

Level 3 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 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 along with all of the supporting documents requested by your PQS.

**EEC will verify the following types of criteria prior to granting the application QRIS Level 3:**

* **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.
* **ERS Classroom Observation.** Once all of the criteria above have been verified, your PQS will work with you to schedule this visit.

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 Scales (ECERS-R) Self-Assessment | Full, expanded ECERS-R self-assessment score sheet for every classroom- average of 4.5 or higher with no subscale below a below a 3 or 4 depending on the scale; must be current within past 12 months; must include notes and Item scores | - |  |
| Meets Head Start Performance /Compliance Indicator (if applicable) | Copy of Compliance Indicator | - |  |
| NAEYC Accreditation Certification- copy (if applicable) | Copy of Accreditation Certificate | - |  |
| Program Administration Scale (PAS) | PAS score sheet with score of 5 or higher; must be current within past 12 months | - |  |
| Not Applicable | Completed copy of this Requirements Checklist |  |  |
| Arnett: List of Educators / date of observation/educator goalsOR CLASS observation | Document with up to date list of educators, date observed and how info will support each educator OR CLASS scoresheets. Must be current within past 12 months | 1B.3.1 |  |
| Progress Reports with Parental Input Description\*† | Document describing types of progress reports and how they are shared with parents; provide example of completed progress report (without child info) | 1A.3.1 |  |
| Educator Access to consultants / positive behavior descript / qualifications\*† | **Signed document** describing how program uses consultants with expertise in positive relationships to support and assist educators, as needed | 1B.3.2 |  |
| Screenings, assessments, progress reports description | Document describing how program uses screening tools, formative assessments, observation tools, progress reports and observations to set individual goals for children | 1A.3.3 |  |
| Evidence of access to screenings, indicating methods of collaborations\*† | **Signed document** describing process for providing access to vision, hearing, and dental screenings | 2A.3.1 |  |
| Family/ Educator communications/ updates description\*† | **Signed document** describing a variety of daily two-way communication methods with families | 4A.3.1 |  |
| Use of translator\*† | **Signed document** identifying individual(s) or agency to provide translation services for the program, when needed describing translators used for all meetings and workshops | 4A.3.3 |  |
| Documentation demonstrating use/access of related services\*† | **Signed document** describing process for ensuring access to developmental, mental health, health, nutrition, services | 4A.3.5 |  |
| Absentee Policy | Document describing how program addresses absences | 5A.3.1 |  |
| Internal communications / updates | Document describing at least 3 types of communications to inform staff about policies, activities, etc. | 5B.3.1 |  |
| System to track educator turnover | Document describing how teacher turnover is tracked and addressed | 5A.3.5 |  |

*\*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 | 6 Credits in Administration | 3A.3.2 |  |
| College Credit Hours | 18 Credits in Early Childhood Education (or 5-year plan) | 3A.3.3 |  |
|  |  |  |
| Professional DevelopmentMust be at least .5 CEU, 5 CEC, 5 PDP, or college credit (please note that these trainings do not need to be in addition to college credits already earnedPlease list the educators that meet have taken professional development opportunities that meet the criteria in the chart to the right | At least one educator per classroom | ✓ |
| Curriculum | 1A.3.2 |  |
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |
| MA Guidelines for Preschool Learning Standards | 1A.3.2 |  |
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |
| Working with Children from Diverse Cultures and Second Language Acquisition | 1A.3.2 |  |
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

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

# MEASUREMENT TOOLS SELF-ASSESSMENT score REQUIREMENTS

|  |  |  |
| --- | --- | --- |
| **Early Childhood Environment Rating Scales (ECERS-R) Subscales** | **Level 3 Requirement****(overall = 4.5)** | **Program Score (average of all classrooms)** |
| 1. Space and Furnishings | **3** |  |
| 2. Personal Care Routines | **3** |  |
| 3. Language and Reasoning | **4** |  |
| 4. Activities | **4** |  |
| 5. Interaction | **4** |  |
| 6. Program Structure | **4** |  |
| 7. Parents and Staff | **3** |  |
| *OVERALL SCORE* | ***4.5*** |  |
| **PROGRAM ADMINISTRATION SCALE (PAS)** | Level 3 Requirement | Program Score  |
| PAS Program Score | **5** |  |
| **Arnett Caregiver Interaction Scale (Or CLASS)** | Level 3 Requirement | Program Score |
| Average of All Classrooms | **3** |  |
| **Classroom Assessment Scoring System (CLASS), (Or Arnett)** | Level 3 Requirement | Program Score |
| 3 or higher on the dimensions of Positive Climate and Teacher Sensitivity, 2 or lower on the dimension of Negative climate |  |

***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.