

The Instrument Based Program Monitoring Information System and the Indicator Checklist for Child Care

Richard Fiene

*Office of Children Youth and Families
Commonwealth of Pennsylvania*

Mark Nixon

Children's Services Monitoring Transfer Consortium, Washington, D.C.

ABSTRACT: The Instrument Based Program Monitoring Information System (IPM) and the Indicator Checklist (IC) are two tools for the state management of child day care services. A methodology for monitoring interviews and site visits to child day care programs is described. An integral feature of IPM is a system of assigning weights to the questions or items so that scores reflect the relative importance of state regulations. An Indicator Checklist is a questionnaire or checklist that contains selected, predictive items from a longer, comprehensive instrument that a state uses to monitor child day care providers' conformance to state day care regulations. An Indicator Checklist contains items that have been determined to be most effective in discriminating between providers that typically receive high overall scores on the comprehensive instrument and providers that typically receive low overall scores.

For nearly half a century, state governments have accepted responsibility for ensuring that those who care for children in their home and in day care centers meet minimum requirements for health and safety. During the past decade as the amount of state and federal funds for day care have grown, states have taken an active role in monitoring (1) the ways in which day care providers administer their programs, and (2) the quality of the services provided to children for whose care the state is paying.

Nationally, day care is big business. It is estimated that currently there are more than 118,000 licensed providers who serve an estimated 1.2 million children every day. The stakes in assuring that these children are well served are high, both in terms of public health and safety and from the viewpoint of enhancing the growth and development of America's most precious resource, its children. It is estimated that \$6.3 billion dollars are spent annually on day care services.¹

Reprints should be requested from Richard Fiene, Directory of Research and Information Systems, Office of Children, Youth, and Families, 1514 North Second Street, Harrisburg, PA 17102.

¹ Day care services include group day care centers serving 12 or more children, group day care homes serving 6-11 children, and family day care homes serving 5 or fewer children. Head Start & nursery school programs that operate for part day are included in day care services definition.

However, in monitoring these services, states spend less than one percent of their day care funds each year to ensure that providers comply with regulations or meet quality guidelines.

This article describes an approach in monitoring child day care services called: Instrument Based Program Monitoring (IPM). An IPM differs substantially from the more common approach to monitoring: narrative site visit reports used by most states. The narrative report approach usually includes a site visit to each provider and the preparation of a summary of observations and interpretive and evaluative comments about the monitor's findings. These reports are time consuming to prepare, and often difficult to summarize succinctly for policy makers and administrators. This article describes an alternative to the narrative site report.

Forces Changing the Regulatory Environment

The job of state agencies in program monitoring is currently changing in response to powerful forces in American society, especially at the level of state government.

First, there is the continuing need to assure parents that their children will not be subjected to unsafe day care environments and that day care providers who receive state funds are meeting the terms of their contracts with the state by providing quality services. Quality services are defined as day care services that promote sound child development principles and do not only ensure that children are in healthy and safe child care environments. Public accountability requires that the state entertain a dual purpose, one is to monitor compliance with state regulations; but secondly and equally important, there is a strong need for the state to ensure that quality child development services are supported and provided.

Gwen Morgan's (1980) work is particularly helpful in providing direction regarding the relationship between licensing and funding criteria. A Model presented by Morgan (1980) clearly delineates a regulatory continuum where day care licensing is considered as the floor to quality with accreditation as the standard of quality for which model day care programs strive. Recent efforts by the National Association for the Education of Young Children (Center Accreditation Project (1983)) and the Children's Services Monitoring Consortium (Child Development Program Evaluation Scale (1984)) have helped to support this move towards accreditation and the measurement of quality in early childhood programs. These efforts take on additional meaning given the direction from the federal government to pass as much of the responsibility for monitoring early childhood programs to the states.

Second, the fiscal cutbacks that are now occurring in many states will almost certainly increase the pressure on state agencies to operate as efficiently as possible. Cutbacks in staff across agencies are likely, even as workloads increase. These factors will force states to streamline their regulatory enforcement and monitoring efforts in all areas, including day care and children's services. A promising approach attempted in some states is moving from a licensing to a registration system. In a registration system, the locus of control for the regulatory process is shifted from the state to the provider level—the provider is responsible for assuring that s/he meets all registration requirements.

