



MASSACHUSETTS

**Department of
Early Education and Care**

QRIS Program Manager User Guide

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Version 1.0



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The Quality Rating and Improvement System Program Manager User Guide

Introduction

In Massachusetts, we can benefit from these new understandings to build a system ensuring that all of the settings for young children in the Commonwealth are of the highest quality. The Commonwealth's new Quality Rating and Improvement System (QRIS) is a key tool, among many, that Massachusetts is developing to help families, communities, and policymakers understand what constitutes quality.

The QRIS also guides professionals in child development settings on a path toward quality, recognizing that higher expectations of programs must be matched with increased supports for those programs, including a well articulated career ladder, financial incentives, professional development and technical assistance that is grounded in the science of child development.

The QRIS has been shown to work in numerous states around the country. Oklahoma, North Carolina and Pennsylvania, in particular, have conducted comprehensive evaluations of their systems that demonstrate overall quality improvement and better child outcomes related to reading and math in school. These studies offer encouraging results, and are also an important reminder of the time and resources required to realize widespread gains.

The Quality Rating and Improvement System Program Manager (QPM) is a secure, web-based application that is used to manage and facilitate the Quality Rating and Improvement System (QRIS) application process. It is available to any early education and care and after/out of school programs in Massachusetts' mixed delivery that are interested in participating in the Commonwealth's voluntary quality rating and improvement system.

The QPM provides a mechanism for programs to complete a QRIS self-assessment and apply online for a rating. It also includes an interface for verifying professional qualifications as submitted in the Professional Qualifications Registry (PQR).

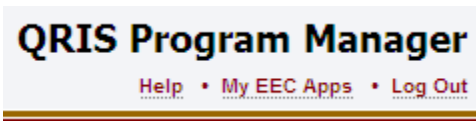
Using the QRIS Program Manager (QPM), programs can:

- Create, view and update a QRIS program application which includes an online version of the QRIS Self-Assessment Worksheet that assists programs in identifying their self-assessed QRIS level
- Help organize documentation that an individual program may submit to demonstrate how they meet the measurements for each of the QRIS standards
- Review educator professional development activities, as entered in PQR, in relation to QRIS standards



- Chart progress on meeting the QRIS Standards at each level, by category and view the status of the QRIS application
- Track the submission of program applications for QRIS ratings that includes each program's self-assessed QRIS level
- Support the management of the review and rating process (e.g. program application information, related documentation, results of observational measurement tools, etc.)
- Generate summary Information that is printable in an electronic, PDF format

This guide is available via the **Help** link from any page in the QRIS Program Manager and will be updated periodically.



To assist you in finding information in this guide, there is a table of contents. Click on the associated page number for a topic that you are interested in to go directly to it in this user guide.

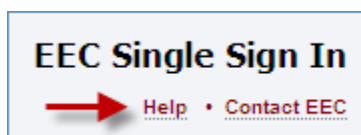


Quick Guide on How to Access the QRIS Program Manager

Requirements

You need the following to access the Quality Rating and Improvement System Program Manager:

1. **An EEC Single Sign In (SSI) account.** SSI is the secure, online application that controls access to the all of the Department of Early Education and Care (EEC) web applications including the QRIS Program Manager and the Professional Qualifications Registry (PQR). The highlights of how to use SSI are covered in the next section, but more detail can be found by reading the EEC Single Sign In (SSI) Application User Guide which can be opened from anywhere in that application by clicking on the **Help** link.



2. **To be registered in the EEC Professional Qualifications Registry.** Your username must be actively listed as program staff by your employer with an Employment Status of “Employed” or have been set up as a Family Child Care System administrator. Based on which type of user you are, you are able to do the following in the QPM:
 - **Program Users:** Users listed as staff in the PQ Registry at one or more programs can manage applications for those programs.
 - **Licensing Umbrella Users:** Users assigned to the Location of Care X: Admin Office on the "My Programs" page in the PQ Registry can manage applications for all programs associated with the Licensing Umbrella.
 - **Family Child Care System Users:** Users set up as a Family Child Care System user can manage applications for all programs associated with the Family Child Care System.

If your username is not actively listed as staff by your employer or set up as a Family Child Care System administrator, this error message displays.

Your username does not currently have access to any program.

In order to associate your username to a program(s), perform one of the following actions depending on your user type:

- If you are a program or licensing umbrella user, please contact your PQ Registry program administrator to list you as staff at a program(s) or the administrative office



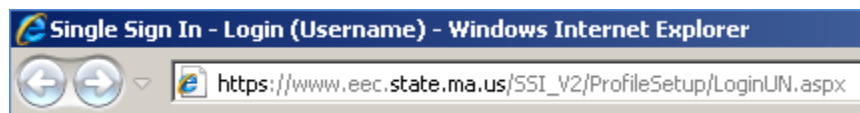
location. If you do not know the name of your administrator, please contact the PQ Registry Team at EECPQRegistry@MassMail.state.ma.us to request the name of your program's administrator.

- If you are a Family Child Care System user, please contact the EEC QRIS support team at EECQRIS@MassMail.state.ma.us and request to be set up as a Family Child Care System user. Please provide your EEC Single Sign In username as well as your vendor name and address.



Single Sign In Overview

Access to the EEC web-based applications begins at the EEC Single Sign In (SSI) web page at <https://www.eec.state.ma.us/SSO/>. The system redirects you to the web address shown below which takes you to the EEC SSI Sign In page.



Tip: Make sure to include the “s” in “https” to access the secure SSI website.

Sign In as a Returning User

You need an SSI account to log in which is a two step process. First enter your username in the **Username** field and click on the **Sign In** button. After EEC confirms that the username is an active SSI account, you are prompted to enter your password to access your EEC web applications.

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Department of Early Education and Care

EEC Single Sign In
Help • Contact EEC

Message from EEC
Below are current announcements from the Department of Early Education and Care.

Welcome to the New, Improved Single Sign In (12/20/2010): A new version of EEC's Single Sign In (SSI) web application was released on the evening of December 21. New to this release are a brand new look-and-feel and improved usability, the ability for users to retrieve their forgotten usernames, and enhancements to the security of EEC's web applications. For more information about the improvements to SSI, [click here](#).

Sign In
Welcome to the Massachusetts Department of Early Education and Care (EEC) Single Sign In application. 'EEC Single Sign In' provides a single, secure point of entry to access EEC's online applications. Enter your username below to sign in.

Username *
[Forgot your username?](#)
[Do not have an EEC SSI account? Enroll here.](#)

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Please note that throughout the SSI web application enrollment and update processes, any field that is marked with a red asterisk * is required and data must be entered in order to successfully save your information.

Retrieve a Forgotten Username

If you don't remember your username, click on the **Forgot your username?** link and follow the directions to retrieve it. If it can be retrieved, an email is sent to you with your EEC SSI username(s).

Username *

[Forgot your username?](#)

[Do not have an EEC SSI account? Enroll here.](#)

[Sign In](#)



Tip: To be able to retrieve your username in the future, be sure to include your email address in your Single Sign In profile.



Tip: If SSI cannot find your user account, try to enter variations of how you may have created your user account name. For instance, if your name is "Elizabeth" but you sometimes go by "Betsy" try both variations when retrieving your username.

Enter Your Password

On the **Enter Your Password** pop-up window shown on the next page, a **Security Phrase** is displayed. This is a confirmation that you are indeed accessing the secure EEC SSI site. Before entering your password, verify that the security phrase you chose is displayed correctly. This important step helps to keep your login information secure. Enter your **Password** and click the **Sign In** button.



Enter Your Password

Verify the security phrase displayed below is yours and then enter your password to sign in.

Security Phrase **My cat's name**

Password *

[Forgot your password?](#)

Sign In

Cancel



Tip: If you do not recognize the Security Phrase, do not proceed and contact the EEC Help Desk for assistance at EECHelpDesk@massmail.state.ma.us.

Reset Your Password

If can't remember the password to your EEC Single Sign In account, you can reset it online. Click the **Forgot your password?** link underneath the **Password** field and follow the directions to retrieve it.

Password *

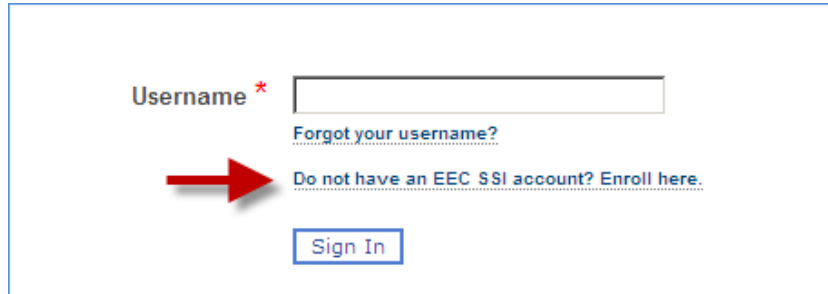
[Forgot your password?](#)



Tip: If you cannot reset your password online, you can always contact the EEC Help Desk at EECHelpDesk@massmail.state.ma.us for assistance. When doing so, include your username, email, and the answers to the verification questions you were asked when you tried the online reset. This expedites the process of resetting your password.


Enroll as a New User

If you do not already have an EEC SSI account, then you can create one. Just click on the **Do not have an EEC SSI account? Enroll Here.** link to register and follow the instructions.



