

IdahoSTARS QRIS: If I am a Director

Attend an Orientation and Apply for a *Facility Profile*:

- 1) I sign up for a QRIS Orientation @ the Child Care Resource & Referral office.
- 2) I attend the QRIS Orientation with a copy of the facility license. I learn about the QRIS process and standards. I receive a *Letter of Intent* that says I want to join the QRIS. A QRIS Scholarship Application for mentor/coaching, environment assessment, and CDA coursework is included with the letter.
- 3) I sign the *Letter of Intent* complete the scholarship application at the Orientation and a site visit is scheduled. OR I can take the letter and application home and send it to the CCR&R office when I am ready.
- 4) I view the 20-minute *Orientation to the Environment Rating Scales* on-line at www.idahostars.org. I learn about the *Environment Rating Scales*, the assessment process, and the role of the scales in the QRIS. I complete a 10-question review on-line right away so assessments can be scheduled and I can complete my application on time.
- 5) I send the *Letter of Intent* and scholarship application to the CCR&R office if I didn't hand it in at Orientation.
- 6) A Regional Quality Consultant visits me. At the visit I:
 - Get my own QRIS poster
 - Go over the *Application for a Facility Profile*
 - Identify the date I must submit the *Application for a Facility Profile*
- 7) An assessor contacts me to discuss assessments at the facility.
- 8) I begin working on the *Application for a Facility Profile*. My mentor/coach helps me. I follow the instructions in the *QRIS Workbook*, available on-line. I check the boxes to indicate which policies, procedures and practices are already in place at my facility. If I check YES, then I attach documentation to verify. If any of my teachers are not yet enrolled in the PDS, I have them enroll.
- 9) The Regional Consultant or my mentor/coach visits me with the results of my assessment. She helps me understand it. We focus on the positive and begin thinking about improvements. My mentor/coach reminds me to copy the first page of each *Classroom Summary Report* and attach it to my *Application for a Facility Profile* as documentation for the ENVIRONMENT standard.
- 10) I complete the application within three months of my site visit; my Regional Consultant signs it to verify it is complete.
- 11) I send the *Application for a Facility Profile* to the QRIS office.
- 12) I receive my *QRIS Facility Profile*. It identifies which indicators were and were not verified and why.

Plan Improvements, Request Funding, Make Improvements:

- 1) I work with my mentor/coach to create a *QRIS Facility Profile Improvement Plan*. It is a template so it is easy. It is broken down into 1st, 2nd and 3rd year goals. I set three goals for the coming year and three goals for the future. The goals relate to my *Facility Profile* and the QRIS quality indicators.
- 2) I use the *QRIS Funding Request* to request funds to meet the 1st Year goals. I attach documentation as instructed.
- 3) I send my *QRIS Facility Profile Improvement Plan* and *Funding Request* to the QRIS office. I include a signed QRIS Agreement, which lists the responsibilities of participating in QRIS.
- 4) I receive a *QRIS Facility Profile Improvement Plan Grant* for the 1st year. I view the *QRIS Accounting Process* video on the website so I know how to track the funding received.
- 5) I mark my calendar for one year from now because I will apply for a STAR rating prior to that date.
- 6) I work on improvements, using scholarships to support training, assessment and mentor/coaching.

Account for funding, Apply for a STAR Rating, Earn an Achievement Award:

- 1) Before my 12 months is over, I send my receipts and QRIS Accounting Worksheet to the QRIS office. I begin filling out an *Application for a STAR Rating* that I receive in the mail. It looks just like the *Application for a Facility Profile*.
- 2) An assessor contacts me to schedule a two-week assessment window with two black-out dates.
- 3) The assessor visits my program.
- 4) My Regional Quality Consultant or mentor visits me with the results of the assessment.
- 5) I complete the *Application for a STAR Rating* and my Regional Quality Consultant signs it when it is complete.
- 6) I send the *Application for a STAR Rating* to the QRIS office.
- 7) An assessor contacts me within 30 days to set up a STAR rating verification visit.
- 8) The assessor visits my facility to validate the Quality Indicators I requested.
- 9) If I do not apply for a star rating within 12 months of receiving funding, the facility is rated anyway, using the points from my *Facility Profile*, and the facility becomes ineligible for IdahoSTARS incentives.
- 10) The facility receives a QRIS STAR Rating, an anniversary date, and a one-time Achievement Award. 25% of the Achievement Award must be distributed among staff as a one-time bonus. I also receive a *QRIS Improvement Plan* and *Funding Request* for the next year of the QRIS cycle.

Plan Improvements, Request Funding, Make Improvements:

- 1) I track spending and saving of the Achievement Award. I send in receipts and the *Achievement Award Record* with a complete *Year 1 QRIS Improvement Plan* that identifies three goals for the coming year .The plan includes a *Funding Request* to help implement the goals.
- 2) I receive a *QRIS Improvement Plan Grant* and my 1st Year funding is approved.
- 3) When funds are spent, I submit receipts and paperwork to the QRIS Office.

Account for Funding, Submit an Anniversary Report, Earn an Anniversary Award:

- 1) On my STAR Rating Anniversary, I submit a *QRIS Anniversary Report*. I report on indicators met in the past year, points gained, and enrollment in my facility. I earn a QRIS Anniversary Award based on this information.
- 2) I track spending and saving of the Anniversary Award. I send in receipts and the *Anniversary Award Record* with a complete *Year 2 QRIS Improvement Plan* that identifies three goals for the coming year .The plan includes a *Funding Request* to help implement the goals.
- 3) I receive a *QRIS Year 2 Improvement Plan Funding Grant* and my 2nd Year funding. Any funds requested must include a 20% match.
- 4) When funds are spent, I submit receipts and paperwork to the QRIS Office.
- 5) On my STAR Rating Anniversary, I submit a *QRIS Anniversary Report*. I report on indicators met in the past year. I report on enrollment in my facility and staff retention, and I earn a QRIS Anniversary Award based on this information.
- 6) I track spending and saving of the Anniversary Award. I send in receipts and the *Anniversary Award Record* with a complete *Year 3 QRIS Improvement Plan* that identifies three goals for the coming year .The plan includes a *Funding Request* to help implement the goals.
- 7) I receive a *QRIS Year 3 Improvement Plan Grant* and my 3rd Year funding. Any funds requested must include a 20% match.
- 8) When funds are spent, I submit receipts and paperwork to the QRIS Office.

Apply for a STAR Rating Renewal:

- 1) On my STAR Rating Anniversary, I apply for a STAR Rating renewal. The process is the same as applying for a star rating, complete with *Environment Rating Scale* assessments, required documentation, and a star rating validation visit.
- 2) After the first star rating cycle, if my facility has a STAR Rating of 4 or 5, I can apply for IdahoSTARS Enhancement Grants and Anniversary Incentives, but will not complete a *QRIS Funding Request*. If my facility has a STAR Rating of 1, 2 or 3 stars, I can apply for IdahoSTARS Enhancement Grants, annual incentives *and* complete a *QRIS Funding Request* until the facility reaches four stars.