



How to Apply for a Bright & Early ND Cohort

Step 2-4 Quality Rating

The Bright & Early ND Quality Rating process is implemented during four cycles, referred to as cohorts. Think of this period as time where you will work with a Coach, learn from other programs, pinpoint your strengths, take training and reach your quality goals! Cohorts are available throughout the year; specific dates are below:

Applications Due:	Cohort Starts:	Cohort Ends:	Quality Standards Inventory Due:
December 9 th	January 1 st	September 30 th	September 1 st
March 9 th	April 1 st	December 31 st	December 1 st
June 9 th	July 1 st	March 31 st	March 1 st
September 9 th	October 1 st	June 30 th	June 1 st

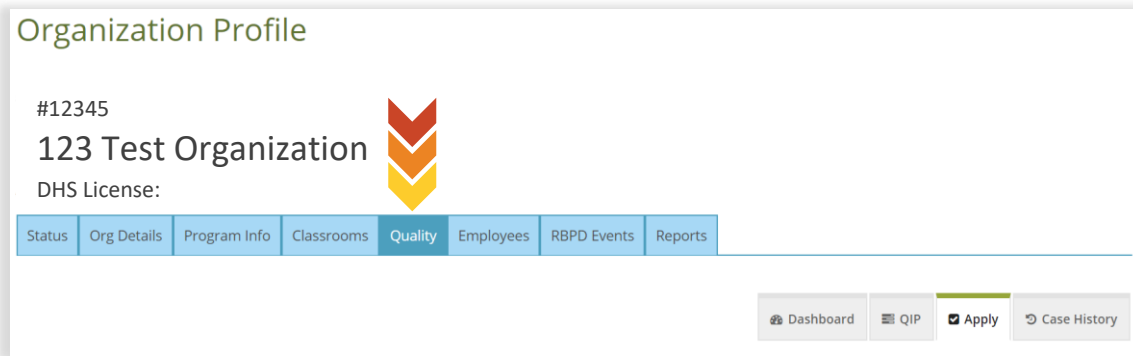
Programs can apply to participate in Bright & Early ND at any time, however, applications will only be reviewed four times per year (March 15th, June 15th, September 15th, December 15th).

For Organizations

1. Go to the Growing Futures website at www.ndgrowingfutures.org, click on **Login**.
2. Log in to your account in Growing Futures.

3. To access your organization profile, click on the **Green Box** in the upper right-hand corner. Then, select your organization profile.

4. On the main page, at the top, Click on the **Quality** tab.



Organization Profile

#12345
123 Test Organization
DHS License:

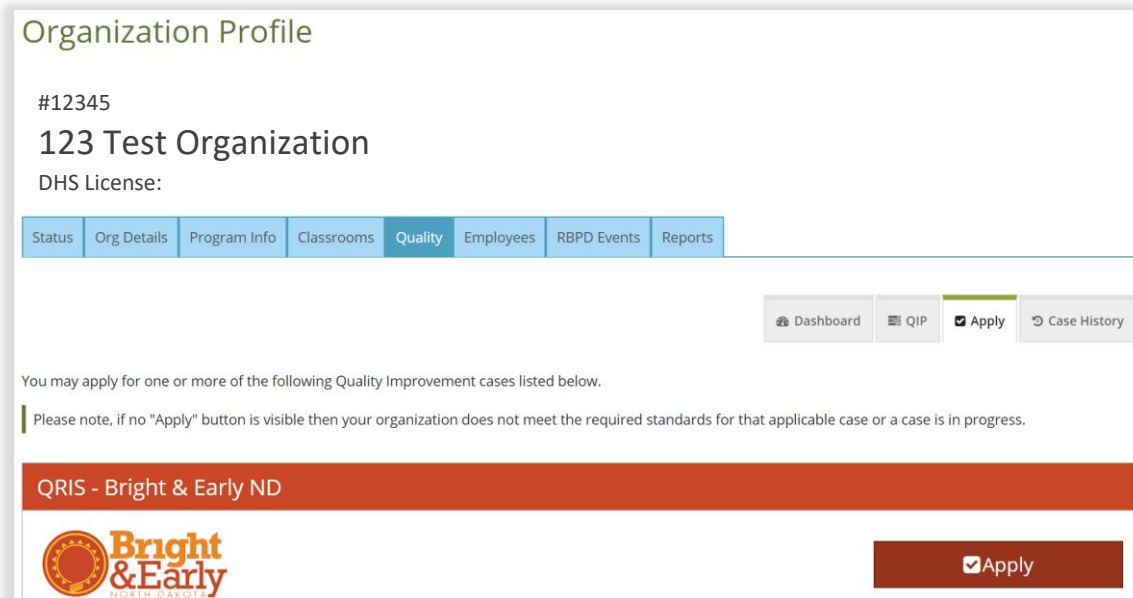
Status Org Details Program Info Classrooms **Quality** Employees RBPD Events Reports

