



## QRIS Improvement Plan

Facility Name:	Date:
Street Address:	Mailing Address (if different from street):
City/State/Zip:	E-mail:
Facility Phone:	Fax:
Director:	Authorized Administrator:

### Directions:

1. Identify at least **three** goals for the upcoming year. Refer to *specific* Quality Indicators from the QRIS.
2. For each goal, list:
  - 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 (mentor/coaching, academic and/or training scholarships, funding for furniture, fixtures or equipment)
3. Identify at least **three** goals to accomplish in years 2 and 3. These goals will be updated when you submit future reports and funding requests. They may or may not be related to the goals set for Year 1.

### About goal setting:

- Goals must be measurable and refer directly to the Quality Indicators. Goals may or may not be achieved in the upcoming year but progress toward the goal must be measurable.

**For example**, Goal 1: **‘Director earn AA in ECE’**. This is a long-term goal and is broken down into smaller goals over three years:

**Year 1:** Director earns 6 credits toward ECE.

**Year 2:** Director earns 6 credits toward ECE.

**Year 3:** Director earns AA in ECE.

- Your QRIS mentor/coaches can help you create the *QRIS Improvement Plan and budget*.
- Goals set for Year 1 will be verified through the QRIS rating process. Save copies for your records.
- To request an electronic copy of the *QRIS Improvement Plan and Funding Request*, contact [jzink@idahoaeyc.org](mailto:jzink@idahoaeyc.org).

**QRIS Improvement Plan Example**

*Use additional paper as necessary.*

**Example Goal**

- **Example:** Move from Tier 1 to Tier 2 in the Inclusion Quality Standard.
- **Quality Indicator(s):**

What Quality Indicators are addressed? List the specific indicator(s) you will meet to reach this goal.

**Example:** Create Written Policy & Procedure to serve children with disabilities in the language” (Tier 1).

*Use this shorthand to refer to the Quality Indicators:*

**STANDARD. T (for tier) 1-5. I (for indicator) 1-5. Using the example above: Inclusion:T2.I3**

- **Current status:** **Example:** Met all indicators in Tier 1 & 2 except for this written policy & procedure
- **Expected outcome in one year:** **Example:** Write the policy, use the procedure to meet all Tier 1 & Tier 2 indicators for inclusion.

Person responsible for meeting or tracking progress: *(name/title)*

<p align="center"><b>Steps needed to reach this goal:</b></p> <ol style="list-style-type: none"> <li>1) <u>Example:</u> Research policies</li> <li>2) <u>Example:</u> Write policy &amp; procedure</li> <li>3) <u>Example:</u> Review with staff</li> <li>4) <u>Example :</u> Verify record is being used</li> <li>5) _____</li> </ol>	<p align="center"><b>I plan to apply for the following resources:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Mentor/coaching</li> <li><input type="checkbox"/> Academic and/or training scholarships</li> <li><input type="checkbox"/> <i>Environment Rating Scale</i> assessment</li> <li><input type="checkbox"/> Funding for furniture, fixtures and equipment</li> <li><input checked="" type="checkbox"/> No resources are necessary for this goal</li> </ul>
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<b>Year 2</b>
Will this goal continue into year 2? If so, please explain. If not, please identify an alternate goal for Year 2.
<b>Year 3</b>
Will this goal continue into Year 3? If so, please explain. If not, please identify an alternate goal for Year 3.



**QRIS Improvement Plan**

*Use additional paper as necessary.*

**Goal 1:**

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• **Quality Indicator(s):**

What are the Quality Indicators you are addressing? List the specific indicator(s) you need to meet to reach this goal.

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• **Current status:**

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• **Expected outcome in one year:**

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Person responsible for meeting or tracking progress : (name/title) \_\_\_\_\_

Steps needed	I plan to apply for the following resources:
1. _____	<input type="checkbox"/> Mentor/coaching
2. _____	<input type="checkbox"/> Academic and/or training scholarships
3. _____	<input type="checkbox"/> <i>Environment Rating Scale</i> assessment
4. _____	<input type="checkbox"/> Funding for furniture, fixtures and equipment
5. _____	<input type="checkbox"/> No resources are necessary for this goal

**Year 2**

Will this goal continue into year 2? If so, please explain. If not, please identify an alternate goal for Year 2.

**Year 3**

Will this goal continue into Year 3? If so, please explain. If not, please identify an alternate goal for Year 3.



**QRIS Improvement Plan**

*Use additional paper as necessary.*

**Goal 2:**

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• **Quality Indicator(s):**

What are the Quality Indicators you are addressing? List the specific indicator(s) you need to meet to reach this goal.

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• **Current status:**

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• **Expected outcome in one year:**

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Person responsible for meeting or tracking progress : (name/title) \_\_\_\_\_

Steps needed	I plan to apply for the following resources:
6. _____	<input type="checkbox"/> Mentor/coaching
7. _____	<input type="checkbox"/> Academic and/or training scholarships
8. _____	<input type="checkbox"/> <i>Environment Rating Scale</i> assessment
9. _____	<input type="checkbox"/> Funding for furniture, fixtures and equipment
10. _____	<input type="checkbox"/> No resources are necessary for this goal

**Year 2**

Will this goal continue into year 2? If so, please explain. If not, please identify an alternate goal for Year 2.

**Year 3**

Will this goal continue into Year 3? If so, please explain. If not, please identify an alternate goal for Year 3.



### QRIS Improvement Plan

Use additional paper as necessary.

#### Goal 3:

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- Quality Indicator(s):

What are the Quality Indicators you are addressing? List the specific indicator(s) you need to meet to reach this goal.

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- Current status:

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- Expected outcome in one year:

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Person responsible for meeting or tracking progress : *(name/title)*

Steps needed	I plan to apply for the following resources:
1. _____	<input type="checkbox"/> Mentor/coaching
2. _____	<input type="checkbox"/> Academic and/or training scholarships
3. _____	<input type="checkbox"/> <i>Environment Rating Scale</i> assessment
4. _____	<input type="checkbox"/> Funding for furniture, fixtures and equipment
5. _____	<input type="checkbox"/> No resources are necessary for this goal

**Year 2**

Will this goal continue into year 2? If so, please explain. If not, please identify an alternate goal for Year 2.

**Year 3**

Will this goal continue into Year 3? If so, please explain. If not, please identify an alternate goal for Year 3.





## QRIS Funding Request

Record each **Year 1 goal** that requires funding. Explain how the funding will be used to meet the goal. Refer to the Quality Indicators listed in the *QRIS Improvement Plan and Budget*

Goal 1: \_\_\_\_\_ Amount requested: \_\_\_\_\_ Explain how funding will support this goal:

Goal 2: \_\_\_\_\_ Amount requested: \_\_\_\_\_ Explain how funding will support this goal:

Goal 3: \_\_\_\_\_ Amount requested: \_\_\_\_\_ Explain how funding will support this goal:

*Note:* On Year 2 & 3 *QRIS Funding Requests*, facilities will match requested funding with a 20% contribution from the facility. This match may be monetary, non-monetary, or a combination of both. Non-monetary matching funds include (a) volunteer time of parents and community members, (b) donated materials, supplies, equipment and/or (c) donated or discounted professional services. For more information on matching funds, see the *Funding Request* section of the *IdahoSTARS QRIS Workbook*.