



## Quality Counts San Mateo 2023-2024 QI Participation Milestones

Participation Milestones	Completion Date
<p><b>MILESTONE #1: Site Information &amp; Demographic Data</b>  <b><u>Site Information/Updates</u></b></p> <ul style="list-style-type: none"> <li>▪ Enter/Update site information and demographic data for each site and classroom</li> </ul> <p><b>Note: Your program will receive an email from QRIS@smcoe.org with instructions</b></p>	<p><b>August– December 2023</b></p>
<p><b>MILESTONE #2: Participation Documentation</b>  <b><u>Complete and Submit Quality Counts San Mateo Participation Documents</u></b></p> <ul style="list-style-type: none"> <li>▪ Participation Agreement</li> <li>▪ Grant Request Form</li> <li>▪ W-9 Form</li> </ul>	<p><b>August – December 2023</b></p>
<p><b>MILESTONE #3: CA ECE Workforce Registry</b></p> <ul style="list-style-type: none"> <li>▪ Site Director, FCC Owner, Site Supervisor and Lead Teachers               <ol style="list-style-type: none"> <li>1. Must register for a CA ECE Workforce Registry account at <a href="http://www.caregistry.org">www.caregistry.org</a></li> <li>2. Upload transcripts &amp; PD activities into Registry</li> <li>3. Continue to update registry account, as necessary.</li> </ol> </li> </ul>	<p><b>Due by November 30, 2023</b>  <i>Deadline applies to creating a complete Registry profile</i></p>
<p><b>MILESTONE #4: Apply for the San Mateo Early Learning &amp; Care (ELC) Stipend Program</b></p> <ul style="list-style-type: none"> <li>▪ All QCSM participants are <b>highly encouraged</b> to apply for the ELC Stipend program</li> <li>▪ Earn an individual stipend for educational and professional advancement</li> <li>▪ Apply here: <a href="http://www.caregistry.org">www.caregistry.org</a></li> </ul>	<p><b>September 18 - December 18, 2023</b></p>
<p><b>MILESTONE #5: Participation in Peer Learning Communities (PLC)</b></p> <p>QI sites must participate QIN facilitated PLC meetings throughout the program year.</p>	<p><b>Ongoing: Fall - Spring</b></p>
<p><b>MILESTONE #6: CLASS observation and ERS checklist for QI purposes.</b></p> <p>Complete:</p> <ul style="list-style-type: none"> <li>▪ Informal CLASS observation</li> <li>▪ Complete ERS checklist</li> </ul>	<p><b>Ongoing: Fall - Spring</b></p>
<p><b>MILESTONE #7: Receive a Quality Review Visit – AS NEEDED</b></p> <p>SMCOE will assign your program quality reviewer.</p>	<p><b>Ongoing: Fall - Spring</b></p>



**Attachment A (Page 2)**  
**Quality Counts San Mateo**  
**2023-24 Participation Milestones & Grant Disbursement Timeline**

<p><b>MILESTONE #8: Quality Improvement Plan (QIP)</b></p> <ul style="list-style-type: none"> <li>▪ Develop or Revise and Update <b>1-3 Site Quality Improvement Plan (QIP) goals</b> with your Quality Improvement Navigator (QIN)</li> <li>▪ Assigned QIN will enter site QIP into the Vertical Change database.</li> </ul>	<p align="center"> <b>October, January, April</b>  <b>Must have completed Milestones 1-4</b> </p>
<p><b>MILESTONE #9: End-of-Year Reports</b></p> <p>Complete End of Year Narrative Report – Online QCSM Survey</p>	<p align="center"><b>Due July 15, 2024</b></p>