

Level 2 Public Preschool Quality Rating and Improvement System (MA QRIS) Requirements Checklist **with Interim Changes**

**Overview**

The Department of Early Education and Care (EEC) Board recently approved a series of Interim Changes to the MA QRIS. The Interim Changes are designed to remove barriers to program participation in the MA QRIS and act as a bridge between the original MA QRIS framework and the next generation of MA QRIS, which will be known as Massachusetts StrongStart to Program Quality.

This checklist describes these new MA QRIS requirements with the Interim Changes, and will also guide you through changes to the MA QRIS application process. Before you submit your MA QRIS application, please carefully review the full QRIS Standards with Guidance in the QRIS Toolbox at the following link: <https://www.mass.gov/lists/quality-rating-and-improvement-system-qris-toolbox-for-programs>**.**

**\*NEW\*:** How to Apply for a MA QRIS Level with the Interim Changes

1. Complete your QRIS application on the QRIS Program Manager here: <https://www.eec.state.ma.us/SSI_V2/ProfileSetup/LoginUN.aspx>. Since the criteria in the QPM no longer match the updated interim QRIS standards, please use these instructions:
   1. In the “Summary” section, click on the “Documents” tab and select “Add New”
   2. Select "Other" from the “Document Type” drop-down menu
   3. Select “Other” from the “Document” drop-down menu, and click save (this only needs to be done once, and can be used to satisfy each standard)
   4. Use “Other” as the associated document for each standard
   5. Check any box under "Measurement Method" for each standard
2. After you submit your online MA QRIS application, your EEC Program Quality Specialist (PQS) will contact you to request the required documents. Please include a copy of this checklist (page 2) along with all of the supporting documents requested by your PQS.

**EEC will verify the following types of criteria prior to granting the application MA QRIS Level 2:**

* **Supporting Documentation.** After following the instructions above, your PQS will request that you submit the physical documents. To find your PQS, please click here: <https://www.mass.gov/service-details/qris-program-quality-unit-contact-information>.
* **Professional Qualifications and Workforce Development.** Program Administrator **t**rainings, coursework, qualifications, and experience must be reflected in the Professional Qualifications Registry.
* **Measurement Tools Self-Assessments**. Scores from self-assessments must be current (within last 12 months). Full expanded score sheets for each classroom or grouping, including the date of observation, notes, and Item scores, must be submitted for Environment Rating Scales self-assessments.

# REQUIRED SUPPORTING DOCUMENTATION

|  |  |  |  |
| --- | --- | --- | --- |
| **Supporting Document (SELECT “OTHER”)** | **Guidance** | **CRITERION** | **✓** |
| Continuous Quality Improvement Plan (Program Improvement Plan) | Continuous Quality Improvement Plan (CQIP) | - |  |
| Early Childhood Environment Rating Scale (ECERS-R) Self-Assessment | Full, expanded ECERS-R self-assessment score sheet for every classroom- average of 2 or 3 depending on the subscale, and an overall score of 3 or higher; must be current within past 12 months; must include notes and Item scores | - |  |
| Program Administration Scale (PAS) | PAS score sheet with score of 3 or higher. Must be current within past 12 months | - |  |
| Meets Head Start Performance /  Compliance Indicator (if applicable) | If applicable | - |  |
| NAEYC Accreditation Certification- copy (if applicable) | If applicable (cannot be expired) | - |  |
| Arnett: List of Educators, date of observation, and educator goals  OR CLASS observation | Document with up to date list of educators, date observed and how info will support each educator OR CLASS score sheets. Must be current within last 12 months | 1B.2.1 |  |
| Strengthening Families description of self-assessment results | Copy of completed Strengthening Families Self-Assessment. Must be current within last 12 months | 4A.2.1 |  |
| Monthly Parent / Teacher Opportunities Type / Description | **Signed document** describing how program offers opportunities for parent/teacher meetings at least every month | 4A.2.2 |  |
| List of Community Events attended (last 12 months) | **Signed document** listing community events that Educators / Program Administrators attended as a representatives of the program | 4A.2.5 |  |
| Info primary / preferred languages / description process† | **Signed document** describing how program updates are provided to parents and staff at least quarterly, in their language (if applicable) | 5A.2.1 |  |
| Staff / Educator Recognition | Document describing program policies that support staff recognition | 5B.2.1 |  |
| Supervision reflective practice, and coaching / mentoring description | Document describing program policies for monthly staff observations and supervisory feedback | 5B.2.2 |  |
| Educator / Staff Retention Policy | Document describing program policies that support staff retention (ex. benefits) | 5A.2.5 |  |

\*Met by NAEYC Accreditation

†Met by Head Start Performance Standards

* *When adding these documents into your QRIS Program Manager application, select “Other” from the “Document” drop-down menu for all documents.*
* *When your application is successfully submitted, your Program Quality Specialist will request each of these documents. At that time, they must be submitted to your Program Quality Specialist.*
* *Please note that EEC cannot return submitted documents. Programs are encouraged to keep copies of all submitted documents for their own records.*

