



Early Achievers Rating Appeal Form

Facility Name: _____ QRIS Primary Contact: _____

Date of Rating Appeal Request: _____ Regional Coordinator Name: _____

Reason for Rating Appeal (Narrative): Please attach a separate document that describes the reason for your rating appeal. Narrative must address each point listed below. Include as much detail as possible, and attach any supporting documentation referenced in your description. Please review attached FAQs for additional guidance about what information may **not** be appealed, and DEL's process to review and resolve rating appeals.

1. Current Early Achievers Rating Level (Level 2, 3, 4 or 5).
2. *Proposed* Early Achievers Rating Level, i.e., what you recommend your rating should be.
3. List of **each** Quality Standard area **and** component to be reviewed.
4. Detailed description of how your facility met each Quality Standard component under review **at the time of your on-site evaluation visits**. If applicable, please reference specific documents or sources of evidence that were provided.
5. Total *proposed* facility points based on your description of how you met the Quality Standards components under review. **Proposed increase in points must result in an increase in Early Achievers levels, i.e., Level 3 to Level 4, in order for rating appeal to be considered.**
6. Date(s) of contact with Regional Coordinator about your rating concerns.
7. Copy of completed University of Washington (UW) Post-Visit Survey. If survey was used to pursue concerns about data collection visits, please include date(s) of communication with UW about survey, and description of any follow-up action taken by UW.
8. Any other relevant information that will help us learn more about your concern.

Please note that All Early Achievers services including coaching and Quality Improvement Awards will be put on hold during the ratings appeals process.

QRIS Primary Contact signature

Please send this form and all supporting documentation to the QRIS Inbox: gris@del.wa.gov.
If you prefer, you may mail in the appeal form and supporting documentation. Appeals that are mailed must be sent as certified mail at the participant's expense to the following address:

Department of Early Learning
Attn: QRIS Support Services
P.O. Box 40970
Olympia, WA 98504-0970

Early Achievers Rating Appeal Frequently Asked Questions:

1. Who is eligible to appeal a rating using the Early Achievers Rating Appeal process?

Early Achievers participating facilities that received an Early Achievers Rating Report **on or after July 1, 2012** are eligible to appeal ratings. Ratings received during QRIS field tests/pilots or the Early Adopter year may not be appealed.

2. When is the Rating Appeal process used?

The facility QRIS Primary Contact may pursue a rating appeal for:

- Concerns about technical errors in calculation of points
- Claim that facility practice at time of on-site evaluation should have earned at least one rating level higher (i.e., from Level 3 to Level 4) based on the Early Achievers Quality Standards

Appeals will only be considered in the case that successful appeal would result in a rating increase of at least one rating level.

3. What if I have concerns about my on-site evaluation visit?

The QRIS Primary Contact must document all concerns about on-site evaluation visits in the University of Washington (UW) Post-Visit Survey which is provided to facilities via email after the final on-site visit. A paper copy can be requested from the CL. The Survey must be completed and submitted on-line within **three business days** of receipt of survey. The UW evaluation team will consider concerns documented in the survey and contact the QRIS Primary Contact directly to address concerns, which may or may not result in additional on-site data collection.

The rating appeal process is for concerns about your Early Achievers Rating Report and is not intended to address concerns about the data collection visit. A copy of the completed survey should be included as part of the *Early Achievers Rating Appeals form*, including details about any UW survey follow-up. You may request a copy of your completed survey from the UW CQEL main office.

4. What if I have additional information that I want the UW evaluation team to consider? Can I use the rating appeal process?

No. **A rating appeal is not a re-rating**, and will not consider any new evidence that was not present during the original rating. Facilities that wish to be re-rated in order to provide new evidence or demonstrate new practice should request a re-rating. Please contact your Regional Coordinator for more information about how to be re-rated. **Please note: facilities that choose to appeal their rating cannot request a re-rating.**

5. How long do I have to appeal my rating?

The Early Achievers Rating Appeal form must be **received** by DEL no later than 5:00 p.m. Pacific Standard Time, of the 30th calendar day following the rating release. DEL assumes no responsibility for delays caused by any mail delivery service.

