

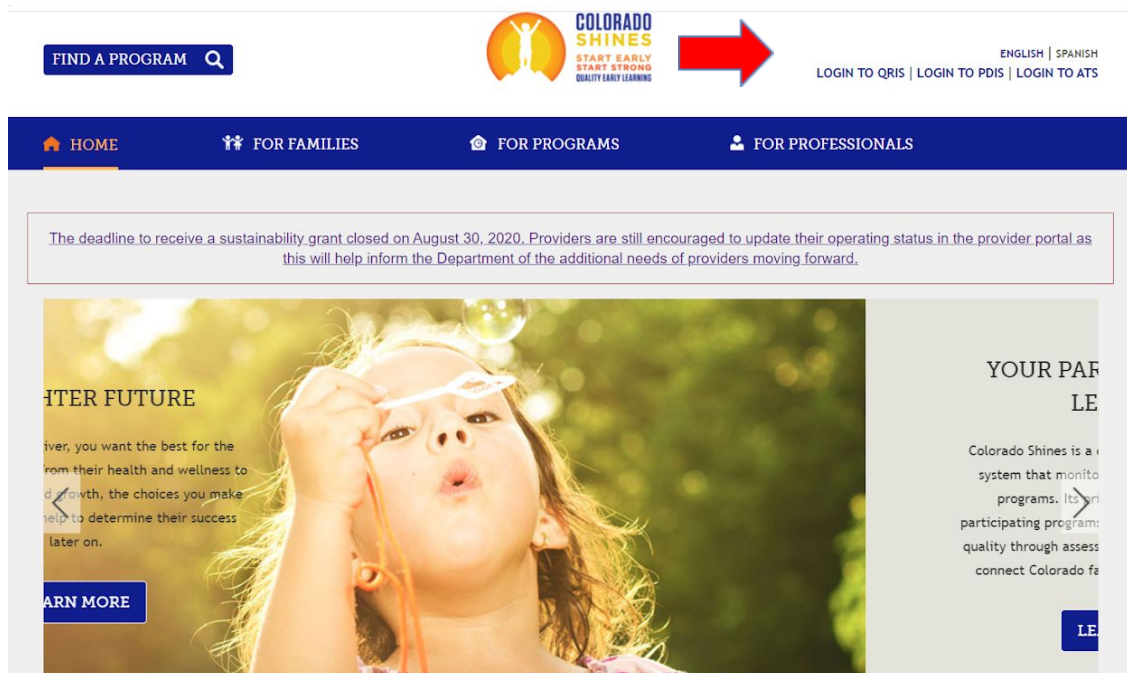
Level 3-5 Rating Guide

Application Process

STEP ONE: Register to receive a login to the online system at the Colorado Shines website. 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 OEC needs to reach out to program leadership.

*If you would like to apply for a level please visit www.coloradoshines.com. Once you land it on our website follow the next steps:

1. Click on “ LOGIN TO QRIS”



2. Once you click in to “LOGIN TO QRIS”, it will take you to a Login page where you will be asked to enter your email address and your password.

[FIND A PROGRAM](#)

COLORADO SHINES
START EARLY
START STRONG
QUALITY EARLY LEARNING

ENGLISH | SPANISH
[LOGIN TO QRIS](#) | [LOGIN TO PDIS](#) | [LOGIN TO ATS](#)

[HOME](#) [FOR FAMILIES](#) [FOR PROGRAMS](#) [FOR PROFESSIONALS](#)

[LOGIN](#)

COLORADO SHINES LOGIN

Notice: Security upgrades will be implemented on Colorado Shines Friday July 21, 2017. As a result, older browsers will no longer support the security requirements needed to access the system.

If you are experiencing issues logging in with the correct user name and password, it may be your internet browser. You will need to update your browser to Microsoft® Internet Explorer® version 9, 10, and 11, Apple® Safari® version 10.x on macOS, Microsoft Edge for Windows® 10, or one of the most recent stable versions of Mozilla®, Firefox® or Google Chrome™.

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

Password

☐ Remember me

[SIGN IN](#) [REGISTER](#)

[Forgot Password?](#)

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

[FIND A PROGRAM](#)

COLORADO SHINES
START EARLY
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ENGLISH | SPANISH
[LOGIN TO QRIS](#) | [LOGIN TO PDIS](#) | [LOGIN TO ATS](#)

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[LOGIN](#)

COLORADO SHINES LOGIN

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If you are experiencing issues logging in with the correct user name and password, it may be your internet browser. You will need to update your browser to Microsoft® Internet Explorer® version 9, 10, and 11, Apple® Safari® version 10.x on macOS, Microsoft Edge for Windows® 10, or one of the most recent stable versions of Mozilla®, Firefox® or Google Chrome™.

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

Password

☐ Remember me

[SIGN IN](#) [REGISTER](#)

[Forgot Password?](#)

- 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.

