Quality Rating Improvement System
Rationale, Policy, Evidence/Acceptable Documentation

The chart on the following several pages is set up as a checklist that programs can use when applying for a higher Star level, when maintaining a Star level, and when working toward higher Star levels. It includes criteria for 2, 3, 4 and 5 Star levels and evidence or acceptable documentation that can be used to verify meeting each required criteria.

It is possible that there are additional, acceptable forms of evidence or documentation not listed in the chart. When programs wish to meet Star criteria in another manner, they may discuss with their Licensing Specialist or a QRIS staff and come to an agreement as to whether or not it meets Star criteria.

Resources and examples related to Star criteria required for each Star level can be accessed on the University of Oklahoma's CECPD website (www.cecpd.org) in the Resources tab, QRIS Resources-Child Care Center tab. Licensing Specialists, QRIS staff, and Resource and Referral staff may also be contacted to discuss what is expected to meet and maintain specific Star criteria.

Full QRIS policy can be accessed at https://oklahoma.gov/okdhs/library/policy/current/oac-340.html. The Oklahoma Administrative Code (OAC) citations listed in the following chart points you to the location of each specific policy.

QRIS
Rationale, Criteria, Evidence/Acceptable Documentation

340:110-1-8.4. Licensing status and compliance criteria
Revised 1-1-2023

Rationale: Meeting and maintaining minimum licensing requirements ensures the basic health and safety of children in care. It is the foundation of the Quality Rating Improvement System.

Star Level	QRIS Child Care Program Criteria	Evidence/Acceptable documentation
2, 3, 4, 5	**Licensing status**: OAC 340:110-1-8.4(a). The program has a license or permit.	**At application and ongoing:** CCS personnel view the State issued permit or license on the CCS computer system.
2, 3, 4, 5	**Compliance**: OAC 340:110-1-8.4(b). The program is compliant with licensing requirements.	**At application and ongoing:** CCS personnel review the OKRegistry and monitoring reports, complaint summaries, and case records for last 24 months on the CCS computer system. • Licensing records from previous licenses are considered • Star certification may be denied or level reduced when: 1. there are numerous, repeated, or serious non- compliance (NRS) with applicable Licensing requirements 2. a serious incident occurs resulting in injury or imminent risk of harm to a child 3. an Emergency Order or notice of proposed request for license denial or license revocation is issued 4. a serious substantiated complaint occurs 5. the program fails to employ a qualified director for six months or more or 6. star certification level criteria are not met 7. violations are not corrected in the agreed-upon timeframe

340:110-1-8.5. Administrative
Revised 1-1-2023

Rationale:
The Oklahoma Professional Development Registry is a statewide database recognizing the professional development of all individuals working in the early care and education field and maintained by Center for Early Childhood Professional Development (CECPD). Some benefits of the registry are: professional development is maintained in one location, there is an interactive training calendar and map, individuals have access to their professional development record online at any time, and the registry can be used to plan meaningful professional development and track accomplishments.

Job descriptions detail what is expected and how to satisfactorily perform a job, provide a foundation for personnel evaluations, and can help potential staff decide if they are a good fit with a program.

No matter the size or type of business, programs and personnel can benefit from regular personnel performance evaluations. Evaluations can be used to clearly communicate expectations, document and improve performance, recognize accomplishments, and develop and motivate personnel.

Written personnel policies clearly communicate the program's policies, procedures, and expectations

Star Level	QRIS Child Care Program Criteria	Evidence/Acceptable documentation
2, 3, 4, 5	**Administrative:** OAC 340:110-1-8.5(d)(1). The primary caregiver is an Oklahoma Professional Development Registry (OPDR) member having a current Professional Development Ladder (PDL) certificate.	**At application and ongoing:** CCS personnel verify OPDR and PDL certificates on the OKRegistry.
2, 3, 4, 5	**Administrative:** OAC 340:110-1-8.5(d)(2). Programs are registered as a direct care organization with the OPDR by following and maintaining all items listed in the Direct Care Facility Handbook.	**At application and ongoing:** CCS personnel verify direct care organization compliance on the OKRegistry.
2, 3, 4, 5	**Administrative:** OAC 340:110-1-8.5(d)(3). Assistant caregivers are OPDR members having current PDL certificates. New assistant caregivers are verified on OPDR having current PDL certificates within 12 months of employment.	**At application and ongoing:** CCS personnel verify OPDR and PDL certificates on the OKRegistry.
3, 4, 5	**Administrative:** OAC 340:110-1-8.5(e)(1). The owner or primary caregiver maintains assistant caregivers' written job descriptions and responsibilities.	**At application and ongoing:** written job description defining the assistant's responsibilities.

