



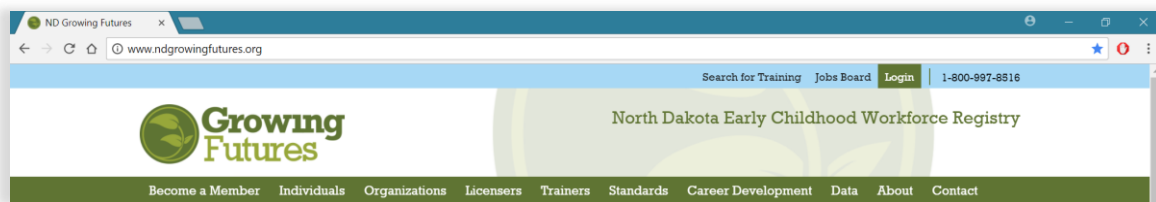
## How to submit the Quality Standards Inventory (QSI)

### Step 1-4 Quality Rating

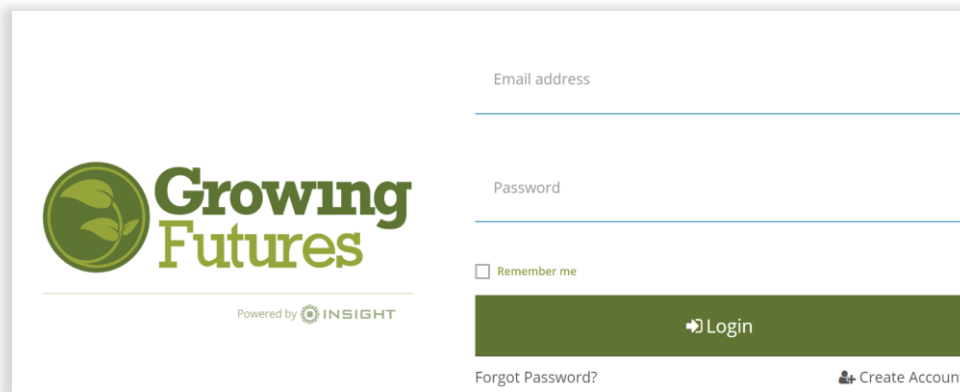
Programs that are seeking a Bright & Early ND Quality Rating will complete and submit the online Quality Standards Inventory. The Quality Standards Inventory includes all the indicators needed for the desired Quality Rating. Use these step-by-step instructions to explore and locate the Quality Standards Inventory.

#### For Organizations

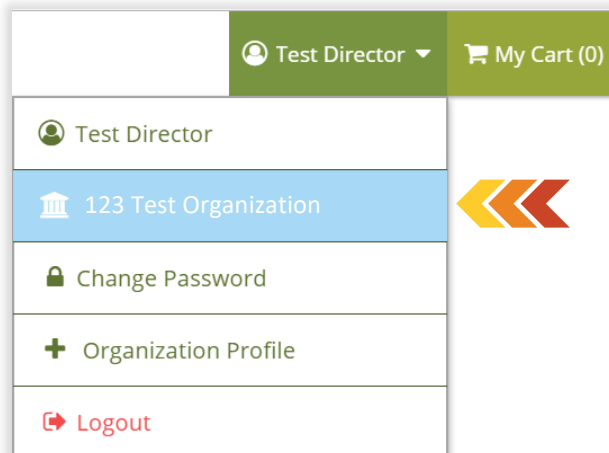
1. Go to the Growing Futures website at [www.ndgrowingfutures.org](http://www.ndgrowingfutures.org), click on **Login**.



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.

The screenshot shows the 'Organization Profile' page for '123 Test Organization' (ID #12345). The 'Quality' tab is selected in the top navigation bar. A 'Quality Improvement Plan' section displays a large red message: 'No Action Items have been created for this organization'. To the right, a 'Bright & Early' widget shows a 'Current Rating Step 1' with an expiration date of '07/31/19'. Below this, a 'Case Status' dropdown is set to 'Selected', and an 'Attention' box states: 'Your program has been selected to participate in Bright & Early ND.' A 'View Case Info' button is located at the bottom of this widget. A yellow arrow points to the right from the bottom right of the screenshot.

5. Once on the Quality tab, click on the **View Case Info** button.
6. On the Case Info page, at the top, click on the **Inventory** tab. Organizations will have access to their Quality Standards Inventory once they have been selected for a Bright & Early ND cohort.

The screenshot shows the 'Bright & Early ND Case #157' page. The 'Inventory' tab is selected in the top navigation bar. A yellow arrow points to the right from the bottom right of the screenshot.


