



Contra Costa County Quality Matters Program
State-Funded Program
2019-2020 Participation Milestones & Grant Disbursement Timeline

Participation Milestones*	Completion Date
<p>MILESTONE # 1: Site Information & Demographic Data</p> <p><u>NEW iPinwheel Database Account:</u></p> <ul style="list-style-type: none"> ▪ Log-in to designated iPinwheel database account ▪ Enter/Update site information and demographic data <p>Note: receive an email from “noreply@ipinwheel.com” with instructions</p>	<p style="text-align: center;">Due by July 31, 2019 <i>(Milestones 1 & 2)</i></p> <p>For technical assistance, contact Marissa Frias at 925-942-5331 or mfrias@cccoe.k12.ca.us</p> <p style="text-align: center;">Mail Completed Forms to: CCCOE – Attn.: Marissa Frias 77 Santa Barbara Road Pleasant Hill, CA 94523</p>
<p>MILESTONE # 2: Participation Documentation</p> <p><u>Complete and Submit Quality Matters Participation Documents:</u></p> <ul style="list-style-type: none"> ▪ Participation Agreement ▪ Grant Request Form ▪ W-9 Form <p><i>Tiers 4 & 5 Sites Only</i></p> <ul style="list-style-type: none"> ▪ Block Grant MOU/Service Contract ▪ Block Grant Budget Form (Expenditure Spreadsheet) – <i>Additional due dates on back</i> <p>Site Coaching begins after completion of Milestone 2</p>	
<p>MILESTONE # 3: CA ECE Workforce Registry</p> <ul style="list-style-type: none"> ▪ Site Director, FCCH Owner, Site Supervisor and Lead Teachers must register for a CA ECE Workforce Registry account at www.caregistry.org ▪ Upload transcripts & PD activities into registry account ▪ <u>Continue to update registry account, as necessary</u> 	<p style="text-align: center;">Due by September 30, 2019 <i>Deadline applies to creating a registry account</i></p> <p>For technical assistance, contact Terrissa Hein at 925-942-3397 or thein@cccoe.k12.ca.us</p> <p style="text-align: center;">QRIS PROGRAMS TOTAL GRANT DISBURSED BY SEPTEMBER 30, 2019</p> <p style="text-align: center;">Must have completed Milestones 1-3</p>
<p>MILESTONE # 4: Quality Improvement Plan (QIP)</p> <ul style="list-style-type: none"> ▪ Develop or Revise and Update THREE (3) Site Quality Improvement Plan (QIP) goals with your coach ▪ Assigned coach will upload site QIP into the iPinwheel database 	<p style="text-align: center;">Due by December 13, 2019</p>
<p>MILESTONE # 5: Site Quality Review Visit (Rating) – QRIS ONLY New Sites & Returning Sites in a rating year</p> <ul style="list-style-type: none"> ▪ QM Quality Reviewer will conduct the annual Site Quality Review Visit (Rating Visit) 	<p style="text-align: center;">December 2019 – June 2020</p> <p style="text-align: center;">Site Quality Review Visit (Rating Visit)</p>
<p>MILESTONE # 6: External Site Assessment – QRIS ONLY</p> <ul style="list-style-type: none"> ▪ ERS (Environment Rating Scales) ▪ CLASS™ <p>Note: For sites that are in a Rating Year ONLY</p>	<p style="text-align: center;">Fall of 2019–June 15, 2020</p> <p style="text-align: center;">QIS PROGRAMS TOTAL GRANT DISBURSED BY JUNE 30, 2020</p>
<p>MILESTONE # 7: End-of- Year Reports</p> <ul style="list-style-type: none"> ▪ Complete End of Year Narrative Report – Online Survey 	<p style="text-align: center;">Due July 15, 2020 End-of-Year Online Survey</p>

***Milestones must be completed by all Quality Matters Programs. QIS sites are NOT required to complete Milestones 5 & 6.**

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State-Funded Program
2019-2020 Reporting Timeline for CSPP QRIS BLOCK GRANT Recipients Only

Documentation	Due to	Due Date
Quality Matters Block Grant Quarterly Expenditure Reports	Original signed copies must be submitted to the CCCOE via mail to: CCCOE – Attn.: Marissa Frias 77 Santa Barbara Road Pleasant Hill, CA 94523	October 14, 2019 January 13, 2020 April 13, 2020 July 13, 2020
Agency Personnel Roster Complete and submit electronic copy of the program's updated Personnel Roster	Email to mfrias@cccoe.k12.ca.us	November 1, 2019 March 2, 2020