QRIS Rating Granted, Now What?

This resource is part of a collection of tools that have been developed to assist programs and educators in their participation the Commonwealths' Quality Rating and Improvement System. **QRIS Rating Granted**, *Now What?* offers additional information for programs about the QRIS Application Review and Rating process, and the next steps that programs can take after receiving a **QRIS Rating**.

QRIS RATING GRANTED!

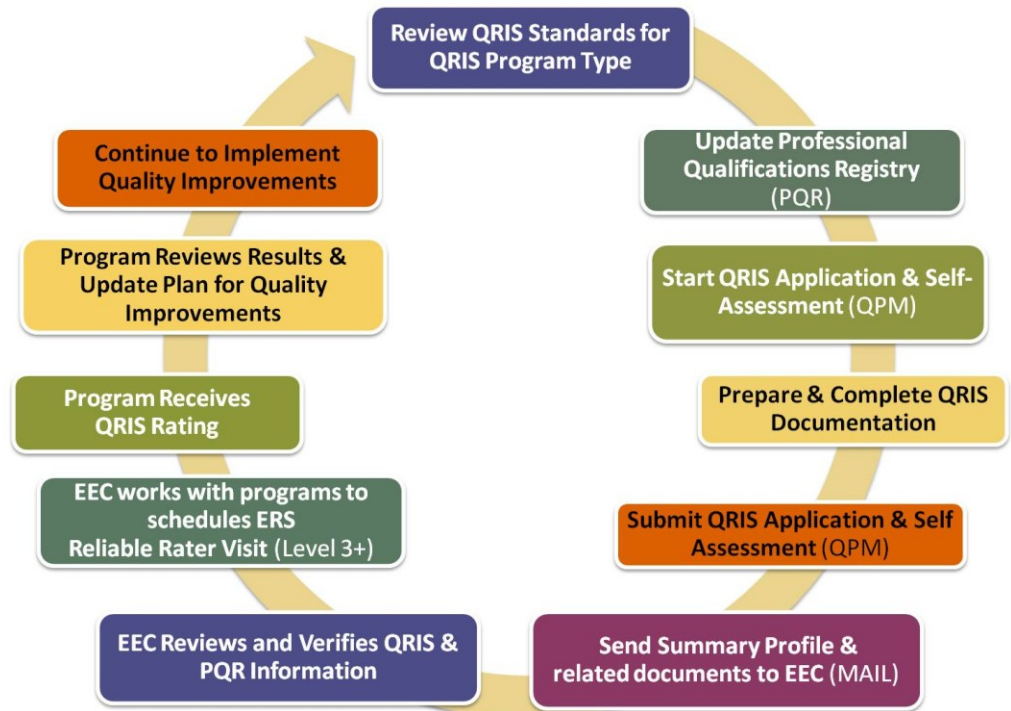# Massachusetts Quality Rating & Improvement System

The primary purpose of The Massachusetts Quality Rating and Improvement System (QRIS) is to ensure that high-quality early education and care and out of school opportunities are available throughout the Commonwealth that demonstrate improved outcomes for children.

*A **QRIS Rating** is one opportunity for a program or family child care provider to receive feedback about their program's current level of quality and offers information that can be used to assist programs as they engage in continuous quality improvements.*

Topics discussed in **QRIS Rating Granted**, *Now What?* offers information about the QRIS Application Review Process, and how to

- **View** QRIS Applications with **Status** for "QRIS Rating Granted**"** in the QRIS Program Manager (QPM) (page 3),

- **Print** and **save** your **QRIS Application Summary Profile** for program that has a **QRIS Rating** (page 3), and

- **Use the new "copy" application feature** for an QRIS Application with a **Status** of "QRIS Rating Granted**"** (page 4)

Review QRIS Standards for QRIS Program Type

Update Professional Qualifications Registry (PQR)

Start QRIS Application & Self-Assessment (QPM)

Prepare & Complete QRIS Documentation

Submit QRIS Application & Self Assessment (QPM)

Send Summary Profile & related documents to EEC (MAIL)

EEC Reviews and Verifies QRIS & PQR Information

EEC works with programs to schedules ERS Reliable Rater Visit (Level 3+)

Program Receives QRIS Rating

Program Reviews Results & Update Plan for Quality Improvements
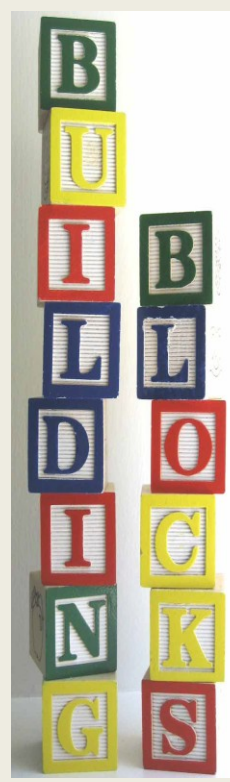
Continue to Implement Quality Improvements

Overview of QRIS Application Review and Rating Process

The Massachusetts Quality Rating and Improvement System uses a building block approach, which means that all of the standards in one level must be met before programs can move on to the next Level. In order to provide an overall QRIS Rating, each element that is defined in the QRIS standards is reviewed to confirm whether a program has met each criterion as listed in the QRIS Standards. This information is reviewed for each self-assessed Level that was reported in the QRIS Application and Self-Assessment.