7. To verify and confirm the indicators in the Quality Standards Inventory, click the **Edit** button.

The screenshot shows the 'Bright & Early ND Case #157' page, specifically 'Step 2'. The 'Inventory' tab is selected. The page displays 'Licensed by the North Dakota Department of Human Services.' Below this, there are two boxes: one with a warning icon and the text 'No selection', and another labeled 'Evidence' with a warning icon and the text 'No Evidence Uploaded' and 'No Evidence Notes'. An 'Edit' button is located in the top right corner. A yellow arrow points to the right from the bottom right of the screenshot.


8. You will now see the full details of each indicator in the Quality Standards Inventory. Please read through the directions carefully and complete the checkboxes to confirm. Some indicators may require evidence to be added, others may not, see the examples below.

**Indicator Example #1:** This indicator does not require any additional evidence as stated in the details.

Bright & Early ND Case #157

 Case Info Inventory Assessment


Step 2

Licensed by the North Dakota Department of Human Services.  
Bright & Early ND will verify the status of your license with your county licensor, therefore no additional evidence is needed. 

Check the boxes below to confirm the criteria has been met for this indicator:

- My program is licensed by the North Dakota Department of Human Services.
- I understand that Bright & Early ND will verify the status of my license with the county licensor.

Evidence

 No Evidence Uploaded

Select

**Indicator Example #2:** This indicator does not require any additional evidence, however, it does require the use of the organization's Classrooms tab.


Program Director is linked to the program's organization account with verified employment.

The Program Director is the individual located on site who is responsible for planning, implementing and evaluating the program. This individual must be present at least sixty percent of the time during operating hours.

- Use the "Classrooms" tab to select the "Director of Record" for the program.

Program Director must be a member of the ND Growing Futures Workforce Registry and have linked their individual account to the organization's account by listing the organization as their current employer (using the Employment tab). The organization account manager will need to verify employment via the organization account.


Director Of Record	Position	ID	Start Date	Employment Verification Status
Test Director	Program Director	88310	5/1/2018	Verified by Program



Check the boxes below to confirm the criteria has been met for this indicator:

- The Program Director is correctly identified above.
- Program Director has linked their individual account to the program's organization account with verified employment.

Evidence

 No Evidence Uploaded

Select

**Indicator Example #3:** This indicator requires additional evidence to be uploaded. To begin the upload process, click **Select**.


Complete an Environment Self-Assessment (ESA) proving your program continues to provide quality space and materials for the children in your care.


Complete the appropriate Environment Self-Assessment (ESA) proving your program continues to provide quality space and materials for the children in your care. One ESA must be completed for each separate classroom or group of children in your program.

Check the box below to confirm the criteria has been met for this indicator:

- I have provided evidence of a completed Environment Self-Assessment for each classroom or group of children in my program.

Evidence

 No Evidence Uploaded

Select 

Once your evidence has been uploaded successfully, you will see the document listed under the evidence box with a green confirmation circle. Click **Save and Exit** to ensure the evidence was captured.

Complete an Environment Self-Assessment (ESA) proving your program continues to provide quality space and materials for the children in your care.

Complete the appropriate Environment Self-Assessment (ESA) proving your program continues to provide quality space and materials for the children in your care. One ESA must be completed for each separate classroom or group of children in your program.

Check the box below to confirm the criteria has been met for this indicator:

I have provided evidence of a completed Environment Self-Assessment for each classroom or group of children in my program.

Evidence

▲ No Evidence Uploaded

● Infant ESA.pdf Remove

Select

If you would ever need to replace your uploaded evidence, click the **Garbage Can Icon** and begin the upload process again.

Complete an Environment Self-Assessment (ESA) proving your program continues to provide quality space and materials for the children in your care.

Complete the appropriate Environment Self-Assessment (ESA) proving your program continues to provide quality space and materials for the children in your care. One ESA must be completed for each separate classroom or group of children in your program.

Check the box below to confirm the criteria has been met for this indicator:

I have provided evidence of a completed Environment Self-Assessment for each classroom or group of children in my program.

Evidence

[Infant ESA.pdf](#)

Select

- 9. Programs can work on their Quality Standards Inventory throughout the Bright & Early ND cohort. To ensure your hard work is captured please use the **Save and Exit** button frequently. You must read through and complete all the indicators prior to submitting your Quality Standards Inventory.
- 10. When your program is ready to submit your Quality Standards Inventory for review, click on the **Submit for Rating** button. To ensure this process goes smoothly, we recommend submitting your Quality Standards Inventory after your Continuous Quality Improvement Coach has checked over your indicators and evidence.

Case Status | **Selected**

**Attention**  
Your program has been selected to participate in Bright & Early ND.