



**Contra Costa County Quality Matters Program**  
**Private Center (Non State-Funded) & Family Child Care Home**  
**2019-2020 Participation Milestones & Grant Disbursement Timeline**

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

### DROP-IN APPLICATION CLINICS

Date	Drop-in Hours	Location
Wednesday, July 24	11:00 am – 1:00 pm 4:00 pm – 8:00 pm	Laurel Elementary School Room P 11 1141 Laurel Road Oakley 94561
Thursday, August 1	9:00 am – 8:00 pm	Contra Costa County Office of Education Board Room 77 Santa Barbara Rd. Pleasant Hill, CA 94523
Tuesday, August 13	11:00 am – 1:00 pm 4:00 pm – 8:00 pm	Contra Costa College Computer Lab (CTC 127) 2600 Mission Bell Drive San Pablo, CA 94806

**No appointment needed. First Come, First Served. Minimum estimated time of assistance is 30 minutes. Time may vary due to topic, number of uploads and/or drop-in attendees.**

### QUALITY MATTERS ORIENTATION – WEBINAR

Date	Time	Location
Thursday, September 12	7:00 pm – 8:30 pm	Live Webinar – Link to sign-in to be emailed