



CO Shines QRIS Walk Through

Program Name:

Early Childhood Council:

Program License Number:

QI Navigator:

Level 1

Overview: *If you are a licensed program in Colorado and do not qualify as an Alternative Pathway Program (See Section 3.5) or currently have a Qualistar rating (see Section 3.4), you will enter Colorado Shines as a Level 1 program.*

Entering Colorado Shines will not affect the license status of currently licensed programs. However, if your program experiences a major change, additional interactions with your licensing specialist, including the potential for additional monitoring visits or calls for further evidence, may result. Major changes include:

- *serious licensing violation;*
- *change in ownership;*
- *change in director;*
- *change in/or additional location*

Level 1	Steps	Date Completed	Notes
1.	Register to receive a login to the online system at the Colorado Shines website (you will need your licensing number to register). Each program will be granted up to two (2) logins for the Colorado Shines online system. <input type="checkbox"/> Primary Contact: _____ <input type="checkbox"/> Secondary Contact: _____		
2.	Receive a username and password from Colorado shines via email. <input type="checkbox"/> Username: _____ <input type="checkbox"/> Password: _____		
3.	Log on to the system using the username and password and arrive at the "Home" tab.		
4.	Review: "Our Program Profile" program information section and update information (if needed).		
5.	Optional: Review "Public Snapshot" at the bottom of the home page and edit or update as needed. <i>(All information provided is subject to approval by the CO Department</i>		



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(of Human Services before it will appear on you Home Page)

Level 2

Overview: Licensed child care programs may wish to pursue a Level 2 rating because only programs with a Level 2 rating or above may access federal and state grants (see section 2.2 of this guide for more information). Programs earn a Level 2 rating by satisfying all the following requirements with the Level 2 block:

- Hold Colorado state child care license in good standing
- Complete a program application to participate in Colorado Shines
- Ensure all staff have registered in the Colorado Shines PDIS
- Ensure that program leadership and 75% of staff complete Colorado Shines QRIS Level 2 Trainings
- Complete a program self-assessment and meet the Quality Indicators defined for Level 2
- Prepare a Quality Improvement Plan (QIP)
- Receive an assessment review and/or site visit from a state Licensing Specialist

The actions you need to take to meet these requirements are detailed in the next section.

Level 2	Steps	Date Completed	Notes
1.	Fill out the Application: <ul style="list-style-type: none"> <input type="checkbox"/> Click on the Application Tab to provide information about your program. <input type="checkbox"/> Click the Program Profile tab, and complete the profile. <input type="checkbox"/> Click on the “Children” tab and provide the requested information. <input type="checkbox"/> Click on the “Classrooms” tab and provide the requested information. <input type="checkbox"/> Click on the “High Needs” tab and provide the requested information. 		
2.	Complete Colorado Shines Professional Development Requirements. <ul style="list-style-type: none"> <input type="checkbox"/> Go to: http://ecpd.costartstrong.org/ <input type="checkbox"/> Have all professionals, who count in the staff:child ratio, register in the CO Shines PDIS System and create a login (they will need to link to a licensed program for it to transfer to the QRIS). <input type="checkbox"/> Each professional completes 10 hours the Level 2 online courses (least 75% of staff and program administrators must complete the training for level 2 to be awarded). <i>This is a cumulative average not Individual.</i> <input type="checkbox"/> Complete Individual Competency Self-Assessment. All staff must complete an individual competency self-assessment to earn a Level 2 Rating. <input type="checkbox"/> Have a program representative apply for becoming the program’s 		

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	authorized PDIS representative.		
3.	Complete the Program Self-Assessment – found under the “Level 1-2” tab *A program must answer ‘yes’ to all quality indicators of its self-assessment to meet this criterion related to the Level 2 block. Any items marked ‘no’ will identify an opportunity for improvement.		
4.	Complete the Quality Improvement Plan – tab next to “Level 3-5” tab *The Quality Improvement Plan activity involves goal-setting and planning related to improving program quality over time. Therefore, unlike the self-assessment, programs do not need to document attainment of all goals identified in their QIP to achieve a Level 2 rating.		
5.	Prepare for Level 2 Site Visit from State Licensing Specialist. *State Licensing will verify information submitted.		

Level 3-5

Overview: The assignment of ratings for Levels 3-5 are based on a point system; points are awarded based on demonstration by programs that they meet identified indicators of program quality. Levels 3, 4 and 5 rating are determined by points. The point system is designed to be flexible and allow programs to develop and demonstrate quality in multiple ways. Each of Levels 3-5 requires programs to achieve a minimum number of total points as well as a minimum number of points in each of five categories that research has shown are related to program quality:

- Workforce and Professional Development
- Family Partnerships
- Leadership, Management and Administration
- Learning Environment
- Child Health

Level 3-5	Steps	Date Completed	Notes
1.	Request A Rating		
2.	Staff/Provider have applied and submitted for their credentials through PDIS		
3.	Prepare for Rating Process – *There are four main components of the Colorado Shines Rating process: <ol style="list-style-type: none"> 1. An on-site Environment Rating Scale Observation 2. On-site observation of Colorado Shines Quality Indicators 3. Document review of Colorado Shines Quality Indicators, including 		

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	4. Staff and Parent Surveys <i>The point structure and measurement process is available on the Colorado Shines website (www.coloradoshines.com). The Colorado Shines rating is based on the Colorado Shines Points Structure Guide.</i>		
4.	Send Out Parent Surveys		
5.	Send Out Staff Surveys		
6.	Upload Rating Documentation – See Guide to Verifying Evidence Submitted for Rating Level 3-5 of the Colorado Shines QRIS (pg. 58 of the Program Guide)		
7.	Participate in the Colorado Shines On-site Observation		
8.	Receive your Rating Report, Notification and Consultation		

<u>Alternative Pathways:</u>	Accrediting Body or Certificate Program:
<u>Level 2:</u>	Qualistar Family Child Care Quality Certificate
<u>Level 3:</u>	NECPA AMS NAFCC ACSI
<u>Level 4:</u>	NAEYC

Next Steps to Maintain Rating

- Visit coloradoshines.com to register for a login to the online QRIS system. You will need your license number to complete this step.
- Log on to the system using the username and password and arrive at your program page
- Complete the Application for participation in Colorado Shines
- Ensure provider and or all child care staff registers in the Colorado Shines Professional Development Information System (PDIS), <http://ecpd.costartstrong.org>
- Prepare an online Quality Improvement Plan, found on coloradoshines.com

To work towards a higher rating, follow the directions for Levels 3-5.



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Notes:

