

Level 2 Rating Guide

Once your Application is Submitted

Overview: This guide is a continuation of the initial L2 Application guide. This guide should be used to assist the program in completing the application if the application has been returned to the program for more information or changes.

- Once submitted, the application will be sent to the Licensing Specialist for review. If there are any items that need attention after the review, the program will receive an email notification containing a list of action items.
- The program will need to log back into the QRIS portal to review and correct the items on the application.

The screenshot displays the QRIS portal interface. On the left, there is a sidebar with the Colorado Shines logo, a welcome message, and program details for Logan County, License Number, and Open Application Status. The main content area is titled 'QUALITY RATING PROGRAM PROFILE'. It features a 'QUICK UPDATES' section with links for Program Details, Children, Workforce, Classrooms, and High Needs. A notification box on the right states 'You may qualify for QI funds' with an 'Apply for QI Funds' button. The 'Quality Rating Progress' section shows the user has achieved Level 1 status and is currently at Level 2. The Level 2 requirements are listed as: L2 QI Self-Assessment (Level 2 only), Quality Improvement Plan, Staff Registered in PDIS, Staff Level 2 Training Complete, and L2 Colorado Shines Application. A 'View Application' button is present next to these requirements. The status for Level 2 is 'Under Review'.

- From the QRIS portal, click on the “View Application” button.

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](#)

- Any section that needs to be addressed will be labeled with help text on the sidebar that reads, “Needs Attention”.

START EARLY
START STRONG
READY EARLY LEARNERS

L2 APPLICATION

- PROGRAM DETAILS Completed
- CHILDREN Completed
- WORKFORCE Completed
- CLASSROOMS Needs Attention**
- HIGH NEEDS Completed
- QUALITY IMPROVEMENT Needs Attention
- L2 QUALITY INDICATORS Needs Attention

NOTES FROM YOUR LICENSING SPECIALIST 1 notes

[fix_note resolved](#)

Classrooms

PROGRAM QUALITY RATING 1 2 3 4 5

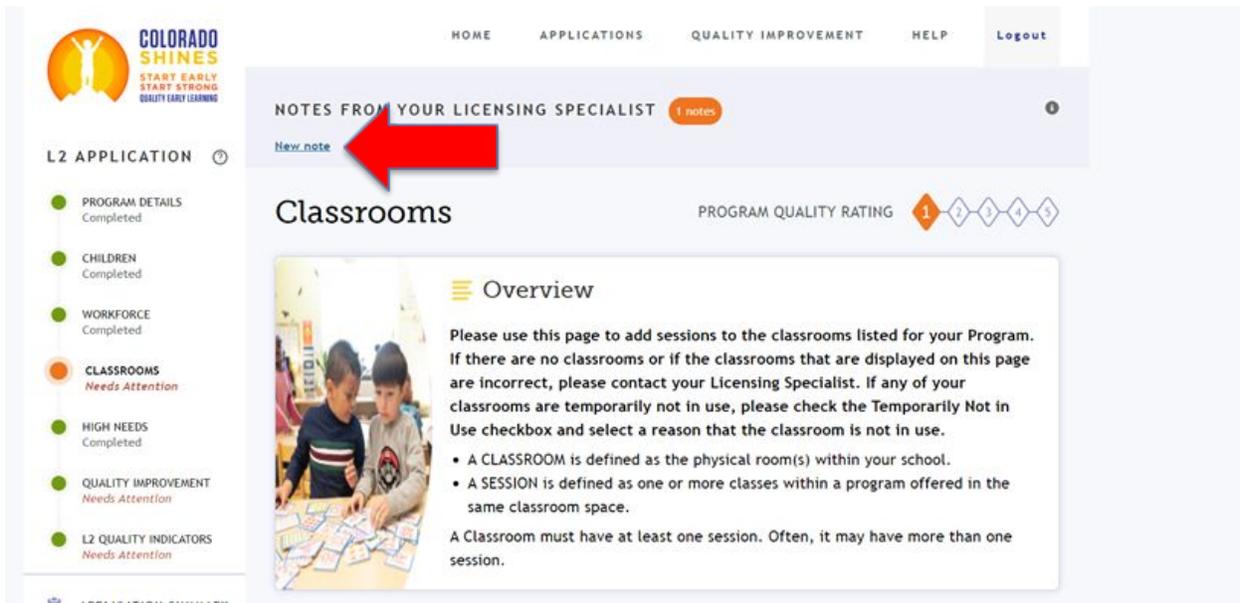
Overview

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.

