Alternative Pathway Rating Guide

STEP ONE: Register to receive a login to the Colorado Shines QRIS. Each program will be granted up to two (2) logins for the Colorado Shines online system. It is recommended that the program director and one other administrative person (if applicable) have logins to the Colorado Shines online system. During the login process, a program will be encouraged to identify the primary contact in the event a Licensing Specialist or member of the Office of Early Childhood (OEC) needs to reach out to program leadership.

*If you would like to apply for an Alternative Pathway Rating please visit www.coloradoshines.com. Once you access the website follow the next steps:

1. Click on "LOGIN TO QRIS"



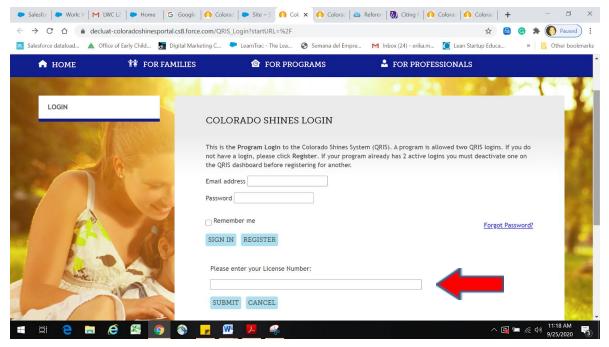
. After you click on "LOGIN TO QRIS", it will take you to a Login page where you will be asked to enter your email address and your password.



• If you don't have login credentials, you can register as a new user. Click on the "Register" button shown below.



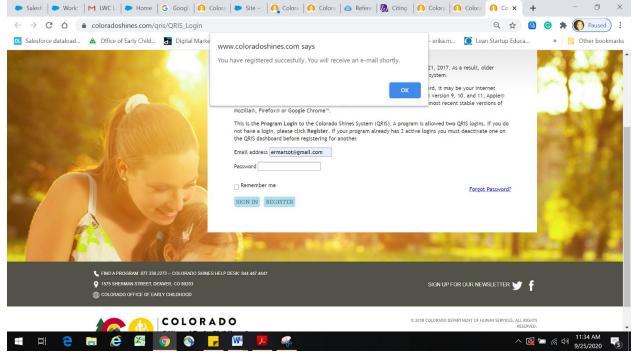
 Once you click on the "Register" button, another field will appear asking you for your license number. Proceed to enter your license number and click submit. If you receive a message that you already have an account, contact the helpdesk for assistance.



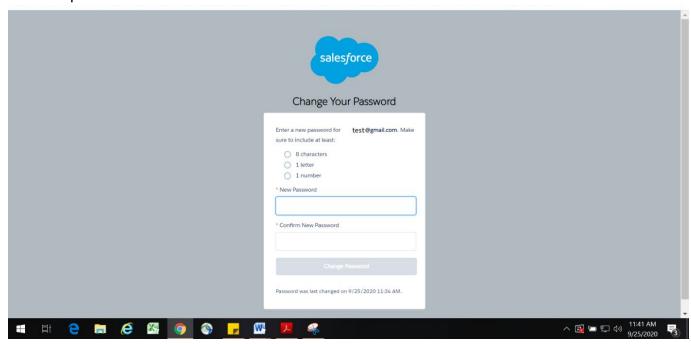
• The system will ask for your information shown below.

	COLORADO SHINES LOGIN This is the Program Login to the Colorado Shines System (QRIS). A program is allowed two QRIS logins. If you do not have a login, please click Register. If your program already has 2 active logins you must deactivate one on the QRIS dashboard before registering for another. Email address	
10		
	Password	
C. C	Remember me	Forgot Password?
	SIGN IN REGISTER	8
	Please fill out the following information. Required field	s in red.
	First Name	
	Last Name	
	Title	
	Phone	
	Email	
	SAVE CANCEL	

 After you have filled out the above form, click on the save button. A pop up screen will appear to confirm your registration.



 You should receive a welcome email from the QRIS portal. Click on the hyperlink provided and it will take you to the following screen. Proceed to create a password with the requirements mentioned below.

