Quality Counts
Application & Self-Rating

Deadline: October 1, 2019
You have been invited to join the San Mateo County Office of Education account at VerticalChange.

Welcome to VerticalChange, an easier and more effective way to manage client relationships, provide services and improve client outcomes. All you need to do is choose a username and password. It only takes a few seconds.

Click this link to get started:
https://app.verticalchange.com/confirm/3a38ba5c-ae5f-48c5-aefa-a9959b898b9

Have questions? Contact us at 888-639-9717, or email us at: support@verticalchange.com

VerticalChange Support Team

You will receive an email with your login credentials. Click on the link to get started.

You will be directed to Vertical Change website and asked to set your password before logging in.
To log in, go to www.verticalchange.com. Click the Sign In button on the top-right corner.
Logging In

Please use the email address where you received your login credentials.

Then, type in the password you selected for logging in.
Security Protocols

You will be asked to agree to the SMCOE’s Data Security Protocols. In order to proceed to the site, you must first agree to the terms upon your first login.
Upon logging, you will see two links to complete the QRIS Application and Self-Rating on the My Work tab. Just click the Start button next to each to begin.
Application/Self-Rating Forms

• Each form must be completed in one sitting.

• Required questions will be marked with a red asterisk (*). If required fields are not completed, the Save button will be red and disabled (Save & Exit). If all required questions are completed, you can finish by clicking the blue save button (Save & Exit).

• For the full list of questions on the Application and Self-Rating form, please go to Provider Documents section of the SMCOE’s Quality Counts page.
Application

Licensing Information/Información de la Licencia

Type of Program/Tipo de Proveedor *

☐ Small Family Child Care Home (up to 8 Children)/Hogar de cuidado infantil familiar pequeño (hasta 8 niños)

☐ Large Family Child Care Home (Up to 14 Children)/Hogar de cuidado infantil familiar grande (hasta 14 niños)

☐ Infant Child Care/Cuidado Infantil

☐ Child Care Center/Centro de Cuidado

☐ Child Care Center for Mildly Ill Children/Centro de Cuidado para niños con necesidades moderadas

☐ Licensed/Licenciado
Element 1

Element 1: Child Observation/Elemento 1: Observación del Niño

Instructions: Check the qualifying tier criteria. To verify quality elements, two randomly selected children's files from each classroom will be reviewed. Children must be enrolled for at least 60 days. Check which documents from the list below you will have available for review the day of the site visit.

Instrucciones: Compruebe el nivel de calificación y los criterios de nivel que satisface su hogar. Dos expedientes infantiles seleccionados al azar en cada salón serán evaluados para verificar la calidad de los elementos. Marque los documentos de la lista siguiente que tendrá disponibles para ser revisados el día de la visita.

Element 1 - Tier 1 Criteria/Elemento 1 - Criterios del nivel 1

☐ Not required/No es requerido
Review or Editing Application/Self-Rating

After submitting one of the two forms, you will be redirected to the Home page. If you need to edit your submitting Application/Self-Rating, you can click blue links for Program Year 2019-2020.
Viewing Site Information

You can also visit the Site Information tab to review the licensing, accreditation, contact, and QRIS participation information. This information will be updated based on your submitted Application.
Viewing QRIS Rating Reports

You will be able to download the complete QRIS R&S Reports for the current and prior rating years on the Documents tab.
QRIS Rating Overview

You can view the latest QRIS reports on the QRIS Ratings tab as well.
Viewing Classroom Information

In the right-hand pane, there is a section titled Classroom(s). A link to all classrooms for your site are listed. If you click on the link, you will be redirected to the Classroom page.
CLASS/ERS Reports

Under the Documents tab of the Classroom page, you will also be able to view the full CLASS and ERS reports.
Navigating Back to Site

To navigate back to the Site page, you can click either the Site link under Site (in the right-navigation pane) OR the Home button in the top-right corner.
If you click the Documents page on the left-navigation pane, you will be shown a list of tip sheets to navigate the site. For tip sheets specific to QRIS, please type “QRIS” in the box below Description. Resources continue to be added.
If you click on the Reports page, you will be shown a list of downloadable reports. QRIS-related reports (like ratings by year, CLASS, ERS) will be added in the coming months. Note that you may not have permissions to view all reports if the data corresponds with a program other than QRIS.
For questions about Vertical Change, feel free to email verticalchange@smcoe.org.