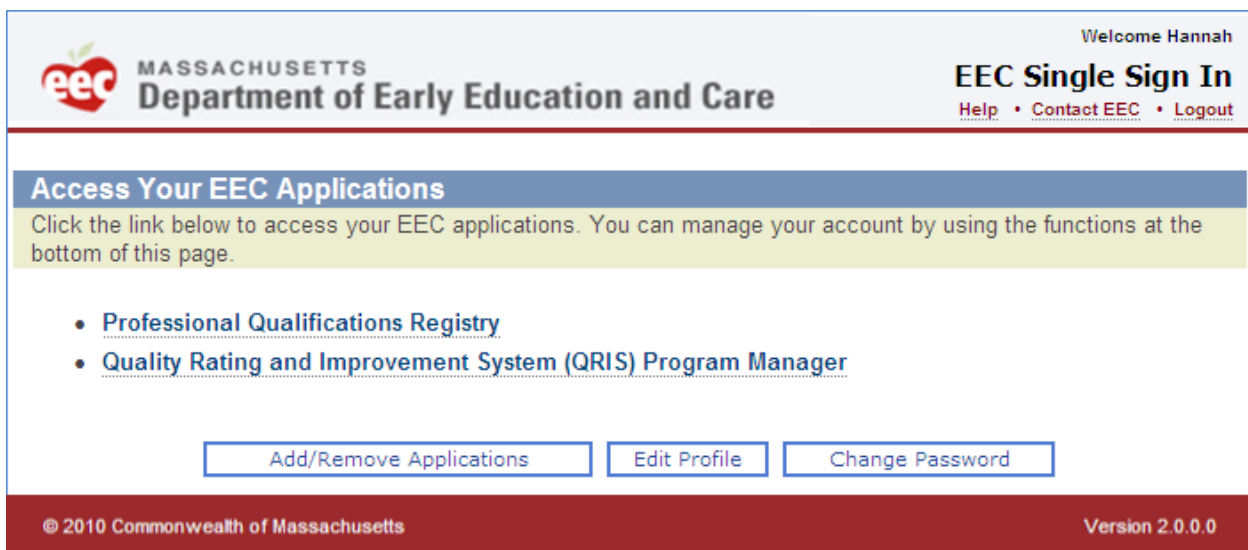
Username *

[Forgot your username?](#)

 [Do not have an EEC SSI account? Enroll here.](#)

Accessing Your EEC Applications

When you successfully enter your username and password, Single Sign In brings you to the **Access Your EEC Applications** page. This page contains links to all of your EEC applications.



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Department of Early Education and Care

Welcome Hannah
EEC Single Sign In
[Help](#) • [Contact EEC](#) • [Logout](#)

Access Your EEC Applications

Click the link below to access your EEC applications. You can manage your account by using the functions at the bottom of this page.

- [Professional Qualifications Registry](#)
- [Quality Rating and Improvement System \(QRIS\) Program Manager](#)

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Clicking on the corresponding link takes you to that EEC application. In addition, you can manage your account from this page, including performing the following functions:

- Add/Remove links to EEC Applications
- Edit your profile
- Change your password




Tip: Just because you have a link to an EEC application does not necessarily mean you have full access to that application. Some privileges within these applications must be assigned by an administrator at your program or by EEC.



Tip: To get back to this page quickly from within some of the EEC web applications including the QRIS Program Manager, click the “My EEC Apps”  link on the top right-hand side of the page.

If you do not already see it in your list of EEC applications, you need to add the **Quality Rating and Improvement System (QRIS) Program Manager** link to your account by clicking the **Add/Remove Applications** button. This action brings you to the **Select Your EEC Applications** page where you can specify which applications you want. By default, SSI selects the Professional Qualifications Registry as one of your applications. Click on the checkbox for the **Quality Rating and Improvement System (QRIS) Program Manager** and then the **Save and Continue** button.

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Department of Early Education and Care

Welcome Hannah
EEC Single Sign In
[Help](#) • [Contact EEC](#) • [Logout](#)

Select Your EEC Applications
Please select the EEC applications you wish to access.


☐ **Professional Qualifications Registry**
Select to maintain your own educator profile and, if authorized by your program administrator, support the registration of your program staff.

☐ **Professional Certification (TQ)**
Select to apply for an EEC certification (e.g., teacher, lead teacher, director) using information shared with the PQ Registry (where applicable).

☒ **Quality Rating and Improvement System (QRIS) Program Manager**
Select to create, update, and manage your program QRIS application(s).

☐ **Background Record Check (BRC) Manager**
Select if you have been authorized to submit background checks for your program or approved by EEC to view the results of BRCs for your program staff.

☐ **Professional Development Training Calendar**
Select if your agency has been approved by EEC to list professional development offerings for educators statewide.



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Introduction to the QRIS Program Manager

Below is an image of the one of the QRIS Program Manager pages. Each of the numbered items is described below in order to acquaint you with the common components of each web page you will see as you work on your QRIS application.

The screenshot shows the QRIS Program Manager web application. The interface includes a banner at the top with the EEC logo and the text 'MASSACHUSETTS Department of Early Education and Care'. To the right of the banner, it says 'Welcome Charles' and 'QRIS Program Manager'. Below the banner is a navigation bar with links: 'HOME', 'Help', 'My EEC Apps', and 'Log Out'. The main content area displays 'Wonderful Care Center #2 (290944)' and '51 Sleeper Street, Boston, MA 02110'. It also shows 'Total QRIS Applications: 1' and a 'Select Program' link. A section titled 'Quality Rating and Improvement System (QRIS) Program Manager Home' contains a welcome message and a link to 'read more ...'. Below this is a section titled 'Manage Quality Rating and Improvement System (QRIS) Applications' with links to 'Create QRIS program applications' and 'View or update existing applications'. A table lists applications with columns for Application Type (ID), Application Date, Application Status, Self Assessed Level, QRIS Rating, and Actions. The table shows one application: 'Center/School Based (995)' with a date of '01/05/2011' and status of 'Draft (01/05/2011)'. The actions column has links for '[Update]' and '[Remove]'. At the bottom, there is a link to 'View Workforce Professional Qualifications Registry Summary' and a footer with '© 2010 Commonwealth of Massachusetts' and 'Version 1.3.0.0'.

1 Page Banner: The Department of Early Education and Care logo and name of this web application (QRIS Program Manager) are found on the banner. The **Help** link directs you to the **Quality Rating and Improvement System (QRIS) Program Manager Online Help and Resources** page where you can find links to useful documentation and information. The **My EEC Apps** link enables you to access all of your EEC applications within the Single Sign In web application. The **Log Out** link closes the QRIS Program Manager web application and logs out your username.

2 Top Navigation: You can move around your application by clicking on the links in the top navigation bar which is seen in more detail in the image on the following page. The links on the red bar represent the various menus within the application. Some links in the menu also have an associated submenu(s) as seen on the gray bar.

Click on any item in the menu or submenu to jump to that page. This action causes the color of the link(s) to change to yellow so you have a visual reference as to where you are in the QRIS Program Manager.



The menu links for the QRIS Categories in the navigation bar and the related Subcategories are referred to as the QRIS Self-Assessment portion of your QRIS application.

3 Record Header: Your program's name, address and program number from the EEC Licensing Manager are located here. Be sure to verify that the program name, address and type of program displayed are correct before you fill out your application.

When you are on the **Home** web page as seen on the previous page, you can also see the **Total QRIS Applications** field which represents the total number of QRIS applications you have created for your program. If your username is associated with more than one program in the PQ Registry, there is also a **Select Program** link that enables you to select a different center, family or after/out of school time program.

When you move beyond the **Home** page to any of the web pages that contain the actual QRIS application, the record header contains information that is specific to the program you selected or with which you are associated with if you are only affiliated with a single program. The **QRIS Program Type**, **Self Assessed Level**, **QRIS Rating** and **Status** of your application are displayed in the below image and are described as follows:

Wonderful Kids (2911659)		QRIS Program Type: Center/School Based
51 Sleeper St, BOSTON, MA 02210-2061		
Self Assessed Level:	QRIS Rating:	Status: Draft

QRIS Program Type- The type of program (e.g." Center/School Based", "Family Child Care", "After School/Out of School Time").

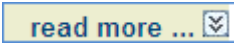
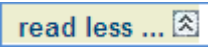
Self Assessed Level – The level you self-assess your program to be at in a completed and submitted application (e.g. "Level 2"). You will not see information in this field as you are working through the application in draft mode.



QRIS Rating: This rating is assigned after your submitted application is reviewed and verified and a rating is granted. Think of it as the “official QRIS Rating” which is the end result of the application process.

Status – This field is updated throughout the process of application completion, submission, review and verification and award of a final QRIS rating. Some representative examples include “Draft,” “Final - Submitted to EEC,” “EEC Review in Progress,” “EEC Review Complete” and “QRIS Rating Granted”).

4 Title/Section Header: The title of the web page, or for a specific section of it, is found in the blue title bar.

5 Page Instructions: Each page has a short set of instructions to help orient the user to that page. More detailed page level help is available by clicking the  icon. This action causes additional information to display. Click the  icon to close it and view the original page.

6 Page Content: This area of the web page contains the information related to the actual QRIS application and the management of the online completion of your application.

7 Page Footer: The Commonwealth of Massachusetts copyright and the QRIS Program Manager software release version are found here.




Step by Step Instructions on How to Use the QRIS Program Manager

Program Selection for a QRIS Application

Once you have signed in through the Single Sign In (SSI) application and selected the **Quality Rating and Improvement System (QRIS) Program Manager** link from the **Access Your EEC Applications** page, you can begin to use the QPM application. Based on how you have been set up in the Professional Qualifications Registry, you will see differences in how a program is associated to a QRIS application as follows:

Staff at Multiple Programs in PQ Registry: If you are listed as staff in the PQ Registry at more than one center, family, and/or after/out of school time program or have been listed as staff at the Administrative Office (e.g. Licensing Umbrella staff), you are directed to the **Select Organization/Program** page. The **Program Id** and **Program Name** for each of your programs are listed.