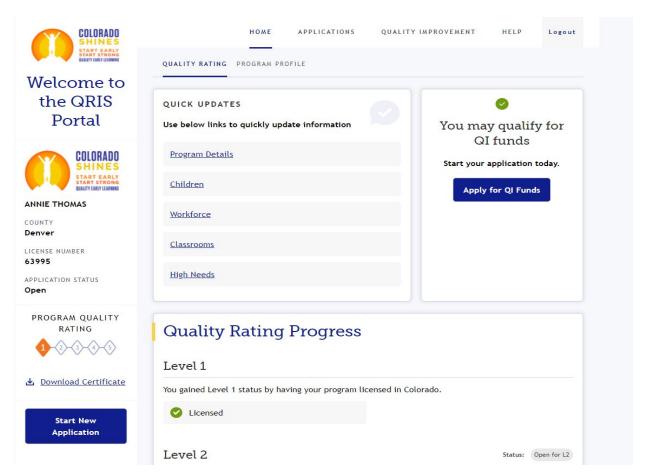


 Once you click on Change password, it will take you to the new QRIS user experience portal.

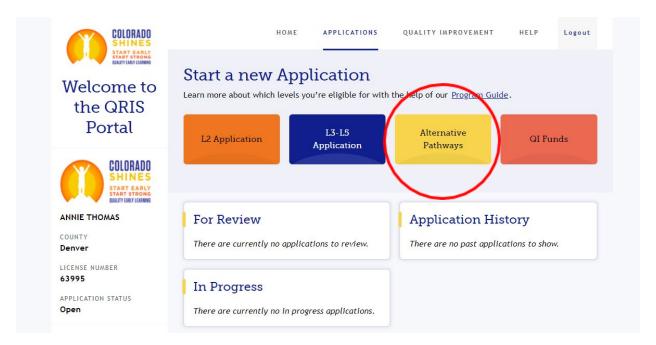
Alternative Pathways Rating Application Steps

Overview: Programs can apply for an alternative pathway by using an Application that is in their QRIS portal. This is one of the paths that the program may choose to follow regardless of their current rating. Programs accredited by an approved national accrediting organization, can use that accreditation as an alternative pathway to attain a Level 3 or 4 rating in the Colorado Shines QRIS. The OEC has a list of approved accrediting agencies published on the Colorado Shines website. If you don't see your accrediting agency listed, direct your agency to apply. Programs applying for an Alternative Pathway must complete a Colorado Shines program application and ensure registration of staff in the Professional Development Information System (PDIS).

Program Profile Page after logging into the system --This places the provider on the Home Dashboard Page.



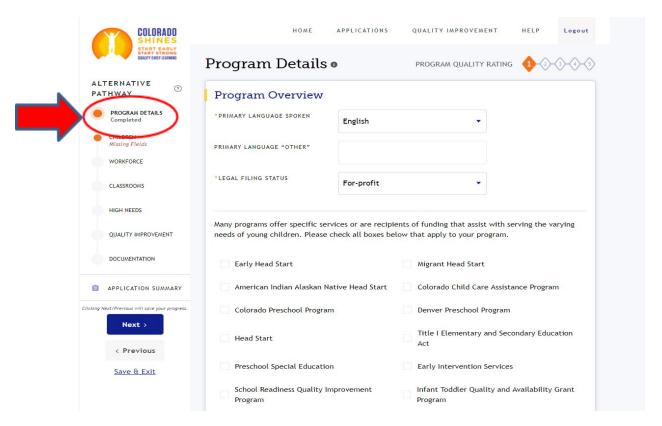
• To apply for an Alternative Pathway, click on the Alternative Pathways button (Yellow) in the "Start New Application" section.



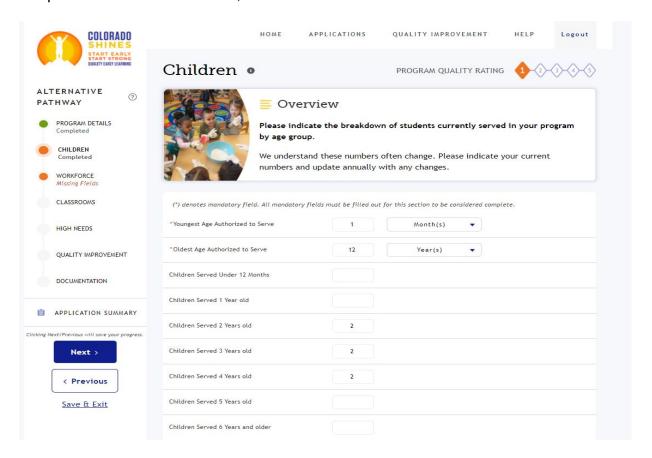
• The System will take you to the first step of the application process:

There are seven steps to complete in order to submit for an Alternative Pathway Rating: "Program Profile, Children, Workforce, Classroom, High needs, Quality Improvements, and Documentation".