Star Level	QRIS Child Care Program Criteria	Evidence/Acceptable documentation
3, 4, 5	**Administrative:** OAC 340:110-1-8.5(e)(2). The owner or primary caregiver evaluates assistant caregivers in writing annually, including developing the educational professional development plan.	Personnel evaluations **At application:** The owner and primary caregiver agree to implement and maintain this criteria. **Ongoing:** written, completed, and dated annual forms/tools for each personnel counted. Educational professional development plans (EPDP) **At application:** a template or completed EPDP. **Ongoing:** EPDPs signed by the owner or primary caregiver and assistant(s) or primary caregiver description of involvement in each assistant's EPDP development.
3, 4, 5	**Administrative:** OAC 340:110-1-8.5(e)(3). The owner or primary caregiver maintains a written policy regarding children's transition plans, for daily activity transitions, new caregivers, and transition to a new child care program, Head Start, or school.	**At application:** programs submit written child transition policies. **Ongoing:** CCS view written onsite child transition policies.

340:110-1-8.6. Primary Caregiver qualifications criteria
Revised 1-1-2023

Rationale: The level of quality found in child care largely depends on the knowledge and skills of the adults who work with children. All children are ready to learn from birth and what caregivers do or do not do can help or hinder a child's success in life. Caregivers need to understand child development and implement developmentally appropriate practices so they can meet children's cognitive, social, emotional and physical needs. Children benefit when caregivers understand and use Early Learning Guidelines, including having fewer behavior and guidance issues and increased school-readiness.

Star Level	QRIS Child Care Program Criteria	Evidence/Acceptable documentation
3, 4, 5	**Primary Caregiver qualifications:** OAC 340:110-1-8.6 (h)(1)-(3). Criteria required at time of star certification request includes: (A) A current OPDL certificate of Level 4 or higher. (B) Completed training in Oklahoma's Early Learning Guidelines (ELG). However, new primary caregivers hired or assuming the responsibilities after certification are trained within 90-calendar days (C) Employment on-site, full-time.	PDL: **At application and ongoing:** CCS personnel verify qualifications viewing the Oklahoma Professional Development Registry (OPDR). ELG: **At application or when a primary caregiver is hired:** ELG training is verified by viewing the Oklahoma Professional Development Registry Full-time Employment: **At application and ongoing:** full-time employment is verified by personnel daily attendance records, when needed. **Note:** A current list of approved ELG training is located at www.cecpd.org or can be obtained from your Licensing Specialist or a QRIS staff.
2, 3, 4, 5	**Additional primary caregiver requirements:** OAC 340:110-1-8.6 (i). An individual is not counted as a primary caregiver, master teacher, or probationary master teacher in more than one program, unless the scheduled hours of employment in each program do not overlap at any given time.	Scheduled Hours of Employment **At application and ongoing:** CCS personnel review CCS records and verify hours of employment with the individual and/or programs when an individual works at more than one program.

340:110-1-8.7. Professional development criteria
Revised 1-1-2023

Rationale: The primary caregiver is a leader for the program and the primary person responsible for the day-to-day operations. A primary caregiver has a vast knowledge of early care and education including, but not limited to operating a program, leadership, managing personnel, nutrition, child development, understanding and using the Early Learning Guidelines, etc.

Everyone who works with children and their families needs a basic understanding of child development and how children learn.