Third, the role of the state in regulating private sector organizations is changing. There are now active pressures to reduce the general level of state regulation with a view toward encouraging private market forces in the production and allocation of goods and services. Further, there is a commitment in a growing number of states to reduce the extent of the Federal Government's involvement, including federal funding and accompanying regulatory requirements, in several areas, notably human services (The moratorium placed on the Federal Interagency Day Care Requirements is a specific example which was supported by a number of states).

Fourth, many states are actively seeking ways to reduce the burden on the private sector of the compliance monitoring activities that are performed by the state. For those regulations that continue in force, many states will be examining approaches that simplify monitoring procedures and make them less onerous for providers. This is particularly true for day care services, which are often provided by individuals or organizations that may have little experience coping with regulations.

IPM as a Response to These Forces

One approach that states have used to cope with these forces is the development of Instrument-Based Program Monitoring Systems—(IPMs).

As the name implies, an IPM system incorporates three distinguishing characteristics: *First*, it is instrument-based. The system uses checklists or questionnaires that contain highly specific questions. These questions usually correspond directly to the state's regulations or other requirements (e.g., fiscal requirements). *Second*, it supports program monitoring. In its broadest sense, program monitoring is the management process of conducting periodic reviews

or inspections to ensure that certain activities, such as the provision of day care service, meet acceptable criteria, and the process of effecting corrective action where required. Program monitoring may include one or some combination of:

1. Licensing reviews (Table 1 gives a listing of items taken from Pennsylvania's IPM at the licensing and minimal standards level);
2. Contract compliance reviews; and
3. Evaluations of program quality that go beyond minimum requirements to health and safety. A specific example that may be helpful is taken from the *California Child Development Program Quality Review* (1982) Instrument. What follows is a sampling of the Table of Contents:

PROGRAM QUALITY SUB SCALE

- A. GOALS AND OBJECTIVES OF CHILD DEVELOPMENT PROGRAM ARE EVALUATED AT LEAST ANNUALLY BY THE STAFF AND PARENTS AND ARE MODIFIED AS NEEDED
- B. TEACHING STAFF HIGHLIGHTS EACH CHILD BY SHARING INDIVIDUAL ETHNIC AND CULTURAL BACKGROUNDS—EMPHASIS IS PLACED ON CARE-GIVER OBSERVATIONS.
- C. THE GOALS, OBJECTIVES, AND PROCEDURE FOR IDENTIFICATION OF CHILDREN'S NEEDS ARE EVALUATED AT LEAST ANNUALLY BY STAFF AND PARENTS (Fiene, 1984).

Third, IPM is a comprehensive system. It is part of a group of related steps such as on-site reviews, corrective action, follow-up reviews, and summarizing and reporting results that are used recurrently to accomplish the task of compliance monitoring. Program, fiscal, and statistical components can be linked quantitatively to constitute a comprehensive IPM system for day care. A new software decision support system (Watson, Fiene, & Woods, 1984) based on IPM is being developed for micro-computer technology and is being pilot tested in Michigan Department of Social Services, and Texas Department of Human Resources. When the IPM system is used in this linked fashion, it provides the basis for monitoring child day care Vendor & Voucher Delivery systems.

The advantages of an IPM system that are responsive to the changes mentioned earlier include: consistency, coverage of all regulatory areas, clear expectations simplified monitoring procedures,

TABLE 1
Pennsylvania Child Development Program Evaluation
Specific Items Within Identified General Areas