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Welcome Charles

QRIS Program Manager

Help • My EEC Apps • Log Out

Select Organization/Program

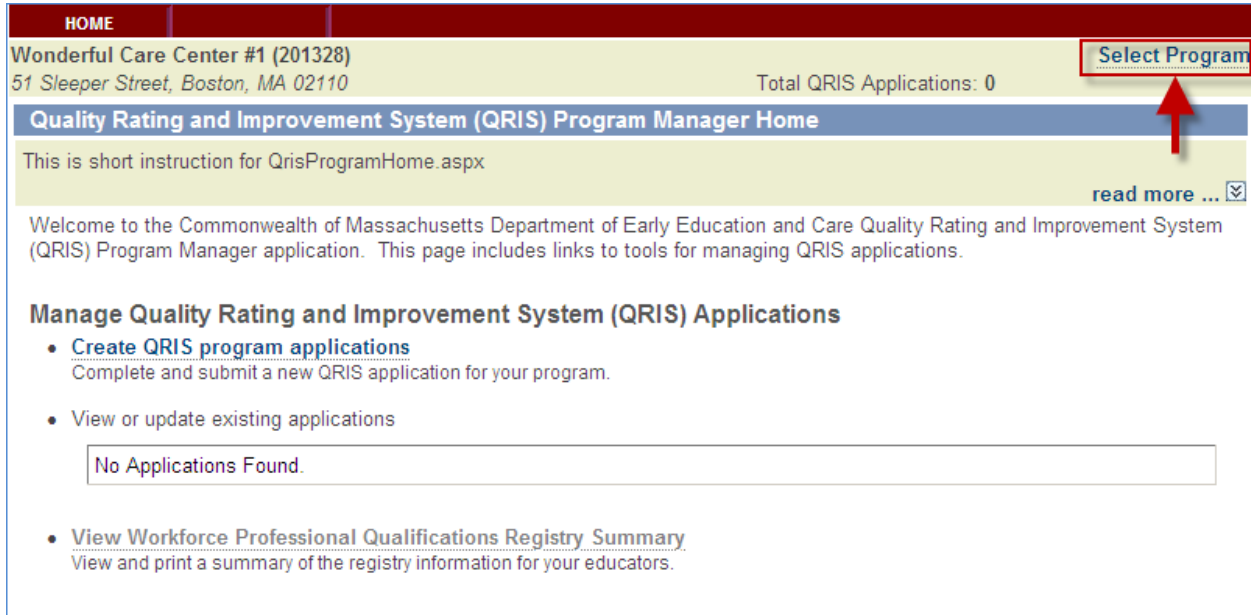
Listed below are all the programs associated with **Wonderful Care Centers, Inc (51 Sleeper Street)**. Please select one of the programs to continue.

Program Id	Program Name	Action
201328	Wonderful Care Center #1	[Select]
290944	Wonderful Care Center #2	[Select]
390847	Wonderful Care Center #3	[Select]

Cancel

Click on the **Select** link in the **Action** column to choose the appropriate program which takes you to the **Home** page as seen on the next page.

A **Select Program** link is active in the upper right-hand corner. When you click this link, you return to the **Select Organization/Program** page where you may select another program.



HOME


Wonderful Care Center #1 (201328)
51 Sleeper Street, Boston, MA 02110

Total QRIS Applications: 0

Select Program

Quality Rating and Improvement System (QRIS) Program Manager Home

This is short instruction for QrisProgramHome.aspx

[read more ...](#) 

Welcome to the Commonwealth of Massachusetts Department of Early Education and Care Quality Rating and Improvement System (QRIS) Program Manager application. This page includes links to tools for managing QRIS applications.

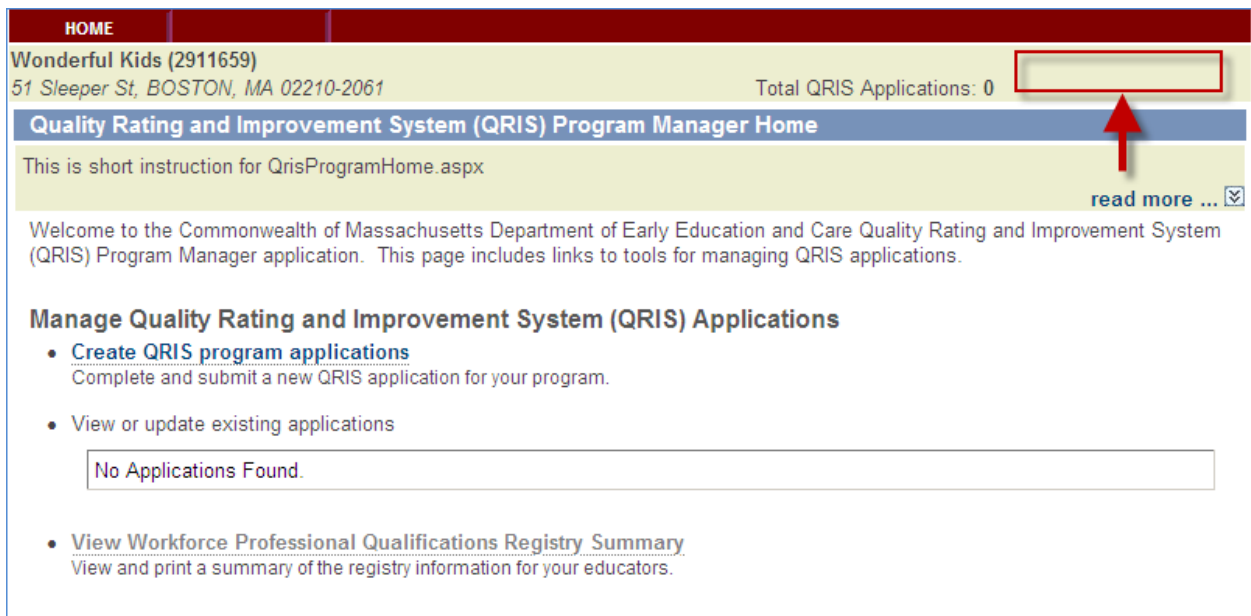
Manage Quality Rating and Improvement System (QRIS) Applications

- [Create QRIS program applications](#)
Complete and submit a new QRIS application for your program.
- View or update existing applications

No Applications Found.

- [View Workforce Professional Qualifications Registry Summary](#)
View and print a summary of the registry information for your educators.

Staff at One Program in PQ Registry: If you are listed as staff in the PQ Registry at one program (center, family or after/out of school time), the **Home** page for that program opens directly bypassing the **Select Organization/Program** page. As seen in the below image, the **Select Program** link in the upper right-hand corner is not visible because you have no need to select from a list of multiple programs.



HOME


Wonderful Kids (2911659)
51 Sleeper St, BOSTON, MA 02210-2061

Total QRIS Applications: 0

Select Program

Quality Rating and Improvement System (QRIS) Program Manager Home

This is short instruction for QrisProgramHome.aspx

[read more ...](#) 

Welcome to the Commonwealth of Massachusetts Department of Early Education and Care Quality Rating and Improvement System (QRIS) Program Manager application. This page includes links to tools for managing QRIS applications.

Manage Quality Rating and Improvement System (QRIS) Applications

- [Create QRIS program applications](#)
Complete and submit a new QRIS application for your program.
- View or update existing applications

No Applications Found.

- [View Workforce Professional Qualifications Registry Summary](#)
View and print a summary of the registry information for your educators.



Home

The **Home** page is where you can create, update, delete and view QRIS applications. It also contains a link that allows you to view and print a summary of registry information for your educators from the PQ Registry. This functionality is described in more detail as follows:

Create QRIS Program Applications

This link is used to initiate a new application. Click on it and the **Start Application** pop-up window appears as shown on the following page.

HOME

Black, Laura (693083)
51 Sleeper St, MELROSE, MA 02176-6327

Total QRIS Applications: 0


Quality Rating and Improvement System (QRIS) Program Manager Home

Welcome to the Commonwealth of Massachusetts Department of Early Education and Care Quality Rating and Improvement System (QRIS) Program Manager application. As part of the overall Quality Rating and Improvement System (QRIS), the QRIS Program Manager is available to interested early education and care and after/out of school programs and provides the opportunity to engage in the EEC Quality Rating and Improvement System in order to better understand how a program's quality relates to the QRIS system and to inform related targeted quality advancements. The QRIS Program Manager will help programs manage the QRIS application process.

This page includes links to tools for managing QRIS applications.

[read more ...](#)

Manage Quality Rating and Improvement System (QRIS) Applications

- Create QRIS program applications** 
Complete and submit a new QRIS application for your program.
- View or update existing applications

No Applications Found.

- View Workforce Professional Qualifications Registry Summary**
View and print a summary of the registry information for your educators.



Please note that throughout the QRIS Program Manager web application any field that is marked with a red asterisk * is required. Data must be selected from a drop-down list or typed in the appropriate field in order to successfully initiate an action or to save information you have typed or you will be presented with an error message which will indicate which required field(s) is missing.

Click on the right hand drop-down arrow for the **QRIS Program Type** and select the appropriate program from the list.

