



**Quality Counts San Mateo
2023-2024 QRIS Participation Milestones**

Participation Milestones	Completion Date
<p>Note: Your program will receive an email from QRIS@smcoe.org with</p>	<p align="center">August– December 2023</p>
<p>MILESTONE #2: Participation Documentation <u>Complete and Submit Quality Counts San Mateo Participation Documents</u></p> <ul style="list-style-type: none"> ▪ Participation Agreement ▪ Grant Request Form ▪ W-9 Form 	<p align="center">August – December 2023</p>
<ol style="list-style-type: none"> 1. Must register for a CA ECE Workforce Registry account at www.caregistry.org 2. Upload transcripts & PD activities into Registry 3. Continue to update registry account, as necessary. 	<p align="center">Due by November 30, 2023 <i>Deadline applies to creating a complete Registry profile</i></p>
<p>MILESTONE #4: Apply for the San Mateo Early Learning & Care</p> <ul style="list-style-type: none"> ▪ All QCSM participants are highly encouraged to apply for the ELC Stipend program ▪ Earn an individual stipend for educational and professional 	<p align="center">September 18 - December 18, 2023</p>
<ul style="list-style-type: none"> ▪ 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 23-24</i>). 	<p align="center">Ongoing: Fall - Spring</p>
<p>MILESTONE #7: Receive a Quality Review Visit OR a Rating Visit</p>	<p align="center">Ongoing: Fall - Spring</p>



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

<p>MILESTONE #8: Quality Improvement Plan (QIP)</p> <ul style="list-style-type: none"> ▪ 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. 	<p align="center">October, January, April Must have completed Milestones 1-4</p>
<p>MILESTONE #9: End-of-Year Reports Complete End of Year Narrative Report – Online QCSM Survey</p>	<p align="center">Due July 15, 2024</p>