



Quality Counts San Mateo 2024-2025 QI 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 - Grant Request Form - 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 #5: Participation in Peer Learning Communities (PLC) QI sites must participate in Quality Improvement Navigator (QIN), ECE Specialist, or QC Coach facilitated PLC meetings throughout the program year.	Ongoing: Fall - Spring
MILESTONE #6: Informal CLASS observation and ERS checklist for QI purposes* Complete: - Informal CLASS observation - Complete ERS checklist *MILESTONE #6 may be revised to include a required professional development offering this program year.	Ongoing: Fall - Spring
MILESTONE #7: Receive a Quality Review Visit – AS NEEDED SMCOE will assign your program quality reviewer.	Ongoing: Fall - Spring



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Quality Counts San Mateo
2024-25 Participation Milestones & Grant Disbursement Timeline

MILESTONE #8: Quality Improvement Plan (QIP) ▪ Develop, revise and update 1-3 Site Quality Improvement Plan (QIP) goals with your Quality Improvement Navigator (QIN), ECE Specialist(s), or QC Coach(es). ▪ Assigned Quality Improvement Navigator (QIN), ECE Specialist(s), or QC Coach(es) will enter site QIP into the Vertical Change database	October, January, April Must have completed Milestones 1-4
MILESTONE #9: End-of-Year Reports Complete End of Year Narrative Report – Online QCSM Survey	Due July 15, 2025