1. PROGRAM DETAILS - In this section, enter the following information:"primary language spoken at your facility, legal filing status, services you offer, and your program schedule". Once you finish, click on the "Next" button to proceed. This information must be updated at least once per year.



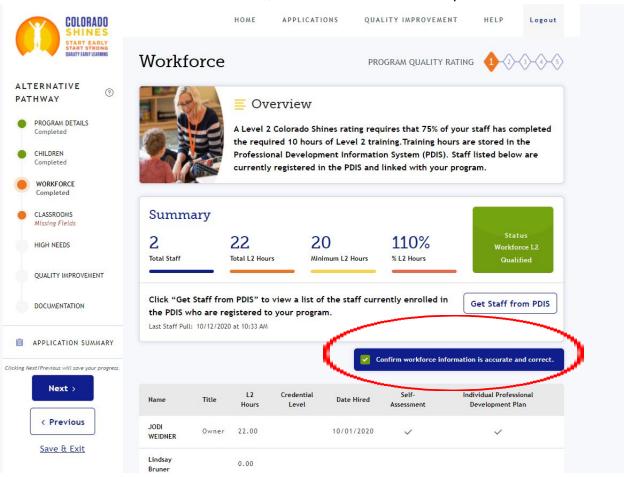
2. CHILDREN - The second step is to indicate the breakdown of students currently served in your Program by age group. We understand these numbers often change. Please indicate your current numbers and update annually with any changes. Once you have completed the Children section, click on the "Next" button.



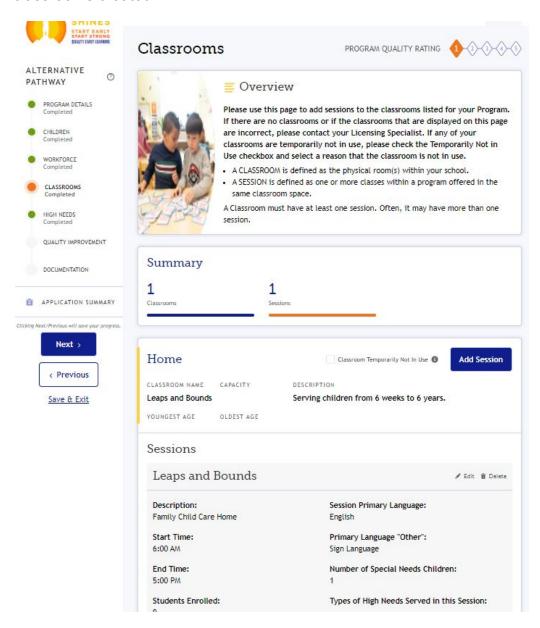
3.WORKFORCE -The Workforce section is where the provider will verify the current staff . Staff listed below are currently registered in the PDIS and linked with your program.

If you believe that the information is inaccurate, click on the "Get Staff from PDIS" button to refresh the data. If staff information is still not accurate or you need to remove or add staff, contact the Professional Development Information System (PDIS) Help Desk at 1-844-447-4441, option 2, or email pdishelp@cde.state.co.us.