General Requirements	
1. Relevant approvals	4. Child abuse reporting procedures
2. Insurance coverage	5. Provision for special services
3. Parent participation	
Staffing Standards	
1. Qualifications of staff	staff requirements
2. Responsibilities	4. Staff health requirements
3. Adult/child ratio and minimum	
Employee Records	
1. Evidence of qualifications and references for staff	
Building & Site	
1. Appropriate indoor and outdoor square footage per child	materials
2. Characteristics of play areas	5. Cleanliness
3. Sanitary facilities	6. Screening of windows and doors
4. Storage of medicine and	7. Heating apparatus
	8. Educational materials available
Equipment	
1. Condition and placement of equipment	2. Swimming regulations
	3. Napping rules
Program for Children	
1. Evidence of written program plan with developmental activities	special needs children
2. Discipline	4. Sanitary habits developed
3. Identification and referral of	5. Infant/toddler stimulation
	6. School-age requirements
Food & Nutrition	
1. Menu requirements	3. Utensils
2. Infant formula rules	4. Special diet considerations
Transportation	
1. Vehicles all licensed and inspected	4. Restraint of children
2. Insurance coverage	5. First-aid kit materials
3. Adult/child ratio	
Child Health	
1. Requirements of health records	4. Medications
2. Emergency contact information	5. Procedure for ill children
3. Medical emergency procedures	6. First-aid requirements
Staff Health	
1. Procedures for staff illness	2. Physical requirements for infant caregivers
Procedures & Applications	
1. Pre-admission policy	3. Requirements of day care agreement
2. Requirements for child's application	
Child Records	
1. Frequency of updating records	4. Parental rights to records
2. Confidentiality	5. Procedure for release of information
3. Information to be included in child's records	6. Use of records after termination of service

and potential for cost efficiencies. With an IPM system, the same questionnaire or checklist is used with all providers, and there is less opportunity for individual bias in reporting results. Similarly, basing the questions or checklist items explicitly on the regulations or other requirements makes it possible to ensure that all areas are covered adequately. Having a clear set of questions that are known to both monitoring staff and providers reduces the possibility of misunderstandings and misinterpretations concerning the results of the review. Finally, standardized procedures for administering the questionnaire and processing the results can simplify the state's monitoring task and reduce the time, cost, and burden of monitoring both to the provider and to the state.

Four agencies (Pennsylvania's Office of Children Youth and Families, West Virginia's Office of Social Services, California's Office of Child Development, and New York City's Agency for Child Development) that are part of a consortium for improving the monitoring of children's services (Children's Services Monitoring Transfer Consortium) have experienced significant improvements in provider satisfaction with monitoring efforts and have, in some cases, achieved more efficient allocations of resources for day care and day monitoring. Pennsylvania has experienced substantial cost savings by linking the results of their IPM system to the state's fiscal and statistical information systems (See Figure 1). The state was able to set a ceiling on

