



STEP 11: Implement the QRIS Improvement Plan for up to 12 months.

Begin implementing the QRIS Improvement Plan. While waiting for the *QRIS Funding Request* to be approved, begin implementing changes in your program that do not require funding. Examples include:

- creating systems for record keeping
- creating and/or updating parent and staff handbooks to reflect new policies and procedures
- working with mentor/coaches on individual projects
- establishing procedures for hand washing, diapering and table washing
- taking training in Components 5, 6, 9, and 10
- implementing the *Strengthening Families* framework
- having all staff members join the PDS (Professional Development System)
- creating systems to track the staff's professional development (career pathway levels, anniversary dates, trainings)
- completing the *Inclusion Self-Reflection* on-line at the IdahoSTARS website

When the *QRIS Funding Request* is approved, the facility will receive a *QRIS Facility Profile Funding Grant Letter*. This letter will outline how funds received must be spent to implement the *QRIS Improvement Plan*. Work to implement the *Improvement Plan* and keep receipts. When you apply for a STAR Rating, you must turn in original receipts to account for the spending of the *Funding Grant* dollars. **You must use the IdahoSTARS QRIS Accounting Worksheet (instructional powerpoint and worksheets are available online). Please submit the QRIS Accounting Sheet and receipts as soon as the funds are spent; do not wait until your anniversary.**

Use the *Facility Profile Improvement Plan* to track progress and goals and prepare for the *Application for a STAR Rating*, available from your Regional Consultant.

The Application for a STAR Rating is due in the QRIS office no later than one year from the date the QRIS Funding Grant Letter is received.