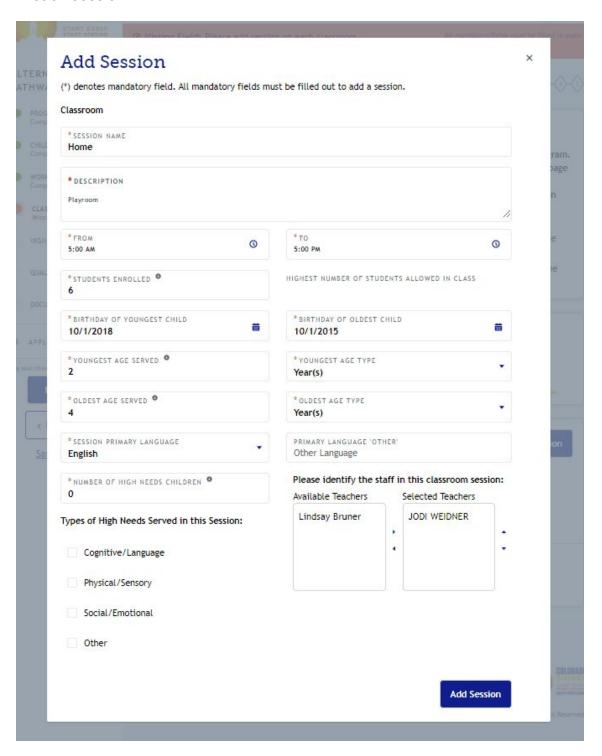
Once all information has been verified, check the "Confirm workforce information is accurate and correct" button located on the lower right-hand side of the page. This confirms that the information. Then, click the "Next" button to proceed.



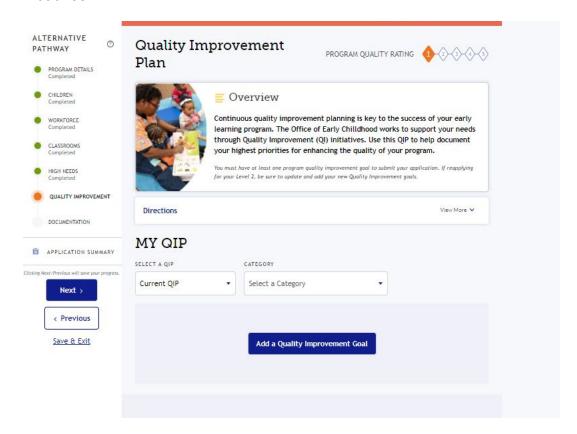
4. CLASSROOMS - On this page, the provider will create sessions associated with listed classrooms. Classrooms are created by the licensing specialist. If there are classrooms that do not appear on this page, contact your Licensing Specialist to have those classrooms created.



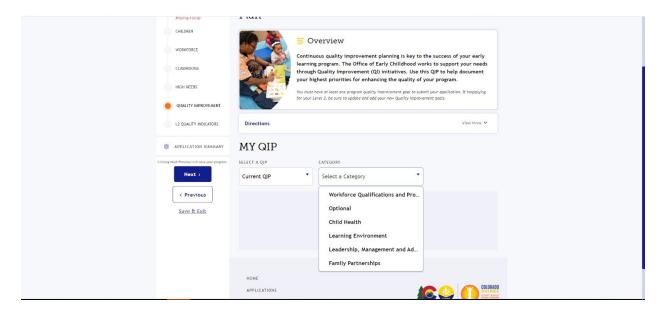
• Providers must create sessions on existing classrooms. Providers can also update, create new, or delete sessions from this page. It is important to list staff working within each session.



5. QUALITY IMPROVEMENT - Continuous Quality Improvement Planning is key to the success of your Early Learning program and the teachers you employ (if applicable). The Office of Early Childhood works to support your needs through Quality Improvement (QI) initiatives.

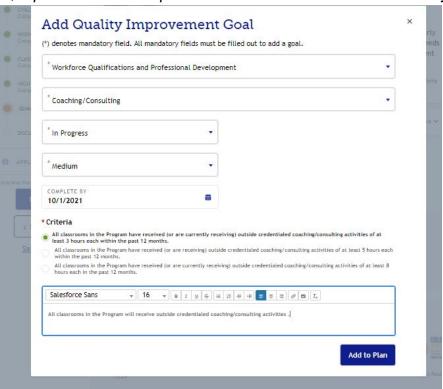


i) From the drop-down menu select a "Current QIP", this will give you the different categories to select from; such as Workforce Qualifications, Professional Development, Child Health, Learning Environment, etc.