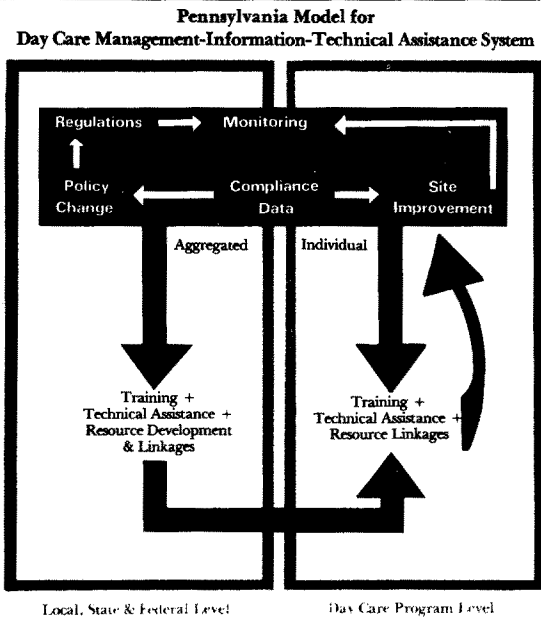


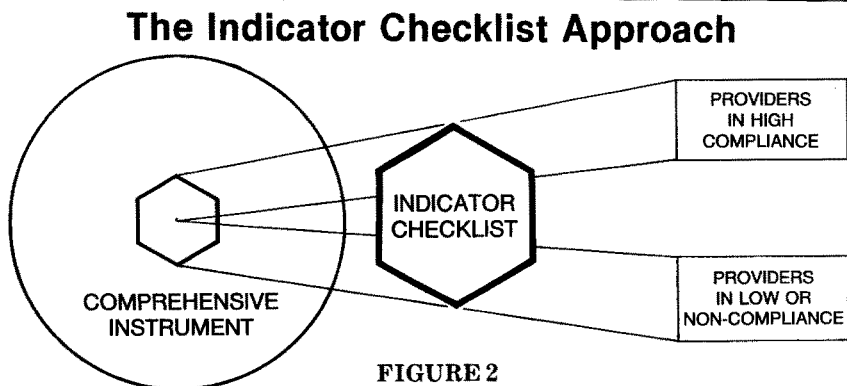
FIGURE 1

day care funding that did not jeopardize program quality, and used the funds that were formerly given to high-cost providers to improve services of other providers on a targeted basis. The state saved approximately \$5 million in day care funds while maintaining the quality of day care services, and it did so without major resistance from the provider groups. California has been able with its IPM system to begin automation of its licensing and program quality instruments and linking these data with unit cost and service information on providers. In the development of the program quality instruments, a representative sample of providers from across the state played a critical role in the development and implementation of California's IPM system. These links are providing the basis for a child development, decision support system for the Office of Child Development in California.

Indicator Checklist Improves IPM Systems

Very recently, a number of states (Pennsylvania, West Virginia, Michigan, California, Texas, and New York) have begun experimenting with what has been called an "Indicator Checklist." Simply defined, an indicator checklist is a questionnaire or checklist that contains selected items or indicators from a longer, comprehensive instrument that is used as part of an IPM system. The items on the checklist are those that have been determined to be most effective in discriminating between providers that typically receive high overall scores on the comprehensive instrument or provide a high level of quality care and providers that typically receive low overall scores or provide low level of care (Figure 2).

Because of their value in distinguishing between providers who are in compliance and those that are out of compliance, the items on the in-



indicator checklist have been called “predictor” items. That is, they are a subset of items from the longer instrument that have a strong ability to “predict” the results that would have been obtained had the comprehensive instrument been administered to a given provider. In four of the states mentioned above, the average length of their respective Indicator Checklist’s have been approximately 25 items. This compares with the average of approximately 200 items on their respective comprehensive instruments. The relationship between the scores obtained on the state’s Indicator Checklists and their comprehensive instruments have been extremely high. When a Pearson’s Product Correlation Coefficient was calculated on the Indicator Checklist and the comprehensive instrument for each state the correlation coefficients were always at a $r = +.80$ or higher (See Figure 2a for a graphic display of West Virginia’s data).

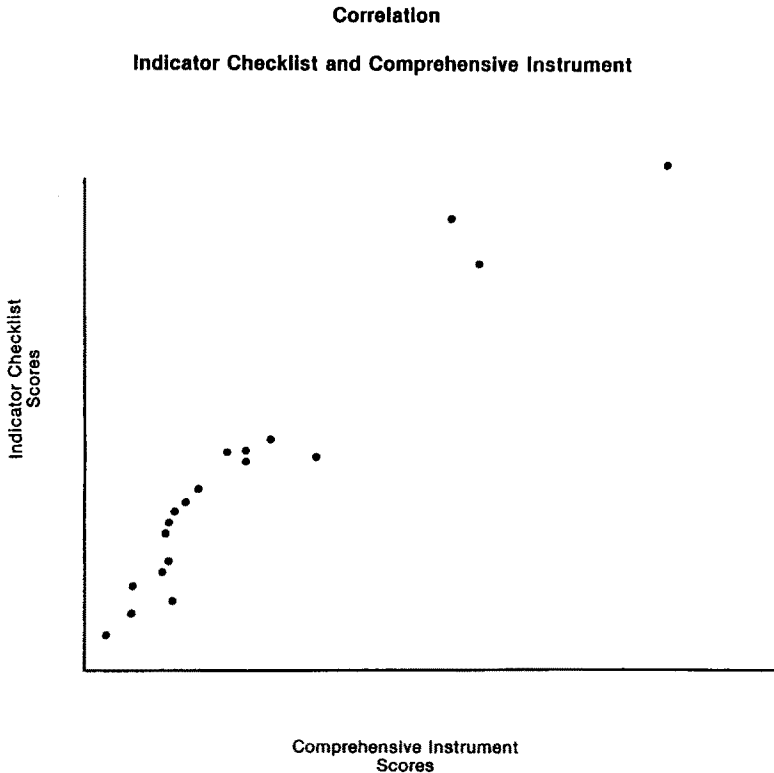


FIGURE 2 a

suitable for use of the short form—it is proposed that these providers be visited once every three years using the comprehensive instrument. In the intervening years, the indicator checklist should be used.

