

Level 2 Rating Guide

Initial Application Process

STEP ONE: Register to receive a login to the online system at the Colorado Shines website. Each program will be granted up to two (2) logins for the Colorado Shines online system. It is recommended that the program director and one other administrative person (if applicable) have logins to the Colorado Shines online system. During the login process, a program will be encouraged to identify the primary contact in the event a Licensing Specialist or member of the Office of Early Childhood (OEC) needs to reach out to program leadership.

*If you would like to apply for a level please visit www.coloradoshines.com. Once you land on our website follow the next steps:

1. Click on “ LOGIN TO QRIS”



2. Once you click in to “LOGIN TO QRIS”, it will take you to a Login page where you will be asked to enter your email address and your password.



FIND A PROGRAM 

COLORADO SHINES
START EARLY
START STRONG
QUALITY EARLY LEARNING

ENGLISH | SPANISH
[LOGIN TO QRIS](#) | [LOGIN TO PDIS](#) | [LOGIN TO ATS](#)

[HOME](#) [FOR FAMILIES](#) [FOR PROGRAMS](#) [FOR PROFESSIONALS](#)

LOGIN

COLORADO SHINES LOGIN

Notice: Security upgrades will be implemented on Colorado Shines Friday July 21, 2017. As a result, older browsers will no longer support the security requirements needed to access the system.

If you are experiencing issues logging in with the correct user name and password, it may be your internet browser. You will need to update your browser to Microsoft® Internet Explorer® version 9, 10, and 11, Apple® Safari® version 10.x on macOS, Microsoft Edge for Windows® 10, or one of the most recent stable versions of Mozilla®, Firefox® or Google Chrome™.

This is the Program Login to the Colorado Shines System (QRIS). A program is allowed two QRIS logins. If you do not have a login, please click Register. If your program already has 2 active logins you must deactivate one on the QRIS dashboard before registering for another.

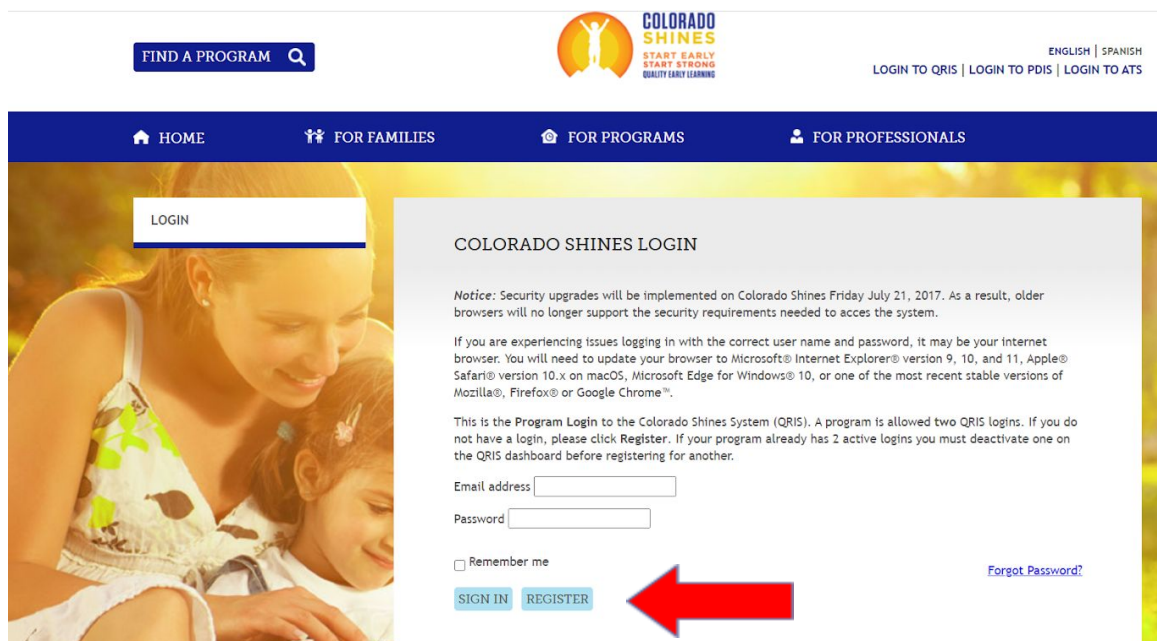
Email address


Password

☐ Remember me

[SIGN IN](#) [REGISTER](#) [Forgot Password?](#)

- If you don't have login credentials, you can register as a new user. Click on the “Register” button shown below.



FIND A PROGRAM 

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LOGIN

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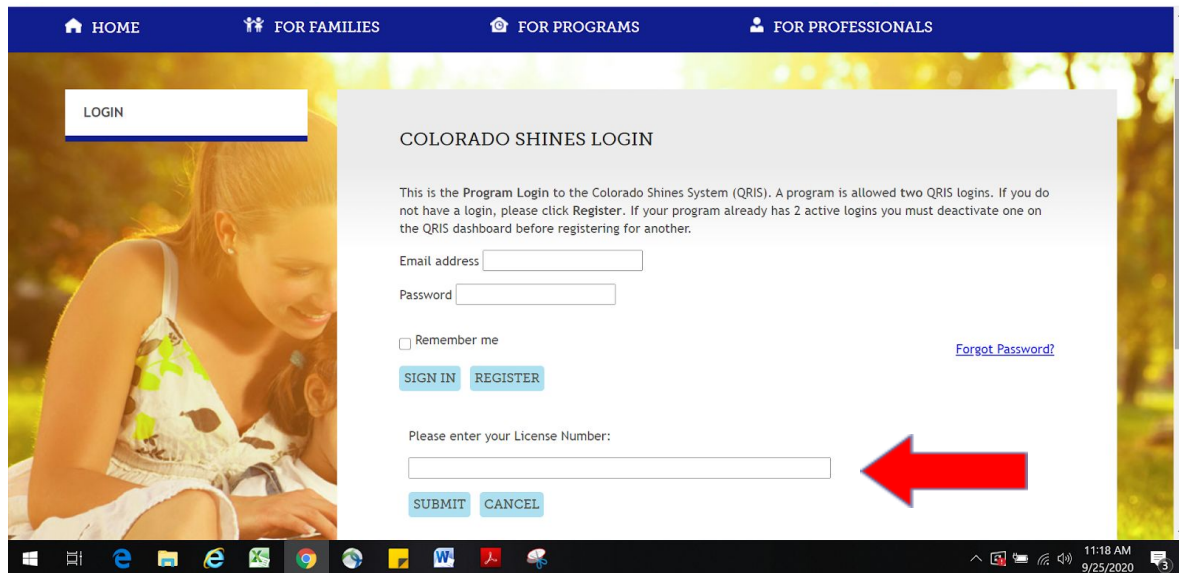
Email address

Password

☐ Remember me

[SIGN IN](#) [REGISTER](#) [Forgot Password?](#)

- Once you click on the “Register” button, another field will appear asking you for your license number. Proceed to enter your license number and click submit.



