



IMPROVING EARLY LEARNING  
IN CONTRA COSTA

# QRIS Rating Visit

Thank you for scheduling your Quality Rating Improvement System (QRIS) review, I will be the Reviewer who is visiting your site to complete the QRIS rating. Below is a picture of me, and information on rating preparation. Please feel free to contact me if you have questions.

Date | Time

Contact Staff                      Kelli Tharpe – Quality Matters Reviewer

Contact Phone #                    (925) 942-5329

Contact Email                        ktharpe@cccoc.k12.ca.us



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## Rating Preparation

- QRIS rating visit takes approximately 60-90 minutes to complete (90-180 minutes for large sites.)
- The Reviewer will arrive on the scheduled day & time. An overview of the rating process will be provided to the site representative. Please provide a workspace for the reviewer to review information.
- Set aside all children's files so the reviewer can have easy access and review two children's files randomly selected from each classroom.
- Set aside all teachers' files so the reviewer can have easy access to information on educational qualifications and professional development (PD).
- Set aside a copy of the parent / program handbook, if available.
- Set aside any classroom curriculum lesson plans, analysis report and/or individualized child activity plans, if available.

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## During the Rating

- The Reviewer will review documents related to children's health, vision & hearing, ASQ & ASQ SE screenings, if available.
- The Reviewer will review children's portfolios to verify child observations, work samples and related DRDP 2015 documents if available.
- The Reviewer will review teachers' educational information and professional development growth hours through the Early Care and Education Workforce Registry and/or paper documentation.
- The Reviewer will review site's most recent ERS scores and CLASS observations score if available.
- Centers only:* The Reviewer will review each classroom's ratios and group size.
- Centers only:* The Reviewer will review director's qualifications.
- The QM Reviewer will review, scan or copy documents to use as evidence for Tier Rating. All documents will follow strict attention to safeguarding the privacy of both participants and families.

- The site will receive a QRIS rating summary report via email within 30 days from the visit.
- The Reviewer will follow up with the site director for any additional comments or questions.
- Site ratings will be posted on the Quality Matters website – <http://www.qualitychildcarematters.org/rated-programs/>
- A review process is available within 30 working days after rating has been shared at First 5 Contra Costa.

Contact Kelli Tharpe, Ed.D. at the Contra Costa County Office of Education at (925) 942-5329 or via email at [ktharpe@cccoe.k12.ca.us](mailto:ktharpe@cccoe.k12.ca.us) for more information regarding your QRIS Review Visit.

Thank you for the commitment made to our county's children and families.