

***QRIS Administration Improvement Plan  
for family, group and center child care***



This document is used to plan improvements based on the completed *Program* or *Business Administration Self-Study*. Use this improvement plan to strengthen business practices currently in place in your facility, and to plan for the future.

If you are participating in the IdahoSTARS QRIS, this improvement plan will help you set goals across the tiers of quality. A completed *QRIS Administration Improvement Plan* is required in Tier 5 of Business Practices in the QRIS, and many of the quality indicators in Tiers 1-4 are based on the *Program and Business Administration Scales*. If requested, the completed *QRIS Administration Improvement Plan* will be validated during a STAR rating verification visit when you apply for a STAR rating.

More information on the *Program Administration Scales*, the *QRIS Program Administration Self-Study* can be found by visiting [www.idahostars.org](http://www.idahostars.org) and clicking on *More About the Standards for Centers*.

More information on the *Business Administration Scales*, the *QRIS Business Administration Self-Study* can be found by visiting [www.idahostars.org](http://www.idahostars.org) and clicking on *More About the Standards for Family and Group Child Care*.

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***Date:*** \_\_\_\_\_

***Program name:*** \_\_\_\_\_

***Owner/Director name (please print):*** \_\_\_\_\_

***Facility Address:*** \_\_\_\_\_

***City:*** \_\_\_\_\_ ***State:*** \_\_\_\_\_ ***Zip:*** \_\_\_\_\_

***Work Phone #:*** \_\_\_\_\_ ***Fax:*** \_\_\_\_\_

***Email:*** \_\_\_\_\_

Use this *QRIS Administration Improvement Plan* to create a concrete plan to address areas of challenge identified in the completed self-study. Identify areas that may require funding to improve, and address those areas in the yearly *QRIS Funding Request* if the facility qualifies for a *Funding Request*. You may also earmark funds received through Achievement Awards or Continuous Quality Improvement Awards to address the needs you identify.

**QRIS Administration Improvement Plan:**

1. Refer to the *QRIS Program or Business Administration Self-Study*. Address all items that received a score of 4 or less on the *Program or Business Administration Scale*.
2. Divide the items into two categories: changes to be made without financial support, and changes to be made that require financial support. Add rows to the charts below if necessary.
3. List each item on the appropriate chart. Record the score from the *Program or Business Administration Scale* and set a completion date.
4. Summarize your plans for improving business practices in the facility. Your plan should be logical, specific, realistic, and/or feasible for your facility.

**Improvements that do not require financial support:** (may include plans such as changes in policies or procedures, room re-arrangement, creating a welcoming space for parents, mentoring on business practices, etc)

	<i>Improvement to be made</i>	<i>Score on scale</i>	<i>Completion date</i>
<i>1</i>			
<i>2</i>			
<i>3</i>			
<i>4</i>			
<i>5</i>			
<i>6</i>			
<i>7</i>			
<i>8</i>			
<i>9</i>			
<i>10</i>			

**Improvements that require financial support:** (may include plans such as education/training expenses, office equipment, software, screening tools, etc )

	<i>Improvement to be made</i>	<i>Score on scale</i>	<i>Completion date</i>
<i>1</i>			
<i>2</i>			
<i>3</i>			
<i>4</i>			
<i>5</i>			
<i>6</i>			
<i>7</i>			
<i>8</i>			
<i>9</i>			
<i>10</i>			

**Summarize your plans** for improving business practices in the facility. Your plan should be logical, specific, realistic, and/or feasible for your facility.