Star Level	QRIS Child Care Program Criteria	Evidence/Acceptable documentation
2, 3, 4, 5	**Primary caregiver professional development.** OAC 340:110-1-8.7(c)(1)(A) & (c)(2). Prior to star certification request, the primary caregiver has documentation of at least two college credits or 20-clock hours of job-related professional development within the last 12 months or within current PDL certification, when applicable. No more than six-hours of informal professional development per PDL certification may be counted in total hours. After certification approval, the professional development criteria is met within the primary caregiver's PDL certification.	**At application and ongoing:** CCS personnel view the Oklahoma Professional Development Registry.
2, 3, 4, 5	**Primary caregiver professional development.** OAC 340:110-1-8.7(c)(1)(B). Prior to star certification request, the primary caregiver has documentation of Quality Rating and Improvement System (QRIS) orientation. New primary caregivers also complete QRIS orientation within 90-calendar days of hire date.	**At application and ongoing:** CCS personnel view the Oklahoma Professional Development Registry.
2, 3, 4, 5	**Primary caregiver professional development.** OAC 340:110-1-8.7(c)(3). The primary caregiver has a written educational professional development plan reviewed annually, updated as needed, and maintained on file at the program.	**At application:** a completed, dated educational professional development plan (EPDP) is submitted. **Ongoing:** CCS observes annual updated and dated completed EPDP.

Star Level	QRIS Child Care Program Criteria	Evidence/Acceptable documentation
2, 3, 4, 5	**Assistant caregiver professional development.** OAC 340:110-1-8.7(d)(1). Assistant caregivers employed for at least 12 months have documentation of at least two college credits or 20-clock hours of job-related professional development, per PDL certification. No more than six-hours of informal professional development per PDL certification may be counted in total hours.	**At application and ongoing:** CCS personnel view the Oklahoma Professional Development Registry.
2, 3, 4, 5	**Assistant caregiver professional development.** OAC 340:110-1-8.7(d)(2). The assistant caregiver has a written educational professional development plan reviewed annually, updated as needed, and maintained on file at the program.	**At application:** a completed educational professional development plan (EPDP) for each assistant is submitted. **Ongoing:** CCS observes annual updated and dated EPDP for each assistant.

340:110-1-8.8. Learning and development criteria
Revised 1-1-2023

Rationale: The learning environment is key to children's learning and gives them the space, materials, and opportunity to learn and practice new skills.

Learning is an interactive process and children learn through doing. The environment in which children play and learn provides them with opportunities to explore and interact with a variety of inviting activities and materials and is based on each child's individual interests and needs.

Researchers agree that young children under two years old should not watch television or other screens. During this time of rapid brain development, children need activities that promote language development and brain growth such as interaction with others and hands-on activities.

Children learn from outdoor play as well. Fun and interesting outdoor experiences include those that are sometimes too messy for indoors, such as sand and water tables and some art activities. In the heat of summer, a rug and basket of books placed under a shade tree is a cozy spot for reading to children.

High-quality early learning environments include the use of developmentally appropriate curriculum and learning spaces based on individual children's needs and interests. Daily schedules are written timetables of events that show what is supposed to happen throughout the day. Lesson plans are the basic plan for the day and help caregivers select, plan, and organize activities, projects, and equipment appropriate for the ages, development, and interests of children in their care.

Star Level	QRIS Child Care Program Criteria	Evidence/Acceptable documentation
2, 3, 4, 5	**Learning and development:** OAC 340:110-1-8.8(d)(1)-(3). A written daily schedule reflecting a balanced program of opportunities for learning, physical activity, indoor and outdoor play, rest periods, and meals is followed with flexibility meeting children's individual needs. Learning activities balance child-initiated play and caregiver-guided activities. The daily schedule is posted and reflects reading to children for a minimum of 15 minutes each day.	**At application:** a copy of the current daily schedule with required components is submitted. **Ongoing:** the posted daily schedule with required components is viewed.
2, 3, 4, 5	**Learning and development:** OAC 340:110-1-8.8(d)(4). Television or other screen time is not used for children 1 year of age and younger.	**At application:** The owner and primary caregiver agree to implement and maintain this criteria & the daily schedule is viewed. **Ongoing:** daily schedules and on-site observation by CCS personnel ensuring that children 1 year of age and younger are not exposed to television or screen time.
2, 3, 4, 5	**Learning and development:** OAC 340:110-1-8.8(d)(5). Caregivers prepare children for transitions. A written plan is maintained, per OAC 340:110-1-8.5**.**	**At application:** describe plan for transitions (2 Star). child transition policies are submitted (3, 4, & 5 Star). **Ongoing:** child transition policies are viewed onsite (3, 4, & 5 Star) and CCS personnel view transitions that occur while onsite (2, 3, 4, & 5 Star). **Note**: see **Administrative** 340:110-1-8.5(a) above for full written transition criteria.