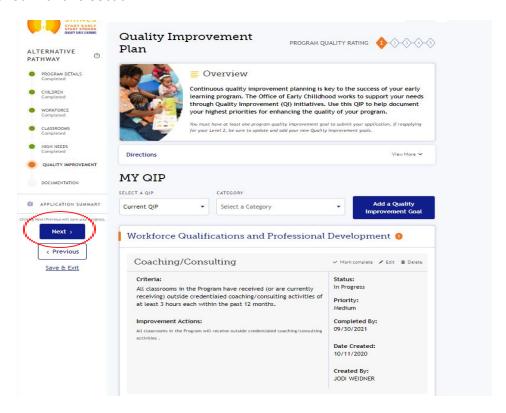


ii) Once you select the applicable category, a form will display on your screen. Make sure you fill out the category, sub-category, status, priority, and the complete by date. Enter your priority narrative in the Improvement Actions text box provided under the Criteria section. Then, click on the "Add to Plan" button.

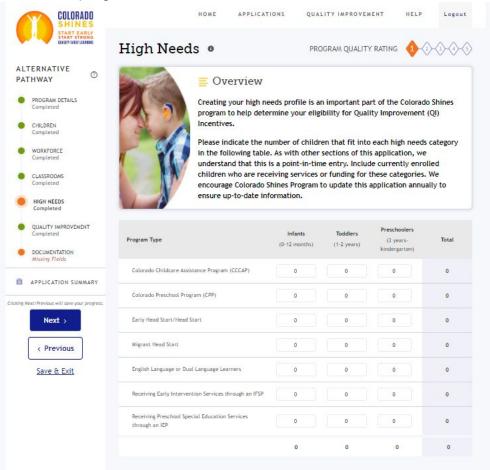
At least one QIP plan must be completed to achieve an Alternative Pathway



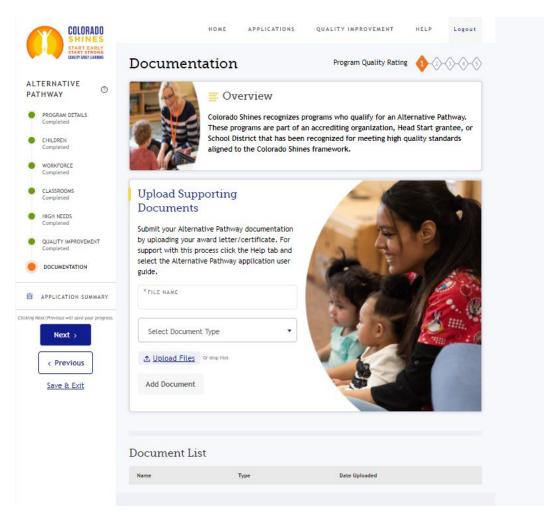
• ADD THE NOTE BOX and the Goals that are archived then, click on the "Next" button when you are finished with this section.



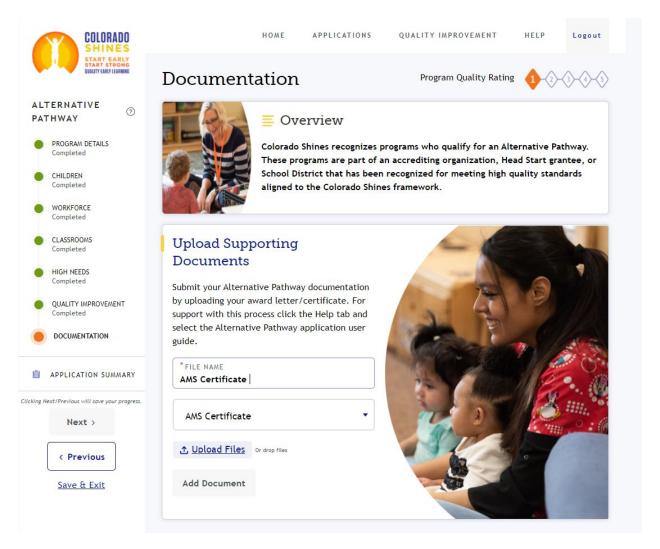
6. HIGH NEEDS - Indicate the number of children that fit into each high-needs category. For example: how many Infants, Toddlers, and Preschool-age children are enrolled in a CCCAP program, Head Start, CPP, etc.



