



Quality Counts San Mateo 2024-2025 QRIS Participation Milestones

Participation Milestones	Completion Date
MILESTONE #1: Site Information & Demographic Data <u>Site Information/Updates</u> Enter/Update site information and demographic data for each site and classroom Note: Your program will receive an email from QRIS@smcoe.org with instructions	August– December 2024
MILESTONE #2: Participation Documentation <u>Complete and Submit Quality Counts San Mateo Participation Documents</u> - Participation Agreement - W-9 Form	August – December 2024
MILESTONE #3: CA ECE Workforce Registry - Site Director, FCC Owner, Site Supervisor and Lead Teachers - Must register for a CA ECE Workforce Registry account at www.caregistry.org - Upload transcripts & PD activities into Registry - Continue to update registry account, as necessary.	Due by November 30, 2024 <i>Deadline applies to creating a complete Registry profile</i>
MILESTONE #4: Apply for the San Mateo Early Learning & Care (ELC) Stipend Program - All QCSM participants are highly encouraged to apply for the ELC Stipend program - Earn an individual stipend for educational and professional advancement - Apply here: www.caregistry.org	September 18 - December 18, 2024
MILESTONE #6: CLASS observation and ERS checklist for QI purposes. Complete: - Informal CLASS observation conducted by site QI coach or designated staff. - Complete ERS checklist OR Formal and external CLASS observation (<i>if your program will receive a new rating in 24-25</i>). - Complete ERS checklist	Ongoing: Fall - Spring
MILESTONE #7: Receive a Quality Review Visit OR a Rating Visit (for programs scheduled for a rating in 24-25) SMCOE will assign your program quality reviewer.	Ongoing: Fall - Spring
MILESTONE #8: Quality Improvement Plan (QIP) - Develop or revise and update 1-3 Site Quality Improvement Plan (QIP) goals with your QI coach. - Assigned QI coach will enter site QIP into the Vertical Change database.	October, January, April Must have completed Milestones 1-4



Attachment A (Page 2)
Quality Counts San Mateo
2024-25 Participation Milestones & Grant Disbursement Timeline

MILESTONE #9: End-of-Year Reports

Complete End of Year Narrative Report – Online QCSM Survey

Due July 26, 2025