

QRIS: If I am a Director

- 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 scholarship application for mentor/coaching, environment assessment, and CDA coursework is included with the letter.
- 3) I sign the *Letter of Intent* at the Orientation and a site visit is scheduled. OR I can take the letter 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.
- 5) I send the *Letter of Intent* 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 helps me. If I do not work with a mentor, 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.
- 9) The Regional Quality Consultant visits me with the results of my assessment. She helps me understand it. We focus on the positive and begin thinking about improvements. My Regional Quality Consultant 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 Quality Consultant signs off on 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 YES boxes were verified with the appropriate documentation and how the verified indicators would translate into points.
- 13) I work with my mentor to create a *QRIS Improvement Plan*. It is a template so it is easy. It is broken down into 1st, 2nd and 3rd year goals. I report on the improvements I've already made and outline the changes in practice I will make using existing IdahoSTARS systems (mentoring, scholarships, training, and PDS Registry).
- 14) I complete my *QRIS Funding Request* at the same time I complete my *Improvement Plan*. I request funds for the 1st Year goals. For the 2nd and 3rd year, I think about how to match any funding request with materials, money, and/or non-staff volunteer time from my own facility.
- 15) I send in my *QRIS Improvement Plan* and *QRIS Funding Request* together.
- 16) I receive a QRIS Funding Grant letter and my funding is approved for the 1st year.



- 17) I mark my calendar for one year from now because I will apply for a STAR rating prior to that date.
- 18) I work on improvements, using scholarships to support training, assessment and mentor/coaching.
- 19) Before my 12 months is over, I begin filling out an *Application for a STAR Rating* that I get from my consultant. It looks a lot like the *Application for a Facility Profile*.
- 20) An assessor contacts me to schedule a two-week assessment window with two black-out dates.
- 21) The assessor visits my program again.
- 22) My Regional Quality Consultant visits me with the results of the assessment.
- 23) My Regional Quality Consultant signs off on the application when it is complete.
- 24) I send the *Application for a STAR Rating* to the QRIS office.
- 25) An assessor contacts me to set up a STAR rating validation visit within 30 days.
- 26) The assessor visits my facility to validate the Quality Indicators I have identified as in place in the facility.
- 27) 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.
- 28) The facility receives a QRIS STAR Rating AND an Achievement Award for earning a rating. The *STAR Rating* report includes my STAR rating anniversary date, a *QRIS Improvement Plan* and *QRIS Funding Request* for the next year of the QRIS cycle.
- 29) I update the *QRIS Improvement Plan* for the facility and submit the *QRIS Funding Request* to help implement the next year's goals. In the plan, I outline my successes and challenges and account for how my funding was used.
- 30) I receive a QRIS Funding Grant letter and my funding is approved for the 2nd year.
- 31) At the end of the 2nd year I update my *QRIS Improvement Plan* again and submit another *QRIS Funding Request* to help implement the third year's goals. Using the appropriate documentation, I verify that the identified goals have been met. If so, and more points are earned as a result, the facility receives a Continuous Quality Improvement Award. If the points earned move the facility to a higher star rating, the facility will receive a new certificate reflecting the new level.
- 32) In between the year-cycle, I'm excited to learn that I can apply for IdahoSTARS Enhancement Grants focusing on areas like nutrition, outdoor play space, or self study materials for business practices or cultural competency.
- 33) Before the end of the 3rd year Cycle, I will apply for a STAR rating renewal, using an application I get from the Regional Quality Consultant. 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.
- 34) If the overall points earned are higher than the previous rating, my facility earns a Continuous Quality Improvement Award based upon the establish criteria.
- 35) After the first star rating is earned, if my facility has a STAR Rating of 4 or 5, I can apply for IdahoSTARS Enhancement Grants and an annual incentive based on documented improvements, 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.