Start Application

QRIS Program Type * --Select One--

Application Start Date * 12/31/2010

Start Application Cancel

The **Application Start Date** is defaulted to the current date. If you want to change it, use your mouse to select the date by clicking and dragging through it. When you type in a new date the default date is overwritten, but be aware that this date cannot be a future date or the following error message appears.

Start Application

• Application Date must be on or before today's date

QRIS Program Type * Family Child Care

Application Start Date * 1/10/2011

Start Application Cancel



Tip: The format for dates in the QRIS Program Manager is MM/DD/YYYY (e.g. 01/03/2011).

The other way to change the date is to utilize the calendar that appears when you click in the **Application Start Date** field which automatically displays the current month and highlights the default date within a blue box as seen on the next page. This is called a date picker and it is also available to you in other date fields within the QPM although the day of the month won't be highlighted if there is no



default date. Choose the desired date by clicking on it to populate the field. If you need to see the calendar for a different month, click on either the left pointing arrow to the left of the month and year title to return to the previous month or the right pointing arrow to advance to the next month.

Start Application

QRIS Program Type * --Select One--

Application Start Date * 12/31/2010

Prior Month →

← Next Month

Start

December, 2010

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Today: December 31, 2010

The current day of the month is highlighted with a blue box.

Once the **QRIS Program Type** and **Application Start Date** have been chosen, click on the **Start Application** button to open a blank application. This action causes the QRIS Program Manager to assign an Application Type ID number and to set the application to a “Draft” status.



The QRIS Program Manager is data driven. Based on the **QRIS Program Type** and **Application Start Date** chosen, the related QRIS standards in each of the Categories and the related Subcategories are displayed in the QRIS Self-Assessment Worksheet.



Tip: For more information regarding the QRIS Categories, Subcategories, Levels, Measures, Measurement Methods and Document Types, click on this link to be directed to the [The Massachusetts Quality Rating and Improvement System Standards](#) at the Department of Early Education & Care site on www.mass.gov. There are separate standards for Center and School Based, Family Child Care and After School and Out of School Time.



If your program is licensed in good standing in the EEC Licensing Manager, then all Level 1 measures have been met and a pop-up window appears confirming this. Click the **OK** button to begin the process of filling out your QRIS application.

Based on your EEC licensing status, all Level 1 standards have been marked as met. Please review and update this information as appropriate.

OK

View or Update Existing Applications

Any applications you create for your program are listed in this section. The **Application Type** (in this case it is “Center/School Based”) and **ID** are displayed along with the **Application Date** and **Application Status**.

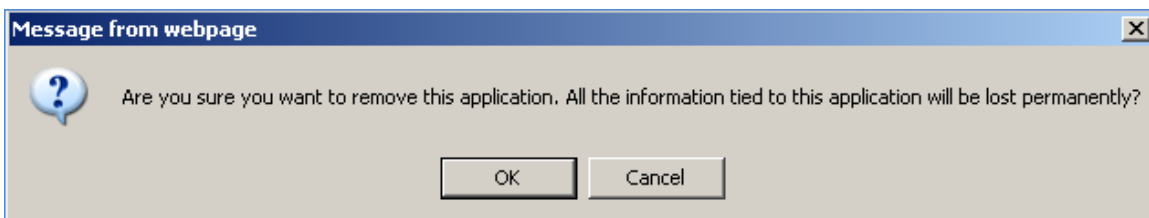
• View or update existing applications

Application Type (ID)	Application Date	Application Status	Self Assessed Level	QRIS Rating	Actions
Center/School Based (500065)	01/14/2011	Draft (01/14/2011)			[Update] [Remove]

Visible in the **Actions** column are links that enable you to perform various functions depending on the status of the application.

- **Update** allows you to make modifications to an application in a “Draft” status. This link is no longer available once an application has been submitted.
- **Remove** lets you delete an application in a “Draft status”. This link is no longer available once an application has been submitted.

If you choose to remove an application, you are presented with this warning message. Click **OK** to continue or **Cancel** to undo this action.





- **View** is available once an application is in any status other than “Draft” and provides a way for you to open and read your submitted application.

- View or update existing applications

Application Type (ID)	Application Date	Application Status	Self Assessed Level	QRIS Rating	Actions
Center/School Based (997)	01/05/2011	Final - Submitted to EEC (01/11/2011)	Level 1		[View]

If an application has never been created for your program, a **No Applications Found** message is visible instead.

- View or update existing applications

No Applications Found.

View Workforce Professional Qualifications Registry Summary

This link is provided as a convenient interface to the PQ Registry to obtain information about your program’s educators.

- [View Workforce Professional Qualifications Registry Summary](#)

View and print a summary of the registry information for your educators.

Click on it to view and print a summary of the PQ Registry data for your educators. This is a useful tool when you complete the “Workforce Qualifications & Professional Development” Category in the QRIS Self-Assessment Worksheet.

[HOME](#)

Wonderful Kids (2911659)
51 Sleeper St, BOSTON, MA 02210-2061

Total QRIS Applications: 6

Professional Qualifications Registry Summary


Short instruction for PQRsummary.aspx [read more ...](#)

Program:

Position Type:

Registration Status:

Employment Status:



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Version 1.3.0.0

Click the **Get Results** button to generate the default view of the summary as seen on the next page.



Professional Qualifications Registry Summary
[Print Summary Report](#)

Short instruction for PQRsummary.aspx
[read more ...](#)

Program:
Position Type:
Registration Status:
Employment Status:

9 Educators found

Position Type: 2 Administrator, 1 Director, 1 Family Child Care Certified Assistant, 2 Lead Teacher, 1 Site Coordinator, 2 Teacher

Registration Status: 9 Active

Highest ed. Level: 1 Associate's degree, 5 Bachelor's degree, 1 Graduate or professional degree, 2 Some college (no degree)

Position Type	Registry Status (ID)	Employment Status	Highest Ed. Level	EEC Certs/Licenses	Other Certs/Licenses	Total Work Exp. Month	Total Ed. Crswk Hrs	Total PD/Train Hrs
Administrator	Active (9573955)	Employed	Graduate or professional degree		Social Worker	38	4	20
Director	Active (9510079)	Employed	Bachelor's degree	Teacher: Preschool, Teacher: Infant/Toddler, Lead Teacher: Preschool		30	3	
Site Coordinator	Active (9573936)	Employed	Bachelor's degree		CDA, ESE, DPH	60	5	2
Lead Teacher	Active (9500273)	Employed	Associate's degree	Teacher: Preschool, Lead Teacher: Preschool, Director I, Director II		56	30	

In addition to the default view, you may see different views of the staff. Filter the list by changing the criteria at the top of the page. You can filter by the following:

1. **Program Number:** To see staff working at a particular program associated with your username. This is only applicable when you are affiliated in the PQ Registry with multiple programs.
2. **Position Type:** To see specific staff positions (e.g. Director, Lead Teacher, Administrator, etc.).
3. **Registration Status:** To see the registration status of staff (e.g. Active, Inactive, Pending, etc.)
4. **Employment Status:** To see the employment status of staff (e.g. Employed, Intern/Volunteer, Pending, etc.)



The names of your staff are not displayed on the report; however, should you want more detail on them you may use the ID number found in the **Registry Status (ID)** column to search for



them in the PQ Registry.

You can get a printable version of this list by clicking the **Print Summary Report** link as seen on the image from the previous page.



Tip: The software Adobe Reader must be installed on your computer in order to use the **Print Summary Report** feature.



Tip: If you notice inaccurate information you need to sign into the Professional Qualifications Registry through Single Sign In to make any updates or additions to educator information that is maintained in that web application.



Application Info

The **Application Info** page is the first page of your QRIS application. Below is a sample of how this page appears when it has been filled out and more detail about the various sections that make up this page.

HOME	APPLICATION INFO	1. CURRICULUM & LEARNING	2. ENVIRONMENTS	3. WORKFORCE QUALS & PD	4. FAMILY, COMM ENGAGEMENT	5. LEADERSHIP, MGMT & ADMIN	SUMMARY
Wonderful Kids (2911659)		QRIS Program Type: Center/School Based					
51 Sleeper St, BOSTON, MA 02210-2061							
Self Assessed Level:		EEC Assessed Level:		Status: Draft			
Application Details							
Application Date *		1/5/2011					
<input checked="" type="checkbox"/> Program is accredited							
		NAEYC		834564		12/31/2011	
		(Type)		(No.)		(Expiration Date)	
<input type="checkbox"/> Program is a Head Start program							
Contact Information							
First Name *		Hannah		Last Name *		Smith	
Title *		Center Director		Phone Number *		617-555-1212	
Email *		hsmith@wonderfulkids.org					
Enrollment Information							
Enrollment As Of *		1/5/2011					
		Total Enrollment *			Financial Assistance Program Enrollment *		
		Full Time	Part Time	Total	Full Time	Part Time	Total
No. Infants		5	2	7	5	0	5
No. Toddlers		9	0	9	4	0	4
No. Preschoolers		30	0	30	20	0	20
No. School-Aged Children		0	0	0	0	0	0
No. Classrooms *		4					
No. Educators *		6 + 6 = 12					
		(Full Time)	(Part Time)	(Total)			
						Save as Draft & Next	Next

Application Details

The **Application Date** is populated with the **Application Start Date** from the **Start Application** pop-up window, but can be modified if you desire.



Tip: The Application Date and Enrollment As Of date on the Application Info page cannot be future dated. These dates must be on or before the current date.



If your program is accredited, click on the **Program is accredited** check box and select the type of accreditation from the **Type** drop-down. Next enter your accreditation certification number and expiration date in **No.** and the **Expiration Date** fields respectively and/or if your program is a Head Start/Early Head Start program then click the **Program is a Head Start program** check-box. Based on your selection(s), the accreditation and/or Head Start documentation options are available in the QRIS application.

