



Step 8: Receive your Facility Profile , Facility Profile Grid, and QRIS Agreement

You are enrolled in the IdahoSTARS QRIS and have already completed several steps in the process of receiving a STAR rating.

1. The facility has a current facility license
2. You have attended a QRIS Orientation
3. You have viewed the *Orientation to the Environment Rating Scales*
4. You have had a site visit with your Regional Quality Child Care Consultant
5. Environment assessment(s) have been conducted in the facility
6. You have completed the *Application for a Facility Profile*
7. You have submitted the *Application for a Facility Profile* with the Regional Consultant's and/or Mentor/Coach's signature
8. **You have received your Facility Profile, Facility Profile Grid, and QRIS Agreement.**
 - *Along with these documents, you receive a QRIS Improvement Plan and QRIS Funding Request. We will discuss these in steps 9-11.*

As you know, the purpose of the *Facility Profile* is to begin the improvement planning process. The *Profile* you receive might match your application exactly. That is, every box you checked was verified. However, sometimes an indicator is checked on the *Application* but NOT verified. In this case, an explanation is always provided.

** For every written policy and procedure in the quality indicators, a written record will be verified on-site when the facility applies for a STAR rating. For more information about the STAR rating validation, see the STAR rating section of this workbook.

A sample *Facility Profile* and *Facility Profile* grid can be found at www.idahostars.org

Q: What is the Facility Profile Grid?

A: In addition to the *Facility Profile*, a *Facility Profile Grid* is provided that corresponds to the *Profile* and plots progress. The grid plots the current tier level for each standard and a corresponding point total. A comment section lies to the left of the grid, along with the point scale for centers to translate the current tier levels into points. When a facility applies for a STAR rating, progress will be plotted in a different color so it can be tracked for easy reference.

Q: On the Facility Profile Grid, what does 'Credit must be earned in each standard to receive a rating' mean?

A: A facility must earn at least one point in each Quality Standard in order to receive a star rating. This note on the *Facility Profile Grid* serves as a reminder to pay close attention to those standards 'Not Yet at Tier 1' when creating an improvement plan. No matter how many points are earned, if the any standard is 'Not Yet at Tier 1', a rating will not be issued.

Q: What is the *QRIS Agreement* included in this packet?

A: The *QRIS Agreement* is the document that outlines the roles and responsibilities as a participant of the QRIS. It is signed by the authorized administrator of the facility and returned with the *QRIS Improvement Plan* and *Funding Request*. A copy of the *QRIS Agreement* is on page 77 of this workbook.

The *QRIS Agreement* spells out the only 'deadline' of the QRIS. After grant funds are received, a facility has **12 months** to apply for a STAR rating. The *Application for a STAR Rating* looks like the *Application for a Facility Profile*, with the same indicators and instructions. A Parent Handbook and a Staff Handbook are required as well as the application. In addition, an IdahoSTARS QRIS assessor will visit each facility to verify records and documentation on-site.