

TOP Star Endorsement



The goal of the **Targeting Obesity in Preschool and Child Care Settings** (TOP Star) program is to help child care providers improve their nutrition and physical activity environments through self-assessment, goal-setting, workshop trainings, and technical support from Local Health Department (LHD) consultants. Child care facilities—centers, homes, and Head Starts— can participate in the program and become endorsed providers. The idea of endorsement was created to reward child care providers who participate in the TOP Star program and make improvements in their child care environment.

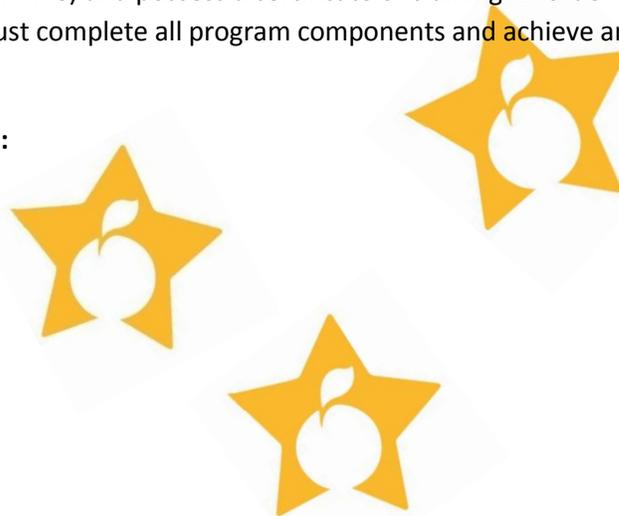
Endorsement is based on participation in TOP Star program components (self-assessment, action planning, workshop attendance, evaluation, and final assessment). A majority of staff who work with children (at least 50%), including the director and food service manager, if applicable, must complete the TOP Star training (face-to face or on-line) and possess a certificate of training. In order for a child care facility to become endorsed, it must complete all program components and achieve an end score of at least 95 points.

There are three levels of endorsement:

One Star = 95 points

Two Stars = 120 points

Three Stars = 145 points



How to calculate points:

1. Apply a number score to each column on the self-assessment document. Begin with “0” for the far left column (worst practice) and progress to “3” for the far right column (best practice).

(N4) Menus and Variety				
A. Menus used are:	<input type="checkbox"/> 1-week cycle	<input type="checkbox"/> 2-week cycle	<input type="checkbox"/> 3-week cycle or more without seasonal change	<input type="checkbox"/> 3-week cycle or more with seasonal change
B. Weekly menus include a combination of both new and familiar foods:	<input type="checkbox"/> Rarely or never	<input type="checkbox"/> Some of the time	<input type="checkbox"/> Most of the time	<input type="checkbox"/> All of the time
	0	1	2	3

2. Add together all the 0s, 1s, 2s, and 3s for the entire initial **self-assessment** (all 55 questions). This number will be your baseline score.

At baseline, some facilities may have a 95+ score (already at one star), but for a facility to receive a TOP Star endorsement, it must complete the entire TOP Star program; the process is outlined below.



On average, the entire endorsement process can take anywhere from three to six months; variations depend on individual providers, timing/availability of workshop trainings, and LHD consultants.

Once a provider has completed all the workshop trainings (*Childhood Obesity, Healthy Eating, Physical Activity, Personal Health, Working with Families, and Breastfeeding*) the LHD consultant will ask him/her to complete a follow-up self-assessment. Upon completion, the provider will mail in his/her assessment for review by the LHD. After the review, the LHD will then schedule a follow-up session with each provider to review results of the follow-up self-assessment and award TOP Star endorsement with a certificate and recognition on the TOP Star website: <http://www.choosehealth.utah.gov/prek-12/childcare/top-star-program.php/> Endorsement is valid for three years from the date the certificate is issued. After three years, a facility must work with the local health department TOP Star consultant to renew the endorsement (see **Maintaining TOP Star Endorsement**, below).

The level of endorsement is determined by the end score retrieved from the follow-up assessment. Improvement and number of steps made toward best practices will be calculated based on the results of the follow-up assessment. Providers will then have the opportunity to repeat the action planning process with the LHD consultant if they would like to set goals and improve in areas they did not focus on the first time through. This creates a continuous cycle of improvement for providers to achieve best practices in all areas of nutrition, physical activity, screen time, and breastfeeding.

Maintaining TOP Star Endorsement – Renewal Process

Endorsement is valid for three years from the date the certificate is issued. After three years, a facility must work with the local health department TOP Star consultant to renew the endorsement. In the event of a change in facility management or ownership, TOP Star endorsement must be renewed.

The renewal process includes the following steps:

1. Child care provider completes TOP Star Self-Assessment.
2. LHD TOP Star consultant scores self-assessment.

3. Child Care provider provides documentation that a majority of staff who work with children, including the director and food service manager (if applicable) have completed TOP Star training and possess a TOP Star training certificate. Training may be completed by attending face-to-face TOP Star training (provided by LHD TOP Star Consultant or Care About Childcare agency) or the Utah Department of Health web-based training:
<http://www.choosehealth.utah.gov/prek-12/childcare/top-star-program/training.php>
4. LHD scores self-assessment and issues new endorsement certificate if criteria are met.
5. LHD sends provider endorsement information to Patrice Isabella at UDOH (pisabella@utah.gov).

Streamlined TOP Star Endorsement Procedure for Child Care Providers who Receive Top Star Training from Care About Childcare Agencies

Care About Childcare (CAC) agencies provide face-to-face TOP Star training statewide. Some child care providers may participate in this training independent of engagement with the LHD Top Star consultant. These providers may have completed the self-assessment, action planning, and training components of the TOP Star program and be interested in pursuing a TOP Star endorsement. These providers may receive endorsement from the LHD through the following process.

1. LHD Consultant receives contact information from CAC agency for child care providers who complete TOP Star training; OR CAC trainer refers child care providers to LHD to enroll in TOP Star.
2. LHD TOP Star consultant contacts child care providers to determine interest in pursuing TOP Star endorsement. The LHD should ask if the child care provider has completed the self-assessment and action plan.
3. If the child care provider has not completed the self-assessment and action plan (or does not possess these documents), the standard TOP Star program is followed, excluding the TOP Star training.
 - a. Note: additional staff must receive TOP Star training if the facility does not meet the criteria that at least 50% of staff working with children, including the director and food service manager (if applicable) complete the training. Training may be completed face-to-face or using the UDOH web-based training.
4. If the child care provider has already completed the self-assessment and action plan, the LHD consultant meets with the provider to review the documents.
 - a. If the child care provider has completed the action plan and met their goals, they can receive endorsement if they have completed goals for nutrition, physical activity, and breastfeeding (if applicable) and meet the endorsement criteria. Providers are strongly encouraged to develop nutrition, physical activity, and breastfeeding policies (self-assessment items **N9, PA5, and B2**). The provider completes the follow-up self-assessment and returns it to the LHD to score.
 - i. Note: the provider may decide to continue the action planning process prior to pursuing endorsement.
 - b. If the provider has not met their goals, LHD provides technical assistance and works with the provider to determine a plan for follow-up self-assessment/endorsement.