Contact Information

Enter your name, title, phone number and email address in this section.

Enrollment Information

Specifics related to your enrollment, classrooms and educators are captured here. The following are some important details that you need to know to complete the fields in this section:

Enrollment As Of – The date on which the enrollment figures you enter are active.

Total Enrollment – Enter the total number of children who are enrolled which includes infants, toddlers, preschoolers and school-aged children. The enrollment is further broken down by full time and part time. These figures include children who are enrolled in an EEC Financial Assistance Program as well as those children who are paid for privately.



Full time child care is defined by EEC as “Care for not less than 30 or more than 50 hours per week during the hours when the parent(s)’ service need activity occurs, unless otherwise approved by EEC”. Part time child care is defined as “Care up to 30 hours per week”.

Financial Assistance Program Enrollment – Enter the total number of children who are receiving financial assistance which includes infants, toddlers, preschoolers and school-aged children. The enrollment is further broken down by full time and part time. These figures are a subset of the **Total Enrollment** and cannot exceed it.



Financial Assistance is defined to include EEC financial assistance, Head Start funded and private scholarships for families with household income below 85% SMI.

No. Classrooms – Enter the total number of available class rooms.

No. Educators – Record the number of full time and part time educators. The EEC licensing standards define an educator as “Any person approved by the Department for the regular care and education of children unrelated to the educator in a location outside the children’s own home for all or part of the day, regardless of his/her level of certification”.



For the purpose of the QRIS application, a full time educator works “full time during the hours of program operation” and a part time educator works less than the total hours of program operation.



Tip: Each field in the Enrollment Information section is defaulted to a zero. Make sure you remember to update the fields that apply to your program with valid numbers.



Tip: The Totals for Total Enrollment, Financial Assistance Program Enrollment and No. Educators automatically calculate as you enter numbers into the applicable fields.

When you have finished entering information in the **Application Info** page, click the **Save as Draft & Next** button. This action saves in draft mode the data you have just typed and take you to the next logical page in the QRIS application. You may come back and update what was previously saved as a draft at any time before final submission of the application.

You may click the **Next** button, but if you have entered any information it is not saved. The purpose of this button is to provide functionality that allows you to view the various pages without entering any data.

Save as Draft & Next

Next

QRIS Self-Assessment Worksheet

The QRIS Self-Assessment worksheet is organized into five Categories which in some cases are further broken out into Subcategories which are as follows:

1. Curriculum and Learning

- 1A. Curriculum, Assessment and Learning
- 1B. Teacher-Child Relationships and Interactions

2. Environments

3. Workforce Qualifications & Professional Development

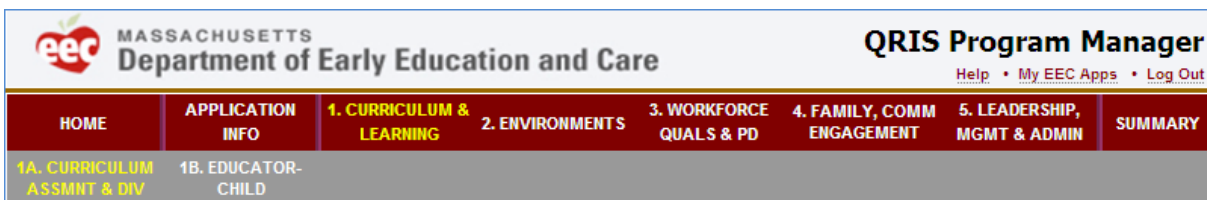
- 3A. Designated Program Administrator Qualifications and Professional Development
- 3B. Program Staff Qualifications and Professional Development

4. Family & Community Engagement

5. Leadership, Management & Administration

- 5A. Leadership, Management and Administration
- 5B. Supervision

Click any Category or Subcategory link in the top navigation bar to open the corresponding page.



The functionality in the QRIS Self-Assessment Worksheet screens and the manner in which you use them is the same regardless of the type of program and QRIS Category and Subcategory. For the purpose of showing how to update standards with your program's information, a Center Based/School Based program was chosen in the example on the following page and a Level 2 standard in Category "1. Curriculum & Learning" and Subcategory "1A. Curriculum Assmnt & Div" is demonstrated.




Tip: If your program is licensed in good standing in the EEC Licensing Manager, all Level 1 Standards in the QRIS Self-Assessment Worksheet are defaulted to meeting the standard and the measurement method as seen in this example.

Level 1: 1A - Curriculum, Assessment, and Diversity		
Meets licensing regulations or non-licensable or license exempt and meets EEC licensing requirements		
Standard	Meets Standard	Measurement Method(s)
1A.1.1 - Meets licensing regulations or non-licensable or license exempt and meets EEC licensing requirements.	<input type="radio"/> No <input checked="" type="radio"/> Yes	<input checked="" type="checkbox"/> EEC License <input type="checkbox"/> Evidence of meeting EEC Licensing requirements <div></div>

Update a Standard

This image shows the two Standards that must be met to achieve Level 2 for this Category. Click on the **Update** link in the **Actions** column to enter the details.

Level 2: 1A - Curriculum, Assessment, and Diversity				
Meets the Requirements of Level 1 Plus				
Standard	Meets Standard	Measurement Method(s)	Associated Document(s)	Actions
1A.2.1 - Educators demonstrate completion of professional development in curriculum, screening tools, and formative assessment.	No			 [Update]
1A.2.2 - Materials reflect the language and culture of the children in the classroom, their communities, and represent the diversity of society.	No			[Update]



Click the radio button labeled “Yes” under the **Meets Standard** heading and check the measurement methods that apply for your program. The measurement methods available to you are based on the type of program, application date and whether you selected whether your program is accredited or a Head Start program on the **Application Info** page.

Level 2: 1A - Curriculum, Assessment, and Diversity
Meets the Requirements of Level 1 Plus

Standard	Meets Standard	Measurement Method Associated Document(s)	Actions
1A.2.1 - Educators demonstrate completion of professional development in curriculum, screening tools, and formative assessment.	<input type="radio"/> No <input checked="" type="radio"/> Yes	<input checked="" type="checkbox"/> Training (as indicated in Registry) <input checked="" type="checkbox"/> NA: 2.A.08 <div></div>	[Add Document]
1A.2.2 - Materials reflect the language and culture of the children in the classroom, their communities, and represent the diversity of society.	No		[Update]

[Save as Draft](#) [Cancel](#)

As you fill out the information for each standard, identify the document(s) that you will send to EEC to prove that your program has met the measures for the standard. This can be done one of two ways which are as follows:

1. By clicking the **Add Document** link within the standard as seen in the above image. The **Add/Edit Document** pop-up window opens.
2. An alternative is to click on the **Documents** sub-menu found in the **Summary** menu in the top navigation bar. This action opens the **Documents** page and provides you with a method to enter all documentation from a single page rather than add it as you complete the individual standards in the QRIS Self-Assessment Worksheet. This is described in more detail in the Documents section of this user guide.



Whichever way you choose to add documentation, the **Add/Edit Document** pop-up window is used to enter a **Document Type**, **Document** and **Program Source Title**. If you want to provide further information, record it in the **Document Description** field.

Add/Edit Document

Document Type * Accreditation Documentation

Document * NAEYC Accreditation Certification

Program Source Title NAEYC Accreditation Certification

Document Description

☐ Provided to EEC in QRIS pilot Pilot Document Id

Save **Cancel**



The **Document** drop-down list is dynamically displayed based on the selection you make in the **Document Type** drop-down list. For example, if you choose “Additional Observation Tool”, you won’t see subtypes that apply to “Required Observation Method”.

If you have already provided documentation to EEC in the QRIS Pilot that you think validates that your program has met a standard, click the **Provided to EEC in the QRIS pilot** check box and provide the **Pilot Document ID**.

Click the **Save** button to add the document or **Cancel** to close the pop-up window with no changes.



Tip: See the Documents material in this user guide for more information on how to view pilot documents from within the QRIS Program Manager and to identify the Pilot Document ID.



Some Document Types such as “Additional Tool” and Required Observation Measure” require that you also indicate the observation tool that was used. In this case, you see a slightly different version of the **Add/Edit Document** screen which includes an **Observation Tool** drop-down list under the QRIS Pilot fields. Select the appropriate tool from the list and a related list of Subscales is dynamically displayed. Enter the **Score** and **Items Scored** for each one. The **Average Score** and **Total** fields automatically calculate as you enter the data.

Document Description

☐ Provided to EEC in QRIS pilot Pilot Document Id

Observation Tool

Subscale	Score	Items Scored	Average Score
Space and Furnishings	<input type="text" value="20"/>	<input type="text" value="5"/>	4
Personal Care Routines	<input type="text" value="24"/>	<input type="text" value="6"/>	4
Listening and Talking	<input type="text" value="9"/>	<input type="text" value="3"/>	3
Activities	<input type="text" value="30"/>	<input type="text" value="10"/>	3
Interaction	<input type="text" value="20"/>	<input type="text" value="4"/>	5
Program Structure	<input type="text" value="16"/>	<input type="text" value="4"/>	4
Parent and Staff	<input type="text" value="21"/>	<input type="text" value="7"/>	3
Total	140	39	3.59



Tip: The Score and Items Scored fields are pre-populated with zeroes for the various Subscales. Once you enter a value in the first Score field, use the Tab key on your keyboard to move easily from field to field to add data.