Star Level	QRIS Child Care Program Criteria	Evidence/Acceptable documentation
4, 5	**Learning and development:** OAC 340:110-1-8.8(e)(1). Children have access to art, block building, book reading, dramatic play, manipulative play, and music and movement.	**At application:** The owner and primary caregiver agree to implement and maintain this criteria. **Ongoing:** opportunities for daily access to art, block building, book reading, dramatic play, manipulative play, and music and movement are observed onsite by CCS by viewing equipment and activities.
4, 5	**Learning and development:** OAC 340:110-1-8.8(e)(2) & (3). The program implements lesson plans with developmentally appropriate activities aligning with ELG or Oklahoma Academic Standards. Lesson plans identify ELG and Oklahoma Academic Standards and are shared with families. Curriculum or lesson plans provide for the children's various ages, abilities, developmental stages, social-emotional development, special needs, and interests.	**At application:** a developmentally appropriate lesson plan sample for each age group of children for which the program provides care. They reflect ELG or Oklahoma Academic Standards have been used as a resource. **Ongoing:** current lesson plans are viewed meeting the criteria listed in (a) of this section.
4, 5	**Learning and development:** OAC 340:110-1-8.8(e)(4). Caregivers lead and participate daily in at least two developmentally-appropriate physical activities for all children.	**At application:** lesson plans reflect at least two daily teacher-led developmentally appropriate physical activities for all children. **Ongoing:** lesson plans and FCCH practices reflect at least 2 daily teacher-led developmentally appropriate physical activities for all children.

Star Level	QRIS Child Care Program Criteria	Evidence/Acceptable documentation
4, 5	**Learning and development:** OAC 340:110-1-8.8(e)(5)(A) & (B). In addition to lesson plans, children 2 years of age and older are given the opportunity to join enhancement activities promoting basic skills and higher level thinking. Enhancement activities are conducted routinely throughout the year, documented on the lesson plan, and may be rotated based on children's needs and interests. Four-star homes implement one or more enhancement activities and five-star homes implement two or more enhancement activities. Examples may include: (i) outdoor interest areas (ii) indoor interest areas (iii) invitations to play helping children reflect on and extend their learning (iv) nature-related activities (v) social studies (vi) community involvement (vii) health and physical wellness (viii) nutrition (ix) foreign language (x) theater (xi) sign language (xii) cooking lessons (xiii) science, technology, engineering, art, and math (STEAM) (xiv) onsite contracted activities, such as dance lessons, gymnastics lessons, or sports (xv) life skills, or (xvi) activities promoting Native American culture and language	**At application:** a current written program-wide plan for implementation of enhancement activities when FCCH plans to provide care for children age 2 and older. **Ongoing:** CCS staff review lesson plans for inclusion of enhancement activities AND evidence of implementation is observed onsite in accordance with lesson plans AND/OR photos of activities are viewed AND/OR the environment reflects implementation of enhancement activities

340:110-1-8.9. Family partnership criteria
Revised 1-1-2023

Rationale: Families are the child's first teachers and are the link between the educational setting and home. A strong connection between child care personnel and families is critical for building a positive environment, allowing children to feel more secure, confident, and self-assured. It is best for children when programs build relationships with families based on mutual trust, respect, and willingness to involve them as full partners. Everyone, but especially children, benefits when providers and families work together.