HOME FOR FAMILIES FOR PROGRAMS FOR PROFESSIONALS

LOGIN

COLORADO SHINES LOGIN

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Email address

Password


☐ Remember me [Forgot Password?](#)

[SIGN IN](#) [REGISTER](#)

Please enter your License Number:

[SUBMIT](#) [CANCEL](#)

- The system will ask for your information shown below.



COLORADO SHINES LOGIN

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Email address

Password

☐ Remember me [Forgot Password?](#)

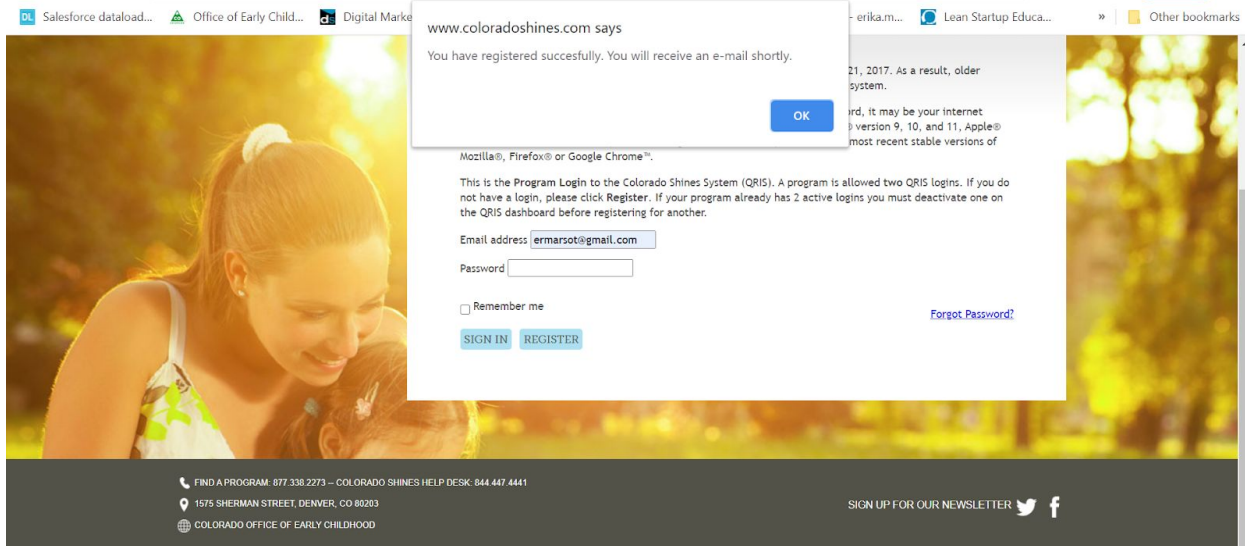
[SIGN IN](#) [REGISTER](#)

Please fill out the following information. Required fields in red.

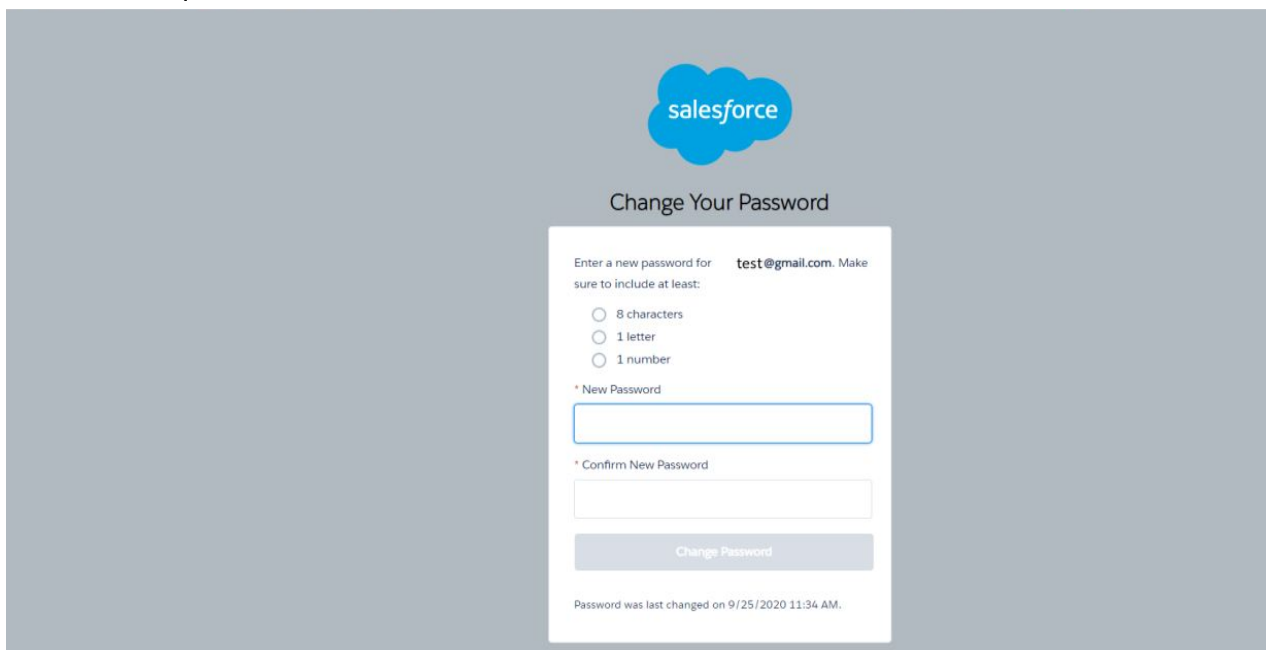
First Name	<input type="text"/>
Last Name	<input type="text"/>
Title	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>

[SAVE](#) [CANCEL](#)

- After you have filled out the above form, click on the save button. A pop up screen will appear to confirm your registration.



- You should receive a welcome email from the QRIS portal. Click on the hyperlink provided and it will take you to the following screen. Proceed to create a password with the requirements mentioned below.



- Once you click on Change password, it will take you to our new QRIS user experience portal.

***NOTE:** If you receive a message that you are already registered in Colorado Shines, please contact the help desk to assist you with your login.

