



Contra Costa County Quality Matters Program 2019-2020 Participation Agreement

PROGRAM NAME

I. Background and Program Description

Contra Costa County is one of 58 counties participating in the California Quality Rating and Improvement System Consortium (CA-QRIS). CA-QRIS carries on the work done through California's Federal Race to the Top–Early Learning Challenge (RTT–ELC) grant. The RTT–ELC grant commissioned regional consortia to implement a locally driven quality rating and improvement system to improve the quality of early learning programs across the state.

Contra Costa County Quality Matters (QM) program builds upon existing professional development and quality improvement efforts established over the course of several years in Contra Costa County. Quality Matters is implemented with multiple funding sources including: California State Preschool Program QRIS Block Grant (CSPP QRIS BG), Quality Counts California (QCC), and First 5 CA IMPACT.

The QM program supports and incents early care and education programs to offer the best learning experiences possible to the children they serve. Most of the sites within the QM programs are located in low-income communities and/or serve children with high needs. The goal of QM is to improve and expand the quality of early care and education in Contra Costa County to ensure that all children have access to quality programs. QM provides a variety of resources to early care and education programs, including family childcare homes and private centers serving children ages 0-5 years.

The two participation options are Quality Improvement Systems (QIS) and Quality Rating & Improvement Systems (QRIS). The QIS program is a one-year term limited commitment to begin quality improvement work prior to becoming a QRIS program. Participating QRIS programs receive a biannual site quality tier-level rating that is published to the community. All QM programs are encouraged to participate in activities that continuously increase program-level quality and tier-level rating. The California Quality Counts Continuum Framework, located at www.qualitymatters.org, determines the quality standards that QRIS programs are assessed against.

Participation in Quality Matters includes a variety of support. (Apply to all QM-QRIS & QIS-Sites)

- A. A knowledgeable Quality Improvement Coach to work collaboratively with early childhood educators to support program quality improvement. Coaching dosage is determined by program status (QIS or QRIS) and rating tier level.
- B. Technical assistance to provide support on site information updates, iPinwheel database, individual teacher professional development through the CA ECE Workforce Registry, and to connect with local and regional educational and professional development opportunities and resources.
- C. Specialized professional development opportunities aligned to the California Quality Continuum Framework and Pathways.
- D. Site based grant awards to support the program's quality improvement efforts.
- E. Linkages to specialized consultation and other professional development resources (e.g., Contra Costa Professional Development Program, Help Me Grow, etc.)

II. Quality Matters program participation milestones: (A-E apply to all QM-QRIS & QIS-programs)

To achieve site quality improvement goals, **PROGRAM NAME** is committed to actively engage in the following:

- A. Participate in ongoing technical assistance, coaching, and QM events.
- B. Complete and submit participation milestones according to the *Participation Milestones & Grant Disbursement Timeline*.
- C. Create a site profile account into the iPinwheel database. Once an account has been created, develop and update site information (i.e. contact information, staff and classroom data, demographic data) and Site Quality Improvement Plan (QIP) directly into the database.
- D. Collaborate with the Quality Improvement Coach to identify and select **specific, measurable, attainable, results-based, and time bound (S.M.A.R.T.)** goals to develop and carry out the site QIP, and increase or maintain tier rating.
 - Coaching dosage for QRIS sites is determined by site tiers, program type and individual needs as follows:
 - **New programs:** Minimum of two on-site coaching visits monthly.
 - **For Title V sites at Tiers 4 and 5:** Consultation via email, phone calls and/or group meetings to support QIP (Quality Improvement Plan) completion, rating visits and linkages to professional development resources. In case of extenuating situations, such as significant staff changes and/or change of leadership, then coaching visits may be required.
 - **For Private Centers (Title 22), FCCHs at Tiers 4 & 5, and newly rated sites at Tier 4 (regardless of program type – Title V, 22 and FCCHs):** Once a month or bi-monthly (every other month) on-site coaching visits depending on programs' needs.
 - **For sites at Tiers 2 and 3:** One to two on-site coaching visits per month
 - **For QIS sites:** Will be assigned a Quality Improvement Navigator (QIN) and are required to participate in Community of Practices (CoPs). QIN will provide technical assistance to sites to support them on the development of a site Quality Improvement Plan and will provide general training resources. The goal for QIS sites is to become QRIS within one year of participation.
- E. Ensure all staff members at participating QM sites understand participation milestones and the Continuous Quality Improvement (CQI) process. Site administrators are responsible for promoting a common vision of quality for the program.

The requirements below are applicable to QRIS sites ONLY:

- F. Allow First 5 Contra Costa funded ERS and CLASS™ assessors to observe and score randomly selected classrooms in the program. Allow results of ERS and CLASS assessments to be shared with the assigned QM Coach and with the QM rating agency, Contra Costa County Office of Education (CCCOE).
- G. Allow QM Site Quality Reviewer to conduct the biannual Site Quality Review Visit (Rating Visit).
- H. Make every effort to maintain or increase site tier rating through engagement in quality improvement activities including, but not limited to, professional development trainings, degree applicable college coursework, coaching sessions on the elements of the QCC Continuum Framework, and/ implementation of goals as identified in the site QIP.
- I. Update tier rating every two years, including new ERS and CLASS™ assessments.