Second, the indicator checklist approach can further reduce a state's cost of monitoring and permit the more efficient reallocation of staff resources to other activities. A cost effectiveness study conducted in West Virginia utilizing their indicator checklist resulted in a savings of 50% staff time in determining the level of compliance of providers (in dollars, this translated to \$800 annually per visit saved (Peat, Marwick, & Mitchell 1983). With such a substantial savings in time, program monitors/evaluators could be freed to act more as consultants in providing technical assistance to providers.

Third, reviews of providers may be consolidated where appropriate. For example, state staff who perform fiscal/contract compliance audits of providers might be trained to administer the indicator checklist during their audit.

The total effect of maintaining a strong compliance monitoring capability that is less of a burden on providers and that achieves greater efficiency with lower cost is a higher quality monitoring system.

What is Needed to Develop an Indicator Checklist?

An indicator checklist is constructed as follows (See Figure 3):

- 1) Begin with an existing, comprehensive instrument that has a sufficiently large number of items so as to make greater efficiency desirable. The relative importance of each item as reflected in some kind of scoring or weighting system must have been established. Many criteria may be used for weighting the individual items. One criterion that is particularly useful for weighting purposes is the extent to which a particular item is related to health, safety, or developmental risks to children.
- 2) Your state should have used the comprehensive instrument long enough so that it is considered reliable for monitoring purposes; the instrument should have generated data that can be used to distinguish among providers in substantial compliance and weak or non-compliant providers.
- 3) With an existing, comprehensive instrument and some historical score information, it is possible to use a simple arithmetical formula (ϕ coefficient) to select those items from the long questionnaire that are most useful in distinguishing be-

tween good and inadequate programs. These distinguishing or "predictor" items form the basis of the indicator checklist (See Fiene & Nixon, 1983) for a detailed explanation of the formula for developing an indicator checklist).

- 4) The final step is to include on the short form particular questions or items from the comprehensive instrument that are of critical importance to the health and safety of children. Typically, these are items which, if violated, would be sufficient basis for denying or revoking a license for a day care program. Usually, such items are few in number. They are added to the short form with the predictor items to ensure that children will not be jeopardized by any statistical errors that might occur if only the "predictor" items were used.

From this description of the procedure for developing the shortened instrument, it is clear that the essential prerequisites for such a checklist are: 1. a long, comprehensive instrument in which state administrators have confidence; 2. items on the comprehensive instrument that are weighted to indicate their relative importance; 3. sufficient score data from use of the comprehensive instrument to differentiate among better and worse programs; and 4. state commitment to developing a short form instrument.

Specific Concerns of Administrators and Policymakers

It may be useful to address particular concerns of administrators and policymakers who may be interested in or even actively considering developing a shortened form of their state's monitoring or

Constructing The Indicator Checklist

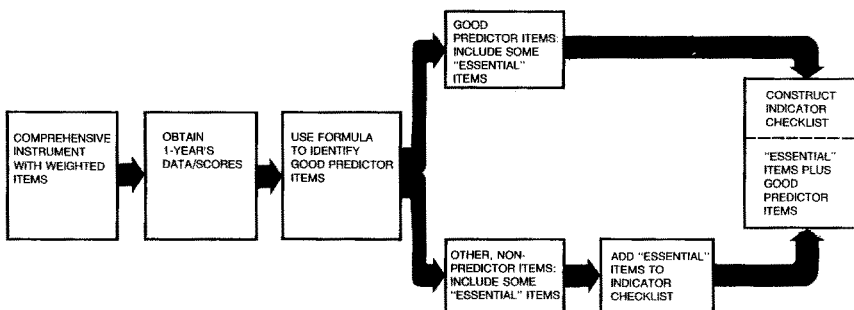


FIGURE 3

licensing questionnaire or checklist. In particular, administrators will need to know: how their state can make use of an indicator checklist; whether indicator checklists have been tried by other states; how the quality of monitoring can be ensured; and whether there are potential drawbacks.