6. **What if I appeal my rating, and the result is a new rating that is lower? Do I get to pick which one I want?**

No. If an appeal results in a re-rating, the re-rating will be the final rating.

7. **What type of information may not be included in a rating appeal?**

The following may **not** be appealed:

- Quality Standards components that facility marked “*opt out*” on *Rating Readiness Tool*
- Additional information that was gathered by facility after on-site visits
- Information that was not ready for review by data collectors during on-site visits
- Self-Assessment scores were higher than official assessment scores
- ERS and CLASS scores from past assessments were higher than Early Achievers assessment scores
- Professional Development and Training Quality Standard Area (Staff Qualifications)¹
- Date/time of visit if visit occurred during facility-requested evaluation window & black-out dates. Visits are rescheduled only in the case of facility emergency/natural disaster.
- Selection of classrooms for observations
- Variability of time spent in classroom
- Typical staff not present during visit
- Classroom or family child care home had new children, sick children, or an otherwise “non-typical” day, including disruptions to regular schedule
- Occurrence of any evaluation processes as outlined in the Participation Agreement and Operating Guidelines
- Facilities with licenses that are on probation, suspended or revoked may not appeal rating

8. **What happens while my rating is being appealed?**

During the rating appeals process, all Early Achievers services, including coaching and Quality Improvement Awards, will be put on hold. Your facility will become eligible for services after the rating appeals final decision. After the appeal process, your rating will be adjusted if appeal process led to a re-rating or adjustment of rating.

9. **What is the process to resolve a rating appeal?**

Steps to appeal an Early Achievers rating:

1. Facility Primary QRIS Contact communicates concerns with Regional Coordinator. The Regional Coordinator will review the Early Achievers Quality Standards with the facility to address misunderstandings or questions about *general* ratings calculations.
2. If the facility still has concerns, the QRIS Primary Contact will complete the *Early Achievers Rating Appeal* Form and attach detailed **written** information according to instructions on form.

¹ Concerns about staff education verification must be appealed using existing MERIT processes

3. QRIS Primary Contact will submit completed *Early Achievers Rating Appeal form* and accompanying documentation to the DEL QRIS Inbox via the email address provided on the Early Achievers Rating Appeal form. The facility has the option of mailing in the appeal form and supporting documentation to the address on the Appeal form, but it must be sent as certified mail. DEL will not be liable for any costs incurred by the participant to make said appeal.
4. The DEL QRIS Administrator will review facility *Early Achievers Rating Appeal Form* and may request additional documentation from facility and/or partners including UW Evaluation Team and facility's Regional Coordinator.
5. The DEL QRIS Administrator will make an initial decision within 10 business days of receiving all necessary documents and information to make decision. Written notification of decision will be sent to facility.
6. If rating appeal is granted:
 - If it is determined that an error was made in calculation, the scores will be adjusted and the facility will be issued an updated Early Achievers Rating Report. Facility participation status on DEL's website will be updated if applicable.
 - In the case that the appeal outcome requires additional data collection, DEL will contact the UW Evaluation Team to initiate an on-site evaluation. The rating that results from the rating appeal process will be the final facility rating.
7. If appeal is denied:
 - Facility will be notified in writing of decision including information about why the appeal was denied. Facility rating will remain valid for three years from the date rating was issued. **Please note: facilities that pursue a rating appeal are not eligible to request a re-rating.**
8. If facility disagrees with decision, the facility must respond in writing either by email or certified mail within 10 business days from date of the DEL decision. Correspondence must be **received** by DEL no later than 5:00 p.m. Pacific Standard Time, of the 10th business day from the date of the DEL decision. DEL assumes no responsibility for delays caused by any mail delivery service.
9. The DEL QRIS Administrator will summarize facility appeal and initial DEL decision and submit to the DEL Assistant Director of Quality Practice and Professional Growth for review within 10 business days.
10. DEL will notify facility of final decision in writing.

Please note: In order to protect the integrity of the rating appeals process and ensure that all facility information is fully considered, all communication with the Department of Early Learning regarding a specific facility rating appeal must be handled through the formal rating appeals process outlined above. DEL will not consider any request that does not follow the above protocols and policies.