III. Participation Requirements *(Apply to all QM-QRIS & QIS-Sites)*

Participating Quality Matters programs will:

- A. Designate a Program Administrator to act as the QM primary liaison between participating agency/program and QM staff.
- B. Ensure all site and agency level management and staff are aware of QM requirements.
- C. Create a site profile into the iPinwheel database and update site information regularly.
- D. Maintain accurate documentation of spending for QM quality improvement funds.
- E. Report to QM Reviewer, within 10 calendar days, any Community Care Licensing Division citations and/or actions.
- F. Inform QM Reviewer, within 10 calendar days, any substantive change in program operation, including change in leadership, location, licensing category.
- G. Support site staff with planning and completion of ongoing professional development activities and/or coursework to meet the identified site level QIP goals defined by the program. Site Administrators are expected to also disseminate the Professional Development Training Calendar and information about year-round learning opportunities with program staff.
- H. Submit timely and comprehensive input about QM activities, milestone completion, and services, as requested by the QM staff, by completing online surveys, reporting forms, and/or attending input/focus group meetings.
- I. Ensure that all site staff have a CA ECE Workforce Registry ID number. Lead Teachers and Directors must upload transcripts and completion of professional development activities into the CA ECE Workforce Registry.
- J. Commit to providing updated email addresses for all site staff to receive emails from ECE Programs email listserv.
- K. Provide a cellular telephone number if interested in receiving QM related information and reminders via text message. Please note that text-messaging rates may apply.

Cellular telephone number: _____

The requirements below are applicable to STATE-FUNDED PROGRAMS ONLY:

- L. Complete and submit expenditure and narrative reports using the established procedure and in accordance with established timeline for reporting (*Refer to Participation Milestones & Grant Disbursement Timeline*).
- M. Submit an electronic copy of agency's Personnel Roster and report changes biannually (November 1, 2019 & March 1, 2020; refer to *Participation Milestones & Grant Disbursement Timeline*).

IV. Participation Withdrawal

If a Quality Matters participating program does not comply or chooses not to participate in any one of the above listed activities, QM services may be terminated by the Contra Costa County QM Program. The program will have the option to reapply for future QM participation, contingent upon availability of funds.

If a program elects to withdraw from the QM program, written notification of withdrawal must be submitted by the program administrator/signing authority to the Contra Costa County Office of Education via mail at: 77 Santa Barbara Road, Pleasant Hill, CA 94523 Attention: Susan Jeong or via email at sjeong@cccocoe.k12.ca.us. Upon receipt of withdrawal request, the program administrator will be contacted within 30 days to arrange an exit interview.

V. Milestones Compliance and Grant Incentives

Participating programs must review the *Quality Matters Participation Milestones and Grant Disbursement Timeline*. Signing this Participation Agreement acknowledges commitment to complete the outlined milestones within the defined timeline. Grant eligibility is based on successful and timely completion of the outlined milestones. **Grants and financial incentives are contingent on availability of funds.**

VI. Licensing Verification (Attach copy of current childcare license(s) issued by the Community Care Licensing Division)

All participating Quality Matters site licenses must be current and “In Good Standing”. A licensed childcare center or family childcare home may **not** currently have any of the following:

1. A non-compliance conference;
2. An administrative action taken or in the process of being taken (includes denied application, denied exemption, temporary suspension order, expedited revocation action, revocation action, or exclusion action that is being initiated, in process, or already taken);
3. A probationary license.

If a site license is no longer “In Good Standing,” the QRIS rating and services to the program are subject to suspension (program will no longer receive Quality Improvement resources, including financial incentives, technical assistance, coaching, and on-site training).

Consent to Share

Contra Costa County Office of Education and First 5 staff may share information, within legal limits, about your site and the services provided. Data collected through the coaching and rating process will be used to evaluate the overall effectiveness of the Contra Costa County QM implementation and to meet state reporting requirements. This process will enhance the quality and relevance of the services you receive and ensure that we are not duplicating services.

I acknowledge that I have read and understand the Quality Matters (QM) Participation Agreement and understand that, in order to participate in QM, all required forms must be submitted accordingly. I certify that the information provided in this application is true and correct. This form gives permission to the QM staff to discuss my application with the local Resource and Referral agencies, Community Care Licensing and the funders of QM. I have attached a copy of current childcare license(s) issued by the Community Care Licensing Division.

PROGRAM NAME PRINT NAME

PROGRAM NAME Authorized Signature

Date

Sean Casey, Executive Director
First 5 Contra Costa

Date

Bill Clark, Deputy Superintendent, Business Services
Contra Costa County Office of Education

Date