Star Level	QRIS Child Care Program Criteria	Evidence/Acceptable documentation
2, 3, 4, 5	**Family Partnership:** OAC 340:110-1-8.9(c)(1). The primary caregiver maintains a signed contract on file for each family including, but not limited to, policy concerning hours, fees, payment schedules, vacations, and terminations.	**At application:** a copy of the contract including policies concerning hours, fees, payment schedules, vacations, and terminations is submitted. **Ongoing:** CCS views contract for each child that include the above policies and are signed and dated by the family member.
2, 3, 4, 5	**Family Partnership:** OAC 340:110-1-8.9(c)(2). The primary caregiver encourages family visitation when children are present and provides access to all child care areas.	**At application:** The owner and primary caregiver agree to implement and maintain this criteria. **Ongoing:** documentation in the family handbook or posters in the family resource center or observed on site.
2, 3, 4, 5	**Family Partnership:** OAC 340:110-1-8.9(c)(3). The primary caregiver offers and encourages individual family conferences at least annually, discussing children's progress, accomplishments, and challenges, and establishing children's goals. Documentation is maintained with the child's records.	**At application:** The owner and primary caregiver agree to implement and maintain this criteria. **Ongoing:** a dated conference sheet with the family member/parent's signature in children's record or newsletter or other notification of conference schedule.
2, 3	**Family Partnership:** OAC 340:110-1-8.9(c)(4). The primary caregiver provides at least two family involvement opportunities annually.	**At application:** The owner and primary caregiver agree to implement and maintain this criteria. **Ongoing:** photos of events or flyers or invitations with dates or newsletters or agendas with dates or sign-in sheets with dates.
2, 3, 4, 5	**Family Partnership:** OAC 340:110-1-8.9(c)(5). The primary caregiver has information available regarding common childhood issues including health care, education, nutrition, and family counseling services and provides referral information when indicated.	**At application**: a written resource list or copies of electronic resources. **Ongoing**: resource area or electronic resources are observed onsite.
2, 3, 4, 5	**Family Partnership:** OAC 340:110-1-8.9(c)(6). The primary caregiver ensures applicable Licensing requirements are available to families.	**At application:** The owner and primary caregiver agree to implement and maintain this criteria. **Ongoing**: observed onsite.

Star Level	QRIS Child Care Program Criteria	Evidence/Acceptable documentation
2, 3, 4, 5	**Family Partnership:** OAC 340:110-1-8.9(c). The primary caregiver respects children's and families' home languages and cultures by adapting communication methods.	**At application:** The owner and primary caregiver agree to implement and maintain this criteria. **Ongoing:** verbal explanation of languages spoken by program's families and written or verbal examples.
4, 5	**Family Partnership:** OAC 340:110-1-8.9(d)(1). The primary caregiver provides families at least two non-relative references, including contact information.	**At application:** The owner and primary caregiver agree to implement and maintain this criteria. **Ongoing:** CCS staff view the reference list in the family handbook or contract or posted in the home or readily available elsewhere.
4, 5	**Family Partnership:** OAC 340:110-1-8.9(d)(2). The primary caregiver establishes and maintains a system for sharing and communicating with families information specific to the child's physical and emotional state.	**At application:** a written description of the system. **Ongoing:** examples or copies of daily documentation provided/available to families or an explanation of confidential verbal procedures used.
4, 5	**Family Partnership:** OAC 340:110-1-8.9(d)(3). The primary caregiver provides at least three family involvement opportunities annually.	**At application:** The owner and primary caregiver agree to implement and maintain this criteria. **Ongoing:** photos of events or flyers or invitations with dates or newsletters or agendas with dates or sign-in sheets with dates.

340:110-1-8.10. Program evaluation for continuous quality improvement criteria
Revised 1-1-2023

Rationale: Program evaluation is universally recognized as one of the key indicators of quality in child care. Evaluating your program helps you identify the strengths and growth opportunities for your program, continuously grow as a professional, provide a quality environment for the children in your care, and increase family awareness of the importance of their child's care.

Continuous quality improvement (CQI) is a way for your program to regularly enhance services and increase positive outcomes for the children and families you serve. Even the best family child care homes benefit when you regularly review your practices, make goals specific to the needs of your program, carry out the plans you make, and regularly repeat this process.