# PROFESSIONAL QUALIFICATIONS AND WORKFORCE DEVELOPMENT

|  |  |  |  |
| --- | --- | --- | --- |
| Program Administrator (MUST BE IN PQR) | | | ✓ |
| College Credit Hours | 3 Credits in Administration  12 Credits in Early Childhood Education | 3A.2.3 |  |
| Administrative Experience | More than 2 years of experience | 3A.2.3 |  |
| Professional Development | 25 hours of formal PD in addition to college credit hours  (CEUs, CECs, PDPs, or college credits) | NA |  |
| At least one educator per classroom | |  | ✓ |
| Professional Development | 15 hours of formal PD  (CEUs, CECs, PDPs, or college credits) | NA |  |
| ALL EDUCATORS that interact with children | |  | ✓ |
| Professional Development | 5 hours of formal PD  (CEUs, CECs, PDPs, or college credits) | NA |  |

***The qualifications, trainings, and administrative experience of the Program Administrator must be documented in the Professional Qualifications Registry.***

**FORMAL PD HOURS PER PD TYPE**

1 CEU = 10 Hours

1 CEC = 1 Hour

1 PDP = 1 Hour

1 College Credit = 15 Hsigning.tifours

# MEASUREMENT TOOLS SELF-ASSESSMENT SCORE REQUIREMENTS

|  |  |  |
| --- | --- | --- |
| **Early Childhood Environment Rating Scales (ECERS-R) Subscales** | **Level 2 Requirement****(overall = 3)** | **Program Score (average of all classrooms)** |
| 1. Space and Furnishings | **2** |  |
| 2. Personal Care Routines | **2** |  |
| 3. Language and Reasoning | **3** |  |
| 4. Activities | **3** |  |
| 5. Interaction | **3** |  |
| 6. Program Structure | **3** |  |
| 7. Parents and Staff | **2** |  |
| *OVERALL SCORE* | ***3*** |  |
| **PROGRAM ADMINISTRATION SCALE (PAS)** | Level 2 Requirement | Program Score |
| PAS Program Score | **3** |  |
| **Arnett Caregiver Interaction Scale (Or CLASS)** | Level 2 Requirement | Program Score |
| Average of All Classrooms | **3** |  |
| **Classroom Assessment Scoring System (CLASS), (Or Arnett)** | Level 2 Requirement | Program Score |
| 3 or higher on the dimensions of Positive Climate and Teacher Sensitivity, 3 or lower on the dimension of Negative climate | |  |
| **Strengthening Families Protective Factors Self-Assessment** | No Score Requirement, Must be Completed | |

***Score sheets for all measurement tools must be submitted to your Program Quality Specialist.***

**NAVIGATING THE QRIS PROGRAM MANAGER (QPM)**

1. **Access EEC Single Sign** **IN** here:<https://www.eec.state.ma.us/SSI_V2/ProfileSetup/LoginUN.aspx>
2. **COPY APPLICATION:** If your program is applying for a Level 2, Level 3, or Level 4 QRIS Rating for the same program type, please go to your program's most recent "QRIS Rating Granted" application and use the "Copy" link. DO NOT use the "Create QRIS Application" link to apply for a QRIS Rating at the next level.
3. **Complete your MA QRIS application with Interim Changes** using the following directions:
   1. In the “Summary” section, click on the “Documents” tab and select “Add New”
   2. Select "Other" from the “Document Type” drop-down menu
   3. Select “Other” from the “Document” drop-down menu, and click save (this only needs to be done once, and can be used to satisfy each standard)
   4. Use “Other” as the associated document for each standard
   5. Check any box under "Measurement Method" for each standard
4. After you submit your online MA QRIS application, your EEC Program Quality Specialist (PQS) will contact you to request the required documents.

**Understanding your MA qris application status**

**Draft:**

This is the status your application is in while your program is still working on it. You can go in and out of your application while you work on it. **The draft is incomplete until submitted.**

**Final Submit:**

Once you are done with your draft and you are ready for EEC to review it, you must click on Final Submit. Email your Program Quality Specialist to let her/him know you have pressed Final Submit, since your Program Quality Specialist does not receive any other notification of your application's submission. You cannot make any edits to your application in this status.

**EEC Review in Progress:**

Your Program Quality Specialist is currently reviewing your application. You cannot make any edits to your application in this status. If you need to make any changes while your application is in EEC Review in Progress, simply contact your Program Quality Specialist.

**EEC Review Complete:**

Your Program Quality Specialist is done reviewing your application and has determined that the application in not finished. You can make edits to the application while in this status. Please email your PQS when you are done making edits!

**Granted:**

After your application is reviewed, if it meets all of the required criteria, your Program Quality Specialist will grant your program’s new rating. You cannot make any edits to your application in this status.