Note:</b> Credit cannot be given for indicators 5.1 or 7.1 if the parties are only identified by their printed and/or signed names at the end of the contract.
	<b>5.3</b>	<b>Author Note:</b> *** This note should read: A good fit is determined by a face-to-face exchange of information in which the provider explains the terms of the enrollment contract and program policies. The provider offers families sample menus and contact information for two or more references.
	<b>1.4-3.4</b>	<b>Author Note:</b> If the provider and at least one member of the family share a common language that they can use to communicate, credit is received.
9. Marketing and Public Relations	<b>1.4-7.4</b>	<b>Montana Note:</b> Early Childhood associations do count for the purposes of Montana. Community organizations can include but are not limited to; PTA, School Readiness, Head Start Policy Council, and NAEYC or NAFCC Committees.
	<b>7.3</b>	<b>Author Note:</b> Photographs on a website or social media site would not receive credit.
10. Provider as Employer	<b>5.2-7.2</b>	<b>Author Note:</b> In order to be considered monthly, meetings must have occurred in each of the past three months.