Star Level	QRIS Child Care Program Criteria	Evidence/Acceptable documentation
2, 3, 4, 5	**Program evaluation for continuous quality improvement:** OAC 340:110-1-8.10(c)(1). Health and safety checklists for both indoor and outdoor spaces are completed annually and maintained on file at the program.	**At application**: copy of completed and dated health and safety checklist(s). **Ongoing:** CCS staff view completed and dated checklist(s) on file at the FCCH.
2, 3, 4, 5	**Program evaluation for continuous quality improvement:** OAC 340:110-1-8.10(c)(2). Personnel and families are surveyed annually identifying program strengths and weaknesses and evaluating effectiveness in meeting children's, families', and personnel's needs.	**At application**: a copy of survey template(s). **Ongoing:** CCS staff view completed and dated surveys and responses or dated online survey report summaries.
3, 4, 5	**Program evaluation for continuous quality improvement:** OAC 340:110-1-8.10(d). Program evaluation criteria listed below are completed within one year of receiving three-, four-, or five-star level and repeated as required.	**At application:** The owner and primary caregiver agree to implement and maintain this criteria.
3, 4, 5	**Program evaluation for continuous quality improvement:** OAC 340:110-1-8.10(d)(1). The program is assessed annually using an assessment tool approved by Child Care Services (CCS). This assessment is not required for programs accredited by a CCS-approved, national accrediting organization.	**At application:** The owner and primary caregiver agree to implement and maintain this criteria. **Ongoing:** a completed, dated *Oklahoma Quality Child Care Program Scale: Self-Assessment* OR *Oklahoma Quality Out-of-school Time Program Scale: Self-Assessment* OR documentation of another completed approved CCS assessment tool OR the program is nationally accredited by a CCS-approved national accrediting organization OR is a Head Start meeting Head Start Program Performance Standards.

Star Level	QRIS Child Care Program Criteria	Evidence/Acceptable documentation
3, 4, 5	**Program evaluation for continuous quality improvement:** OAC 340:110-1-8.10(d)(2). Program goals are established and updated annually considering information gathered from completed health and safety checklists, family and personnel surveys, and a CCS-approved assessment tool, or approved national accreditation assessment tool, when applicable. The program may also use any program-completed needs assessments.	**At application:** The owner and primary caregiver agree to implement and maintain this criteria. **Ongoing:** written program goals (made consideringinformation gathered from completed health and safety checklists, equipment inventories, family and personnel surveys, and a CCS-approved assessment tool) with dates the goals were established and are updated at least annually.
3, 4, 5	**Program evaluation for continuous quality improvement:** OAC 340:110-1-8.10(d)(3). The program has a written plan and program policy and procedures for meeting established goals, including professional development and educational needs for the primary caregiver and assistant.	**At application:** The owner and primary caregiver agree to implement and maintain this criteria. **Ongoing:** CCS staff view written plans with dates the goals were established that are updated annually and include goals for primary caregiver and assistants' professional development and educational needs; completion of the goal section of the of the *Oklahoma Quality Child Care Program Scale: Self-Assessment* or *Oklahoma Quality Out-of-School Time Scale: Self-Assessment* are acceptable documentation of written goals. Written program policy procedures include goal implementation, when appropriate.
3, 4, 5	**Program evaluation for continuous quality improvement:** OAC 340:110-1-8.10(d)(4). Personnel participate in program evaluation and the established goals for continuous quality improvement are shared with personnel.	**At application:** The owner and primary caregiver agree to implement and maintain this criteria. **Ongoing:** CCS view written plans and program policy procedures with dates the goals were established and are updated annually. They include goals for personnel's professional development and educational needs.

340:110-1-8.11. Additional four- and five-star criteria
Revised 1-1-2023

Rationale: Four and five Star programs implement and maintain additional quality criteria and are awarded the highest Star levels. Nationally accredited programs and Head Start programs compliant with Head Start Program Performance Standards can meet four and five Star levels by meeting all Star criteria for their Star level listed in previous sections plus implementing additional professional development criteria detailed in this section. Unaccredited programs can attain four and five Star levels by meeting all Star criteria for their Star level listed in previous sections plus implementing additional professional development and program criteria detailed in this section.