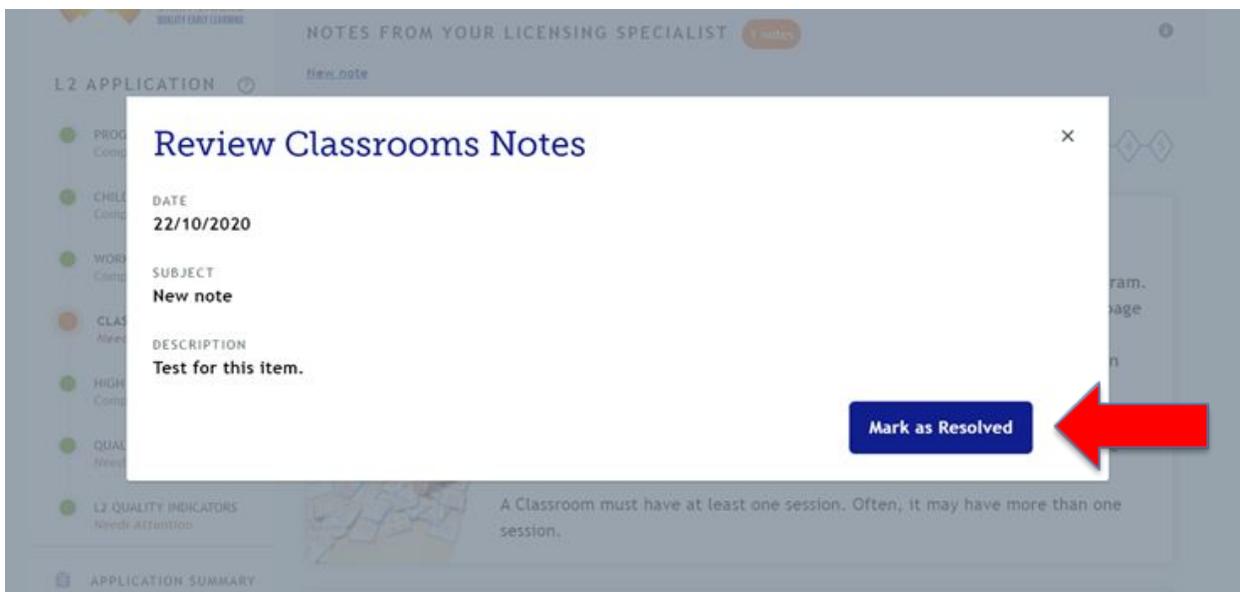
- A CLASSROOM is defined as the physical room(s) within your school.
- A SESSION is defined as one or more classes within a program offered in the same classroom space.

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

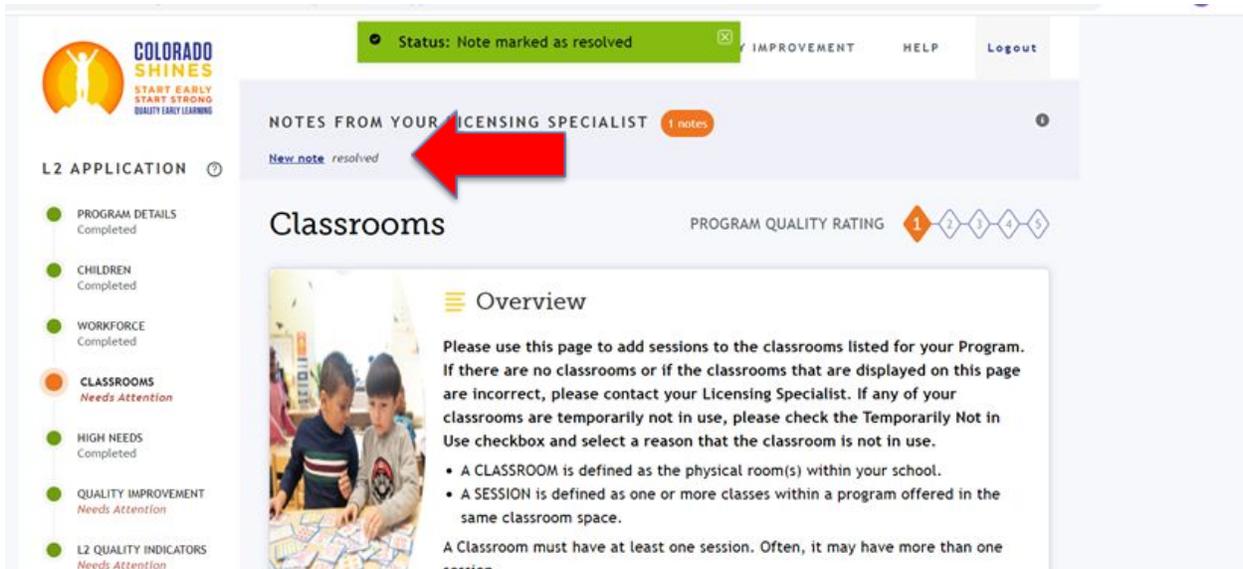
- When the user selects the section, a section called Notes from your Licensing Specialist will appear at the top of the page. Select the blue link for the note. This will open the note from the specialist to the program.