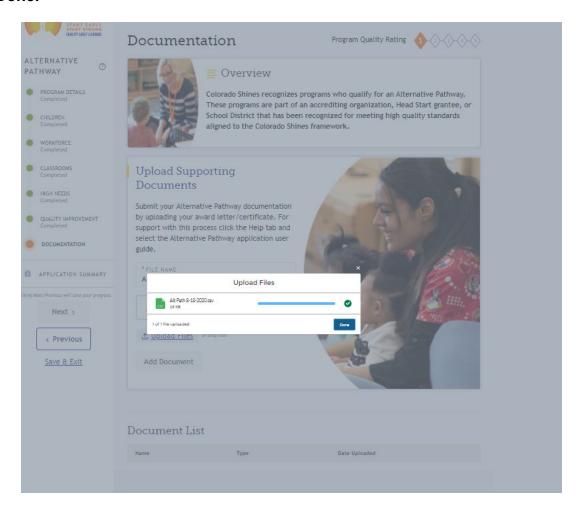
7. DOCUMENTATION: To submit documents for an Alternative Pathway, click on the **Alternative Pathway** tab. Enter the **File Name** of the alternative pathway document that you will be attaching, and click **Choose File** to attach the file from your computer. Select the appropriate **Document Type** and upload the corresponding certificate and click **Save.**



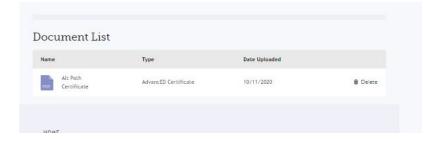
Enter the file name, uploaded and make sure your document is not larger than 25 MB.
 Accepted file types are docx, .pdf, .ppt, .pptx, .xls, and .xlsx, image files:. gif, .jpg, and .png.



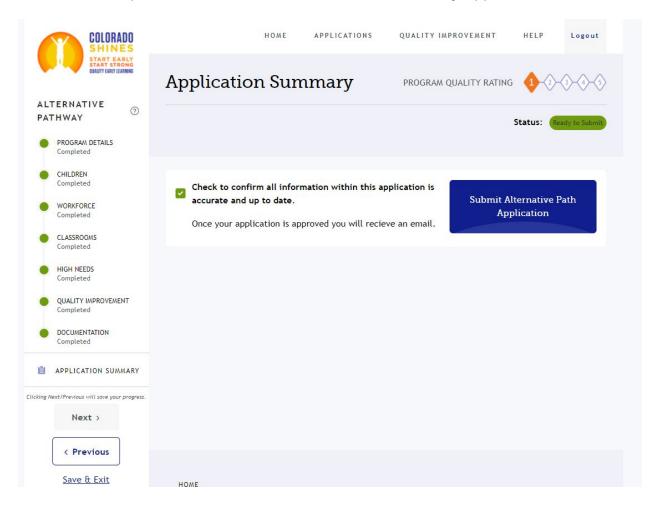
• Wait until you see that your Document was successfully uploaded, then click Done.



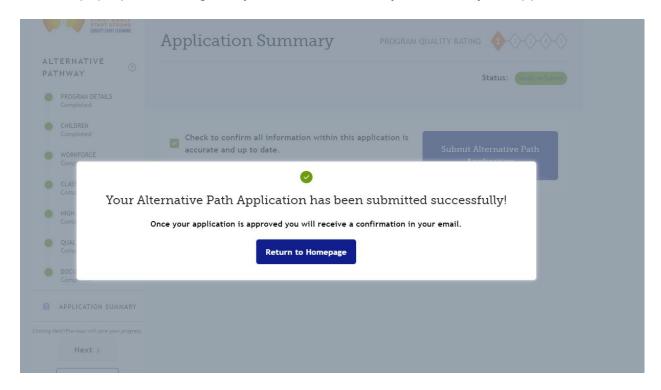
• The Document List will display your document once it is uploaded in the system.



APPLICATION SUMMARY: Final Step before submitting the application, review all the missing items (if any) as indicated on the sidebar. If everything on the application is correct and complete, click on the "Submit Alternative Pathway Application" button.



 Once you have clicked on the "Submit Alternative Pathway Application" button, you will see a pop-up confirming that you have successfully submitted your application.



• **FINAL STEP:** Once your application is submitted, the assessment team will review the application and will approve the application within approximately two weeks after the submission. You will receive an email notifying you if your alternative pathway was approved, and your quality rating will be updated in the Colorado Shines system.

DO YOU STILL NEED HELP? If you still need assistance with your application please feel free to call or email the contacts below.