HOME FOR FAMILIES FOR PROGRAMS FOR PROFESSIONALS

LOGIN

COLORADO SHINES LOGIN

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Email address

Password

☐ Remember me [Forgot Password?](#)

Please enter your License Number:

- 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

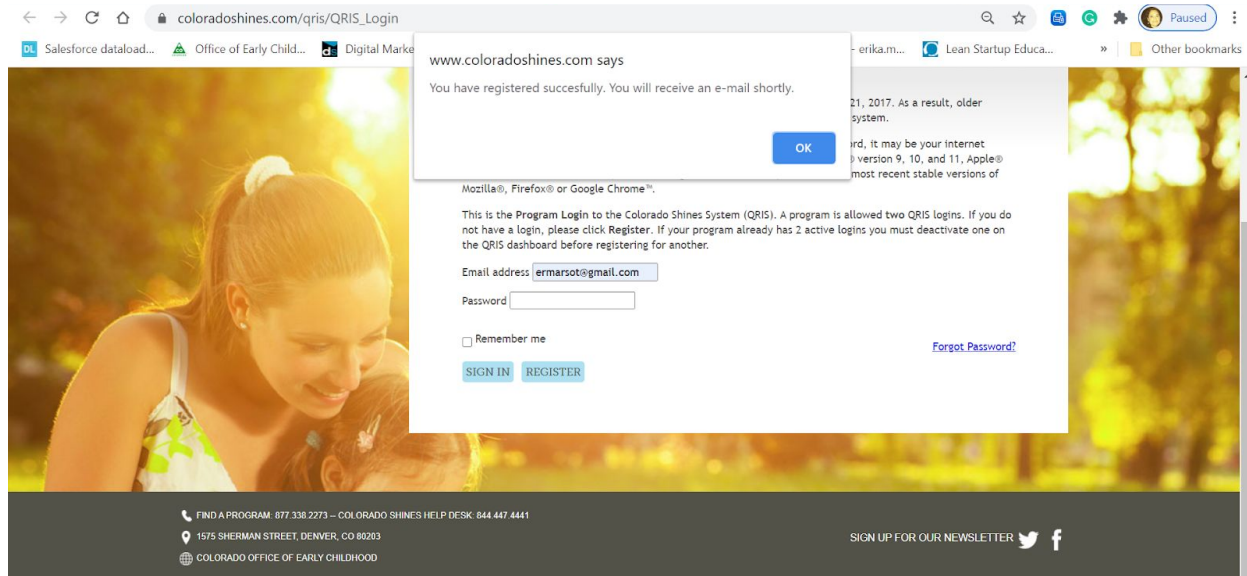
Password

☐ Remember me [Forgot Password?](#)

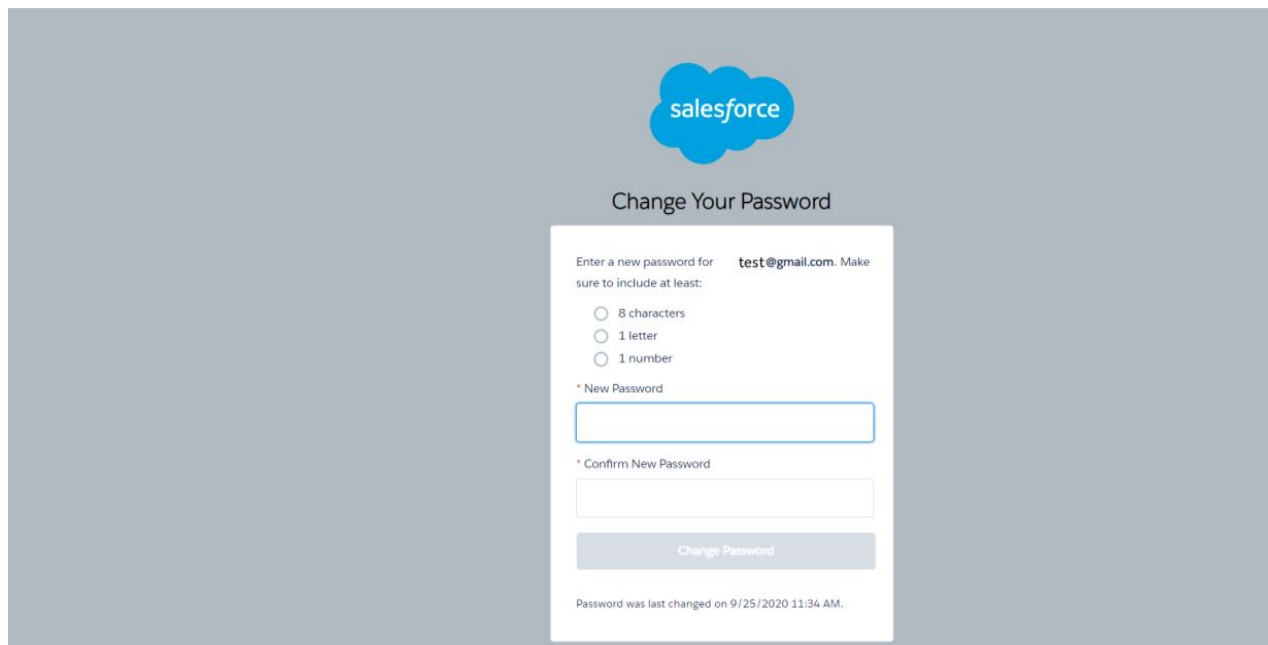
Please fill out the following information. Required fields in red.

