

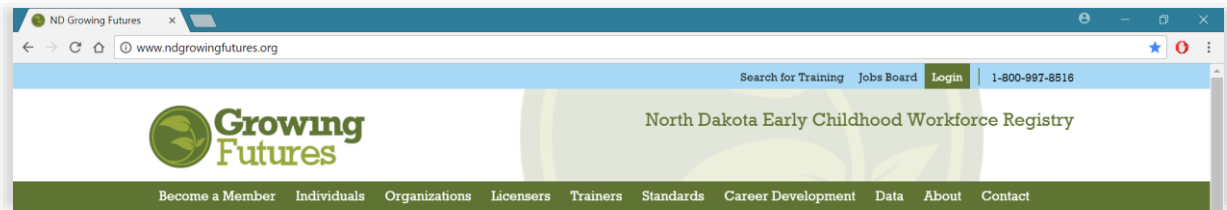


## How to submit the Quality Standards Inventory (QSI)

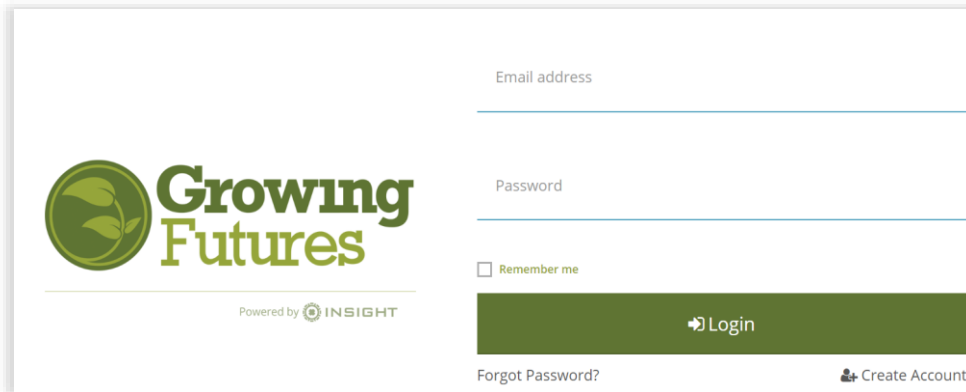
### Step 1-4 Quality Rating

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.

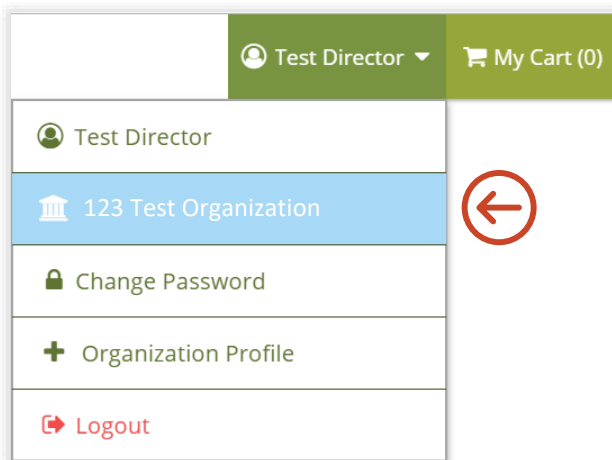
1. Go to the Growing Futures website at [www.ndgrowingfutures.org](http://www.ndgrowingfutures.org), click on **Login**.



2. Log in to your account in Growing Futures.



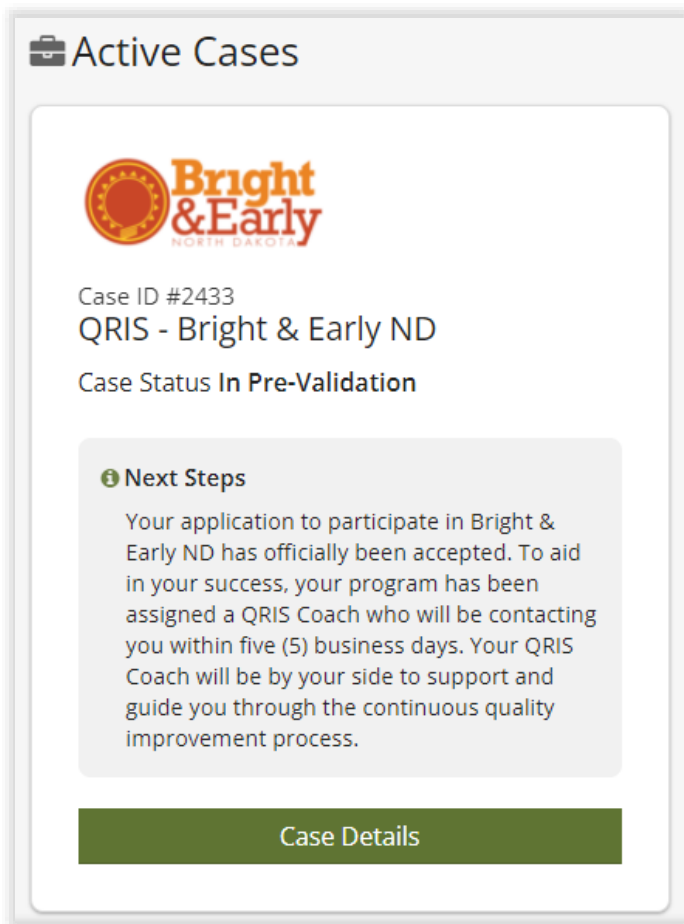
3. To access your organization profile, click on the **Green Box** in the upper right-hand corner. Then, select your organization profile.