Can My State Make Use Of An Indicator Checklist?

Practically every state that presently has some form of questionnaire or checklist can potentially profit from using a shortened form of the instrument. Naturally, if your state's instrument is already sufficiently short, then little will be gained by being more selective about questions or items to include. Many states are confronted, however, with lengthy instruments that cover a wide range of requirement areas. These states are prime candidates for short-form instruments.

Similarly, perhaps obviously, if your state does not currently have an instrument-based system, then consideration of an indicator checklist/short form is premature.

In order to develop a successful indicator checklist, it is important that the items on your state's current instrument be clearly linked to:

1. Your state's requirements (regulations); and
2. The results or outcomes that are considered desirable with respect to the providers' performance in such areas as licensing, contract monitoring, and program quality.

Unless there is a clear correspondence between instrument items and requirements, there is a danger that the items selected for inclusion on the short form will be only loosely tied to regulations and may be perceived by providers as improper or illegal. Similarly, if there is only a weak link between items on your state's comprehensive instrument and the results that you expect from providers, then the ground for selecting particular items as good predictors will not be solid enough.

Have Indicator Checklists Been Tried By Other States?

The concept of an indicator checklist may be appealing, but administrators are usually hesitant to take risks that could jeopardize systems that have been developed through years of work. It is often satisfying to know that other states have already tested the concept in practice.

At present, the indicator checklist concept is still an innovation that holds great promise but has been fully implemented in only four

states; Pennsylvania, West Virginia, New York, and California have developed an indicator checklist/short form and are testing the concept. Because the initial analyses conducted by these states suggest that the short form can work, other states such as Michigan and Texas have declared their intention to develop a shortened instrument by using these states' experiences as a guide. Clearly though, the indicator checklist/short-form methodology is still in the experimental stage.

How Can The Quality Of Monitoring Be Ensured?

Top administrators may wonder whether the shortened instrument presented here will compromise the quality of their state's current monitoring effort. Our view is that the short form will enhance current monitoring efforts by increasing the efficient and effective utilization of monitoring staff. But there are precautions that states should take in developing and using indicator checklists.

The indicator checklist/short instrument should not be used as a substitute for the comprehensive instrument, but rather as its complement. If the short form is viewed as the monitoring instrument, then there may be a tendency over time for providers to meet only the requirements covered on the short form. This situation could, indeed, compromise the quality of monitoring.

On the contrary, we would anticipate that states might keep their comprehensive instruments as the definitive set of compliance expectations and administer them for the initial review (e.g., licensing review) of a provider, and could use the indicator checklist/short form as:

1. A screening device to determine whether, for a given provider, it is necessary to administer the longer version; and
2. An interim review instrument to be used as the principal tool for providers who have a good record of compliance.

For example, the comprehensive instrument might continue to be used for "problem" providers and on a periodic basis, say, every three years for good providers. Naturally, if the short form were used with a provider and problems were discovered, then the comprehensive instrument, or some portions of it, could be administered.

Over time, as conditions change, it will be necessary to update and revise both the comprehensive and short instrument. Using the comprehensive instrument at least periodically with all providers will provide a basis for modifying the short form to reflect changing compliance patterns.

We expect that both versions of the instrument would be used by state staff who are trained and competent to assess compliance. These staff would certainly not limit themselves to using the short form if they determined, on site, that conditions warranted using the comprehensive instrument. The purpose of the indicator checklist/short form is to increase the options available to the state for monitoring in a flexible and cost-effective manner, not to put unreasonable constraints or “blinders” on monitoring staff.

What Are The Potential Drawbacks?

As with all innovations, the introduction of an indicator checklist as the basis for routine monitoring in a state may create some problems. Because so few states have introduced indicator checklists on a widespread basis, it is difficult to identify all of the concerns that may arise in practice. However, a few potential problems can be anticipated. (See Table 2).