First Name	<input type="text"/>
Last Name	<input type="text"/>
Title	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>

- 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 our new QRIS user experience portal.

Level 3-5 Rating Application Steps

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 ratings 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

The screenshot displays the Colorado Shines QRIS Portal interface. On the left, a sidebar contains the logo, a welcome message, and user information for 'Amber's Kids' in Jefferson County, License Number 1564468, with an 'Open' application status. Below this is a 'PROGRAM QUALITY RATING' section showing a progress bar with five diamonds, the third of which is highlighted in orange. A 'Download Certificate' link and a 'Start New Application' button are also present. The main content area features a top navigation bar with links to HOME, APPLICATIONS, QUALITY IMPROVEMENT, HELP, and a Logout button. Under the 'QUALITY RATING' tab, there is a 'QUICK UPDATES' section with links to Program Details, Children, Workforce, Classrooms, and High Needs. To the right, a notification states 'You may qualify for QI funds' with an 'Apply for QI Funds' button. The bottom section, 'Quality Rating Progress', shows 'Level 1' status as 'Licensed' and 'Level 2' status as 'Approved' (Expires September 06, 2021).

Colorado Shines
START EARLY
START STRONG
QUALITY EARLY LEARNING

Welcome to the QRIS Portal

Amber's Kids
COUNTY
Jefferson
LICENSE NUMBER
1564468
APPLICATION STATUS
Open

PROGRAM QUALITY RATING

Download Certificate

Start New Application

HOME APPLICATIONS QUALITY IMPROVEMENT HELP Logout

QUALITY RATING PROGRAM PROFILE

QUICK UPDATES

Use below links to quickly update information

[Program Details](#)

[Children](#)

[Workforce](#)

[Classrooms](#)

[High Needs](#)

You may qualify for QI funds

Apply for QI Funds

Quality Rating Progress

Level 1

You gained Level 1 status by having your program licensed in Colorado.

Licensed

Level 2 Expires September 06, 2021

Status: Approved

RATING

Download Certificate

Start New Application

Quality Rating Progress

Level 1

You gained Level 1 status by having your program licensed in Colorado.

Licensed

Level 2

Expires September 06, 2021

Status: Approved

Great job! Your program has taken additional steps towards building quality by completing Level 2 requirements.

L2 QI Self-Assessment (Level 2 only)

Quality Improvement Plan

Staff Registered in PDIS

Start New Application

Submit your application 3 months before your level rating expiration date.

Level 3-5

Expires March 31, 2022

Status: Open for Application

Program rated for quality learning using points and Environment Rating Scale (ERS) scores.

Level 3: Program begins to look at and measure quality

Level 4: Program exhibits additional growth with higher level points and higher ERS scores

Level 5: Program represents the top tier of quality

Start New Application

Alternative Pathway

Status: Open for All Paths

6

- In order to start your Level 3-5 Rating click on “ Start New Application”.

Level 3-5

Expires March 31, 2022

Status: Open for Application

Program rated for quality learning using points and Environment Rating Scale (ERS) scores.



Level 3: Program begins to look at and measure quality

Level 4: Program exhibits additional growth with higher level points and higher ERS scores

Level 5: Program represents the top tier of quality

Start New Application

Alternative Pathway

Expires August 31, 2018

Status: Open for Alt Path

A program meets the standards established by an approved national accrediting agency, Head Start Grantee or Delegate, or school district that is aligned to the Colorado Shines Framework.

Start New Application

[View full program guide definitions](#)

HOME

APPLICATIONS

QUALITY IMPROVEMENT

HELP



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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 L2 Rating: “Program Profile, Children, Workforce, Classroom, High needs, Quality Improvements, L2 Quality indicators”.

When you start your application you will see a pop-up window. This pop-up provides information regarding tips that are available throughout the application, as well as, contact information for your council.

Need assistance with your application?

X

Throughout the application you'll see tooltips, like this ⓘ, which you can hover over to see more information and helpful tips



The screenshot shows a light blue header bar with the text "NOTES FROM YOUR LICENSING SPECIALIST" and an orange "Add Note" button. Below this, there is a list of notes with the first one titled "On Going Professional Development" and the status "Reviewed". To the right of the notes, a blue tooltip is visible with a white "i" icon and the text: "Notes listed here are items your Licensing Specialist determined needed to be fixed upon reviewing your application."

