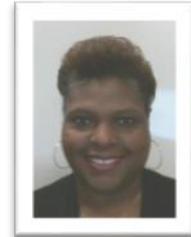




Quality Review Visit

Thank you for scheduling your Quality Rating Improvement System (QRIS) review, I will be the reviewer visiting your site to complete your rating. The focus of the Quality Review Visit is the verification of evidence supporting your previously submitted Self-Assessment. The date and time of your site visit are listed below.

Site Name	
Date Time	
QRIS Reviewer	Gail Benson – Quality Matter Reviewer
Contact Phone	(925) 942-5329
Contact Email	gbenson@cccocoe.k12.ca.us



To help the process move smoothly, please have everything available as outlined below:

- The quality review process involves a scheduled site visit, the review of two randomly selected child files per classroom (i.e. Lic. 701 form, DRDP, ASQ-3, and ASQ-SE) and a short interview with lead teachers or site director/owner. The entire review process takes approximately two–four hours depending on site size.
- Site directors should inform teachers regarding the quality review protocol in advance of the visit.
- The quality reviewer (Gail Benson, Contra Costa County Office of Education) will review, scan or copy documents to use as evidence for Tier Rating documents. All documents will follow strict attention to safeguarding the privacy of both participants and families.
- The quality reviewer will need to see (verify) sources of evidence for each classroom to confirm completion of criteria under each quality element.
- Additional documents to have available are lesson plans, DRDP-Tech/Online group results, class sign-in sheets, and program handbooks.
- Documents in your files should be readily accessible at the time of the Quality Review to allow the review process to go smoothly. These documents include your Self-Assessment, up-to-date transcripts for lead teachers and director, a copy of their Child Development Permits, and verification of professional development certificates dated between January 1, 2017 and date of the Quality Review Visit.

At the completion of the quality review process, the reviewer will follow up with the site director for any additional comments or questions.

For questions regarding Quality Review Site-Visits, contact Gail Benson, M.Ed. at the Contra Costa County Office of Education at 925.942.5329.

Publishing of Site Ratings:

First 5 Contra Costa - <http://www.qualitychildcarematters.org/rated-programs/>

Last Updated 10.12.2018

There may be instances when the quality reviewer will need to confer with the State or local consortia before a site rating can be determined, which may delay the release of a site rating.