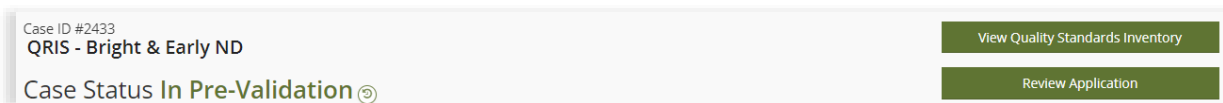
4. On the left side navigation, Click on the **Quality Dashboard**.



5. Once on the Quality Dashboard, scroll down to your program's Active Cases, locate the Bright & Early ND case, click on the green **Case Details** button.



6. On the Case Details page, at the top, click on the green **View Quality Standards Inventory** button.



7. To verify and confirm the indicators in the Quality Standards Inventory, click the **Review** button for each section.

All sections of the Quality Standards Inventory must be reviewed and completed in order to submit for Quality Rating.

**Health & Safety** incomplete Review

Meeting and maintaining child care licensing regulations is the foundation of the Bright & Early ND Steps to Quality. These regulations are designed to protect and promote child safety and well-being in all types of settings. Licensed programs are required to maintain at least minimum standards related to: physical space, safety features, cleanliness, staff qualifications and staff-to-child ratios. Children need to be healthy and feel safe to learn and grow. It is the first step in preparing children to be ready for school, work, and life.



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 required checkboxes. Some indicators may require evidence to be added, others may not, see the examples below.

**Indicator Example #1:** For indicator HS.1, programs are required to upload a copy of their current license. To Upon reviewing the indicator, click the **checkbox**. Next, upload a copy of your program's license using the **+File** button.

▶ **HS.1 Program holds a current license issued by the North Dakota Department of Human Services (DHS).**  
Meeting and maintaining child care licensing regulations is the foundation of the Bright & Early ND Steps to Quality.  
To meet this indicator, evidence of the program's current DHS license must be submitted.

Reviewed & Acknowledged By Program

Evidence ⓘ

Choose Existing File + File

**No documents have been added.**  
Click the "+File" button to upload documents.

The following file types are accepted:  
doc, docx, xls,xlsx, pdf, rtf, ppt, pptx, zip, jpg, jpeg, jpe, png

Text Evidence

Enter Text Evidence



**Indicator Example #1 Completed:** Once your evidence has been uploaded successfully, you will see the document listed under the evidence box. If you would ever need to replace your uploaded evidence, click the **Garbage Can Icon** and begin the upload process again.

▶ **HS.1 Program holds a current license issued by the North Dakota Department of Human Services (DHS).**  
Meeting and maintaining child care licensing regulations is the foundation of the Bright & Early ND Steps to Quality.  
To meet this indicator, evidence of the program's current DHS license must be submitted.