When you click on the Next/Previous button, information that you have entered on your current page will automatically be saved.

When you click the Save and Exit button, information that you have entered will be saved and you will be redirected to the Application Summary page, where you could find the overall status of the application.

Please call your Council 8985445678 for additional assistance completing your application.

Help Desk: 1-844-447-4441 (select option 1 for QRIS, option 2 for PDIS)

QRIS Help Desk

Email: cdhs_coloradoshines@state.co.us

PDIS Help Desk Email: PDISHelp@cde.state.co.us

1. PROGRAM DETAILS - In this section, you have to make sure that the Program information is accurate. Enter in the following information the primary language spoken at your facility, legal filing status, services you offer, and your program schedule. This information must be updated at least once a year. Once you finish, click on the “Next” button to proceed.

The screenshot displays the 'L2 APPLICATION' interface, specifically the 'Program Details' and 'Program Schedule' sections.

Program Details Section:

- Left Sidebar:** A vertical menu with options: PROGRAM DETAILS (highlighted with an orange circle and 'Missing Fields' text), CHILDREN, WORKFORCE, CLASSROOMS, HIGH NEEDS, QUALITY IMPROVEMENT, and L2 QUALITY INDICATORS. Below this is an 'APPLICATION SUMMARY' section with a 'Next >' button, '< Previous' button, and a 'Save & Exit' link.
- Header:** 'Program Details' with a dropdown arrow, and 'PROGRAM QUALITY RATING' with a progress indicator showing 1 out of 5 steps.
- Form Fields:**
 - 'PRIMARY LANGUAGE SPOKEN': A dropdown menu currently set to 'English'.
 - 'PRIMARY LANGUAGE "OTHER"': An empty text input field.
 - 'LEGAL FILING STATUS': A dropdown menu with 'Select an Option'.
- Text:** 'Many programs offer specific services or are recipients of funding that assist with serving the varying needs of young children. Please check all boxes below that apply to your program.'
- Checkboxes:** A grid of checkboxes for various programs:
 - Early Head Start
 - American Indian Alaskan Native Head Start
 - Colorado Preschool Program
 - Head Start
 - Preschool Special Education
 - School Readiness Quality Improvement Program
 - Private Quality Improvement Funding
 - Migrant Head Start
 - Colorado Child Care Assistance Program
 - Denver Preschool Program
 - Title I Elementary and Secondary Education Act
 - Early Intervention Services
 - Infant Toddler Quality and Availability Grant Program
 - Private Pay

Program Schedule Section:

- Text:** 'Please tell us more about annual operation dates, operating days and times for your program. Date ranges can reflect partial months.'
- Checkboxes:**
 - 'Program Open Year Round': An unchecked checkbox.
 - 'PROGRAM OPEN FROM DATE': A date picker field.
 - 'PROGRAM OPEN TO DATE': A date picker field.
 - 'Accepts full-time students': An unchecked checkbox.
 - 'Accepts part-time students': An unchecked checkbox.
- HOURS OF OPERATION:**
 - Text: 'If your schedule is consistent Monday-Friday, simply fill out the "Monday-Friday" option.'
 - Days: A row of buttons for Mon, Tue, Wed, Thu, Fri, Sat, Sun.
 - 'Monday-Friday': An unchecked checkbox.
 - 'FROM': A time picker field.
 - 'TO': A time picker field.

Footer:

- Navigation links: HOME, APPLICATIONS, QUALITY IMPROVEMENT, HELP.
- Logos: Colorado Department of Human Services logo and 'COLORADO PRINCES' logo.
- Text: '2020 Colorado Department of Human Services. All Rights Reserved.'

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.

L2 APPLICATION

PROGRAM DETAILS
Missing Fields

CHILDREN

WORKFORCE

CLASSROOMS

HIGH NEEDS

QUALITY IMPROVEMENT

L2 QUALITY INDICATORS


APPLICATION SUMMARY

Clicking Next/Previous will save your progress.

Next >

< Previous

[Save & Exit](#)



Overview

Please 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.

(*) denotes mandatory field. All mandatory fields must be filled out for this section to be considered complete.