To verify whether programs participating in QRIS have met each element of standards using the listed measurement methods, the following information is reviewed:

- the QRIS Application information,

- QRIS Standards Self-Assessment results in the QPM,

- the QRIS Summary Profile,

- the results from the measurement tools that were used by programs to measure quality,

- the Professional Qualifications Registry (PQR) information related to the QRIS Standards in (for **each educator**), and

- the supporting documentation that was mailed to EEC.

- For programs that self-assessed at **Level 3** or **Level 4**, the review process includes a site visit by a **reliable rater**.

The MA QRIS Standards uses a **"building blocks approach"** which means that **all** of the standards in one level must be met before programs can move on to the next level. So to receive a **QRIS Rating** for a particular Level, programs must demonstrate that they **meet all of the criteria** for that Level. For example:

To receive a QRIS Rating at Level 1, programs must meet all the criteria for the standards in Level 1.

To meet receive a QRIS Rating at Level 2, programs must meet all of the standards in Level 1 *plus* all the criteria for the standards in Level 2 etc.

If there is an obstacle in a program's ability to meet **all** of the standards within **a** QRIS Level, an exemption may be requested.

Learn more about requesting a QRIS exemption on the EEC web site.

EEC will schedule this visit with programs after all other QRIS Standards at Level 3 or Level 4 has been verified as having been met. The appropriate **QRIS Rating** will be granted after the results of the site visit are reported and recorded in the QRIS Program Manager by the reliable rater.

QRIS Ratings: How Programs are Informed

Upon the completion of review and verification, the QRIS Application will receive a status of **"QRIS Rating Granted"** and the program's **QRIS Rating** is displayed within that QRIS Application.

- When the QRIS Application has **Status** of **"**QRIS Rating Granted**"** [1], a QRIS Rating notification is sent via email to the program contact. Individuals with QRIS Program User and Program Administrator access may view QRIS rating results in the QRIS Program Manager.

- Upon receipt of the **QRIS Rating Granted** notification, the QRIS Application with a **Status** of **"**QRIS Rating Granted**"** is available to **view**, **print**, **save** and **copy** in the **QRIS Program Manager (QPM).** Step-by- step instructions for each of these functions are outlined within this document.

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[1] Programs should anticipate that the QRIS Review and rating Process may take between 3-9 months to complete (depending on the programs self-assessed level and the volume of QRIS Applications). Programs may resubmit an application to EEC to apply for the next level no sooner than 6 months from the date that they have received a verified QRIS Rating, unless otherwise stated in writing by EEC.

Massachusetts Quality Rating and Improvement System 2011

To View and Print your program's QRIS Application with a Status of "QRIS Rating Granted"

Step 1. After logging in using your Single Sign-In Username and Password, select the link for the **Quality Rating and Improvement System (QRIS) Program Manager.**

Depending on how your single sign in user privileges were set up in the in the Professional Qualifications Registry, you will either be directed to **select a program** or you will be presented with your program's **QRIS Program Manager Home page**. In both instances, it is important to confirm that the **Program Name** and **Program Number** that is associated with that **QRIS Application with a QRIS Rating** is displayed

Step 2. From your program's **QRIS Program Manager Home** page all of the QRIS Applications that have been created for that program are listed. To **view** your QRIS Application with a Status of "QRIS Rating Granted**",** select the **View** link in the **Actions** column.

In some cases a program may have more than one application (Draft, Final – Submitted to EEC, or QRIS applications for other QRIS Program Types). **Note:** If your program has multiple QRIS Application for the same QRIS Program Type that you do not plan to submit as Final – Submitted to EEC, these may be deleted by using the **Remove** link.

Step 3. In the menu found on the top navigation bar, select **Summary** and then select **QRIS Summary Profile from the sub-menu**. **The QRIS Application Summary Profile** page contains the Program Name, Program Number and address, the QRIS Program Type, the Status of the application, information about each of the standards that were verified and, the status of any exemption requests.

Step 4. Use the **Print Summary Info** link to open a printable copy of the QRIS Application Summary Profile c in an Adobe PDF format. This PDF can also be saved to your computer.   Programs are strongly encouraged to print and save this document as it contains your **official QRIS Rating.**

Copying a QRIS Application with a status of QRIS Rating Granted

A new feature has been developed in the QRIS Program Manager online system that enable programs to "**make a copy**" of their current QRIS Application that has a **Status** of "QRIS Rating Granted". This feature should be used by programs to update their QRIS Application to reflect the continued work that program have achieved that demonstrates high quality.