Once the document has been saved, it appears under the **Associated Document(s)** header in the standard. You must click the checkbox for a document(s) in order to associate it with this standard.

Level 2: 1A - Curriculum, Assessment, and Diversity				
Meets the Requirements of Level 1 Plus				
Standard	Meets Standard	Measurement Method (s)	Associated Document(s)	Actions
1A.2.1 - Educators demonstrate completion of professional development in curriculum, screening tools, and formative assessment.	<input type="radio"/> No <input checked="" type="radio"/> Yes	<input checked="" type="checkbox"/> Training (as indicated in Registry) <input checked="" type="checkbox"/> NA: 2.A.08 <input type="text"/>	<input checked="" type="checkbox"/> 500071: NAEYC Accreditation Certification <input type="text"/>	[Add Document] [Update]
1A.2.2 - Materials reflect the language and culture of the children in the classroom, their communities, and represent the diversity of society.	No			[Update]



Some standards do require at least one corresponding document or this error message appears.

Please specify at least one associated document.

Click the **Save as Draft** button to save the information you added for the standard which closes the data entry window. The information you added for the **Meets Standard**, **Measurement Method(s)** and **Associated Document(s)** columns is now visible. Click the **Update** button to open the next standard that you want to work on.

Level 2: 1A - Curriculum, Assessment, and Diversity				
Meets the Requirements of Level 1 Plus				
Standard	Meets Standard	Measurement Method(s)	Associated Document (s)	Actions
1A.2.1 - Educators demonstrate completion of professional development in curriculum, screening tools, and formative assessment.	Yes	Training (as indicated in Registry) NA: 2.A.08	500071: NAEYC Accreditation Certification	[Update]
1A.2.2 - Materials reflect the language and culture of the children in the classroom, their communities, and represent the diversity of society.	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input type="checkbox"/> ITERS-R AND/OR ECERS-R self assessed average score of 3 with no single item below 3 <input type="checkbox"/> Program Improvement Plan <input type="text"/>	<input type="checkbox"/> 500071: NAEYC Accreditation Certification <input type="text"/>	[Add Document] [Update]

In the above image the next standard in this Level 2 scenario is open for updating (1A.2.2). Notice that the document that was added for the previous standard (1A.2.1) also appears for this one. As you add



documents, a running list of them appears in each standard you open. The reason for this is because some documentation may apply to more than one standard and so you won't be required to add it again.



Tip: Remember that you must click the check box next to the appropriate document(s) for a standard or the documentation won't be associated to it when you click the Save as Draft button.



Summary

The **Summary** page has a sub-menu that contains links to the **QRIS Profile**, **Documents** and **Application Submission** pages. Click on any item to jump to that page.

QRIS Profile

The **QRIS Profile** page provides a snapshot of your application and contains five sections with useful information. The following is an explanation for each one:

Summary of Application Profile

This section contains the program name, program number and address, the type of program and the status of the application. There is also a **Print Summary Info** link that provides a copy of the QRIS Profile in an Adobe PDF printable format.

HOME	APPLICATION INFO	1. CURRICULUM & LEARNING	2. ENVIRONMENTS	3. WORKFORCE QUALS & PD	4. FAMILY, COMM ENGAGEMENT	5. LEADERSHIP, MGMT & ADMIN	SUMMARY
QRIS PROFILE	DOCUMENTS	APPLICATION SUBMISSION					
Wonderful Kids (2911659) 51 Sleeper St, BOSTON, MA 02210-2061 Self Assessed Level:		QRIS Program Type: Center/School Based QRIS Rating: Status: Draft					
Summary of Application Profile							Print Summary Info 
Below is a summary of the information for this QRIS application, including a summary of the standards your program has self assessed as having met by Category. Click the 'Request Exemption' link to request to be exempted from the requirements from one standard. Click on the appropriate 'Update' link to add or change your information. Click the 'Print Summary' link to print a copy of this QRIS profile summary.							
							read more ... 
Wonderful Kids (2911659) 51 Sleeper St, BOSTON, MA 02210-2061 Umbrella Organization: Bright Horizons Children's Centers, LLC		QRIS Program Type: Center/School Based Status: Draft					



Tip: The software Adobe Reader must be installed on your computer for you to use the Print Summary Info feature.



Application Info

This is a summary of the information you entered on the **Application Info** page of the application. A click on the **Update** link opens that page so that you can update it. If your application has already been submitted, additional modifications aren't available and the **Update** link is replaced by a **View** link which enables you to review, but not change the application information.

Application Info [\[Update\]](#)

Application Date: 1/5/2011

Contact Information: **Hannah, Smith (Center Director)**, 617-555-1212, hsmith@wonderfulkids.org

Enrollment As Of: 1/5/2011

	Total Enrollment	Financial Assistance Program Enrollment
No. Infants	Full Time 5 Part Time 2 Total 7	Full Time 5 Part Time 0 Total 5
No. Toddlers	Full Time 9 Part Time 0 Total 9	Full Time 4 Part Time 0 Total 4
No. Preschoolers	Full Time 30 Part Time 0 Total 30	Full Time 20 Part Time 0 Total 20
No. School-Aged Children	Full Time 0 Part Time 0 Total 0	Full Time 0 Part Time 0 Total 0

Classrooms: 4
Educators: Full Time 6 Part Time 6 Total 12

Supporting Documentation

This is a list of the documents that you have specified will be submitted to EEC to demonstrate that your program has met the measurements of each QRIS standard. A click on the **Update** link opens the **Supporting Documentation** page from which you can add, update or remove documents or view pilot documents if your application has not been finalized and submitted. If it has been submitted, the **Update** link is replaced by a **View** link which allows you to review, but not modify the supporting documentation.

Supporting Documentation [\[Update\]](#)

- 2086: Accreditation/Certification - NAEYC Certificate : NAEYC Certificate (Score: 0.00)
- 2101: Accreditation/Certification - NAEYC Certificate : NAEYC Certificate (Score: 0.00)
- 2088: Assessment/Evaluation - CLASS Forms: CLASS Assessment Results (Score: 0.00)
- 2097: Assessment/Evaluation - Classroom Observation: PAS (Score: 0.00)
- 2091: Assessment/Evaluation - ECERS SCALE Form : ECERS Classrooms 2-4 (Score: 0.00)
- 2087: Assessment/Evaluation - ITERS: ITERS Infant Classroom 1 (Score: 0.00)
- 2090: Communication - Collaborative Agreement: Health Consultant Statement of Annual Visits (Score: 0.00)
- 2098: Communication - Collaborative Agreement: SPED Collaboration Agreement w/ LEA (Score: 0.00)
- 2095: Communication - Parent/Family Partnership Plan: Strengthening Families Improvement Plan Desc (Score: 0.00)
- 2096: Communication - Parent/Family Teacher Conference Documentation: Parent/Family Teacher Conference Documentation (Score: 0.00)
- 2099: Communication - Public Relations: List of Community Events (Score: 0.00)
- 2094: Professional Development - Career Lattice: IPDP (Score: 0.00)
- 2092: Professional Development - Professional Development Registry: Center Director BA (Score: 0.00)
- 2093: Professional Development - Professional Development Registry: Qualifications & Experience in PQ Registry (Score: 0.00)
- 2089: Professional Development - Professional Development Registry: Supporting Children's Social/Emotional Development (Score: 0.00)



Assessment Information

Assessment Information [Show Met Standards List]

This program has self assessed as Level 1. Following is a summary of the standards the program self assessed as having met.

1

Category	Level 1	Level 2	Level 3	Level 4
1 - Curriculum & Learning [Update]	2 of 2	3 of 3	4 of 6	2 of 3
2 - Environments [Update]	1 of 1	2 of 2	1 of 3	0 of 1
3 - Workforce Quals & PD [Update]	2 of 2	6 of 10	3 of 6	1 of 7
4 - Family, Comm Engagement [Update]	1 of 1	5 of 5	0 of 5	0 of 3
5 - Leadership, Mgmt & Admin [Update]	2 of 2	0 of 7	0 of 10	0 of 8

2

*An exemption has been requested for the following standards: [\[Request Exemption\]](#)

No Exemption Requests Found.

3

To get to Level 2 you must demonstrate that you meet the following:

- 3B - Prgm Staff Qual & PD: All staff working in program have a high school diploma or GED.
- 3B - Prgm Staff Qual & PD: 50 percent of classrooms have Educator(s) with a Bachelor's degree or higher who work for the full program day.
- 3B - Prgm Staff Qual & PD: All Educators (Lead teachers, teachers, teaching aides, etc.) have a minimum of 3 college credits in early childhood education, or related field.
- 3B - Prgm Staff Qual & PD: All Educators have an IPDP that is developed in conjunction with the Supervisor that addresses the identified professional development needs of that Educator and the development of their competency along the initial-level of the continuum of the core competencies. The IPDP must also address the actions and timelines that need to be met in order to move to the next level of the QRIS.
- 5A - Leadership, Mgmt & Admin: Communication and updates on the program are provided to Educators and families.
- 5A - Leadership, Mgmt & Admin: Program has a written admissions policy that promotes an awareness of and respect for differences among children and families, a respect for the child and their family's culture and language, and is responsive to the inclusion of a variety of learning needs.
- 5A - Leadership, Mgmt & Admin: Program has a written business plan.
- 5A - Leadership, Mgmt & Admin: Staff are paid for planning time.
- 5A - Leadership, Mgmt & Admin: Program has policies that support teacher retention.
- 5B - Supervision: Program provides recognition for staff in annual evaluation as well as in public forum, as appropriate)(i.e. verbal recognition in group setting or written recognition in newsletter.)
- 5B - Supervision: Staff are given feedback on instructional practice on a monthly basis.