*Youngest Age Authorized to Serve	<input type="text"/>	--Select--
*Oldest Age Authorized to Serve	<input type="text"/>	--Select--
Children Served Under 12 Months	<input type="text"/>	
Children Served 1 Year old	<input type="text"/>	
Children Served 2 Years old	<input type="text"/>	
Children Served 3 Years old	<input type="text"/>	
Children Served 4 Years old	<input type="text"/>	
Children Served 5 Years old	<input type="text"/>	
Children Served 6 Years and older	<input type="text"/>	
Number of Children:	0	<i>Auto-calculated based on inputs above</i>

3. **WORKFORCE** -The Workforce section is where the provider will verify that current staff and training hours. For Child Care Centers, an L3-5 quality rating requires that 75% of your staff has completed the required 10 hours of L2 training. Family Child Care Home providers need to complete all 10 hours as they are the licensed provider. Training hours are stored in the Professional Development Information System (PDIS). Staff listed below are currently registered in the PDIS and linked with your program. The percentage of hours will be displayed on this page along with the number of staff and the minimum required L2 hours. It is not required to verify staff since that was done in the L2 rating process. However, it is good practice to review the workforce section as you will be able to see which staff have completed the IPDP and PDIS self-assessment.

If you believe that the information is inaccurate, click on the "Get Staff from PDIS" button (option1) 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.

Once all information has been verified, check the box located on the lower right-hand side at the bottom. This confirms that the information is correct. Then, click the "Next" button to proceed.

L3-L5 APPLICATION

- PROGRAM DETAILS Completed
- CHILDREN Completed
- WORKFORCE Completed**
- CLASSROOMS Completed
- HIGH NEEDS Completed
- QUALITY IMPROVEMENT
- L2 QUALITY INDICATORS

APPLICATION SUMMARY

DOCUMENTATION

POINTS GUIDE

Next >

Workforce

PROGRAM QUALITY RATING: 4/5

Overview

A Level 2 Colorado Shines rating requires that 75% of your staff has completed the required 10 hours of Level 2 training. Training hours are stored in the Professional Development Information System (PDIS). Staff listed below are currently registered in the PDIS and linked with your program.

Summary

1 Total Staff	22 Total L2 Hours	10 Minimum L2 Hours	220% % L2 Hours	Status Workforce L2 Qualified
------------------	----------------------	------------------------	--------------------	-------------------------------------

Click "Get Staff from PDIS" to view a list of the staff currently enrolled in the PDIS who are registered to your program.

Last Staff Pull:

Get Staff from PDIS

☒ Confirm workforce information is accurate and correct.

Name	Title	L2 Hours	Credential Level	Date Hired	Self-Assessment	Individual Professional Development Plan
Total						

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 in existing classrooms. Providers can also update, create new, or delete sessions from this page. It is important to list all staff for the session.

The screenshot shows the 'Classrooms' tab in the 'L2 APPLICATION' section. The left sidebar lists application steps: PROGRAM DETAILS (Missing Fields), CHILDREN, WORKFORCE, CLASSROOMS (selected), HIGH NEEDS, QUALITY IMPROVEMENT, and L2 QUALITY INDICATORS. Below the sidebar are buttons for 'Next >', '< Previous', and 'Save & Exit'. The main content area has a 'Classrooms' header with a 'PROGRAM QUALITY RATING' of 1. Below this is an 'Overview' section with instructions and definitions for CLASSROOM and SESSION. A 'Summary' section shows 0 Classrooms, 0 Sessions, and 0 Deactivated Sessions.

- There must be a Session for each Classroom on the Classroom tab . Click the “Add Session” button by each classroom listed on the application to add the Session(s).

This screenshot shows a specific classroom entry titled 'Home'. At the top, a 'Summary' bar displays 1 Classroom, 0 Sessions, and 0 Deactivated Sessions. Below this, the 'Home' tab is active, showing details for the 'Home Classroom' with a capacity of 6, youngest age of 2 years, and oldest age of 14 years. The description is 'Test for Provider and Level 2 testing'. A blue 'Add Session' button is located to the right of the details, with a red arrow pointing to it. Below the details is a 'Sessions' section stating 'There are currently no sessions listed for this classroom.'

- All fields with an asterisk * are required for the Session.

Add Session

(*) denotes mandatory field. All mandatory fields must be filled out to add a session.

Classroom

(*) SESSION NAME
Session name

(*) DESCRIPTION
Add description

(*) FROM
Session start time

(*) TO
Session end time

(*) STUDENTS ENROLLED
No. of students enrolled

HIGHEST NUMBER OF STUDENTS ALLOWED IN CLASS

(*) BIRTHDAY OF YOUNGEST CHILD

(*) BIRTHDAY OF OLDEST CHILD

(*) YOUNGEST AGE SERVED
Youngest Age

(*) YOUNGEST AGE TYPE
Select an Option

- The scroll bar on the right can be used to view the other fields for the Session record.