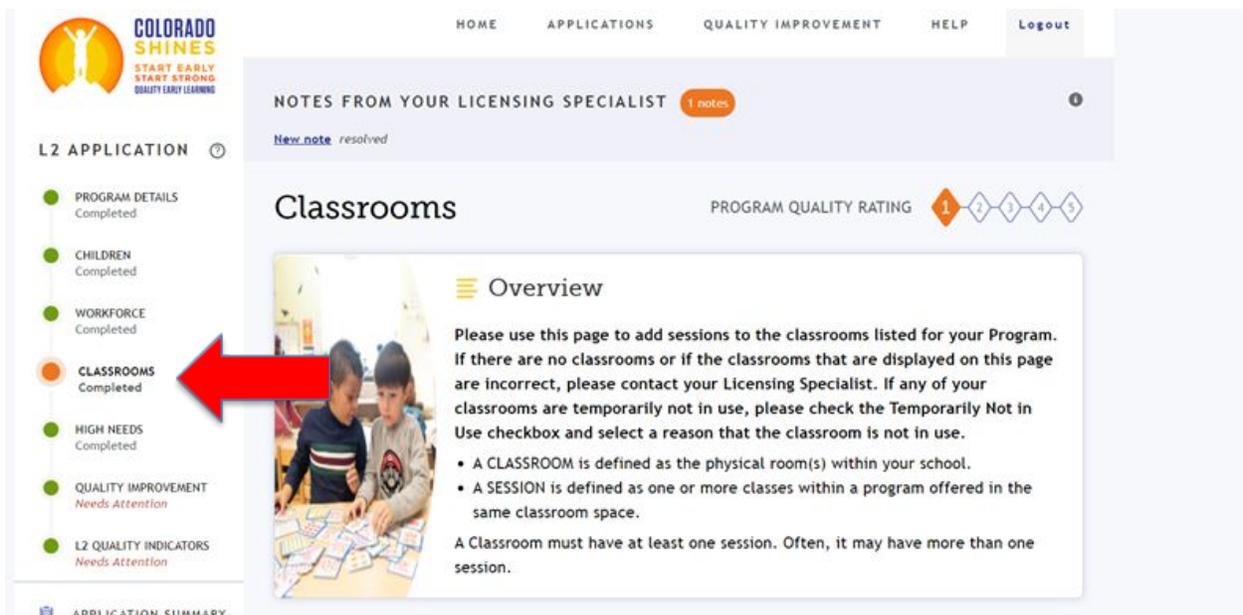
- The note should be used as a reference for what needs to be adjusted on the application.



- After the item has been corrected, the user will need to go back into the note and use the "Mark as Resolved" button to resolve the action item.
- The user will see a confirmation message on the outer screen. The note on that section page has also been updated to resolved.



- If the user refreshes the page, the sidebar section text will also update and change from “Needs Attention” to “Completed”.



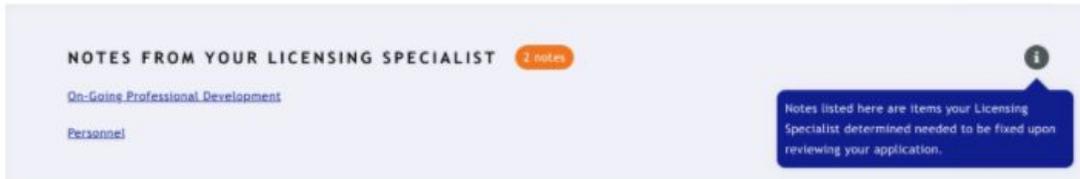
- Each section action item should be read, adjusted, and resolved in the same manner. When all items have been updated and marked as resolved, the user is done. An email will be sent to the specialist to let the specialist know to review the application.
- If you need further assistance with the action items, please contact your licensing specialist for clarification on what it needed on the application.

- **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



The screenshot shows a light blue header with the text "NOTES FROM YOUR LICENSING SPECIALIST" and a small orange pill containing "2 notes". Below this are two links: "On-Going Professional Development" and "Personnel". A blue tooltip with a white "i" icon is positioned over the right side of the header, containing the text: "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