The **"copy" a QRIS Application** feature enables programs to import <u>verified</u> QRIS information and the list of **supporting documentation** from a program's an application with a **Status** of "QRIS Rating Granted" into your next (**draft**) QRIS Application for that program. This information will be available for a program to use to update their QRIS Application and self-assessment information and apply for a QRIS Rating at the next or higher Level. **If your program has already created a QRIS Application for that program and QRIS Program Type, please <u>do not use</u> the "Create QRIS Program Application" link to apply for a QRIS Rating at the next QRIS Level.**

Instructions to "Copy" a QRIS Application with a Status of "QRIS Rating Granted**" are outlined below.**

You initiate the process to **"copy"** a QRIS Application feature at the programs **QRIS Program Manager Home page**, as shown on page 3.

Step 1. To copy a QRIS Application with a **Status** of "QRIS Rating Granted**"**, select the **Copy** link for the QRIS Application that you would like to copy.

QRIS Program Type (QRIS Application ID #)	Application Date	Status	Self Assessed Level	QRIS Rating	Actions
Center/School Based (503396)	10/20/2011	Draft (10/20/2011)	Level 1		[Update] [Remove]
Center/School Based (503400)	12/01/2011	QRIS Rating Granted (12/09/2011)	Level 1	Level 1	[View] [Copy]

Step 2. You will then be directed to this popup, where you are asked to confirm whether the QRIS **Application ID #**, **QRIS Program Type**, and **Program Name** and **Program Address** corresponds to the QRIS Application that you intend to copy.

- If the information displayed is accurate, click the **check box** to confirm, and then select the **Copy Application** button**.**

- If this is <u>not the correct</u> QRIS Application, select the **Cancel** button, to return to your **QRIS Program Manager Home page** to find and select the correct QRIS Application.

By clicking the **"Copy Application"** button on this screen, you initiate the request that your verified data be copied into the new QRIS Application.

Step 3. Click the **OK** button on this screen to confirm that you are aware of what information will be copied into the new application. A QRIS Application with a Status of "QRIS Rating Granted**"** may only be copied one time.

Copy Application

You have selected QRIS Application ID # 503400 to copy.

Application Start Date	12/12/2011
QRIS Program Type	Center/School Based
Self Assessed Level	Level 1
QRIS Rating	Level 1
Program Name	Wonderful Care Center #2 (8029400)
Program Address	1 Main St, Boston, MA 11234

☐ Please click the checkbox to confirm that you are copying a **Center/School Based** application for this program and then click the **Copy Application** button to begin the process of applying for the next QRIS Level. If you do not want to make a copy of this application or you are in the wrong program, click the **Cancel** button.

[Copy Application] [Cancel]

The **Application Details, Contact Information,** data related to any standards previously verified by EEC and unexpired exemptions have been copied to the new application. Be sure to review them to make sure the information is still current for your program.

You will need to update the **Enrollment Information** and any standards that were not verified as met or which you will self assess for the first time.

If you would like to see the verification information from your last application, including EEC comments, you may print it by clicking on the **Print Summary Info** link on the **QRIS Application Summary Profile** page from within that application.

[OK]

After clicking the **OK** button, a new QRIS Application will be generated, and the **Application Information** page will be displayed. This new draft QRIS Application will have a **new QRIS Application ID number #**.

HOME	APPLICATION INFORMATION	1. CURRICULUM & LEARNING	2. ENVIRONMENTS	3. WORKFORCE QUALS & PD	4. FAMILY, COMM ENGAGEMENT	5. LEADERSHIP, MGMT & ADMIN	SUMMARY

Wonderful Care Center #2 (8029400)   QRIS Application ID #: **503429**
1 Main St, Boston, MA 11234   QRIS Program Type: **Center/School Based**
Self Assessed Level: QRIS Rating: Status: **Draft**

The **Enrollment information** section on this page and data that was not verified by EEC will not be copied into the new draft application, and must be updated in each new draft QRIS application.

Again any information on the **QRIS Application Information** page, and within the self-assessment sections, must be saved each time information is revised by using the "**Save as Draft and Next button.**"

Any time you return to your program's **QRIS Program Manager Home page**, the copied application with a Status of "QRIS Rating Granted**"** will be shaded in red and the newly copied QRIS Application is available through update by using the to **update** or **remove** link. **This red shading means that this application is locked from future copying.**

Center/School Based (503400)	12/01/2011	QRIS Rating Granted (12/09/2011)	Level 1	Level 1	[View]	
Center/School Based (503429)	12/12/2011	Draft (12/12/2011)			[Update]	[Remove]

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