This section is comprised of three parts which are as follows:

- 1 This is a summary of the measures that you have self-assessed. Green highlighting indicates that all of the QRIS Standards for a specific Category within a Level have been met. In the above example, all of the standards for Level 1 have been met, but in order to reach Level 2 the standards must still be met for Category 3 – Workforce Quals & PD and Category 5 – Leadership, Mgmt & Admin.

The information you see in this section is automatically updated as you save as draft the various standards as you complete them. If you click on the Update link to the right of any Category, the page for that Category opens so that you may make appropriate updates. Once the application is submitted, it no longer possible to make updates and the information displayed is final.

Click on the **Show Met Standards List** link to see more detailed information on the standards you self-assessed as met for your program. An example can be seen on the following page.



Following is a list of the standards the program self assessed as having met. [\[Hide Met Standards List\]](#)

- **1A-Curriculum, Assessment, and Diversity : Level 1: Meets licensing regulations or non-licensable or license exempt and meets EEC licensing requirements.**
Measurement Methods: EEC License
Associated Documents:
Comments:
- **1A-Curriculum, Assessment, and Diversity : Level 2: Educators demonstrate completion of professional development in curriculum, screening tools, and formative assessment.**
Measurement Methods: NA: 2.A.08, Training (as indicated in Registry)
Associated Documents: 2086: NAEYC Certificate
Comments:

To close this list, click on the **Hide Met Standards List** link.

2 You may request an exemption if there is one criterion within Level 2, 3 or 4 of the QRIS standard that is barring your program from moving to the next Level. Programs may only request an exemption once per QRIS application submission. Requests will be reviewed and approved during the QRIS application review process.

Click on the **Request Exemption** link to open the **Add Exemption Request** page.

Add Exemption Request

Select the standard you would like to exempt and describe why an exemption should be granted.

Requested Standard *

Request Reason *

Comments

Save

Cancel

Select the standard for which you want an exemption from the **Requested Standard** down-down list. Since the full text for the standard cannot be read in the list, it displays directly underneath when you have made your selection. Choose a **Request Reason** and outline the reason, plan and timeline by which the standard will be met in the **Comments** field. Click the **Save** button or **Cancel** to close the pop-up window with no changes.



To remove an exemption, click on the **Remove Request** link.

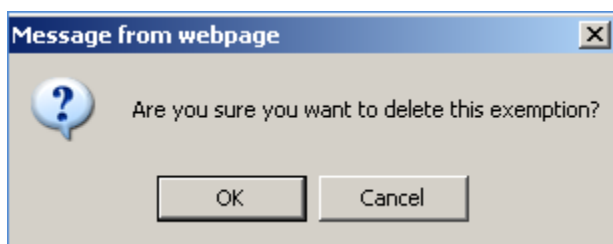
*An exemption has been requested for the following standards: [\[Request Exemption\]](#)

5B.2.1: If FCC has an Assistant, there are scheduled meetings each week to ensure the Assistant receives feedback and is informed on all issues.

[\[Remove Request\]](#)



A warning message appears asking you to decide if you really want to remove the exemption. Click the **OK** button if you want to proceed or click **Cancel** to undo this action.



3 A useful list of standards your programs must the meet to get to the next level is displayed which in this example is Level 2. As seen on page 37, the Level 2 standards for Category 3 – Workforce Quals & PD and Category 5 – Leadership, Mgmt & Admin are still unmet since they are not highlighted in green. This is the detail behind what your program must still demonstrate to achieve a self-assessment for the next level and provides you with a handy checklist that you can reference.

To get to **Level 2** you must demonstrate that you meet the following:

- 3B.2.1: All staff working in program have a high school diploma or GED.
- 3B.2.2: 50 percent of classrooms have Educator(s) with a Bachelor's degree or higher who work for the full program day.
- 3B.2.3: All Educators (Lead teachers, teachers, teaching aides, etc.) have a minimum of 3 college credits in early childhood education, or related field.
- 3B.2.4: All Educators have an IPDP that is developed in conjunction with the Supervisor that addresses the identified professional development needs of that Educator and the development of their competency along the initial-level of the continuum of the core competencies. The IPDP must also address the actions and timelines that need to be met in order to move to the next level of the QRIS.
- 5A.2.1: Communication and updates on the program are provided to Educators and families.
- 5A.2.2: Program has a written admissions policy that promotes an awareness of and respect for differences among children and families, a respect for the child and their family's culture and language, and is responsive to the inclusion of a variety of learning needs.
- 5A.2.3: Program has a written business plan.
- 5A.2.4: Staff are paid for planning time.
- 5A.2.5: Program has policies that support teacher retention.
- 5B.2.1: Program provides recognition for staff in annual evaluation as well as in public forum, as appropriate)(i.e. verbal recognition in group setting or written recognition in newsletter.)
- 5B.2.2: Staff are given feedback on instructional practice on a monthly basis.



Application Submission

The fields in this section are blank while your QRIS application is in draft mode. Once it has been signed and submitted, the **Signed By** field displays the name of the signatory and the **Signed Date** field shows the date that it was signed. The fact that the signatory reviewed and attested to the accuracy of the information is also noted.

Application Submission

Signed By: **Smith, Hannah (Director)**

Signed Date: **1/11/2011**

Signatory reviewed and attested to the accuracy of this information



Documents

The **Documents** link opens the **Supporting Documentation** page which provides you with a single place to maintain a list of documents that your program must submit to demonstrate that the measurements in the various QRIS standards have been met. A consolidated list of any documents that are added is displayed with **Document Type – Document, ID: Title, Description** and **Score**.

HOME	APPLICATION INFO	1. CURRICULUM & LEARNING	2. ENVIRONMENTS	3. WORKFORCE QUALS & PD	4. FAMILY, COMM ENGAGEMENT	5. LEADERSHIP, MGMT & ADMIN	SUMMARY
QRIS PROFILE	DOCUMENTS	APPLICATION SUBMISSION					
Wonderful Kids (2911659) 51 Sleeper St, BOSTON, MA 02210-2061 Self Assessed Level:				QRIS Program Type: Center/School Based QRIS Rating: Status: Draft			
Supporting Documentation							
						[View Pilot Documentation]	[Add New]
Document Type - Document	ID: Title	Description	Score	Actions			
Accreditation Documentation - Other: List Standard Criteria /Number in Document Title	500079: NAEYC Standard 4.E.02			[Update] [Remove]			
Accreditation Documentation - NAEYC Accreditation Certification	500080: Accreditation Portfolio Document			[Update] [Remove]			
Required Documentation - Arnett: List of Educator/ date of observation	500081: List of Staff Observed April 2010	Our program completes the Arnett once a year in April. All staff observed.		[Update] [Remove]			
Required Documentation - Program Improvement Plan Documentation	500082: Infant Classroom Improvement Plan	Our program developed individual classroom improvement plans based on the results of the ITERS-R. We plan to use this to create a consolidated improvement plan.		[Update] [Remove]			
Required Observation Measure - ITERS-R	500083: Infant Classroom		3.59	[Update] [Remove]			
Other - Other	500084: Business Plan and Copy of Budget			[Update] [Remove]			
Required Documentation - Strengthening-Families descript. of self-assessment results	500085: Family Engagement File: Center Director	Completed self-assessment during Staff meeting. Families are offered opportunity to complete self-assessment at each parent teacher conference.		[Update] [Remove]			
Required Documentation - Monthly Parent/Teacher Opportunities Type/Description	500086: Parent Handbook and Newsletters with Invitation			[Update] [Remove]			

In the **Update a Standard** section in this guide, the process for adding documentation details from within a standard in the QRIS Self-Assessment Worksheet section of the application is described. The **Supporting Documentation** page provides an additional method for you to add documents. Some users may find it easier to come to this page to do it in one place and others may prefer to add document details as they fill out each individual standard. If you choose to add your documents here, they are displayed in each of the standards so that you may select applicable documents as you complete them.



The **Supporting Documentation** page also provides you with functionality to update or remove documents which you cannot do from within a standard.

The following is a description of how to use the **Supporting Documentation** page:

Add New Document

Click on the **Add New** link to open the **Add/Edit Document** pop-up window.

Supporting Documentation				
Document Type - Document	ID: Title	Description	Score	Actions
Required Documentation - Curriculum and Assessment Documentation	2231: Curriculum Documentation			[Update] [Remove]

Enter **Document Type**, **Document** and **Program Source Title**. If you want to provide further information, record it in the **Document Description** field.

Add/Edit Document	
Document Type *	Accreditation Documentation
Document *	NAEYC Accreditation Certification
Program Source Title	NAEYC Accreditation Certification
Document Description	
<input type="checkbox"/> Provided to EEC in QRIS pilot	Pilot Document Id
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>



The **Document Subtype** drop-down list is dynamically displayed based on the selection you make in the **Document Type** drop-down list. For example, if you choose "Head Start



Documentation”, you won’t see subtypes that apply to “Accreditation Documentation”.

If you have already provided this documentation to EEC in the QRIS Pilot, click the **Provided to EEC in the QRIS pilot** check box and provide the **Pilot Document ID** (see the View Pilot Documentation section in this guide for more information on how to obtain this ID).

Some Document Types such as “Additional Tool” and Required Observation Measure” require that you also indicate the observation tool that was used. In this case, you see a slightly different version of the **Add/Edit Document** screen which includes an **Observation Tool** drop-down list under the QRIS Pilot fields. Select the appropriate tool from the list and the appropriate list of Subscales is dynamically displayed. Enter the **Score** and **Items Scored** for each one. The **Average Score** and **Total** fields automatically calculate as you enter the data.