Star Level	QRIS Child Care Program Criteria	Evidence/Acceptable documentation
4, 5	**Additional four- and five-star home professional development criteria:** OAC 340:110-1-8.11(b)(1). All four-star homes, including homes accredited by a CCS-approved national accrediting organization implement one additional professional development criteria. All five-star homes, including homes accredited by a CCS-approved national accrediting organization implement two additional professional development criteria. (A) The primary caregiver maintains a current PDL Level 5 or higher. (B) The primary caregiver obtains two college credits or 30-clock hours of job-related professional development annually, per PDL certification year. (C) The primary caregiver completes Family Child Care Home Leadership Academy. (D) The assistant caregiver obtains two college credits or 30-clock hours of job- related professional development annually, per PDL certification year. (E) The program utilizes ongoing, evidence-based coaching to caregiving practices. (F) Primary caregiver completes all Pyramid Model Infant/Toddler, Preschool, or Birth to Five modules.	For (A), (B), (C), (D) and (F): **At application and ongoing:** OKRegistry records For option (E): **At application**: Written plan describing type of evidence-based coaching used/plan to use, coaching source, and the overall plan for program coaching. **Ongoing:** Current program plan including type of evidence-based coaching used, coaching source, and overall plan for program coaching as well as completed action plans, observation forms, feedback forms, or other pertinent written coaching documentation. When internal coaching is used also include verification of coach training in the evidence-based coaching model.

Star Level	QRIS Child Care Program Criteria	Evidence/Acceptable documentation
4, 5	**Additional four- and five-star criteria:** OAC 340:110-1-8.11(b)(2)(A). The program conducts a formal intake process for new families. Four-star homes implement one family orientation criteria, and five-star programs implement (i) and (ii). Homes accredited by a CCS-approved national accrediting organization are exempt from this criteria. Family orientation includes: (i) parent orientation (ii) child orientation to caregiver, home, and routine.	**At application:** Written family orientation process plan is submitted. **Ongoing:** CCS staff view current documentation showing written family orientation policy is regularly implemented, such as log including dates and names of family members and/or child, and personnel conducting orientation.
4, 5	**Additional four- and five-star health and safety criteria:** OAC 340:110-1-8.11(b)(2)(B). Four-star homes implement two and five-star homes implement four health and safety criteria listed below. Homes accredited by a CCS-approved national accrediting organization are exempt from this criteria. The program: (A) offers evidence-based developmental assessments or screenings by trained personnel. The program communicates results with families, and provides referral information when indicated. (B) utilizes a health consultant as needed (C) implements daily playground safety checklists (D) conducts annual personnel emergency plan and procedure training, when applicable (E) participates in CACFP. (F) obtains quality initiative certifications, such as Oklahoma State Department of Health Certified Healthy Early Childhood Program (G) collaborates with schools, with parental permission, regarding individual children's health and wellness, such as developmental screenings and IEPs	**At application:** (A) Child development assessment tool identified for each age of child in care, plan for how it will be administered, a list of referral sources, how results and referral sources will be communicated to families. (B) Name and professional title of health consultant and written plan for utilizing the consultant. (C) Playground checklist template (D) Written training plan for emergency procedures (E) CACFP agreement (F) Name of certification intend to use or a copy of the certification (G) Written collaboration plan **Ongoing:** (A) Completed and dated child development assessment for each child in the past year. (B) Log of consultation dates (C) Completed playground checklists (D) Training agenda and personnel attendance form (E) CACFP records (F) Certificate or evidence of progress toward certification. (G) Collaboration agreement, goals, logs, running notes, or meeting agendas reflecting collaboration efforts.

340:110-1-8.3 Certification of programs to receive a quality rating and improvement level **Revised 1-1-2023**		
Rationale: Accreditation and Head Start standards reflect a process of extensive self-study and external review of a program and how it compares to benchmark standards of quality set by the accrediting organization or the federal government.		
Star Level	**QRIS Child Care Program Criteria**	**Evidence/Acceptable documentation**
3, 4, 5	**Accreditation.** OAC 340-110:1-8.3(c) The child care program is currently accredited by a CCS-approved national accrediting organization or is a Head Start grantee and is compliant with Head Start Performance Standards.	**At application and ongoing:** Accredited programs provide a copy of current accreditation certificate; CCS staff verify Head Start compliance online. Approved national accrediting organizations are the: (1) National Association of Family Child Care (NAFCC)