Dashboard QIP **Apply** Case History

This screenshot shows the 'Organization Profile' page with the 'Quality' tab selected. The 'Apply' button is highlighted in green, indicating it is the active selection.



5. Once on the Quality tab, click on the **Apply** tab.
6. On the application page, under QRIS-Bright & Early ND, click on the red **Apply** button.



Organization Profile


#12345
123 Test Organization
DHS License:

Status Org Details Program Info Classrooms **Quality** Employees RBPD Events Reports

Dashboard QIP **Apply** Case History

You may apply for one or more of the following Quality Improvement cases listed below.
Please note, if no "Apply" button is visible then your organization does not meet the required standards for that applicable case or a case is in progress.

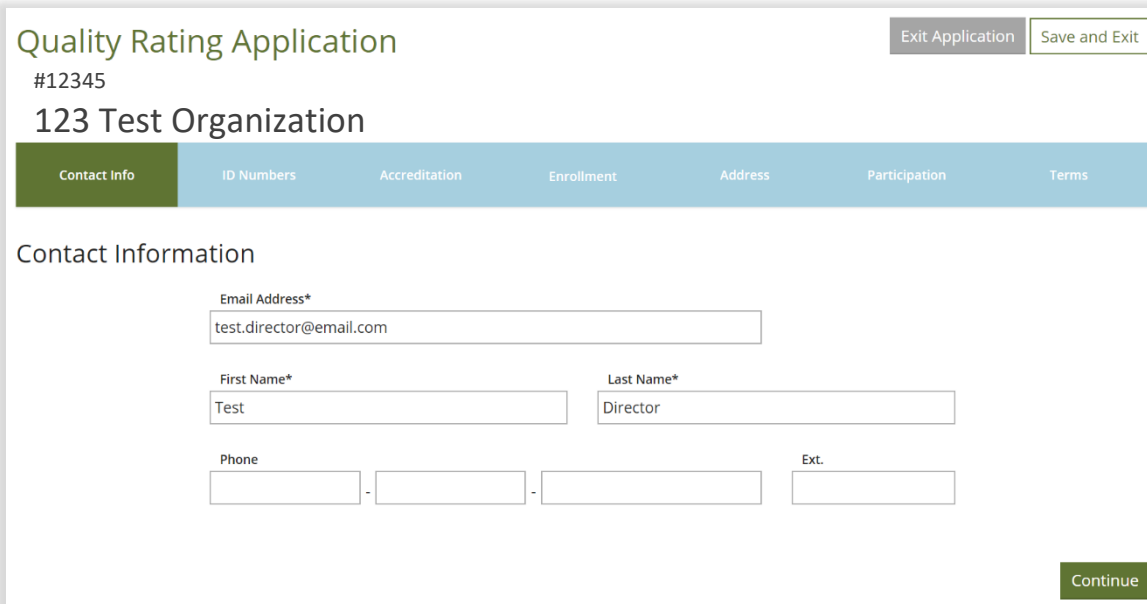
QRIS - Bright & Early ND

 **Apply**

This screenshot shows the 'Organization Profile' page with the 'Quality' tab selected. The 'Apply' button is highlighted in green. Below the navigation tabs, there is a section for 'QRIS - Bright & Early ND' with a red 'Apply' button.



7. You will now see many of the same screens you saw during Organization Registration. This time, you will just be reviewing the information that is already entered and updating it as needed. After reviewing each page, click on **Continue**.



Quality Rating Application

#12345
123 Test Organization

Contact Info ID Numbers Accreditation Enrollment Address Participation Terms

Contact Information

Email Address*
test.director@email.com

First Name* Test Last Name* Director

Phone Ext.

Continue

This screenshot shows the 'Quality Rating Application' page. The 'Contact Info' tab is selected. The 'Continue' button is highlighted in green.



