



Early Achievers Updated Ratings Cohort Calendar: February 2014

Beginning July 2014, Early Achievers will be moving to an updated ratings cohort calendar. Facilities that have their request for On-Site Evaluation approved between April 2, 2014 and June 1, 2014 will automatically be placed in Cohort 5 and will receive their On-Site Evaluation between July 16, 2014 and September 15, 2014. The benefit of using a cohort calendar is that facilities, grantees, contractors and sites can request an on-site evaluation based on the cohort/dates that work best for them, will know exactly when their rating will be finalized and when their quality improvement award will be processed for payment.

In order to ensure that ratings and quality improvement awards are posted/distributed on a regular, scheduled basis, Early Achievers is moving from a four cohort calendar to a six cohort calendar. The current four cohort calendar can be found in the Operating Guidelines on pages 32-33, Section VII, *Evaluation and Rating, subsection e. Process to Submit Request for Evaluation, ii. Applicant Cohorts*. The new Ratings Cohort Calendar will be added to the Operating Guidelines on July 1, 2014, but this policy will go into effect immediately.

Early Achievers Updated Cohort Calendar

Cohort	Request for on-site Evaluation is Approved Between	On-site Evaluation occurs between	Rating is finalized and emailed to facility primary contact
Cohort 1	August 2 – October 1	November 16 – January 15	February 15
Cohort 2	October 2 – December 1	January 16 – March 15	April 15
Cohort 3	December 2 – February 1	March 16 – May 15	June 15
Cohort 4	February 2 – April 1	May 16 – July 15	August 15
Cohort 5	April 2 – June 1	July 16 – September 15	October 15
Cohort 6	June 2 – August 1	September 16 – November 15	December 15

***As we will begin implementing cohorts in July, 2014 (Cohort 5), facilities that request an on-site evaluation between April 2 – June 1 will be automatically be placed in Cohort 5. Your facility must communicate block out dates (2 per month) to the Community Liaison when she/he contacts you.**

When a facility is ready to request an on-site evaluation they must complete the following steps:

Licensed Pathway	HS/ECEAP Pathway
1. Work with Rating Readiness Consultant to finalize File of Supporting Materials.	1. Work with Grantee/Contractor to prepare for on-site evaluation visit(s).
2. Submit completed Rating Readiness Tool to the Regional Coordinator.	2. Request On-Site Evaluation visit (s) by submitting HS/ECEAP Request for On-Site Evaluation in MERIT.
3. Request On-Site Evaluation visit (s) by submitting Request for On-Site Evaluation Application in MERIT.	3. Allow for enough time for the On-Site Evaluation request to be reviewed and approved by your Grantee/Contractor within the applicant cohort.
4. Allow enough time for the On-Site Evaluation request to be reviewed and approved by the Regional Coordinator within the applicant cohort.	

It is important to note that each cohort has specific dates in which the request for on-site evaluation must be approved in order to be included in that cohort. If a cut-off date is missed, the facility will move to the next cohort. Facilities must allow enough time for approval of the on-site evaluation request.

FAQ

1. Can I choose any upcoming cohort when I submit my request for on-site evaluation?

No. You will automatically be placed in the next available cohort depending on the date of approval and submittal (please see above dates). Facilities/sites should not submit their request for on-site evaluation until they are absolutely ready for on-site evaluation and it has been approved by the Child Care Aware Regional Coordinator or Grantee/Contractor.

2. Can I block out dates?

Yes, you should communicate your two block out dates per month when you meet with the Community Liaison. It is important to consider the various national holidays within a specific cohort which could impact on-site evaluation. This is especially notable during Cohort 1. Please contact your Regional Coordinator or Grantee/Contractor for assistance if needed prior to submitting your request for on-site evaluation.

3. When will the Community Liaison contact me?

A Community Liaison will contact you shortly after your on-site evaluation request has been approved. Your on-site evaluation visits, which include data collection, will only take place during the timeframe outlined for your rating cohort.

4. What should I do if I close over the summer or over the holidays?

You only have two block out dates per month. If you will be closed more than two days per month in an applicant cohort window, then you should postpone your request for evaluation until your schedule allows. For additional assistance with cohort selection please contact your local Child Care Aware agency or your Grantee/Contractor.

5. What if I want to change my cohort after I submit a request for on-site evaluation?

First contact your Regional Coordinator or Grantee/Contractor. If your request for on-site evaluation has not been approved, your Regional Coordinator or Grantee/Contractor can change your status to 'not-submitted'. If your request has been approved, your Regional Coordinator or Grantee/Contractor can contact QRIS Support Services at DEL and your request will be changed to 'withdrawn' or 'not-submitted'.

6. Does my Regional Coordinator or Grantee/Contractor still need to approve my request for on-site evaluation?

Yes, this policy has not changed. You should allow time for approval when submitting your application. Contact your Child Care Aware Regional Coordinator or Grantee/Contractor to determine the regional schedule.

7. Will I know the date that the data collection team will arrive for my on-site evaluation?

This policy has not changed. The data collection team will not show up on your block out dates, however, they could show up on any other date within the on-site evaluation cohort (see dates provided on page 1).

8. If I am applying to be re-rated will I follow the same procedure to select a cohort?

No, the process outlined in this document is for facilities applying for their initial rating and subsequent full ratings. Facilities applying for a partial re-rating, or paying for a re-rating between the three-year cycles of ratings will have an alternative process to apply for re-rating. Those re-ratings will be completed on a rolling basis, and evaluation dates may not align with the cohort model.

9. Who should I contact if I have more questions?

You can contact the QRIS Inbox (qris@del.wa.gov), your Child Care Aware Regional Coordinator or your Grantee/Contractor.