First, some states’ regulations require that all providers be reviewed every year in all regulatory areas. That is, the state insists that a comprehensive review, for example, using the comprehensive form of a state’s monitoring instrument, take place for each provider. If this is the situation in your state, then the use of a shortened instrument may depend on changing the current regulatory provisions concerning the frequency and scope of reviews. A strong basis for making such a change is the cost effectiveness of the indicator checklist/short form, that is, its potential for reducing monitoring costs substantially without reducing the quality of the monitoring effort.

TABLE 2

<u>Potential Drawbacks</u>	<u>Possible Solutions</u>
• Regulatory Requirement for Annual Comprehensive Review	• Change Regulatory Requirements
• Staff Resistance	• Educate Staff
• State’s Lack of Prerequisites	• Seek Assistance in Obtaining Prerequisites

Second, the state’s staff who are responsible for monitoring may resist the introduction of the indicator checklist/short form. From their viewpoint, it may appear that the use of indicator checklists is a reduction in the importance of their professional roles and that the

state's cost savings may take the form of fewer jobs for day care monitors.

In our view, states may need to assure their staff that the indicator checklist/short form is not intended to reduce either the professional judgments involved or the scope of the monitoring function. As mentioned earlier, the comprehensive and short instruments must be used in a complementary way, not as substitutes, in order for the short form to have validity. If anything, the judgment of the monitors may be expanded as it becomes necessary to decide whether, in a particular case, the short instrument will be sufficient to measure compliance with state requirements, and/or program quality criteria. Monitors must be persuaded that the short form is an aid that is designed to reduce the monitors' workload for those providers with whom the short form is appropriate.

The reduction in workload may gradually change the relationship of monitors to providers from one of regulation to one of active support in improving the health and safety of the day care environment and encouraging child development. This change in the monitors' role could enable the state to make even better use of the current monitoring staff's knowledge and experience.

With respect to costs and staff reduction, there is little question that substantial decreases in workload could also result in reduced staffing levels. However, before considering cutbacks in staff, we would encourage states to consider reallocating staff time that is saved because of the short form to other monitoring activities such as technical assistance to providers involving program quality issues.

Third, a state may discover that it does not have the necessary prerequisites, described earlier, to develop and implement an indicator checklist. If your state lacks these prerequisites—in particular a comprehensive instrument, reports of scores, and a system of weighting items on the instrument—then it may be advantageous for you to examine other reports prepared by the Children's Services Monitoring Transfer Consortium that describe how these prerequisites can be met. You may be interested in obtaining the Consortium's series of Guide Books. The three volumes of this series describe in detail how to develop a comprehensive instrument from which an indicator checklist/short form can be derived.

Conclusion

The art of monitoring has evolved considerably in recent years as more highly trained staff have been given responsibility for monitoring, and as clearer procedures, such as instrument-based program monitoring, have been implemented. This evolution has con-

tributed positively to achieving the desirable outcomes of improved day care for children for which the state has developed regulations. At the same time, the evolution has, we hope, made it possible for providers to operate more effectively with the minimum necessary oversight by the state.

Instrument Based Program Monitoring Systems are now being developed in other children's services such as MH/MR services. Pennsylvania has developed its child welfare information system based on the instrument based program monitoring concept. This system meets two needs for Pennsylvania: it tracks children through its foster care system; and it complies with PL 96-272—the Adoption Assistance and Foster Care Act—a federal law. West Virginia is attempting to use the IPM methodology in monitoring its family day care home programs.

Also, a micro-computer, decision support system based on the Instrument Based Program Monitoring and Indicator Checklist methodology is being developed by the Children's Services Monitoring Transfer Consortium (CSMTC). The CSMTC is a group of states (Pennsylvania, West Virginia, California, New York, Michigan, and Texas) who have been disseminating exemplary monitoring techniques from state to state. Based on the combined efforts of these states, a generic indicator checklist that measures compliance with state regulations as well as program quality has been developed (Fiene, 1984). The CSMTC feels that this generic indicator checklist can be used by states who have not developed an instrument to assess providers, or as a model instrument to assist states in developing their own instruments.

The real potential of monitoring in achieving social goals, (such as protecting the health and safety of young children, ensuring quality child development programs, and tying these to child development outcomes), will be better realized through continuing research and development of improved monitoring procedures. It is in this context that the development of the indicator checklist represents a major advance in monitoring children's services.

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