8. There are seven steps in the application process. You can track your progress along the top green/blue bar. To finish the application later, just click on **Save and Exit**.
9. The **Enrollment** section includes program-wide data including current enrollment, number of groups or classrooms, and number of children considered 'high needs'. Below we will walk through the details of this page and tips to ensure a smooth transition.
 - a. **Number of Classrooms/Groups Section:** You may input more than one (1) classroom/group if your program separates children by age or physical space for majority of the day. Most Family and Group licensed programs will input a one (1) in this box.

Quality Rating Application

Save and Exit

#12345
123 Test Organization

Contact Info
ID Numbers
Accreditation
Enrollment
Address
Participation
Terms

Program Enrollment

Enter the number of children by age group for which you provide care. In addition, enter the number of high needs children in each age group. If you report any high needs children, you must provide a number greater than zero in at least one high needs category. A child should be counted as 'high needs' if the child meets one or more of the following criteria:

- Children with an Individualized Education Plan (IEP), Individual Family Service Plan (IFSP) or diagnosed special need
- Children who speak English as a second language
- Families and children involved with multiple state agencies (children and families receiving WIC, early intervention services, etc.)
- Recent immigrants (within the past 5 years)
- Children whose parents are deployed and who do not live on a military base
- Low-income households (children enrolled in the Child Care Assistance Program)
- Parents with less than a high school education
- Children who are homeless, do not have a permanent home address, or move more than once a year

Number of Classrooms / Groups

- b. **Total Number of Children Enrolled Section:** In this section you will input your current enrollment (include both full-time and part-time enrollment) by age group. You will also report any 'high needs' children you serve.
 - i. If you input a number greater than one (1) in the 'high needs' section, you will be directed to select which criteria this child meets. You may select multiple criteria for one child.
 - ii. If you do not serve any children that may be counted as 'high needs', you must at least put a zero (0) in the 'high needs' section.

Number of Classrooms / Groups

Total Number of Children Enrolled:
40

Infants (0 - 18 months)	<input type="text" value="8"/>	High Needs	<input type="text" value="1"/>	
Toddlers (19 - 36 months)	<input type="text" value="10"/>	High Needs	<input type="text" value="0"/>	
Three Year Olds (37 - 48 months)	<input type="text" value="8"/>	High Needs	<input type="text" value="0"/>	
Four Year Olds (49 - 60 months)	<input type="text" value="6"/>	High Needs	<input type="text" value="0"/>	
Five Year Olds (61 - 72 months)	<input type="text" value="8"/>	High Needs	<input type="text" value="0"/>	
Elementary (K - 5th grade)	<input type="text" value="0"/>	High Needs	<input type="text" value="0"/>	

10. When completing the **Participation** section of the application, programs will need to select a 'Pathway'. The pathway you select should be the Bright & Early ND Step that you would like to achieve not your current Step.

Quality Rating Application Save and Exit


#12345


123 Test Organization

Contact Info | ID Numbers | Accreditation | Enrollment | Address | **Participation** | Terms

Pathway

Step 1

Step 2 

Bright & Early ND Cohort 

Please select the cohort below. If multiple options are available, you may choose the one that best suits your program's readiness for rating.

October 2018

Your cohort begins October 1, 2018. The deadline to submit your Quality Standards Inventory is June 1, 2019.

Previous Continue

11. On the final page of the application, you will need to read through the Participation Agreement. Be sure to scroll all the way to the bottom and check the box next to "On behalf of my program, I consent to participate in Bright & Early ND according to the terms outlined above."
12. Click on **Apply for Bright & Early ND**.
13. Your application was successfully submitted, check your program's 'case status' to verify or select **View Case Info** for more details.

Organization Profile

#12345

123 Test Organization

DHS License:

Status | Org Details | Program Info | Classrooms | **Quality** | Employees | RBPD Events | Reports


Dashboard | QIP | Apply | Case History

Quality Improvement Plan

No Action Items have been created for this organization


- Completed
- Pending Verification
- Past Due
- In Progress

View QIP



Current Rating Step 1

Rating Expires 07/31/19

Case Status **Applied** 

Attention
You have submitted an application to participate in Bright & Early ND.

View Case Info

14. Once your application is reviewed, a member of the Bright & Early ND Team will contact you 2 weeks prior to the start of the cohort.