Level 2 Rating Application Steps

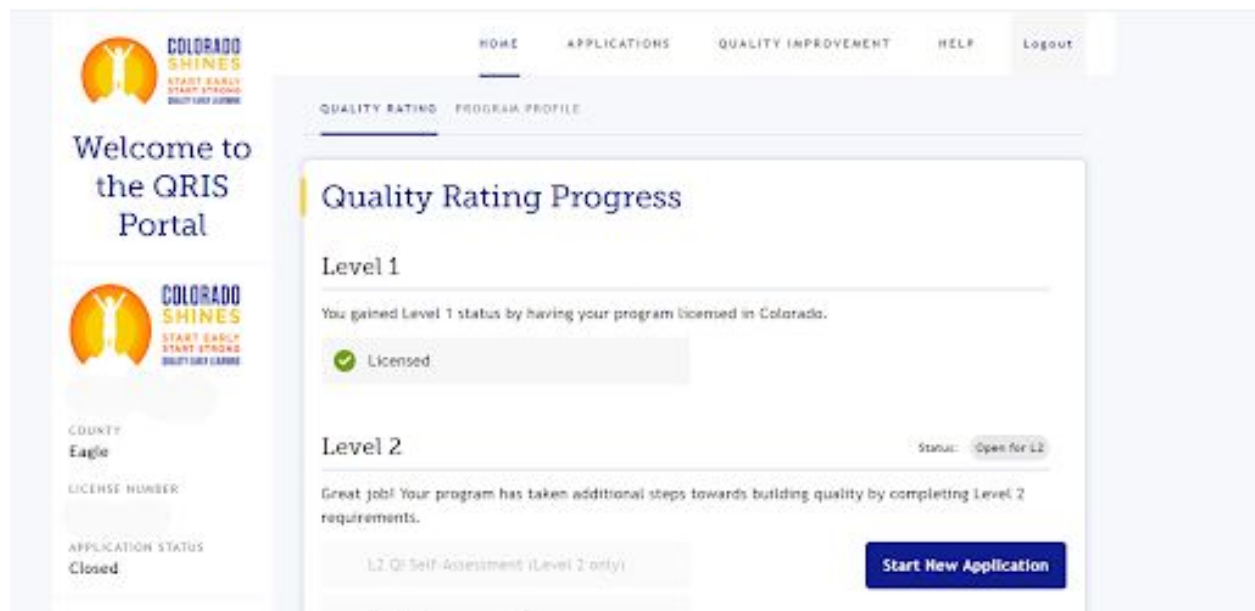
Overview

All licensed providers will begin with a Level 1 Colorado Shines rating. Programs can choose to move beyond Level 1 by submitting for an Alternative Pathway or Level 2 rating. Licensed child care programs may wish to pursue a Level 2 rating to further their program quality.

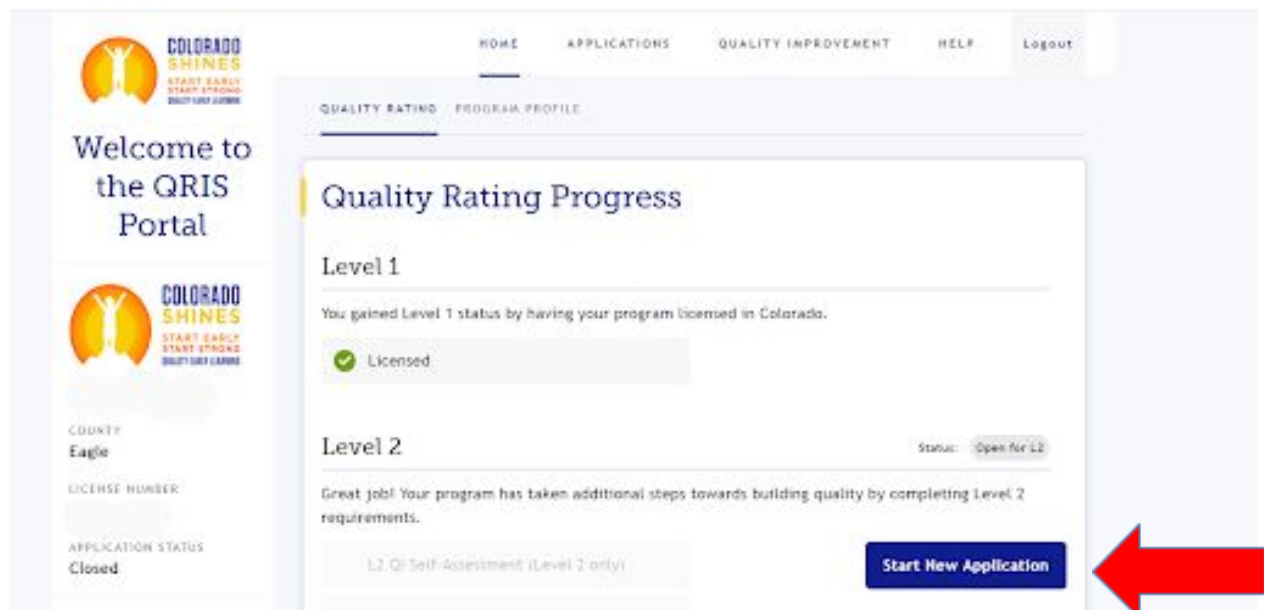
NOTE: Before your rating is approved, be aware that you may receive an email from your licensing specialist if you missed details or you need to change information in your L2 application. For more information, refer to the *“Level 2 Rating Guide Once your Application is Submitted”*

QRIS portal page after logging into the system

This is the Home QRIS portal page you will see when logging into the system.



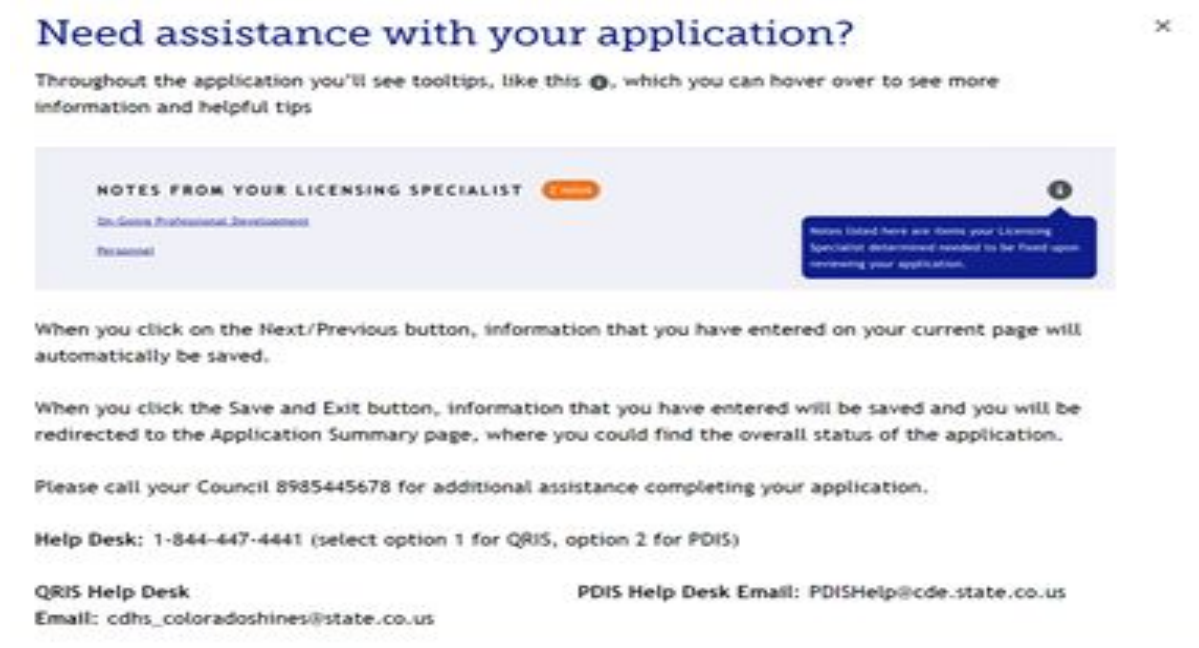
- In order to start your Level 2 Rating click on “ Start New Application”.



