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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/](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.
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).

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.
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.

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.

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.

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.
Introduction to the QRIS Program Manager

Below is an image of 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.

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.

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.

**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:

**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”.

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

**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 read more ... icon. This action causes additional information to display. Click the read less ... icon to close it and view the original page.

**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.

**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.

<table>
<thead>
<tr>
<th>Program Id</th>
<th>Program Name</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>201320</td>
<td>Wonderful Care Center #1</td>
<td>[Select]</td>
</tr>
<tr>
<td>290344</td>
<td>Wonderful Care Center #2</td>
<td>[Select]</td>
</tr>
<tr>
<td>390347</td>
<td>Wonderful Care Center #3</td>
<td>[Select]</td>
</tr>
</tbody>
</table>

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.

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

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.
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.

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.

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.

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](http://www.mass.gov) at the Department of Early Education & Care site on [www.mass.gov](http://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.

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.

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.

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

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.

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.

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

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.
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

<table>
<thead>
<tr>
<th>Standard</th>
<th>Meets Standard</th>
<th>Measurement Method(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A.1.1 - Meets licensing regulations or non- licensable or license exempt and meets EEC licensing requirements</td>
<td>Yes</td>
<td>EEC License</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Standard</th>
<th>Meets Standard</th>
<th>Measurement Method(s)</th>
<th>Associated Document(s)</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A.2.1 - Educators demonstrate completion of professional development in curriculum, screening tools, and formative assessment</td>
<td>No</td>
<td></td>
<td></td>
<td>[Update]</td>
</tr>
<tr>
<td>1A.2.2 - Materials reflect the language and culture of the children in the classroom, their communities, and represent the diversity of society</td>
<td>No</td>
<td></td>
<td></td>
<td>[Update]</td>
</tr>
</tbody>
</table>
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.

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](Image)

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.

**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.

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.

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.

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.

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.
Assessment Information

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.
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.

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.

![Screen capture of Removing Request Exemption](image)

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.

A useful list of standards your programs must 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.

![Detail of Level 2 Standards](image)
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.

<table>
<thead>
<tr>
<th>Application Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signed By: Smith, Hannah (Director)</td>
</tr>
<tr>
<td>Signed Date: 1/1/2011</td>
</tr>
<tr>
<td>Signatory reviewed and attested to the accuracy of this information</td>
</tr>
</tbody>
</table>
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.

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](image)

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](image)

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.

![Add/Edit Document Screen](image)

**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.

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

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.
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.

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.

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.

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.

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.
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.

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

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.

Click here to login to the Quality Rating and Improvement System Program Manager.