



Step 6. Complete an Application for a Facility Profile

The next step in the process is to apply for a *Facility Profile*. The **Facility Profile** is a snapshot of what quality practices, or *indicators*, are already in place in your facility. The *Facility Profile* is NOT a star rating; it is a report showing how the current practices in the facility compare to the quality indicators. The purpose of the *Facility Profile* is to begin the improvement planning process.

The application consists of an **IdahoSTARS QRIS Facility Background Form** and a section for each of the **eight Quality Standards**. A template of the *Facility Background Form* follows with terms explained in red.

Worksheets and instructions are included to help you complete the application. Documentation should be attached as requested. If you have questions about the application, contact your Regional Consultant by dialing 2-1-1 IdahoCareLine, or work with your mentor/coach. Here are some things you should know about the *Facility Profile*:

About the Facility Profile:

An example of a *Facility Profile* is available at www.idahostars.org. Look at the example and get familiar with the terms:

Quality Standards: The general categories of quality in the QRIS. They are: environment, education, professional development, group size, ratio, inclusion, strengthening families and business practices.

Quality Indicators: Bullets that list short indicators of quality.

Tiers: Groups of quality indicators. There are five tiers in the QRIS and each tier represents higher quality than the tier before.

| Quality Standard | Tier | Indicators | | |
|--|---|---|---|--|
| EDUCATION | | | | |
| Not yet at Tier 1 <input type="checkbox"/> | | | | |
| <input type="checkbox"/> Tier 1 <input type="checkbox"/> Owner PDS Registry level * 1.1 – 2.4 OR 4.0-4.1 OR 5.0-5.2 AND <input type="checkbox"/> Owner is enrolled in CDA coursework OR has declared a major in ECE | <input type="checkbox"/> Tier 2 <input type="checkbox"/> Owner PDS Registry level 3.0-3.6 OR 4.2 OR documentation of completed CDA coursework <input type="checkbox"/> Owner has additional 15 hours training or 1 college credit in business in the past 5 years <input type="checkbox"/> Owner has at least one year experience operating a child care facility | <input type="checkbox"/> Tier 3 <input type="checkbox"/> Owner PDS Registry level 4.3-4.6 OR 5.2 OR 6.0-6.1 <input type="checkbox"/> Owner has an additional 30 hours training or 2 college credits in business in the past 5 years <input type="checkbox"/> Owner has at least two years experience operating a child care | <input type="checkbox"/> Tier 4 <input type="checkbox"/> Owner PDS Registry level 5.3-5.5 OR 6.2 <input type="checkbox"/> Owner has additional 45 hours training or 3 college credits in business in the past 5 years <input type="checkbox"/> Owner has at least three years experience operating a child care facility | <input type="checkbox"/> Tier 5 <input type="checkbox"/> Owner PDS Registry level 6.3-8.0 <input type="checkbox"/> Owner has at least five years experience operating a child care facility |

How do I complete the Application for a Facility Profile?

1. Looking at one Quality Standard at a time, begin by looking at the each indicator in Tier 1. Ask yourself if the statement is true for the facility.
2. If the answer is 'yes', it is true at this time, check the box and gather the supporting materials to submit with the completed application. The materials you need are listed in red beneath the indicator. The complete list of "what to send in" is in the "mailbox" notes at the end of each section.
3. If the answer is 'no', it is not true at this time, leave the box empty.
4. If all indicators in Tier 1 are NOT in place, check the **Not yet at Tier 1** box located under **Environment**
5. If all indicators are checked in Tier 1, check the Tier 1 box; if all indicators in Tiers 1 & 2 are in place, check the Tier 2 box.
6. If all indicators in Tiers 1, 2 & 3 are in place, check off the Tier 3 box, and so on.
7. Transfer this information to the *Application for a Facility Profile* you receive from your Regional Consultant.
8. Attach documentation to each Quality Standard section.
9. Separate each Quality Standard section and its documentation with a clip or file folder.
10. Meet with your Regional Consultant to review the application. If you are working with a mentor/coach, review it with her too. When the application is signed by the Consultant and/or mentor/coach, send it to the IdahoSTARS QRIS office:

IdahoSTARS QRIS 1471 Shoreline Drive Ste 202 Boise, ID 83702

Important note:

Set a deadline for yourself and get started! It is perfectly okay to begin “where you are”. Don’t wait until you are able to check the boxes to qualify for a certain tier. If you are not yet at Tier 1 in one or more of the standards, don’t worry! Beginning this process is a step in the direction of improving quality. The IdahoSTARS QRIS recognizes what programs do now, as well as supporting them in advancing to higher levels of quality.

Other common questions:

Q: How do I submit the Application for a Facility Profile?

Before you send the *Application for a Facility Profile* to the QRIS office, your Regional Consultant and/or Mentor Coach will review it with you. When it is complete, the application materials can be clipped together and sent in an envelope. A separate folder or paper clipped file for each standard speeds up the processing of the application.

Q: What happens once I submit the Application for a Facility Profile?

When the application and supporting materials are received, the information will be verified and the *Facility Profile* will be sent to you. The feedback you receive from the *Facility Profile* will help you to create an improvement plan and a funding request for the next three years.



Helpful hints:

- This workbook can be downloaded from the IdahoSTARS website www.idahostars.org.
- **The actual applications are only distributed by Regional Consultants through a site visit.**
- Be sure to save copies of the application and any documentation you gather in a file.
- Set a deadline for yourself and get started! The sooner your application is received, the sooner you can begin your improvement planning.
- Questions? Call your Mentor/Coach or your Regional Consultant; **they are eager to help you!**