The System will take you to the first step of the application process:

There are seven steps to complete in order to submit for an L2 Rating: “Program Profile, Children, Workforce, Classroom, High needs, Quality Improvements, L2 Quality indicators”.

When you start your application you will see a pop-up window. This pop-up provides tips that are available throughout the application, as well as, contact information for your council.



L2 APPLICATION

PROGRAM DETAILS

Missing Fields

CHILDREN

WORKFORCE

CLASSROOMS

HIGH NEEDS

QUALITY IMPROVEMENT

L2 QUALITY INDICATORS

APPLICATION SUMMARY

Clicking Next/Previous will save your progress.

Next >

< Previous

Save & Exit

Program Details

PROGRAM QUALITY RATING

1

2

3

4

5

Program Overview

*PRIMARY LANGUAGE SPOKEN

English

PRIMARY LANGUAGE "OTHER"

LEGAL FILING STATUS

Select an Option

Many programs offer specific services or are recipients of funding that assist with serving the varying needs of young children. Please check all boxes below that apply to your program.

☐ Early Head Start
 ☐ Migrant Head Start

☐ American Indian Alaskan Native Head Start
 ☐ Colorado Child Care Assistance Program

☐ Colorado Preschool Program
 ☐ Denver Preschool Program

☐ Head Start
 ☐ Title I Elementary and Secondary Education Act

☐ Preschool Special Education
 ☐ Early Intervention Services

☐ School Readiness Quality Improvement Program
 ☐ Infant Toddler Quality and Availability Grant Program

☐ Private Quality Improvement Funding
 ☐ Private Pay

Program Schedule

Please tell us more about annual operation dates, operating days and times for your program. Date ranges can reflect partial months.

☐ Program Open Year-Round

*PROGRAM OPEN FROM DATE

*PROGRAM OPEN TO DATE

☐ Accepts full-time students
 ☐ Accepts part-time students

HOURS OF OPERATION

If your schedule is consistent Monday-Friday, simply fill out the "Monday-Friday" option.

Mon

Tue

Wed

Thu

Fri

Sat

Sun

☐ Monday-Friday

FROM

TO

HOME

APPLICATIONS

QUALITY IMPROVEMENT

HELP

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2. CHILDREN - The second step is to indicate the breakdown of students currently served in your program by age group. We understand these numbers often change. Please indicate your current numbers and update it annually with any changes. Once you have completed the Children section, click on the “Next” button.

L2 APPLICATION ?

PROGRAM DETAILS
Missing Fields

CHILDREN

WORKFORCE

CLASSROOMS

HIGH NEEDS

QUALITY IMPROVEMENT

L2 QUALITY INDICATORS


APPLICATION SUMMARY

Clicking Next/Previous will save your progress.

Next >

< Previous

[Save & Exit](#)



Overview

Please indicate the breakdown of students currently served in your program by age group.

We understand these numbers often change. Please indicate your current numbers and update annually with any changes.

(*) denotes mandatory field. All mandatory fields must be filled out for this section to be considered complete.

*Youngest Age Authorized to Serve	<input type="text"/>	--Select--
*Oldest Age Authorized to Serve	<input type="text"/>	--Select--
Children Served Under 12 Months	<input type="text"/>	
Children Served 1 Year old	<input type="text"/>	
Children Served 2 Years old	<input type="text"/>	
Children Served 3 Years old	<input type="text"/>	
Children Served 4 Years old	<input type="text"/>	
Children Served 5 Years old	<input type="text"/>	
Children Served 6 Years and older	<input type="text"/>	
Number of Children:	0	<i>Auto-calculated based on inputs above</i>

3. **WORKFORCE** -The Workforce section is where the provider will verify the current staff and training hours. For Child Care Centers, an L2 quality rating requires that 75% of your staff has completed the required 10 hours of L2 training. Family Child Care Home providers need to complete 10 hours as they are the licensed provider. Training hours are stored in the Professional Development Information System (PDIS). Staff listed below are currently registered in the PDIS and linked with your program. The percentage of hours will be displayed on this page along with the number of staff and the minimum required L2 hours.

If you believe that the information is inaccurate, click on the "Get Staff from PDIS" button (option1) to refresh the data. If staff information is still not accurate or you need to remove or add staff, contact the Professional Development Information System (PDIS) Help Desk at 1-844-447-4441, option 2.

Once all information has been verified, check the box located on the lower right-hand side. With this confirms that the information is correct. Then, click the "Next" button to proceed.

L2 APPLICATION ⓘ

- PROGRAM DETAILS
Missing Fields
- CHILDREN
- WORKFORCE**
- CLASSROOMS
- HIGH NEEDS
- QUALITY IMPROVEMENT
- L2 QUALITY INDICATORS

Workforce PROGRAM QUALITY RATING 1 2 3 4 5

Overview

A Level 2 Colorado Shines rating requires that 75% of your staff has completed the required 10 hours of Level 2 training. Training hours are stored in the Professional Development Information System (PDIS). Staff listed below are currently registered in the PDIS and linked with your program.

Summary

0 Total Staff 0 Total L2 Hours 0 Minimum L2 Hours % % L2 Hours

Status L2 Training In Progress

Click "Get Staff from PDIS" to view a list of the staff currently enrolled in the PDIS who are registered to your program.

Get Staff from PDIS

Last Staff Pull:

Name	Title	L2 Hours	Credential Level	Date Hired	Self-Assessment	Individual Professional Development Plan
------	-------	----------	------------------	------------	-----------------	--

☐ Confirm workforce information is accurate and correct.

Additional Information View More

Need to update your staff list? View More

3 **Next >**


< Previous

Save & Exit

1 **Get Staff from PDIS**

2 ☐ Confirm workforce information is accurate and correct.

4. **CLASSROOMS** - On this page, the provider will create sessions associated with listed classrooms. Classrooms are created by the Licensing Specialist. If there are classrooms that do not appear on this page, contact your Licensing Specialist to have those classrooms created. Providers must create sessions in existing classrooms. Providers can also update, create new, or delete sessions from this page. It is important to list all staff for the session.