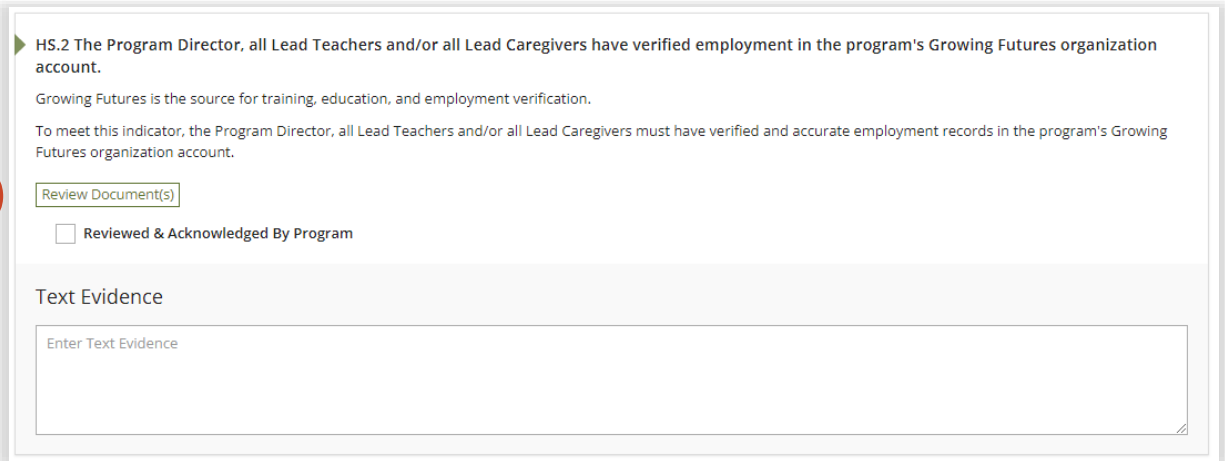
Reviewed & Acknowledged By Program

Evidence ⓘ

Choose Existing File + File

**DHS License.pdf**  
Size 17.90 KB 🗑️

**Indicator Example #2:** For indicator HS.2, programs are required to click on the **Review Documents** button to verify the professional development of the Program Director, Lead Teachers and/or Lead Caregivers. Upon reviewing the indicator, click the **checkbox** to confirm.



► HS.2 The Program Director, all Lead Teachers and/or all Lead Caregivers have verified employment in the program's Growing Futures organization account.

Growing Futures is the source for training, education, and employment verification.

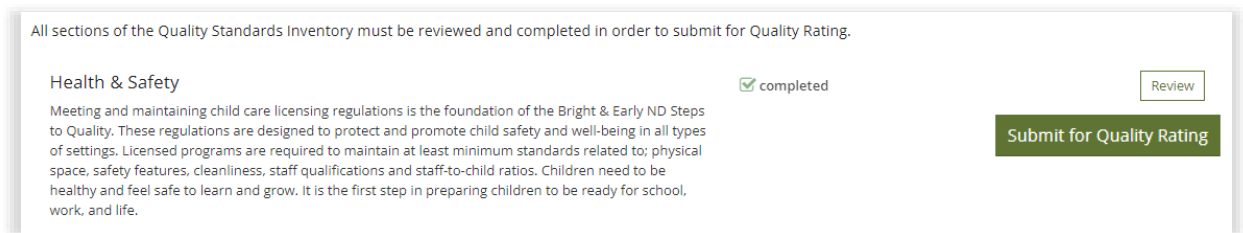
To meet this indicator, the Program Director, all Lead Teachers and/or all Lead Caregivers must have verified and accurate employment records in the program's Growing Futures organization account.

Reviewed & Acknowledged By Program

Text Evidence

Enter Text Evidence

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** button. 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 Quality Rating** button.

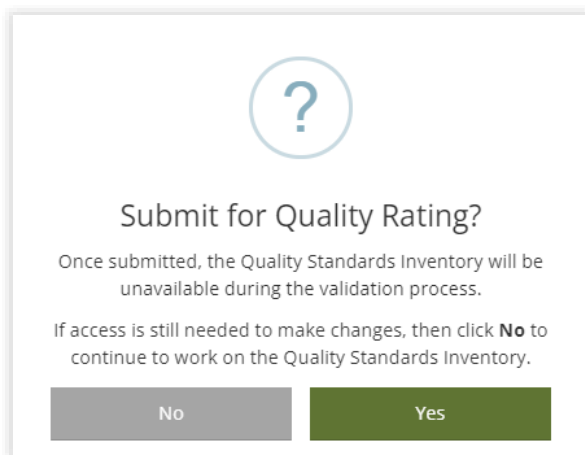



All sections of the Quality Standards Inventory must be reviewed and completed in order to submit for Quality Rating.

Health & Safety ✔ completed

Meeting and maintaining child care licensing regulations is the foundation of the Bright & Early ND Steps to Quality. These regulations are designed to protect and promote child safety and well-being in all types of settings. Licensed programs are required to maintain at least minimum standards related to: physical space, safety features, cleanliness, staff qualifications and staff-to-child ratios. Children need to be healthy and feel safe to learn and grow. It is the first step in preparing children to be ready for school, work, and life.

11. Confirm you are ready to Submit for Quality Rating by selecting **Yes**.





**Submit for Quality Rating?**

Once submitted, the Quality Standards Inventory will be unavailable during the validation process.

If access is still needed to make changes, then click **No** to continue to work on the Quality Standards Inventory.

12. Your assigned QRIS Validation Specialist will review your Quality Standards Inventory within five (5) business days. Once reviewed, you will receive email correspondence regarding the status of your Quality Rating.