(*) YOUNGEST AGE SERVED
Youngest Age

(*) YOUNGEST AGE TYPE
Select an Option

(*) OLDEST AGE SERVED
Oldest Age

(*) OLDEST AGE TYPE
Select an Option

(*) SESSION PRIMARY LANGUAGE
Select an Option

PRIMARY LANGUAGE 'OTHER'
Other Language

(*) NUMBER OF HIGH NEEDS CHILDREN
Children with high needs

Please identify the staff in this classroom session:

Types of High Needs Served in this Session:

☐ Cognitive/Language
☐ Physical/Sensory
☐ Social/Emotional
☐ Other

Available Teachers

Lyman Osterhout

Selected Teachers

- Both the Youngest Age Type and the Oldest Age Type fields have a scroll bar that must be used to see all options for the age types.

* YOUNGEST AGE TYPE
Year(s)

* OLDEST AGE TYPE
Select an Option

Days

Weeks

Month(s)

Year(s)

- The “Add Session” button at the bottom cannot be selected until all information is completed.

☐ Social/Emotional

☐ Other

Add Session

- After all information is completed, the “Add Session” button will now appear highlighted in blue. This means that the Session can now be added.

☐ Social/Emotional

☒ Other

Add Session

- After adding the Session, the user will be returned to the Classroom tab and a saved successfully message will appear on the screen. The user will also be able to see the Session record on the page.

Home

☐ Classroom Temporarily Not In Use ⓘ

Add Session

CLASSROOM NAME	CAPACITY	DESCRIPTION
Home Classroom	6	Test for Provider and Level 2 testing

YOUNGEST AGE

OLDEST AGE

2 Years

14 Years

Sessions

Session Name Testing

Edit Deactivate Delete

Description:

This is the session description

Start Time:

12:00 AM

End Time:

12:15 AM

Students Enrolled:

2

Highest Number of Students Allowed in Class:

Youngest Age Served:

1 Year(s)

Session Primary Language:

English

Primary Language "Other":

Number of Special Needs Children:

1

Types of High Needs Served in this Session:

☐ Cognitive/Language
 ☐ Physical/Sensory
 ☐ Social/Emotional
 ☒ Other

Teachers:

- The user can continue to add Sessions for each classroom in a similar manner. The Session can also be edited or deleted by using the function tools.

5. HIGH NEEDS - This section will help to determine your eligibility for Quality improvement Incentives (QI). Indicate the number of children that fit into each high-needs category. For example: how many Infant, Toddlers, and Preschool-age children are enrolled in a CCCAP program, Head Start, CPP, etc.

PROGRAM DETAILS
Missing Fields

CHILDREN

WORKFORCE

CLASSROOMS

HIGH NEEDS

QUALITY IMPROVEMENT

L2 QUALITY INDICATORS

APPLICATION SUMMARY

Clicking Next/Previous will save your progress.

Next >

< Previous

Save & Exit

Overview

Creating your high needs profile is an important part of the Colorado Shines program to help determine your eligibility for Quality Improvement (QI) Incentives.

Please indicate the number of children that fit into each high needs category in the following table. As with other sections of this application, we understand that this is a point-in-time entry. Include currently enrolled children who are receiving services or funding for these categories. We encourage Colorado Shines Program to update this application annually to ensure up-to-date information.

Program Type	Infants (0-12 months)	Toddlers (1-2 years)	Preschoolers (3 years- kindergarten)	Total
Colorado Childcare Assistance Program (CCCAP)	0	0	0	0
Colorado Preschool Program (CPP)	0	0	0	0
Early Head Start/Head Start	0	0	0	0
Migrant Head Start	0	0	0	0
English Language or Dual Language Learners	0	0	0	0
Receiving Early Intervention Services through an IFSP	0	0	0	0
Receiving Preschool Special Education Services through an IEP	0	0	0	0
	0	0	0	0

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

L2 APPLICATION

PROGRAM DETAILS
Missing Fields

CHILDREN

WORKFORCE

CLASSROOMS

HIGH NEEDS

QUALITY IMPROVEMENT

L2 QUALITY INDICATORS

APPLICATION SUMMARY

Clicking Next/Previous will save your progress.

Next >

< Previous

Save & Exit

Quality Improvement Plan

PROGRAM QUALITY RATING 1 2 3 4 5

Overview

Continuous quality improvement planning is key to the success of your early learning program. The Office of Early Childhood works to support your needs through Quality Improvement (QI) initiatives. Use this QIP to help document your highest priorities for enhancing the quality of your program.

You must have at least one program quality Improvement goal to submit your application. If reapplying for your Level 2, be sure to update and add your new Quality Improvement goals.

Directions

View More

MY QIP

SELECT A QIP

Current QIP

CATEGORY

Select a Category

Add a Quality Improvement Goal

- The Directions section on the page can be expanded for further guidance and information about how to complete the page. Click on View more to expand the narrative.

Completed

QUALITY IMPROVEMENT

Directions View More ▾

View Less ^

These indicators are based on the 5 standard areas in the Quality Rating and Improvement System (QRIS). By implementing Colorado Shines in your program, we believe that together we will positively impact all facets of the Early Childhood System ranging from enhanced resources for parents, professional development for the early learning workforce, supports for children with high needs, to sound business best practices for your program. Our QI Incentive Initiatives help support your program in achieving and maintaining the high quality child care options that families need, and helps those families find the best match for their children.