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HOMEAPPLICATIONSQUALITY IMPROVEMENTHELPLogout

ALTERNATIVE PATHWAY

PROGRAM DETAILS
Completed

CHILDREN
Completed

WORKFORCE
Missing Fields

CLASSROOMS
Completed

HIGH NEEDS
Missing Fields

QUALITY IMPROVEMENT

DOCUMENTATION

APPLICATION SUMMARY

Clicking Next/Previous will save your progress.

Next >


< Previous

[Save & Exit](#)

Classrooms

PROGRAM QUALITY RATING

Overview



Please use this page to add sessions to the classrooms listed for your Program. If there are no classrooms or if the classrooms that are displayed on this page are incorrect, please contact your Licensing Specialist. If any of your classrooms are temporarily not in use, please check the Temporarily Not in Use checkbox and select a reason that the classroom is not in use.

- A CLASSROOM is defined as the physical room(s) within your school.
- A SESSION is defined as one or more classes within a program offered in the same classroom space.

A Classroom must have at least one session. Often, it may have more than one session.

Summary

11
Classrooms

9
Sessions

Infant

☐ Classroom Temporarily Not In Use ⓘ

Add Session

CLASSROOM NAME	CAPACITY	DESCRIPTION
Bearsie Bears		Includes children 6 weeks - 7 months of age in 1 session only.
YOUNGEST AGE	OLDEST AGE	

Sessions

There are currently no sessions listed for this classroom.

- There must be a Session for each Classroom on the Classroom tab . Click the “Add Session” button by each classroom listed on the application to add the Session(s).

Summary

11

Classrooms

9

Sessions

Infant

☐ Classroom Temporarily Not In Use ⓘ

Add Session

CLASSROOM NAME	CAPACITY	DESCRIPTION
Bearsie Bears		Includes children 6 weeks - 7 months of age in 1 session only.
YOUNGEST AGE	OLDEST AGE	

Sessions

There are currently no sessions listed for this classroom.

- All fields with an asterisk * are required for the Session.

Add Session

×

(*) denotes mandatory field. All mandatory fields must be filled out to add a session.

Classroom

* SESSION NAME

Session name

* DESCRIPTION

Add description

* FROM

Session start time

🕒

* TO

Session end time

🕒

* STUDENTS ENROLLED ⓘ

No. of students enrolled

HIGHEST NUMBER OF STUDENTS ALLOWED IN CLASS

* BIRTHDAY OF YOUNGEST CHILD

📅

* BIRTHDAY OF OLDEST CHILD

📅

* YOUNGEST AGE SERVED ⓘ

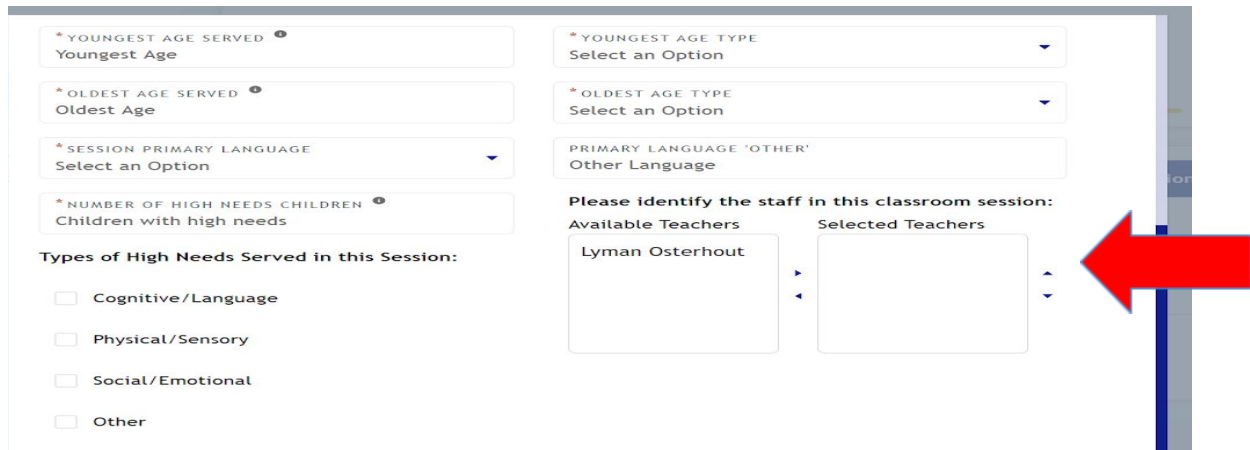
Youngest Age

* YOUNGEST AGE TYPE

Select an Option

▼

- The scroll bar on the right can be used to view the other fields for the Session record.



* YOUNGEST AGE SERVED [ⓘ]
Youngest Age

* OLDEST AGE SERVED [ⓘ]
Oldest Age

* SESSION PRIMARY LANGUAGE [ⓘ]
Select an Option

* NUMBER OF HIGH NEEDS CHILDREN [ⓘ]
Children with high needs

Types of High Needs Served in this Session:

☐ Cognitive/Language

☐ Physical/Sensory

☐ Social/Emotional

☐ Other

* YOUNGEST AGE TYPE [ⓘ]
Select an Option

* OLDEST AGE TYPE [ⓘ]
Select an Option

PRIMARY LANGUAGE 'OTHER'
Other Language

Please identify the staff in this classroom session:

Available Teachers

Lyman Osterhout

Selected Teachers

A red arrow points to the vertical scrollbar on the right side of the form.

- Both the Youngest Age Type and the Oldest Age Type fields have a scroll bar that must be used to see all options for the age types.



* YOUNGEST AGE TYPE [ⓘ]
Year(s)

* OLDEST AGE TYPE [ⓘ]
Select an Option

Days

Weeks

Month(s)

Year(s)

A red arrow points to the vertical scrollbar on the right side of the dropdown menu.

- The “Add Session” button at the bottom cannot be selected until all information is completed.


☐ Social/Emotional
☐ Other

Add Session

- After all information is completed, the “Add Session” button will now appear highlighted in blue. This means that the Session can now be added.

☐ Social/Emotional
☒ Other

Add Session



- After adding the Session, the user will be returned to the Classroom tab and a saved successfully message will appear on the screen. The user will also be able to see the Session record on the page.

Home

☐ Classroom Temporarily Not In Use ⓘ

Add Session

CLASSROOM NAME	CAPACITY	DESCRIPTION
Home Classroom	6	Test for Provider and Level 2 testing

YOUNGEST AGE
2 Years

OLDEST AGE
14 Years

Sessions

Session Name Testing ✎ Edit 👤 Deactivate 🗑 Delete

Description:
This is the session description

Start Time: 12:00 AM

End Time: 12:15 AM

Students Enrolled: 2

Highest Number of Students Allowed in Class:

Youngest Age Served: 1 Year(s)

Session Primary Language: English

Primary Language "Other":


Number of Special Needs Children: 1

Types of High Needs Served in this Session:

☐ Cognitive/Language
☐ Physical/Sensory

☐ Social/Emotional
☒ Other

Teachers:



- The user can continue to add Sessions for each classroom in a similar manner. The Session can also be edited or deleted by using the function tools.