Document Description

☐ Provided to EEC in QRIS pilot Pilot Document Id

Observation Tool: ITERS-R Reliable Rater

Subscale	Score	Items Scored	Average Score
Space and Furnishings	20	5	4
Personal Care Routines	24	6	4
Listening and Talking	9	3	3
Activities	30	10	3
Interaction	20	4	5
Program Structure	16	4	4
Parent and Staff	21	7	3
Total	140	39	3.59

Save Cancel




Tip: The Score and Items Scored fields are pre-populated with zeroes for the various Subscales. Once you enter a value in the first Score field, use the Tab key on your keyboard to move easily from field to field to add data.

Click the **Save** button to add the document or **Cancel** to close the pop-up window with no changes.

Update Document

To modify a previously saved document, click the **Update** link in the **Actions** column and the **Add/Edit Document** pop-up window is available for you to make your changes.

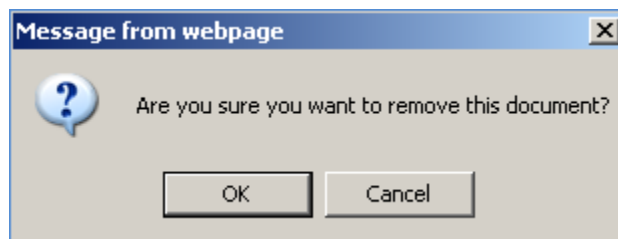
Supporting Documentation				
			[View Pilot Documentation]	[Add New]
Document Type - Document	ID: Title	Description	Score	Actions
Required Documentation - Curriculum and Assessment Documentation	2231: Curriculum Documentation			[Update] [Remove]

Delete Document

To delete a document, click the **Remove** link in the **Actions** column.

Supporting Documentation				
			[View Pilot Documentation]	[Add New]
Document Type - Document	ID: Title	Description	Score	Actions
Required Documentation - Curriculum and Assessment Documentation	2231: Curriculum Documentation			[Update] [Remove]

A warning message appears asking you to determine if you really want to remove the document. Click the **OK** button if you want to proceed or click **Cancel** to undo this action.



If the document is associated to a standard(s), you will see this error message when you attempt to delete it.

- Error occurred in Document.Delete: Cannot remove this document since it is associated with one of the standards.

Go to the standard(s) it is associated with and deselect the appropriate document. This is done by clicking on the check mark in the check box field located to the left of the document ID as seen on the next page. This action causes the check mark to disappear. Click **Save as Draft** to save your changes or **Cancel** to undo this action.



Level 2: 1A - Curriculum, Assessment, and Diversity
Meets the Requirements of Level 1 Plus

Standard	Meets Standard	Measurement Method(s)	Associated Document(s)	Actions
1A.2.1 - Educators demonstrate completion of professional development in curriculum, screening tools, and formative assessment.	<input type="radio"/> No <input checked="" type="radio"/> Yes	<input type="checkbox"/> Training (as indicated in Registry) <input checked="" type="checkbox"/> NA: 2.A.08	[Add Document] <input checked="" type="checkbox"/> 500091: NAEYC Accreditation Certification <input type="checkbox"/> 500092: ITES-R	

[Save as Draft](#)
[Cancel](#)

Click the check box to deselect it.



If the standard requires documentation, you need to add a new document and associate it to that standard before deselecting the previous document or this error message will appear when you click **Save as Draft**.

Please specify at least one associated document.

View Pilot Documentation

If you have already provided documentation to EEC in the QRIS Pilot, click the **View Pilot Documentation** link.

Supporting Documentation				
		View Pilot Documentation	[Add New]	
Document Type - Document	ID: Title	Description	Score	Actions
Required Documentation - Curriculum and Assessment Documentation	2231: Curriculum Documentation			[Update] [Remove]

This action opens the **Pilot Documentation** page where you see a list of any pilot documents that have been entered into the QRIS Program Manager. The **Document Type – Document**, **ID: Title** and **Description** fields contain the details related to this documentation.

Pilot Documentation			
Instruction text goes here...			
Application Date	Document Type - Subtype	ID: Title	Description
No Pilot Documents Found.			
Go Back			



The **ID: Title** column is especially important since it contains the number you need to type in the **Pilot Document ID** field on the **Add/Edit Document** pop-up window. This number is required if you click the **Provided to EEC in QRIS pilot** check box.

Application Submission

Once you have entered all of the information for your application and have reviewed it for accuracy and completeness, the final application is submitted from the **Submission Information** page. Enter your name and title. The Date field is defaulted to the current date, but can be changed to another date if necessary. By clicking the **I have reviewed and attested to the accuracy of this information** check box, you are affirming that you consider this application to be truthful.

HOME	APPLICATION INFO	1. CURRICULUM & LEARNING	2. ENVIRONMENTS	3. WORKFORCE QUALS & PD	4. FAMILY, COMM ENGAGEMENT	5. LEADERSHIP, MGMT & ADMIN	SUMMARY
QRIS PROFILE	DOCUMENTS	APPLICATION SUBMISSION					
Wonderful Kids (2911659) 51 Sleeper St, BOSTON, MA 02210-2061				QRIS Program Type: Center/School Based			
Self Assessed Level:		EEC Assessed Level:		Status: Draft			
Submission Information							
Instruction text goes here..							
Signed By *		Hannah		Smith		Title * Director	
		(First Name)		(Last Name)			
Date *		1/6/2011					
		* <input checked="" type="checkbox"/> I have reviewed and attest to the accuracy of this information					
<input type="button" value="Submit Application to EEC"/>							

Click the **Submit Application to EEC** button at the bottom of the page to save your finalized application. You will see the **Submission Confirmation** warning. Click **Submit** to submit the application or **Cancel** to undo this action.

Submission Confirmation

Once you submit the application as final to EEC for review, you will not be able to make any changes to the application information.

Are you sure you want to submit this application as final?

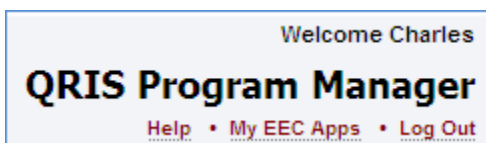
The status of the application changes from “Draft” to “Final - Submitted to EEC”. At the **Home** page, the only available link in the **Actions** column for this application is **View** since a finalized application cannot be updated or removed. Click **View** to open and read your application.

Application Type (ID)	Application Date	Application Status	Self Assessed Level	QRIS Rating	Actions
Center/School Based (500065)	01/14/2011	Final - Submitted to EEC (01/18/2011)	Level 1		[View]



Get Help

If you have questions at any point, you can click on the **Help** link in the upper right-hand side of the page banner to view these and other instructions about the QRIS Program Manager.



If you need technical help with the QRIS Program Manager, please feel free to contact EEC User Services at EECHelpDesk@massmail.state.ma.us.



Tip: You can quickly send an email to the Help Desk by clicking the **Contact EEC** link on the top of any page in the Single Sign In (SSI) web application.

If you have policy questions or need help understanding how to use the QRIS Program Manager, please send an email to eecqris@massmail.state.ma.us.

Access Other EEC Applications

If you want to access any of your other EEC Applications, click on the **My EEC Apps** link which directs you to the **Access Your EEC Applications** page within the EEC Single Sign In application.

Logout

To logout, simply click the Logout link in the upper right-hand portion of each QRIS Program Manager page. Log back in through Single Sign In to access the QRIS Program Manager again or any other EEC applications.



Tip: If you use a shared computer at work or elsewhere, remember to logout when you are done working online.

The QRIS Program Manager logs you out if you have not performed an action for 20 minutes in order to protect your account. Should this happen, you are presented with the **QRIS Rating and Improvement System (QRIS) Program Manager** page which contains general information about the QRIS Program Manager. If you want to return to the web application, click the **Click here to login to the Quality Rating**



and Improvement System Program Manager link at the bottom of the page which directs you back to the EEC SSI page where you may initiate the login process.



MASSACHUSETTS

Department of Early Education and Care

Quality Rating and Improvement System (QRIS) Program Manager

Welcome to EEC's Quality Rating and Improvement System (QRIS) Program Manager.

A Quality Rating and Improvement System (QRIS) is a method to assess, improve, and communicate the level of quality in early education and care and after-school settings. QRIS are similar to other consumer rating systems, in that they "rate" goods or services to provide customers with a better understanding about the quality of that item.

Any interested early education and care and after school program has the opportunity to engage in the new Quality Rating and Improvement System in order to gain a better understanding of a program's quality in respect to the QRIS system and to inform related targeted quality advancements.

The Quality Rating and Improvement System (QRIS) Program Manager will help programs manage the QRIS Application process.

The QRIS Program Manager (QPM) is designed so that programs can:

1. Create, View and Edit a QRIS Program Application
2. Create a list of documentation that an individual program plans to submit to demonstrate how they meet the measurements for each of the QRIS standards
3. Complete an on-line version of the QRIS Self-Assessment Worksheet to assist programs in identifying their self-assessed QRIS Level.

The QRIS Program Manager (QPM) is also designed to:

- Track the submission of program applications for QRIS ratings that includes each program's self assessed QRIS level
- Support the management of the evaluation process of QRIS application and materials provided for review
- Generate summary Information and verification reports about each program's approved QRIS Level.

[Click here to login to the Quality Rating and Improvement System Program Manager](#)