We believe that this tool will help you document your highest priorities for increasing the quality of your program by focusing on 3 key areas:

- foundational practices, such as leadership and management
- daily practices, such as curriculum and family partnerships
- comprehensive practices, such as health screenings and mental health consultation

MY QIP

SELECT A QIP CATEGORY

Current QIP Optional

Next >

< Previous

Save & Exit

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.

Missing Fields

CHILDREN

WORKFORCE

CLASSROOMS

HIGH NEEDS

QUALITY IMPROVEMENT

L2 QUALITY INDICATORS

APPLICATION SUMMARY

Clicking Next/Previous will save your progress.

Next >

< Previous

Save & Exit

Overview

Continuous quality improvement planning is key to the success of your early learning program. The Office of Early Childhood works to support your needs through Quality Improvement (QI) initiatives. Use this QIP to help document your highest priorities for enhancing the quality of your program.

You must have at least one program quality improvement goal to submit your application. If reapplying for your Level 2, be sure to update and add your new Quality Improvement goals.

Directions View More ▾

MY QIP

SELECT A QIP CATEGORY

Current QIP Select a Category ▾

Workforce Qualifications and Pro...

Optional

Child Health

Learning Environment

Leadership, Management and Ad...

Family Partnerships

HOME

APPLICATIONS

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.

- Verify your QIP plan is up to date and add any new QIP goals that your program would like to focus on.

Add Quality Improvement Goal

(*) denotes mandatory field. All mandatory fields must be filled out to add a goal.

* Category

* Sub Category

* Status

* Priority

* COMPLETE BY

* Criteria

Please choose Category and Sub Category to select Criteria

Salesforce Sans 12

Insert Improvement Actions

Add to Plan

- ADD THE NOTE BOX and The Goals that are archived
Then, click on the “Next” button when you are done on this section.

Quality Improvement Plan

PROGRAM QUALITY RATING

Overview

Continuous quality improvement planning is key to the success of your early learning program. The Office of Early Childhood works to support your needs through Quality Improvement (QI) initiatives. Use this QIP to help document your highest priorities for enhancing the quality of your program.

You must have at least one program quality improvement goal to submit your application. If reapplying for your Level 2, be sure to update and add your new Quality Improvement goals.

Directions View More

MY QIP

SELECT A QIP

Current QIP

CATEGORY

Select a Category

Current QIP

Completed QIP

Add a Quality Improvement Goal

Next

Previous

Save & Exit

7. L2 INDICATOR - Programs applying for an L3-5 do NOT have to complete the L2 indicators, as these are already done in L2. If needed, update any L2 Quality indicator notes.

The screenshot shows the 'L2 APPLICATION' interface. On the left is a sidebar with navigation links: PROGRAM DETAILS (Missing Fields), CHILDREN, WORKFORCE, CLASSROOMS, HIGH NEEDS, QUALITY IMPROVEMENT (Missing Fields), and L2 QUALITY INDICATORS (selected). Below the sidebar is an 'APPLICATION SUMMARY' section with 'Next >', '< Previous', and 'Save & Exit' buttons. The main content area is titled 'L2 Quality Indicator Program Assessment' and includes a 'PROGRAM QUALITY RATING' of 1 (out of 5). An 'Overview' box states that programs must complete the Quality Self-Assessment checklist. Below this is a 'Directions' section with a 'View More' link. The 'Section 1: Infant/Toddler' dropdown is set to 'Section 1: Infant/Toddler'. A checkbox indicates 'Check the box if your program does NOT have an Infant/Toddler room'. The 'I. Language Development and Materials' section is expanded, showing 'A. Language Development' with three items: '1. Providers model language to children.', '2. Provider's use a pleasant tone of voice when speaking with children and communicate in a positive encouraging manner.', and '3. Staff asks children open-ended questions to initiate conversation and respond to child's attempt to communicate.' Each item has a 'Notes' field with a counter (0) and an 'Add Note' button, and a 'Select an Option' dropdown menu.

- If the response is “No”, the program must add a note to explain why this indicator is not met. After ‘No’ is selected, a comment box will appear on the page. This comment box should be used by the program to indicate why this indicator cannot be met.

The first screenshot shows the 'I. Language Development and Materials' section with 'A. Language Development' expanded. A red arrow points to the '1. Providers model language to children.' item, where the 'No' option is selected in the dropdown menu, and a red-bordered 'Enter Comment Here' text box appears. The second screenshot shows the same item with the 'No' option still selected, and a blue-bordered 'Add Information' text box appears. A red arrow points to this box. The 'Notes' counter for the first item is now 1.