5. HIGH NEEDS - This section will help to determine your eligibility for Quality Improvement Incentives (QI). Indicate the number of children that fit into each high-needs category. For example: how many Infant, Toddlers, and Preschool-age children are enrolled in a CCCAP program, Head Start, CPP, etc.

- PROGRAM DETAILS
Missing Fields
- CHILDREN
- WORKFORCE
- CLASSROOMS
- HIGH NEEDS**
- QUALITY IMPROVEMENT
- L2 QUALITY INDICATORS

APPLICATION SUMMARY

Clicking Next/Previous will save your progress.

Next >

< Previous

Save & Exit

Overview

Creating your high needs profile is an important part of the Colorado Shines program to help determine your eligibility for Quality Improvement (QI) Incentives.

Please indicate the number of children that fit into each high needs category in the following table. As with other sections of this application, we understand that this is a point-in-time entry. Include currently enrolled children who are receiving services or funding for these categories. We encourage Colorado Shines Program to update this application annually to ensure up-to-date information.

Program Type	Infants (0-12 months)	Toddlers (1-2 years)	Preschoolers (3 years- kindergarten)	Total
Colorado Childcare Assistance Program (CCCAP)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Colorado Preschool Program (CPP)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Early Head Start/Head Start	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Migrant Head Start	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
English Language or Dual Language Learners	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Receiving Early Intervention Services through an IFSP	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Receiving Preschool Special Education Services through an IEP	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

6. QUALITY IMPROVEMENT - Continuous Quality Improvement Planning is key to the success of your Early Learning facility and the teachers you employ. The Office of Early Childhood works to support your needs through Quality Improvement (QI) initiatives.

L2 APPLICATION

- PROGRAM DETAILS
Missing Fields
- CHILDREN
- WORKFORCE
- CLASSROOMS
- HIGH NEEDS
- QUALITY IMPROVEMENT**
- L2 QUALITY INDICATORS

APPLICATION SUMMARY

Clicking Next/Previous will save your progress.

Next >

< Previous

Save & Exit

Quality Improvement Plan

PROGRAM QUALITY RATING 1 2 3 4 5

Overview

Continuous quality improvement planning is key to the success of your early learning program. The Office of Early Childhood works to support your needs through Quality Improvement (QI) initiatives. Use this QIP to help document your highest priorities for enhancing the quality of your program.

You must have at least one program quality improvement goal to submit your application. If reapplying for your Level 2, be sure to update and add your new Quality Improvement goals.

Directions

View More

MY QIP

SELECT A QIP

Current QIP

CATEGORY

Select a Category

Add a Quality Improvement Goal

- The Directions section on the page can be expanded for further guidance and information about how to complete the page. Click on View more to expand the narrative.

Completed

QUALITY IMPROVEMENT

Directions

View More

QUALITY IMPROVEMENT

L2 QUALITY INDICATORS

APPLICATION SUMMARY

Clicking Next/Previous will save your progress.

Next >

< Previous

Save & Exit

Directions

View Less

These indicators are based on the 5 standard areas in the Quality Rating and Improvement System (QRIS). By implementing Colorado Shines in your program, we believe that together we will positively impact all facets of the Early Childhood System ranging from enhanced resources for parents, professional development for the early learning workforce, supports for children with high needs, to sound business best practices for your program. Our QI Incentive Initiatives help support your program in achieving and maintaining the high quality child care options that families need, and helps those families find the best match for their children.

We believe that this tool will help you document your highest priorities for increasing the quality of your program by focusing on 3 key areas:

- foundational practices, such as leadership and management
- daily practices, such as curriculum and family partnerships
- comprehensive practices, such as health screenings and mental health consultation

MY QIP

SELECT A QIP

Current QIP

CATEGORY

Optional

i) From the drop-down menu select a “Current QIP”, this will give you the different categories to select from; such as Workforce Qualifications, Professional Development, Child Health, Learning Environment, etc.

Missing Fields

CHILDREN

WORKFORCE

CLASSROOMS

HIGH NEEDS

QUALITY IMPROVEMENT

L2 QUALITY INDICATORS

APPLICATION SUMMARY

Clicking Next/Previous will save your progress.

Next >

< Previous

Save & Exit

Overview

Continuous quality improvement planning is key to the success of your early learning program. The Office of Early Childhood works to support your needs through Quality Improvement (QI) initiatives. Use this QIP to help document your highest priorities for enhancing the quality of your program.

You must have at least one program quality improvement goal to submit your application. If reapplying for your Level 2, be sure to update and add your new Quality Improvement goals.

Directions

View More

MY QIP

SELECT A QIP

Current QIP

CATEGORY

Select a Category

- Workforce Qualifications and Pro...
- Optional
- Child Health
- Learning Environment
- Leadership, Management and Ad...
- Family Partnerships

HOME

APPLICATIONS

COLORADO

ii) Once you select the applicable category, a form will display on your screen. Make sure you fill out the category, sub-category, status, priority, and the complete by date. Enter your priority narrative in the Improvement Actions text box provided under the Criteria section. Then, click on the “Add to Plan” button.

- At least one QIP plan must be created to achieve a Level 2 rating.

Add Quality Improvement Goal

(*) denotes mandatory field. All mandatory fields must be filled out to add a goal.

* Category

* Sub Category

* Status

* Priority

* COMPLETE BY

* Criteria

Please choose Category and Sub Category to select Criteria

Salesforce Sans 12

Insert Improvement Actions

Add to Plan

- ADD THE NOTE BOX and The Goals that are archived
Then, click on the “Next” button when you are done on this section.

Quality Improvement Plan

PROGRAM QUALITY RATING

Overview

Continuous quality improvement planning is key to the success of your early learning program. The Office of Early Childhood works to support your needs through Quality Improvement (QI) initiatives. Use this QIP to help document your highest priorities for enhancing the quality of your program.

You must have at least one program quality improvement goal to submit your application. If reapplying for your Level 2, be sure to update and add your new Quality Improvement goals.

