

## How to Submit the Quality Standards Inventory (QSI)

### STEP-BY-STEP INSTRUCTIONS

**Step 1:** Go to the Growing Futures website at [www.ndgrowingfutures.org](http://www.ndgrowingfutures.org), click Login.

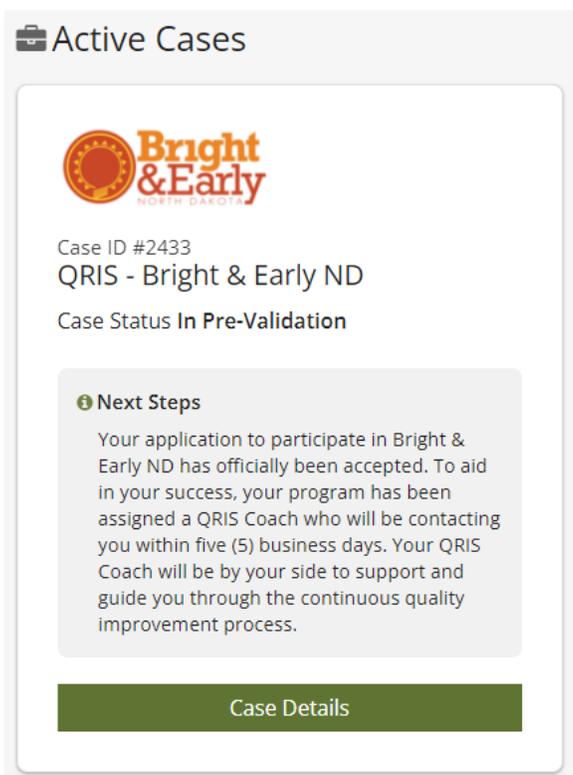
**Step 2:** Log in to your Growing Futures account by entering your email address and password.

**Step 3:** To access your organization profile, click on the green box in the upper right-hand corner. Then, select your organization profile.

**Step 4:** On the left side navigation, click on Quality Dashboard.



**Step 5:** Scroll down to locate the QRIS - Bright & Early ND case. Click on the green Case Details button.



**Step 6:** On the right-hand side, click on the green View Quality Standards Inventory button.

Case ID #2433  
 QRIS - Bright & Early ND

View Quality Standards Inventory

Case Status **In Pre-Validation**

Review Application

**Step 7:** You will need to review each of section of the Quality Standards inventory. You can track your progress by viewing the (confirmed, review, and incomplete) icons.

All sections of the Quality Standards Inventory must be reviewed and completed in order to submit for Quality Rating.

<p><b>Space &amp; Materials</b></p> <p>A safe, responsive, and engaging environment sets the stage for optimal early childhood experiences. An intentionally designed environment allows opportunities for children to experiment, practice their skills, analyze, socialize and problem solve. When the environment supports children's learning and development, they are better prepared for school, work, and life.</p>	incomplete	<div style="border: 1px solid #ccc; padding: 2px 5px;">Review</div>
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**Step 8:** Read through the directions of each indicator carefully and complete the required checkboxes. Some indicators may require evidence to be added, others may not, see examples below.

**Indicator Example #1:** For indicator SM.3, programs are required to upload a copy of their current Quality Improvement Plan (QIP). Upon reviewing the indicator, click the checkbox. Next, upload a copy of your programs QIP using the +File button. Once your evidence has been uploaded successfully, you will see the document listed under the evidence box. If you would ever need to replace your uploaded evidence, click the Garbage Can Icon and begin the upload process again.

**SM.3 Program develops a Quality Improvement Plan (QIP) that:**

- Is guided by ERS® assessments,
- Includes both short-term and long-term goals,
- Includes action items to support overall quality improvement.

The Quality Improvement Plan (QIP) is part of the continuous quality improvement process in which programs assess their strengths and opportunities for growth, set achievable goals, and develop realistic plans for improvement.

To meet this indicator, evidence must reflect all of the indicator components above and be dated within the previous 12-months.

Reviewed & Acknowledged By Program

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Evidence

✓ Choose Existing File

+ File

No documents have been added.  
 Click the "+File" button to upload documents.

The following file types are accepted:  
 .doc, .docx, .xls, .xlsx, .pdf, .rtf, .ppt, .pptx, .zip, .jpg, .jpeg, .jpe, .png

Evidence Notes

Enter any additional details that will help the rater review and evaluate this evidence

**Indicator Example #2:** For indicator SM.5, programs are required to click on the Review Documents button to verify the professional development of the Program Director, Lead Teachers and/or Lead Caregivers. Upon reviewing the indicator, click the checkbox to confirm.

**SM.5 The Program Director, all Lead Teachers and/or all Lead Caregivers have a current Growing Futures Career Pathway placement of Category A or Higher.**

Growing Futures is the source for training, education, and employment verification. All training must appear on an individual's Growing Futures Learning Record as approved clock hours. Programs that experience turnover in leadership positions must also submit a Professional Development Action Plan.

To meet this indicator, the Program Director, all Lead Teachers and/or all Lead Caregivers must have a current individual membership in Growing Futures and current Career Pathway placement of Category A or Higher.

Reviewed & Acknowledged By Program

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Evidence (?)

**i** No documents have been added.  
 Click the "+File" button to upload documents.

The following file types are accepted:  
 .doc,.docx,.xls,.xlsx,.pdf,.rtf,.ppt,.pptx,.zip,.jpg,.jpeg,.jpe,.png

Evidence Notes

Enter any additional details that will help the rater review and evaluate this evidence

**Step 9:** Programs can work on their Quality Standards Inventory throughout the Bright & Early ND cohort. To ensure your hard work is captured click the Save button. You must read through and complete all the indicators prior to submitting your Quality Standards Inventory.

**Step 10:** To submit your Quality Standards Inventory for review, click on the Submit for Quality Rating button.

**Step 11:** Click Yes to confirm you are ready to Submit for Quality Rating.

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### Submit for Quality Rating?

Once submitted, the Quality Standards Inventory will be unavailable during the validation process.

If access is still needed to make changes, then click **No** to continue to work on the Quality Standards Inventory.

No

Yes