- The information typed in the comment box will automatically save when you move to the next item. There is no save button.
- The notes can be reviewed by clicking on the *Notes* link. Once a note is entered, it can be edited by clicking on the “Edit” button on the note.

I. Language Development and Materials

A. Language Development

1. Providers model language to children.

Notes: 1

Hide note

Edit

This is a test for the information in the comment. This is why this indicator cannot be met by the facility.

No

APPLICATION SUMMARY: Final Step before submitting the application, review all the missing items as indicated on the sidebar.

L2 APPLICATION

PROGRAM DETAILS
Missing Fields

CHILDREN

WORKFORCE

CLASSROOMS

HIGH NEEDS

QUALITY IMPROVEMENT
Missing Fields

L2 QUALITY INDICATORS
Missing Fields

APPLICATION SUMMARY

Clicking Next/Previous will save your progress.

Next >

< Previous

Save & Exit

L2 Application Summary

PROGRAM QUALITY RATING

Status: In Progress

You have missing items that need your attention before you can submit.

You can click into these missing items through the progress tracker on the left. Once all items are marked complete you will be able to submit your application.

☐ Check to confirm all information within this application is accurate and up to date.

Once your application is approved you will receive an email.

Submit L2 Application

HOME

APPLICATIONS

QUALITY IMPROVEMENT

HELP

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- If all sections on the application are correct and complete, the user should click on the Confirmation checkbox section to confirm that application is accurate. Then, the user can click on the “Submit L2 Application” button to submit the application.

COLORADO SHINES
START EARLY
START STRONG
QUALITY EARLY LEARNING

HOME APPLICATIONS QUALITY IMPROVEMENT HELP Logout

L2 Application Summary

PROGRAM QUALITY RATING 1 2 3 4 5

Status: Ready to Submit

☒ Check to confirm all information within this application is accurate and up to date.

Once your application is approved you will receive an email.

Submit L2 Application

L2 APPLICATION

- PROGRAM DETAILS Completed
- CHILDREN Completed
- WORKFORCE Completed
- CLASSROOMS Completed
- HIGH NEEDS Completed
- QUALITY IMPROVEMENT Completed
- L2 QUALITY INDICATORS Completed

APPLICATION SUMMARY

- Once you have clicked on the “Submit L2 Application” button, you will see a pop-up confirming that you have successfully submitted your application.

COLORADO SHINES
START EARLY
START STRONG
QUALITY EARLY LEARNING

HOME APPLICATIONS QUALITY IMPROVEMENT HELP Logout

L2 Application Summary

PROGRAM QUALITY RATING 1 2 3 4 5

Status: Ready to Submit

☒ Check to confirm all information within this application is accurate and up to date.

Once your application is approved you will receive a confirmation in your email.

Return to Homepage

L2 APPLICATION

- PROGRAM DETAILS Completed
- CHILDREN Completed
- WORKFORCE Completed
- CLASSROOMS Completed
- HIGH NEEDS Completed
- QUALITY IMPROVEMENT Completed
- L2 QUALITY INDICATORS Completed

APPLICATION SUMMARY

NOTE: Once your application is approved you will receive an email confirming the Level rating.

- After clicking the 'Return to Homepage' button, you will be sent to this page. The application Status section will also update to indicate that the application is under review.

Level 2

Status: Under Review

Great job! Your program has taken additional steps towards building quality by completing Level 2 requirements.

✓ L2 QI Self-Assessment (Level 2 only)

✓ Quality Improvement Plan

✓ Staff Registered in PDIS

✓ Staff Level 2 Training Complete


✓ L2 Colorado Shines Application

[View Application](#)

This is the end of the QRIS registration and the initial L2 Rating Application process guide. Please refer to the "Level 2 Training-Once your Application is Submitted" guide for how to complete your Application information when it has been returned by the Licensing Specialist. This is the end of the guide for how to login in and enter a Level 2 Application. Please refer to the secondary guide for steps on how to read and complete a Level 2 Application that has been returned by the Licensing Specialist.

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


Need assistance with your application?

Throughout the application you'll see tooltips, like this , which you can hover over to see more information and helpful tips

NOTES FROM YOUR LICENSING SPECIALIST

2 notes

[On-Going Professional Development](#)
[Personnel](#)



Notes listed here are items your Licensing Specialist determined needed to be fixed upon reviewing your application.

When you click on the Next/Previous button, information that you have entered on your current page will automatically be saved.

When you click the Save and Exit button, information that you have entered will be saved and you will be redirected to the Application Summary page, where you could find the overall status of the application.

Please call your Council 844-477-4441 for additional assistance completing your application.

Help Desk: 1-844-447-4441 (select option 1 for QRIS, option 2 for PDIS)

QRIS Help Desk
Email: cdhs_coloradoshines@state.co.us

PDIS Help Desk Email: PDISHelp@cde.state.co.us