MY QIP

SELECT A QIP

Current QIP

Category

Current QIP

Completed QIP

Add a Quality Improvement Goal

Next >

< Previous

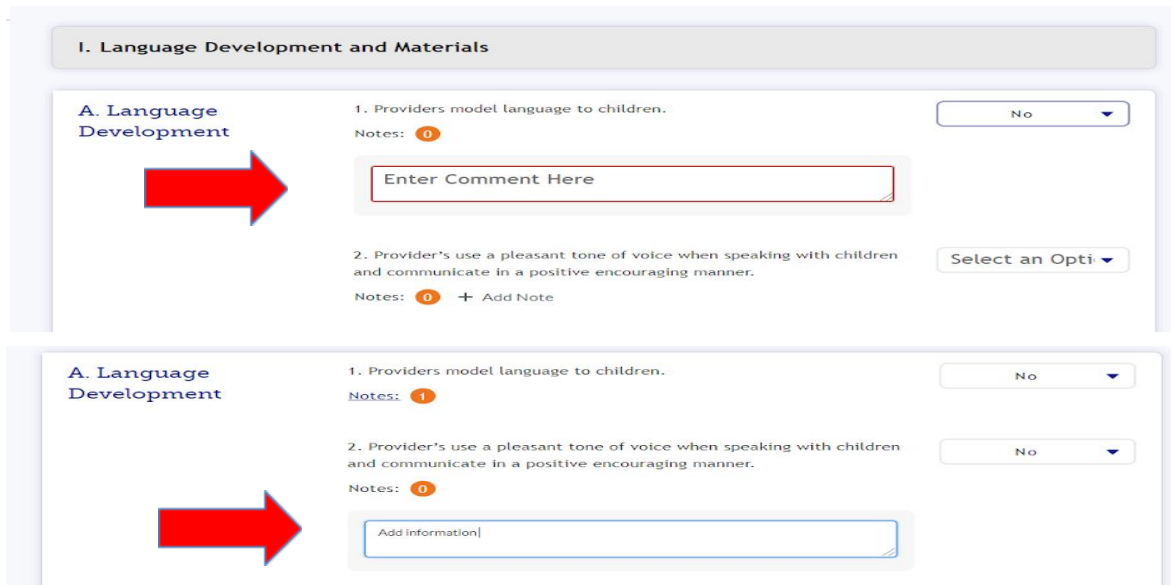
Save & Exit

7. L2 INDICATOR - Completing the Quality Indicator Program Assessment is the last step to achieving a Level 2 rating. This step is required for Child Care Centers and Family Child Care Homes. The Quality Indicator Self Assessment is organized by sections: the Infant/Toddler criteria and the Preschool criteria. If a program does not have an Infant/Toddler or Preschool classroom check the box that says “Check the Box if your program does NOT have an Infant/Toddler or Preschool room”.

In the Quality Indicator Self Assessment, a program should answer ‘yes’ in the picklist under the “Select an Option box” if programs are currently meeting the described criteria. Answering ‘no’ will help the program identify an opportunity for improvement, or identify an area where a program’s curriculum does not align with the Quality Indicator Self Assessment. If the program’s curriculum does not align with the criteria, the provider should indicate why in the comment field. Anytime ‘no’ is selected a comment must be entered by the program. You can submit for L2 even if you have responded “no” to one or more L2 Indicators.

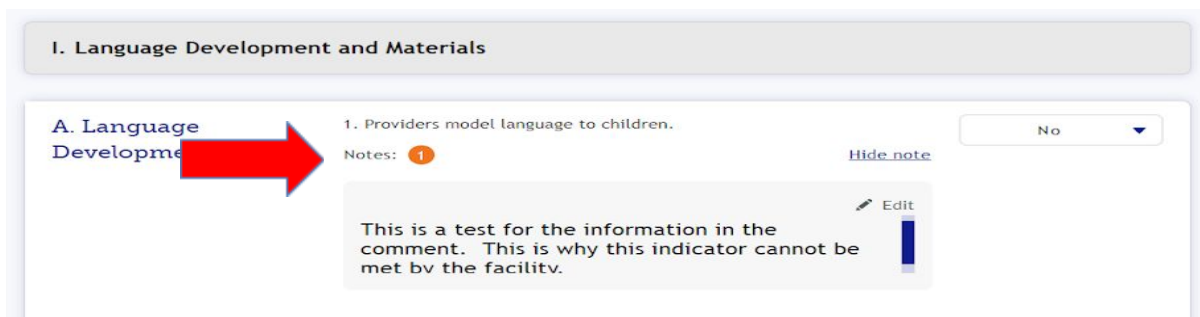
The screenshot displays the 'L2 Quality Indicator Program Assessment' web application. On the left is a sidebar with a vertical navigation menu. The menu items are: PROGRAM DETAILS (with a red dot and 'Missing Fields'), CHILDREN, WORKFORCE, CLASSROOMS, HIGH NEEDS, QUALITY IMPROVEMENT (with a red dot and 'Missing Fields'), and L2 QUALITY INDICATORS (with a red dot). Below the menu is an 'APPLICATION SUMMARY' button. At the bottom of the sidebar are 'Next >', '< Previous', and 'Save & Exit' buttons. A note states 'Clicking Next/Previous will save your progress.' The main content area has a header with the title 'L2 Quality Indicator Program Assessment' and a 'PROGRAM QUALITY RATING' section showing a progress bar with five diamonds, the first of which is orange and numbered '1'. Below the header is an 'Overview' section with an image of a caregiver and a child, and text stating: 'As one of the requirements toward achieving Level 2 rating, participating programs will be required to complete the Quality Self-Assessment "checklist" on this page.' Below this is a 'Directions' section with a 'View More' link. The main section is titled 'Section 1: Infant/Toddler' and contains a checkbox labeled 'Check the box if your program does NOT have an Infant/Toddler room'. Below this is a section titled 'I. Language Development and Materials'. Under this section is a sub-section 'A. Language Development' which contains three numbered items, each with a 'Select an Option' dropdown and a 'Notes' field with an 'Add Note' button. The items are: 1. Providers model language to children. 2. Provider's use a pleasant tone of voice when speaking with children and communicate in a positive encouraging manner. 3. Staff asks children open-ended questions to initiate conversation and respond to child's attempt to communicate.

- If the response is “No”, the program must add a note to explain why this indicator is not met. After ‘No’ is selected, a comment box will appear on the page. This comment box should be used by the program to indicate why this indicator cannot be met.



The first screenshot shows a form titled "I. Language Development and Materials" with a sub-section "A. Language Development". It contains two items. Item 1, "Providers model language to children.", has a "No" dropdown menu selected. A red arrow points to a text box labeled "Enter Comment Here" which is part of a note entry area. Item 2, "Provider's use a pleasant tone of voice when speaking with children and communicate in a positive encouraging manner.", has a "Select an Opti" dropdown menu. The second screenshot shows the same form after item 2 has also been set to "No". A red arrow points to a text box labeled "Add information" which is part of a note entry area. In both screenshots, the "Notes" count is 0.

- The information typed in the comment box will automatically save when you move to the next item. There is no save button.
- The notes can be reviewed by clicking on the *Notes* link. Once a note is entered, it can be edited by clicking on the “Edit” button on the note.



This screenshot shows the form after the first note has been saved. The "Notes" count is now 1. A red arrow points to the "Notes" link. A "Hide note" link is visible next to the note. The note text is: "This is a test for the information in the comment. This is why this indicator cannot be met by the facilitv." An "Edit" button with a pencil icon is located to the right of the note text.

