



**STEP 9: Create a QRIS Improvement Plan and Funding Request**

**Planning improvements, reporting progress, and requesting funds:**

The IdahoSTARS QRIS is a cycle of evaluation, planning, implementation, and re-evaluation. Improvement planning, reporting on progress and requesting funds to implement the improvement plan are all parts of the cycle.

Use the *Facility Profile* to create an improvement plan towards highest quality, using the QRIS quality indicators for reference. Set at least three short, intermediate, and long-term goals for the facility. Think in terms of one year, two year and three years from the date the application is submitted.

Included in the *QRIS Facility Profile Improvement Plan* is a section to outline changes that can be (or have been) made using existing IdahoSTARS systems (mentor/coaching, scholarships, training, and IdahoSTARS PDS Registry).

The *Application for a STAR Rating* must be submitted no later than one year after receiving funding from IdahoSTARS, after working for up to a full year on the *QRIS Improvement Plan*. Failure to apply for a star rating may result in a facility receiving a rating as determined by the *Facility Profile* and the facility will be ineligible for IdahoSTARS incentives.

A STAR Rating is valid for three years from date of issue. Each year, on the anniversary of the date the rating is issued, a facility must submit a QRIS Anniversary Report. The facility may earn an Anniversary Award and request the verification of more quality indicators. Continued funding to meet new goals may be available as well. A *QRIS Improvement Plan* is available on-line at [www.idahostars.org](http://www.idahostars.org).

**Q: How do I complete the QRIS Facility Profile Improvement Plan?**

A: The *QRIS Facility Profile Improvement Plan* is designed to help you set short, intermediate and long term goals. All goals are based on the QRIS Quality Indicators.

1. Note the date that you submit the *Facility Profile Improvement Plan* and identify the goals to accomplish in order to receive your first STAR rating. Refer to the specific Quality Indicators using the check boxes on the *QRIS Facility Profile Improvement Plan*.
2. Identify at least three goals to accomplish within one year of receiving funding. This is the funding based on needs identified in the Facility Profile

3. For each goal, identify:
  - the steps that need to be taken to accomplish the goal
  - who will be responsible and/or track the progress toward the goal
  - resources needed to accomplish the goal (scholarships, training, and/or funding)
4. Identify at least three goals to accomplish in the year after you receive your STAR Rating. These goals are directly tied to the quality standards and indicators. These goals will be updated as necessary when the facility submits reports and funding requests.
5. Identify at least three goals to accomplish in the following year. These goals will be updated at the end of the previous year as necessary.

**Q: What happens if the *QRIS Facility Profile Improvement Plan* goals are not met before the *Application for a STAR Rating* is due?**

AA: The STAR rating will reflect the Quality Indicators in place at the time of application. Remember that **any STAR rating is a good rating** because it indicates the facility's commitment to continuously improving quality. Each year there is an opportunity to address goals that have not been met.

**Q: What happens if the goals change?**

A: Each year provides an opportunity to reflect on the past year's goals, plan for the upcoming year, and look ahead to the future. Goals are bound to change during this reflective process as the facility moves forward. The Anniversary Report will document progress. Funding must be spent on identified goals

- Funding must be accounted for through receipts. Use the IdahoSTARS Accounting Worksheet to track all receipts. This worksheet and an instructional powerpoint can be found on the IdahoSTARS website.
- Report yearly on the status of the goals. If a goal has not been met, it will be carried over to the next year.
- Set new goals for the upcoming year
- Set goals for the future