APPLICATION SUMMARY: Final Step before submitting the application, review all the missing items as indicated on the sidebar.

L2 APPLICATION ?

PROGRAM DETAILS
Missing Fields

CHILDREN

WORKFORCE

CLASSROOMS

HIGH NEEDS

QUALITY IMPROVEMENT
Missing Fields

L2 QUALITY INDICATORS
Missing Fields

L2 Application Summary PROGRAM QUALITY RATING 1 2 3 4 5

Status: In Progress

You have missing items that need your attention before you can submit.

You can click into these missing items through the progress tracker on the left. Once all items are marked complete you will be able to submit your application.

☐ Check to confirm all information within this application is accurate and up to date.

Submit L2 Application

Once your application is approved you will receive an email.

Next >

< Previous

Save & Exit

HOME

APPLICATIONS

QUALITY IMPROVEMENT

HELP

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- If all sections on the application are correct and complete, the user should click on the Confirmation checkbox section to confirm that application is accurate. Then, the user can click on the “Submit L2 Application” button to submit the application.

L2 APPLICATION ?

PROGRAM DETAILS
Completed

CHILDREN
Completed

WORKFORCE
Completed

CLASSROOMS
Completed

HIGH NEEDS
Completed

QUALITY IMPROVEMENT
Completed

L2 QUALITY INDICATORS
Completed

L2 Application Summary PROGRAM QUALITY RATING 1 2 3 4 5

Status: Ready to Submit

☒ Check to confirm all information within this application is accurate and up to date.

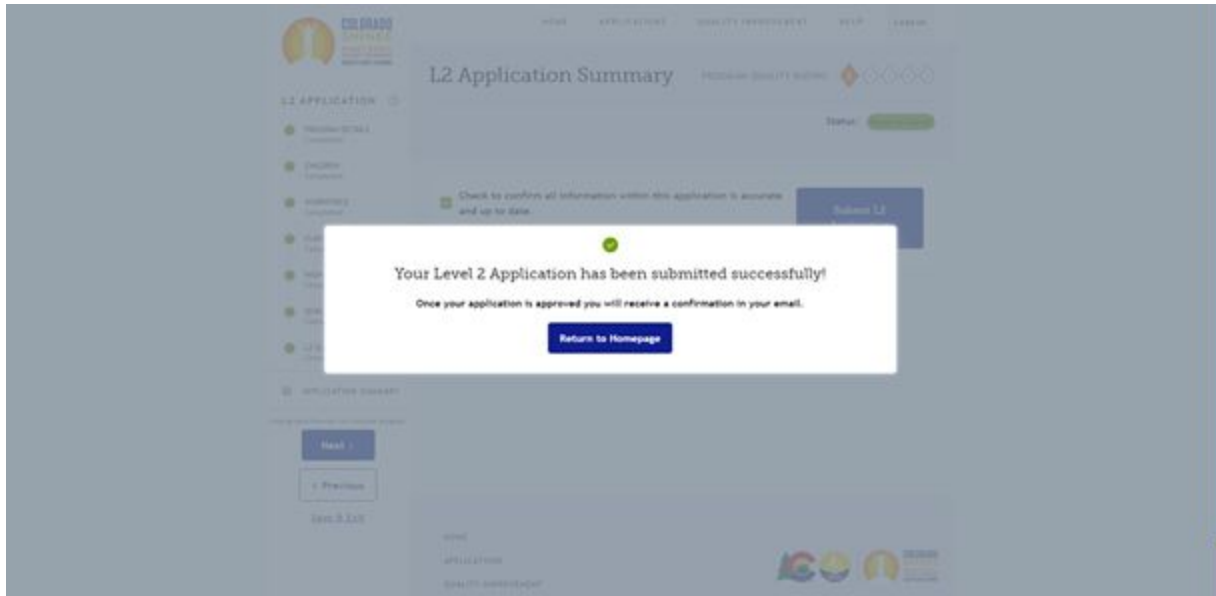
Submit L2 Application

Once your application is approved you will receive an email.

HOME APPLICATIONS QUALITY IMPROVEMENT HELP Logout

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- Once you have clicked on the “Submit L2 Application” button, you will see a pop-up confirming that you have successfully submitted your application.



NOTE: Once your application is approved you will receive an email confirming the Level rating.

- After clicking the 'Return to Homepage' button, you will be sent to this page. The application Status section will also update to indicate that the application is under review.

Level 2

Status: Under Review

Great job! Your program has taken additional steps towards building quality by completing Level 2 requirements.

✓ L2 QI Self-Assessment (Level 2 only)

✓ Quality Improvement Plan

✓ Staff Registered in PDIS

✓ Staff Level 2 Training Complete

✓ L2 Colorado Shines Application

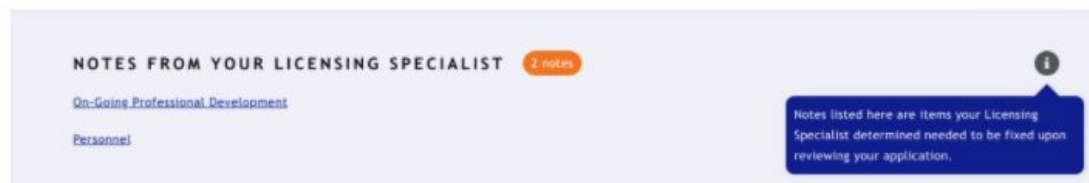
[View Application](#)

This is the end of the QRIS registration and the initial L2 Rating Application process guide. Please refer to the "Level 2 Training-Once your Application is Submitted" guide for how to complete your Application information when it has been returned by the Licensing Specialist. This is the end of the guide for how to login in and enter a Level 2 Application. Please refer to the secondary guide for steps on how to read and complete a Level 2 Application that has been returned by the Licensing Specialist.

- **DO YOU STILL NEED HELP?** If you still need assistance with your application please feel free to call or email the contact below.

Need assistance with your application?

Throughout the application you'll see tooltips, like this , which you can hover over to see more information and helpful tips



NOTES FROM YOUR LICENSING SPECIALIST 2 notes

[On-Going Professional Development](#)

[Personnel](#)

Notes listed here are items your Licensing Specialist determined needed to be fixed upon reviewing your application.

When you click on the Next/Previous button, information that you have entered on your current page will automatically be saved.

When you click the Save and Exit button, information that you have entered will be saved and you will be redirected to the Application Summary page, where you could find the overall status of the application.

Please call your Council 844-477-4441 for additional assistance completing your application.

Help Desk: 1-844-447-4441 (select option 1 for QRIS, option 2 for PDIS)

QRIS Help Desk

Email: cdhs_coloradoshines@state.co.us

PDIS Help Desk Email: PDISHelp@cde.state.co.us